URI Controller’s Office

Financial Administration Meeting
Sharon Bell, Controller
March 28, 2012
Reminders

- Conferences Fees & Reg–Online
- URI Foundations – funds accepted/not accepted
- URI Contracts
Conferences

- Revenue and expenses need to be processed through Fund 101, 500 or 900 (URI Conference Office)
  - Exception – If donation is received by URI Foundation to sponsor conference, donation and related expenses need to be processed through Fund 401.
- If participants are paying fee to attend– fee cannot be deposited into URI Foundation
Reg–Online Conferences

- URI has a “Reg–Online” Corporate Acct.
- Contact – Joe Pittle, [URI Conference Office](#)
- “Reg–Online” Fees include
  - fee per registration $3.50
  - credit card processing fee 4.75%
- Features
  - Build custom on–line registration form
  - Easy navigation for attendees
  - Accepts Check or Credit Card payments
    - net amount remitted to URI
  - Custom reports and web surveys
  - Ability to E–mail participants
URI Foundation Deposits

Accepted:

- All donations from private sources in support of the University and its programs
- Proceeds from fund-raising events
- Level 1 or 2 research grants from private sources (Research questionnaire must be completed for gifts over $5,000)

- Questions – contact URI Foundation Rebecca Mara 874–9334
URI Foundation Deposits

Not accepted:

- Research contracts
  - Contact Mary K DeMarco, Research Office, 4–2775
- Conference fees
- Sales of University property
  - Any funds from governmental sources; federal, state or local, including government source funding disbursed by a private source payer
  - Course or lab fees
  - Other fees relating to University programs
  - Reimbursements for items paid for by University accounts
  - Student Organizations including honor societies (anything with dues or fees)

Questions – contact Controllers Office, at 4–2378
New Agency Fund 900 Policy

Funds held by the University as custodian or fiscal agent for a sponsor or a University related organization. Money is deposited with the University for safekeeping, to be used or withdrawn by the depositor at will.

http://www.uri.edu/controller/policies.html
Agency Fund 900 Policy & Procedures, Request Form
Agency Fund 900 Form

Agency Request Form which needs to be completed for all active

New Agency Fund 900 program will need to complete a request form along with signature authorization and chartfield string request.

Forms need to be sent to Controller’s Office
Contracts memo

Please be advised that all procurement contracts and agreements entered into by the University of Rhode Island, must first be reviewed by URI’s General Counsel. Once a contract has been reviewed and found to be legally sufficient, a URI Authorized Agent will sign the contract/agreement on behalf of URI.

The Signature Authorization Policy, including a list of individuals that are approved by the Board of Governors for Higher Education can be found on the URI Office of Budget and Financial Planning website:

http://www.uri.edu/budget/policies.html

A contract signed by an unauthorized individual is not a University contract but is the personal contract binding on the person who signed it, and it will not be considered binding on the University.
Accounting Updates

- PCard
- Travel
- URI Foundation Fund Awards (reminder)
- Payments:
  - Scholarships/Stipends
  - Grad Assistants
  - Awards
  - Honorariums
- ACH
- Clearing Advances
PCard

- We currently have 409 PCards

- The average dollar spent is approximately $198/transaction

- Most frequent violations:
  - Sales tax charged
  - Missing receipts
  - Late reconciliation reports
Travel

- Cliqbook (on-line travel tool)
- Reference Guide on booking tickets through Cliqbook
- Business travel combined with personal travel – requires a quote by Short’s Travel Agency
- Advances and Travel
- Medex and signing up on-line
Student Payments

- Scholarships, Awards, Stipends
  - Requires payment through student Ecampus account
  - If paid through invoice voucher then subject to tax reporting and W–9 required
  - Current form to use SGA2
  - Developing new form with Enrollment Services
  - This is not payment for services, payment of services for students needs to be paid through student payroll.
ACH – Direct Deposit

- Employees – travel and other reimbursements
- Vendors/Suppliers – payment for services and goods
- Currently we issue checks once per week and mail checks – 5–10 days by mail.
- Payment by ACH – once per week is funded into bank account within 24–48 hours. We push on Fridays some get money next day.
- Signup forms on website.
Advances

