CONTROLLER’S FINANCIAL ADMINISTRATION MEETING
Memorial Union - Ballroom
Wednesday - November 6, 2019 - 9:00 AM

WELCOME – TRISH CASEY
• News & Updates
• FY19 Audited Financial Statements

HUMAN RESOURCES – LAURA KENERSON

FINANCIAL REPORTING – CINDY MACE
• GASB #87 - Leases
• Unrelated Business Income (Tax) UBIT
• Miscellaneous Billing & Receiving

SPONSORED COST ACCOUNTING – MICHELE WOOD
• F&A Rate
• Indirect Prorates
• Cost Transfers
• Single Audit
• PS Billing & Receivables
• Grant Closeouts
• Status of Audits

ACCOUNTING – DOREEN BOLSTER
• Personal Use of University Issued Communication Devices
• Business Meals Reimbursement
• Electronic Digital Signatures
• Other Updates
• Travel

TRAVEL – GRACE WYLD
• Travel Updates

PAYROLL – GINNY BYRNES
• Time Card Approvals
• W-2 Reminder and Direct Deposit

REMINDER:
Power Point Presentation will be posted on the Controller’s website
University of Rhode Island
Controller’s Office

Controller’s Financial Administration Meeting

November 6, 2019
University of Rhode Island
Office of the Controller

Executive Assistant
Christine Sullivan

Controller
Patricia Casey

Associate Director
Finance & Operations
Athletics
Patricia Testa

Associate Controller
Financial Reporting
Cindy Mace

Associate Controller
Accounting Operations
Doreen Bolster

Associate Director
Financial Systems
Dave Hansen

Assistant Controller
Payroll
Ginny Byrnes

Associate Controller
Sponsored & Cost Accounting
Michele Wood

Department Staff 9
Financial Reporting
- Audits
- IPEDS
- Unrelated Business Income Tax
- Cash Management
- Reconciliations
- Banking Relations
- Investments
- Student Loan Office
- Miscellaneous Receivable

Department Staff 20
- Accounts Payable
- Travel
- Purchase Card Program
- General Accounting
- Payment Distribution
- Capital project payments (RICAP & Revenue Bond, State GO Bonds)
- 1099 reporting
- Vendor maintenance

Department Staff 4
PeopleSoft Financials
- Functional team production, testing & trouble shooting
- PeopleSoft Financial reporting
- PeopleSoft Training
- Office computer hardware & software

Department Staff 12
- State Payroll
- PeopleSoft Internal & Student Payroll
- Payroll Distribution & Accounting
- Effort Certification reporting
- Foreign Alien Tax
- W-2, 1042 & employee taxes

Department Staff 7
Sponsored Projects & Grants
- Cost Accounting
- Reporting
- Billing & Receivable
- Financial Compliance
- Audits
- Service Centers
- PeopleSoft Grant Module
News and Updates

• AGREEMENTS & CONTRACTS: must be reviewed by URI Legal Office prior to authorized approval
  • Agreements and contracts sent to of Patricia Foster in Word document format
  • Please give plenty of time for legal review (at least 2 weeks).
  • Authorized signers can be found on the Controller’s Office Policies & Procedures webpage: [URI Approved Signature Authority](#)

• WEBSITE: newly formatted website coming mid November
FY19 Audited Financial Statements

- FY19 Financial Statements have been reviewed and approved by the Office of Postsecondary Council
- Audited financial statements were completed on time
- Audited Financial Statements available on the Controller’s website
- NCAA “Agreed Upon Procedures” is currently in process
URI Controller’s Office
Financial Administration Meeting

Cindy Mace
Associate Controller
Financial Reporting
GASB # 87 - Leases

• Fundamentally change lease recognition, measurement and related disclosures for government entities

• Leases that extend beyond 12 months will have a balance sheet impact on both the lessee and lessor

• Examples of current operating leases at URI that could be impacted:
  • Copier Leases
  • Vehicle Leases
  • Real Estate Leases (Independence Square)

• Effective FY2021

• How can the departments help?
Unrelated Business Income (Tax) UBIT

• An activity that is an unrelated to tax-exempt purpose of the organization. IRS can assess costly penalties and interest for underpayment of taxes.

