The University of RI
Office of the Controller

Financial Administration Meeting
Sharon Bell, Controller
May 25, 2011

WELCOME

Power Point Presentation will be posted on website
If you haven’t already, please sign in . . .
Administrative Excellence Award

Tommaso Pitassi
Associate Controller
Controllers Office
Reminders

- URI Legal Office needs to review **ALL** contracts
  - Please do not send contracts directly to Controller’s Office

- Cell Phone Stipend Request Form FY2012
  - Rate will remain same for FY2012
  - Form needs to be completed each fiscal year
  - Job has to be entered on PeopleSoft (after form has been approved by all)
  - Approved forms must be submitted to Human Resources (original) Controller & Payroll Office (copy)
Revenue and expenses need to be processed through Fund 101, 500 or 900 (Conferences and Special Program Development)

- Exception – If donation is received by URI Foundation to sponsor conference, donation and related expenses need be to processed through Fund 401.

- If participants are paying fee to attend – fee cannot be deposited into URI Foundation, URI Alumni or URI Research Foundation
URI Foundation Deposits

Accepted:

- All donations from private sources in support of the University and its programs
- Level 1 or 2 research grants from private sources
  - URI Policy Administration of Grants, Contracts & Gifts (URI University Manual)
  - Research questionnaire must be completed for gifts over $5,000)
- Proceeds from fundraising events
Not accepted:

- Any funds from government sources (federal, state or local)
- Sales of University property
- Conference fees
- Course or lab fees
- Other fees relating to University programs
- Research contracts
- Reimbursements for items paid for by University
- Student Organizations including honor societies (anything with dues or fees)
URI Alumni Association

Accepted:

- Proceeds and sponsorships from Athletic Department & Alumni Association Events
- Operational funds for organizations supported by Alumni Association as authorized by Executive Director, Alumni Relations
- Alumni membership dues
- Proceeds from Student Alumni Association (SAA) activities (i.e. Oozeball & Survival Kits)
- Income from services rendered by the Publications and Advancement Services Departments from the URI Foundation
URI Alumni Association

Not accepted:

- Donations from private sources (directed to URI Foundation)
- Sales of University property
- Conference fees
- Course or lab fees
- Research contracts
- Reimbursements for items paid for by University accounts
URI “final” audited Financial Statements are due to RI Auditor General by 9/30
  ◦ State will **not** grant extensions
  ◦ Auditors – O’Connor & Drew,

URI Year–End deadlines will **not** be extended, no exceptions

“Year End Close Deadlines” memo
http://www.uri.edu/controller/news.html
Financial Reporting
Cindy Mace, Associate Controller
Cash Receipts

Clearly mark deposit slip with “FY2011” for cash received by 6/30/11

- 6/30/11 – Enrollment Services – Green Hall
  - FY11 Cash Receipts need to be done daily

- 7/15/11 – Reconciliation Office
  - Imprest Cash Reconciliation for June 30
  - Petty Cash Confirmation Forms
Any revenue that is earned by June 30th (services performed or goods delivered) must be recorded as FY2011 revenue in the Financial Statements

- 7/12/11 due in Student Loan/Receivables Office – Roosevelt Hall
  - Information to invoice any miscellaneous receivable, indicate “FY2011” on document
  - Any documentation on old miscellaneous receivable which needs to be a write-off as bad debt or invoice corrections

  - Documentation on any revenue earned by June 30th over $5,000 which has not been collected or invoiced as miscellaneous receivable
Revenues related to FY2011

Revenues related to FY2011 received after 7/12/11

- If you identify FY11 revenue that has not been recorded and the amount is over $25,000, please provide details and documentation
- 7/12/11 – 8/31/11 due in Financial Reporting Department – 114 Carlotti
- We will determine if these revenue should be accrued for in the FY11 Financials
Miscellaneous Schedule

- 6/30/11 – Miscellaneous feeds posted to General Ledger (telephone, central mail, printing, GSO)

- 7/12/11 – Accounting Office
  - Departments that need to provide a detailed schedule such as A/R, Prepaid, Deferred Revenue and A/P for Dining Services, HRL, Bookstore, Health Services, WAJ, MU and Ryan/Boss
Physical Inventory