- PCards should be used by the traveler instead of travel advances.
- If no PCard and financial hardship, travel advance will be given for only hotel. International is hotel and per diem.
- No advances will be given out if there is an outstanding advance.
- Operating advances are for Research supplies and survey incentives. These are required to be pre-approved by Sponsored Research.
- Advances are tied to the Employees EMPLID.
I Tunes Applications

Process to purchase items from the Mac App/iTunes Store:

1) Send an email to Kevin Black <kblack@apple.com> asking for a price quote on the item(s) that you want to buy.
2) Kevin will email a PDF quote back to you.
3) When the Purchase Order is created, you must include a contact name and email address of a person on the PO. This person will receive an email from Apple with a download code to get the items.

Questions? Mark Oliver at opus@uri.edu
Forms updated

- We have added some new forms or re–designed forms to our website to better assist you:
  - Accounts Payable Correction Form | Instructions (for A/P, Travel & PCard)
  - Journal Entry Form (for non Accounts Payable)
  - ACH Claim Form
  - Internal Vendor Credit Statement | Instructions
Payroll

Jim Cacciola
Assistant Controller
Payroll Updates

• Payroll Direct Deposit
• W–2 Request for Duplicates
• Job Data Entry on Processing Day
PeopleSoft Project – Time Cards

<table>
<thead>
<tr>
<th>S.S. NO.</th>
<th>NAME</th>
<th>DEPT</th>
<th>GRANT</th>
<th>PER ACCOUNT NO</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>PAY PERIOD ENDING</th>
<th>MO</th>
<th>DAY</th>
<th>YR</th>
<th>EMPLOYMENT DATE</th>
<th>CLASS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>WEEK ENDING</th>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
<th>H</th>
<th>Q.T.</th>
<th>TOTAL L.W.O.P.</th>
<th>PER</th>
<th>VACATION</th>
<th>CTO</th>
<th>SICK</th>
</tr>
</thead>
</table>

| NEW | BAL | ACC. | DISCH | NEW | BAL |

V - VACATION
S - SICK LEAVE
L - LEAVE WITHOUT PAY
H - HOLIDAY WORKED
O - HOLIDAY OFF
C - COMPENSATORY TIME DISCHARGE
P - PERSONAL LEAVE

APPROVED BY DEPARTMENT HEAD
PeopleSoft Updates

Production Issues

• Upgrade PeopleSoft 9.1 – Successful but bumpy road
  • Experienced multiple issues in Purchasing module.
  • Some security roles needed rebuilding.
  • Some tree data did not migrate properly.
  • Still in discovery mode.
PeopleSoft Updates – Cont

Browser Issues

• Internet Explorer 8 – Compatibility View On
• Internet Explorer 9 – Compatibility View Off

http://www.uri.edu/ecampus/help/general/help_general.html
PeopleSoft Updates – Cont

• Short Term Goals
  • Stabilize Production
  • Implement AP and GL Attachment Functionality

• Long Term Goals
  • Travel and Expense
  • AR and Billing
  • Asset Management
Sponsored & Cost Accounting

Michele Wood
Assistant Controller
# 1st Qtr 2012 Update

## Research Expenditures - Actual and Forecast

<table>
<thead>
<tr>
<th></th>
<th>FY 11 Actual</th>
<th>FY 12 Forecast</th>
<th>FY 13 Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total expenditures</td>
<td>88,301,017</td>
<td>100,944,064</td>
<td>86,198,586</td>
</tr>
<tr>
<td>ARRA in above</td>
<td>10,263,605</td>
<td>16,972,678</td>
<td>2,820,156</td>
</tr>
<tr>
<td>Expenditures, net of ARRA</td>
<td>78,037,412</td>
<td>83,971,386</td>
<td>83,378,430</td>
</tr>
<tr>
<td>Total approximate # projects</td>
<td>1,268</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average per staff</td>
<td>317</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSF percent of total (excluding ARRA)*</td>
<td>16%</td>
<td>19%</td>
<td>21%</td>
</tr>
</tbody>
</table>

* represents agency with largest percentage of expenditures
ARRA grants data as of 2/29/2012:

