URI Controller’s Office

Financial Administration Meeting
October 20, 2010
The University’s financial statements received an unqualified opinion from the independent auditor. This affects URI’s:

- Accreditation
- Bond rating

The University’s financial statements were completed on time, Sept 30th.

Audited Financial Statements on the Controller’s web site – Financial Reporting. FY2010 will be posted soon!
Other Information

- FY2010 Fund Balances have been sent to the Budget Office
- Auxiliary / Enterprise Financial Statements – October 2010

- Mail – please indicate room number in Carlotti on inter-office mail
Reorganizations in Controller's Office

Merger of Pre & Post Award
Discussion of merging pre & post award started FY07 when Dr. Alfonso was hired.

President Dooley authorized merging of pre-award & post award offices on June 24, 2010.

11 FTE from Controller’s Office transferred to Office of Sponsored Projects Office.

Merger was effective August 1, 2010.
Reorganization (cont.)

- Name: “Sponsored & Cost Accounting Office”
- Location: 70 Lower College Road, 3rd floor
Responsibilities, functions & duties

• F&A Rate Proposal Preparation
• Disclosure Statement
• URI Financial Policies, Procedures, & Manual
• Annual financial state grant quasi closing
• External & Internal Audits
• Financial Reports SF 425 & others
• Sub-recipient monitoring of A-133 reports after initial year of contract
• Cost & Service Centers
• Reporting ARRA grants
• Financial month-end and year-end closing of subsidiary ledgers
• Posting of grant related journal entries to financial system
• Approval of cost transfers over 90-days
• Grant related billing & receivables
• PeopleSoft Grant Module (upgrades/new functionality, testing, training, etc)
Responsibilities, functions, and duties will need to be reevaluated from time to time to make sure that appropriate internal controls are in place or to comply with changes in accounting standards or other compliance issues.

Office of Sponsored Projects and Controller’s Offices will continue to work closely together as a team to ensure URI is in compliance with regulations and policies as well as to help the University community during this transition.
Reorganizations in Controller’s Office

Accounting Operations
Accounting Operations continues to implement new technology and functionality to improve procedures, strengthen internal controls and streamline processes to positively affect the University community and URI vendors.

Note – some staff offices have changed
Questions???
Accounting
Accounts Payable/Travel

Trish Casey
Associate Controller
Vendor ACH Payments

- We have implemented and continue to pursue additional vendors who would like to be paid with direct deposit – ACH
- Forms are found on the Controller’s Website under Forms
- Quicker payments, eliminates lost checks
- Questions can be referred to me 874-4422
## Statistics – Vouchers Processed

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Fund</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Funds (State)</td>
<td>27,543</td>
<td>25,557</td>
<td>32,902</td>
<td>29,983</td>
</tr>
<tr>
<td>Overhead</td>
<td>3,507</td>
<td>3,933</td>
<td>4,385</td>
<td>4,492</td>
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<tr>
<td>Auxiliary/Enterprise</td>
<td>11,949</td>
<td>10,790</td>
<td>12,632</td>
<td>11,256</td>
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<tr>
<td>Research</td>
<td>14,987</td>
<td>15,244</td>
<td>16,259</td>
<td>15,173</td>
</tr>
<tr>
<td>Private/Foundation</td>
<td>5,882</td>
<td>6,321</td>
<td>6,730</td>
<td>5,697</td>
</tr>
<tr>
<td>Agency</td>
<td>206</td>
<td>251</td>
<td>367</td>
<td>219</td>
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<tr>
<td><strong>Total Vouchers Processed</strong></td>
<td>64,074</td>
<td>62,096</td>
<td>73,275</td>
<td>66,820</td>
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<tr>
<td><strong>Other Vouchers</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RICAP</td>
<td>1,188</td>
<td>1,243</td>
<td>1,131</td>
<td>786</td>
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<tr>
<td>RIHEBC</td>
<td>108</td>
<td>132</td>
<td>112</td>
<td>336</td>
</tr>
<tr>
<td>GO Bonds/COPS</td>
<td>123</td>
<td>252</td>
<td>225</td>
<td>135</td>
</tr>
<tr>
<td><strong>Total Vouchers Processed</strong></td>
<td>1,419</td>
<td>1,627</td>
<td>1,468</td>
<td>1,257</td>
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<tr>
<td><strong>Total Vouchers Processed</strong></td>
<td>65,493</td>
<td>63,723</td>
<td>74,743</td>
<td>68,077</td>
</tr>
</tbody>
</table>

| Total vouchers $          | $ 154,651,805 | $ 165,323,030 | $ 177,057,256 | $ 170,362,836 |
| Avg voucher $             | $ 2,361.35    | $ 2,594.40    | $ 2,368.88    | $ 2,502.50    |
### Statistics - Payments