- 6/30/11 – Physical Inventories must be complete
  - Dining Services, HRL, Bookstore, Health Services, WAJ, Central Stores, Automotive, Printing, Central Receiving

- 7/12/11 – Due to Lisa Gates – 116 Carlotti
  - Detail valuations of June 30th inventory
General Accounting

Trish Casey, Associate Controller
Any goods delivered or services performed by June 30\textsuperscript{th} need to be recorded in FY11 Financial Statements

7/12/11 – Due in Accounting Office

- Invoice Vouchers
- Imprest Cash Vouchers
- LVPO – Accounting & Receiving copies–completed and signed
- Invoices relating to PO’s
- Internal Payments (credit statements)
- PO Receiving Report
PCard transactions on JPMorgan PaymentNet

- 7/1/11 – June PCard reconciliation due
- Transactions from June 26th – 30th will be recorded in FY12
**PCard Statistics:**

- Active Pcards as of today: 369
- Avg. dollar amount per transaction: $235
- Most frequent violations:
  - Late reconciliation packages
  - Original receipts not included in package
  - Tax paid
  - TAR copies missing from packet
- As of today 183 have been trained on new PCard Module
7/12/11 – Due in Accounting Office
TEV’s – travel completed on/or before June 30

- Failure to submit on time – TEV charged to FY12 Funds

- Document on both TAR and TEV when expenses have been paid using Pcard and or Shorts Travel

- Copies of registrations, hotel charges, rental charges paid using PCard must be attached to TEV – originals go with PCard reconciliation.

➢ Reminder: final TEV’s due within 10 days after trip
Short’s Travel Statistics:

- Average cost of domestic flight: $312.31
- Average cost of International: $1,262.67
- Average daily cost of hotel: $161.00
- Average daily cost of car rental: $56.00
- Top Airline used – US Airways avg: $297.80
- Second – Southwest avg: $271.09

Out of 1,113 tickets booked 83% purchased in advance of 7 days (savings)
Blanket and Contract Purchase Orders Only

- 7/18/11 – Due in Accounting Office
  - only list expenditures where goods/services incurred by June 30th
  - invoice has not been or will not be received by the year end cut off date
  - an accrual needs to be recorded
  - form available on the Controller’s website
  - Call with any questions
Accounts Payable

- 7/15/11 – vouchers in budget error must be cleared

- PO Closing Process

- PO Roll after 7/20/11
  - State PO
  - TAR
  - Other Standard PO’s where goods/services received after 6/30/11
7/12/11 – Accounting Office – Kingston

- Adjustments in accounting except payroll
  - Journal vouchers for A/P adjustments
  - Journal entries for all other adjustments

- Authorized Signers must approve adjustments

- Journal vouchers and journal entries forms are available on the Controller’s website
Invoices related to FY2011

Invoices related to FY11 received after 7/18/11

- If you identify FY11 expense over $25,000 that was not recorded or reported on alternative receiving report, please provide details and documentation

- 7/18/2011 to 8/31/2011 due in Controller’s Office – 110 Carlotti

- We will determine if these expenses should be accrued for in the FY11 Financials
**Internal Deposits**
(MU / Dining / WAJ / Bookstore)

Clearly mark deposit slip with “FY2011” for cash received by 6/30/11

- **7/8/11** – Due in Accounting Office
  - Non-Cash Receipts (Dining, HRL, Bookstore, WAJ, MU, Ryan/Boss, Health Services)

- Email [Int_dep@etal.uri.edu](mailto:Int_dep@etal.uri.edu)

- Corrections to deposits must be sent by journal entry to this email address by 7/15/11
Sponsored & Cost Accounting
Tom Pitassi, Associate Controller
Grants and Contract Accounting Office must perform a quasi-close in order to bill the State of RI for all State Grants on or before June 24th.

It is very important that all information be processed in the PeopleSoft system prior to June 10th.

If any expenditure has not been recorded or accrued, there is a chance that URI will not be able to receive funds from these grants after June 30th.