- 57 Projects awarded $33.6 million
- Total Expenditures $24.8 million (74%)
- Executive order M-11-34 Accelerating Spending on Remaining Funds from ARRA Discretionary Grant Programs directs spending in full no later than 9/30/2013 (including cash payments), unless otherwise directed in writing
ARRA Grants Update

- NSF is in process of auditing an ARRA award
  - Requested URI policies, procedures and various documents
- Site visit in April 2012
Status of Transition

- Transitioned:
  - Billing
  - Reporting

- Currently addressing:
  - Project close outs
  - Common policies and procedures
Compliance

Various compliance matters – friendly reminders:

- Cell phone charges NOT allowed on fund 500 (per Cell Phone Stipend Procedures – General on the Controller’s website)

- Expenditures incurred in last 30 days are closely reviewed during audits

- Cost transfers – 90 days rule applies from date of original transaction (not to be confused with close-out period)
Project Close–Out

Project Close–Out is a joint responsibility between Office of Sponsored Projects and Sponsored & Cost Accounting.

Primary goal is to report final financial reports (SF–425) TIMELY and ACCURATELY to federal agencies; otherwise funding could be jeopardized.

- OSP – Tracking expenditures, transactions and required actions through 30 days after project end date

- S&CA – Tracking data in system, issuing final invoices, cash drawdown and reports from 31 days through 90 days after project end date and finalizing
Project Close-Out

Office of Sponsored Projects – key activities and communications to departments:

- **90 days, 60 days and 30 days before project end date**
  - email will be sent to departments as a reminder of important steps, such as clearing encumbrances, payroll appointments are switched to other chartfields, etc.

- **30 days after project end date**
  - Analyst will be reviewing the project financial data, completing OSP close-out checklist and sends to S&CA for final close-out
Project Close–Out

Sponsored & Cost Account – key deadlines for timely and accurate submission of final invoice and report:

- **30 days after project end date**
  - Project file sent up to SC&A from OSP for final steps

- **60 days after project end date**
  - Final invoice prepared and sent to agency after month has closed
  - Close–out checklist complete
  - SF–425 is drafted for project cash receipts, expenditures and source PS documentation for internal cost sharing and documentation for 3rd party cost sharing and is reviewed and approved

- **90 days after project end date**
  - Any additional charges are posted to Dean’s overhead via journal entry or correction by department via the budget checking process
  - Final SF–425 is submitted to agency
# Project Close-Out

Example of Sponsored & Cost Accounting's internal timelines affecting project close-outs:

<table>
<thead>
<tr>
<th>Project end date</th>
<th>Budget definitions end date</th>
<th>January close completed</th>
<th>Final invoice to be generated by S&amp;CA</th>
<th>Cash to be received on final invoice by S&amp;CA</th>
<th>SF-425 Federal Deadline</th>
</tr>
</thead>
</table>

Transactions posted in month to clear encumbrances at 12/31/11

Final payroll is posted and F&A is run.

After close is completed, the expenditure data is summarized by invoice and sent to agency with requested supporting documentation.

Typical billing terms are net 30 days; letter of credit draw is about 15 days from invoice. Prepare close-out checklist and draft SF-425.

Per SF-425 instructions, the final SF-425 is due 90 days after the project/grant end date.

<table>
<thead>
<tr>
<th>End date +</th>
<th>30 days</th>
<th>40 days</th>
<th>45 days</th>
<th>75 days</th>
<th>90 days</th>
</tr>
</thead>
</table>

| 35 |
Potential future changes

A–21, Cost Principles for Educational Institutions
  Proposing changes to the following:
  – consolidate cost principles into 1 document
  – flat rate option for F&A rather than negotiated rates
  – alternatives to effort reporting
  – clarifying when institutions may charge directly allocable administrative support as a direct cost
  – include certain computer devices as allowable direct costs

A–110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non–Profit Organizations
  – Possible reforms to the administrative requirements

A–133, Audits of States, Local Governments and Non–Profit Organizations
  proposing changes:
  – raising threshold for audits $3 million
  – would increase risk for sub–recipient monitoring
  – could include metrics, including monitoring timely submission of reports to agencies
  – are trying to mandate searchable database for testing transactions
  – key areas for review: unallowable costs, improper payments, waste, fraud and abuse
Questions???