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable Checks</td>
<td></td>
<td>25,562</td>
<td>29,291</td>
<td>30,612</td>
<td>29,769</td>
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<tr>
<td>Rush Checks</td>
<td></td>
<td>340</td>
<td>266</td>
<td>1,680</td>
<td>2,305</td>
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<tr>
<td>Automated Clearing House (ACH)*</td>
<td></td>
<td>3,369</td>
<td>1,065</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Wires</td>
<td></td>
<td>755</td>
<td>819</td>
<td>849</td>
<td>844</td>
</tr>
<tr>
<td>Student Refunds **</td>
<td></td>
<td>2,326</td>
<td>20,893</td>
<td>20,784</td>
<td>18,512</td>
</tr>
<tr>
<td>RIFANS</td>
<td></td>
<td>123</td>
<td>152</td>
<td>181</td>
<td>135</td>
</tr>
<tr>
<td>Internal Payments</td>
<td></td>
<td>229</td>
<td>258</td>
<td>294</td>
<td>271</td>
</tr>
<tr>
<td><strong>Total transactions</strong></td>
<td></td>
<td><strong>32,704</strong></td>
<td><strong>52,744</strong></td>
<td><strong>54,400</strong></td>
<td><strong>51,836</strong></td>
</tr>
</tbody>
</table>

| **Total Payments**                |             | **$ 216,863,310** | **$ 217,434,030** | **$ 234,152,296** | **$ 215,330,258** |
| Avg payment                       |             | **$ 6,631**       | **$ 4,122**       | **$ 4,304**       | **$ 4,154**       |

* ACH payments to vendors Jan 2009
* HigherOne Student Refund Card program started in FY2010
## Statistics - TAR

<table>
<thead>
<tr>
<th></th>
<th>2010</th>
<th>2009</th>
<th>2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAR- Non Research</td>
<td>1,557</td>
<td>1,424</td>
<td>1,596</td>
</tr>
<tr>
<td>TAR- Research</td>
<td>1,529</td>
<td>1,484</td>
<td>1,554</td>
</tr>
<tr>
<td>Total TAR's Processed</td>
<td>3,086</td>
<td>2,908</td>
<td>3,150</td>
</tr>
<tr>
<td>Domestic TARs</td>
<td>$ 2,443,074</td>
<td>$ 2,259,919</td>
<td>$ 2,243,773</td>
</tr>
<tr>
<td>International TARs</td>
<td>901,366</td>
<td>858,772</td>
<td>895,306</td>
</tr>
<tr>
<td>Total TAR's Processed</td>
<td>$ 3,344,441</td>
<td>$ 3,118,691</td>
<td>$ 3,139,079</td>
</tr>
</tbody>
</table>

*Note: Athletics TAR not included in above*
Reminder - **ACH payment authorization form** – direct deposit for Travel Reimbursements – payment is quicker

- Early Bird check-in fees will **not** be paid by URI, must be paid personally
- 90 day limit on mileage reimbursement forms
- TEV’s are due within 10 days of return from trip

- Updates & changes - see [Travel Website](#)
<table>
<thead>
<tr>
<th></th>
<th>FY2010</th>
<th>FY2009</th>
<th>FY 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>P-Cards Issued</td>
<td>270</td>
<td>201</td>
<td>92</td>
</tr>
<tr>
<td>Transactions</td>
<td>10,609</td>
<td>5,155</td>
<td>2,056</td>
</tr>
<tr>
<td>Total Dollars</td>
<td>$2,214,562</td>
<td>$1,247,263</td>
<td>$441,256</td>
</tr>
<tr>
<td>Travel Cards Issued</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transactions</td>
<td>2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Total Dollars</td>
<td>$800,445</td>
<td>$962,829</td>
<td>$1,503,090</td>
</tr>
<tr>
<td>Athletic Cards</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transactions</td>
<td>3,668</td>
<td>3,700 (est.)</td>
<td>4,000 (est.)</td>
</tr>
<tr>
<td>Total Dollars</td>
<td>$1,075,200</td>
<td>$1,100,000 (est.)</td>
<td>$1,178,031</td>
</tr>
</tbody>
</table>
We are accepting new card applications

Training on-line on Sakai

All questions should be emailed to: P-Card@etal.uri.edu

We “cover” P-Card email Monday-Friday 8:00 - 4:30

Emergencies after hours contact JPMorgan
Post Audit of all Reconciliation packages