Please review your grants to make sure everything is current.
Accounts Payable

- 6/8/11 4:00 PM in General Accounting Office in room 103 – Carlotti
  - Invoice Vouchers and LVPOs must be approved by Office of Sponsored Projects prior to submitting to Accounting.
  - Invoices on PO
  - Sub-contractor Invoices.
  - TEV for travel must be approved by Office of Sponsored Projects prior to submitting to Accounting.
  - Receiving reports
  - Budget errors must be cleared
Payroll – In order to bill the State for these grants, payroll accruals will have to enter into the system.

- The “State” Payroll accrual will be based on the distribution in the system used for the 5/27/11 payroll.
- Internal Payroll (PeopleSoft) accrual will be based on the distribution in the system used for the 6/10/11 payroll.
- 5/27/11 SR–1 Summer Recontracting that affect FY11 need to be processed in PeopleSoft
- 6/1/11 due in Payroll Office –All Payroll Adjustments for State Grants
State Grants continued

- State closing will take place on 11\textsuperscript{th} and 12\textsuperscript{th} of June.

- Billing will take place between 13\textsuperscript{st} and 17\textsuperscript{th} of June.

- Reverse all journals created for this process by 6-30-11
Service Center – Revenues/Rates

- Process billing for service centers timely
- Rates for FY12 due by 7–31–11
  - Sent to Eileen Foxx 874–2351
  - No billing until rates are approved
FY2012 Overhead Prorates

- We have received from the Budget Office new allocations beginning 7-1-2011
- Any changes to Department Allocation Overhead prorates, must be received by June 15th.
- Letter from the Dean authorizing allocation is required
GRAs. and TAs. Allocation

- Graduate Research Assistants and Teaching Assistants allocation charge (9.42%) will be suspended for the months of June, July and August and will resume in September.
Payroll

Jim Cacciola, Assistant Controller
Payroll–Reminders

- Summer Recontracting
  - By 6/3/11 all SR–1 Summer Recontracting that affect FY11 need to be processed in PeopleSoft

- IP–1 Forms
  - Please make sure all IP–1s affecting FY11 are processed in PeopleSoft

- Overtime Transfers
  - 6/27/11 – All FY11 Overtime Transfers completed and processed
Payroll Adjustments

- 6/7/11 – due in Payroll Office
  - Payroll adjustments through pay period 24

- 6/21/11 – due in Payroll Office
  - Payroll adjustments for pay period 25 only

- Authorized Signers must approve adjustments
Adjustments for pay period 26

- Adjustments to Pay period 26
  - Due to time constraints on processing our year-end reports, we cannot make any adjustments to pay period 26 charges

- MAKE SURE DISTRIBUTIONS ARE CORRECT
  - State payroll – USP2
  - PeopleSoft internal payroll – Department budget table
Payroll Accruals

- 1st Pay Period for FY12 is from 6/19/11 to 7/2/11 and will be paid on 7/8/11

- FY11 Accrual will be based on 9 working days (90%) of FY12 1st pay period
Effort Certification Reporting and A-133 Audit

- Effort Certification Reports must be approved and returned to Payroll Office in a timely manner.

- Federal oversight concerning the timing of returns.

- Each year our auditor, and other agency auditors focus on our procedures to ensure the ECR are returned and approved.
ENCUMBRANCE PROBLEMS

- Identify if problem is just in Financials
  - Run URI ENCUMBRANCE REPORT (HR tables)
  - Run BUDGET DETAIL REPORT (Financial tables)
    - If a discrepancy exists that can’t be explained by timing issues with journals being posted:
      - E-MAIL Jim Cacciola cacc@uri.edu
      - Identify problems listing complete chart field strings and amounts.
        EXAMPLE:
        - 500–2800–00000001453–5240 – Grant ended 3/31/11, HR encumbrances = 0, Financial encumbrances = $888.00
Year-end Report Schedule

- FY2011 – Daily through 3rd Week in July
- FY2011 – Weekly after 3rd Week in July

- FY2012 – Weekly through 3rd Week in July
- FY2012 – Daily after 3rd Week in July
Updates

- On-line Requisitions – 98% complete
- P-Card Module
  - training ongoing
  - go live July 25th
- Upgrade 9.1
  - kickoff May 23rd
Questions & Answers

Reminder!
PowerPoint will be available on Controller’s website