- **Allowability of charges**
  - understand what is allowed and not allowed on all funding sources
  - don’t attempt to charge and see what happens

- **Reconciliation Packages due dates**
  - 5th business day after statement date closes
  - one day late and we will suspend card
G&C completion of P-Card review (through March 2010)

Findings include:

- Description of purchase not always included in PaymentNet - this will now be mandatory for Fund 500
- Departments are not always using proper account code for purchases
- Payments for Travel must include TAR in PaymentNet and on Reconciliation
Pre-Approval required from Office Sponsored Projects for the following:

- Membership Dues - most grants not allowable
- Computer & computer related purchases
- Request to purchase an item over P-Card limit
Please don’t hesitate to contact any of us with questions, concerns ....
New fiscal staff – call us for training on paper processing
W-2 Mailing Address Reminder: Employees need to make sure their addresses are current

- State employees update addresses - [HR Personal Update form](#)
- Internal/Student Employees
  - Address is based upon mailing/home address on PeopleSoft system
  - Mailing address will be used first, then home address
  - PeopleSoft employees update addresses - [HR e-Campus self service](#)
Payroll Distribution Reports.

Path to Distribution reports
- Payroll for North America > Payroll Processing USA > URI Payroll Reports

State payroll distribution report:
- “URI State Payroll Distribution”

Internal (PeopleSoft) payroll distribution report:
- “URI Internal Payroll Distribution”
Distribution Reports

- User ID: Required
- Fiscal Year: Required
- Empl ID
- Fund Code
- Department: Range for Internal rpt.
- Program Code
- Project
- Account
- PayEndDt From: To:
USP-2 needs to go through normal process for approvals

- Attach “Over 90 day memo” to back of original USP-2
- Or attach copies of USP-2 to “Over 90 day memo”
Office of Higher Education performed audit on URI payroll and 1099

- FINDING – some IP-1s did not have employee signature
- CORRECTIVE ACTION – All forms must be signed by employee. If not HR will return IP-1 to department
PeopleSoft Project Update

- TIMECARDS
- EMPLOYMENT FORMS
Questions???
Financial System Management

Ron Bernier
Associate Controller
<table>
<thead>
<tr>
<th>Month</th>
<th>Last Paid Payroll Date</th>
<th>Estimated Closing Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 10</td>
<td>7/22/2010</td>
<td>8/4/2010</td>
</tr>
<tr>
<td>Sep 10</td>
<td>9/17/2010</td>
<td>10/4/2010</td>
</tr>
<tr>
<td>Nov 10</td>
<td>11/26/2010</td>
<td>12/7/2010</td>
</tr>
</tbody>
</table>

Reports should be available in your Report Manager 2-3 days after the Estimated Close Date.
Year-end Reports

- Close FY2010 – Controller’s listserv notice
- Remove FY2009 YE Reports – Save Reports
- FY2010 YE Reports will be Prior Year
- Only new year (FY2011) activity will be updated
Update on Projects

- On-line Requisitions/LVPO
- P-Card

PeopleSoft Financial Upgrade 9.1
- Target date October 2011
Questions???
Sponsored & Cost Accounting

Tom Pitassi
Associate Controller
ARRA Grants

# Grants received as of 9/30/2010
- 47 Projects as of 9-30-2010
- Amount of Projects $30,667,596

Challenges
- Federal Quarterly Reporting Required by the 10th day of the following month
- PI’s Data has not always been submitted timely
- State Reporting
Vendors > $25,000

- DUNN Number and Zip code + 4 for all vendors with purchases greater than $25,000
- Jobs Report or E-mail with number of jobs created

Sub-Contractors > $25,000

- Must report jobs to URI
- Must report to Federal Gov. (reporting.gov)
New five year rates were negotiated in July 2010

- Rates for FY2011 through FY2015
- Sponsored Research ranges from 52% to 53.5%

- [Controller Website][1] > Departments > Sponsored & Cost Accounting

Thank you for those who helped during the space study and the site visit
New Reporting Requirements

- **Federal Funding Accountability Act-2006**
  - Effective October 1, 2010
  - Prime contract awardee
    - Awardee Information, executive compensation
    - First tier subcontracts of $25K or more
  - Prime grant awardee
    - Awardee information, executive compensation
    - First tiers sub-grants of $25K or more
  - Information will be reported on:
    - FFTA Sub-award Reporting System (FFTA)
    - Central Contract Registry (CCR)
Do Not Leave Alcohol Near Your Pumpkins

Thank You