• Examples of UBIT at URI:
  • Summer sports camps
  • Fitness memberships to general public
  • Rams Zone arena gift shop (not books)
  • Catering services to general public
  • Concerts and family shows at Ryan Center
  • Boss Arena rental of use of facility
  • Department providing services to external company
  • Sponsorships

• Unrelated Business Income (UBI) Questionnaire and Certification FY19 - December

• 990T – Tax Return to be completed by URI
Miscellaneous Billing and Receiving

• Accounts Receivable Office is available to assist all URI departments with invoicing and collecting their miscellaneous departmental accounts receivable.

• Miscellaneous receivables include all monies owed to any URI department by another RI State agency or non-URI entity that is not considered sponsored research

• Contact: Dave Gentile david_gentile@uri.edu 401.874.5293
F&A Rate

F&A Rate Timing

• F&A rate proposal package submitted December 2017
• Preliminary review questions – Oct 2018
• Site Visit April 2019
• Approximately 13 labs selected for detailed review
• Rate negotiated June 2019
• Next Base Year is FY 21 (starts 7/1/20)!!

F&A Rate by Component

<table>
<thead>
<tr>
<th>Rate Component</th>
<th>FY 09 Negotiated</th>
<th>FY 16 Base Year Proposed</th>
<th>FY 20 Negotiated</th>
<th>FY 21 Negotiated</th>
<th>FY 22 Negotiated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depreciation - Buildings and improvements</td>
<td>3.00%</td>
<td>5.52%</td>
<td>3.00%</td>
<td>3.40%</td>
<td>4.90%</td>
</tr>
<tr>
<td>Depreciation - Equipment</td>
<td>1.00%</td>
<td>1.95%</td>
<td>1.00%</td>
<td>1.26%</td>
<td>1.26%</td>
</tr>
<tr>
<td>Operation &amp; Maintenance</td>
<td>22.30%</td>
<td>22.08%</td>
<td>21.16%</td>
<td>22.00%</td>
<td>22.00%</td>
</tr>
<tr>
<td>Interest</td>
<td>0.0%</td>
<td>0.04%</td>
<td>0.04%</td>
<td>0.04%</td>
<td>0.04%</td>
</tr>
<tr>
<td>Library</td>
<td>1.00%</td>
<td>3.26%</td>
<td>2.00%</td>
<td>2.00%</td>
<td>2.00%</td>
</tr>
<tr>
<td>General Administration</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Departmental Administration</td>
<td>26.00%</td>
<td>26.00%</td>
<td>26.00%</td>
<td>26.00%</td>
<td>26.00%</td>
</tr>
<tr>
<td>Sponsored Projects Administration</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Utility Cost Adjustment</td>
<td>0.00%</td>
<td>1.30%</td>
<td>1.30%</td>
<td>1.30%</td>
<td>1.30%</td>
</tr>
</tbody>
</table>

On-Campus Rate

<table>
<thead>
<tr>
<th>Rate Component</th>
<th>FY 09 Negotiated</th>
<th>FY 16 Base Year Proposed</th>
<th>FY 20 Negotiated</th>
<th>FY 21 Negotiated</th>
<th>FY 22 Negotiated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>53.50%</td>
<td>60.15%</td>
<td>54.50%</td>
<td>56.00%</td>
<td>57.50%</td>
</tr>
</tbody>
</table>
Indirect Prorates

• Most remain unchanged from FY19
Cost Transfers

• URI Policy “Cost Transfers” last updated 7/31/18. See Controller’s Website

• What applies?
  • cost transfer = moving an expenditure from one project/account to another whereby the correction is 90 days or more from the date of the original transaction

• Key policy requirements:
  • correction documentation must include a reason for the correction/transfer, remedy for future prevention, supporting calculations
  • must be approved by department, OSP, payroll (if payroll), a/p for non payroll transfers

• Payroll: If payroll in question has already been certified, then another correction is not permitted
Single Audit

- Report for federal expenditures in the fiscal year by CFDA number
- State of RI determined URI did not meet threshold for reporting in FY19
- URI’s expenditures are included with State of RI report for FY19
- FY20 URI will again have its own Single Audit report
PS Billing and Receivables

- Goal is to issue invoices within 30 days of month end close
- Cost reimbursable (CR) means invoices based on costs recorded in PeopleSoft for the grant
- Fixed price FP means invoices based on an agreed amount
- Fixed price CR means invoices based on an agreed amount but refund is due to sponsor if entire amount not spent
- Invoices issued (date process run and $$ amount) in grants portal (see below)
- Avoid late transactions (anything beyond 30 day close out period) or seek no cost extension
## Grant Closeouts

| Example of Sponsored & Cost Accounting’s Internal Timelines Affecting Project Close-Outs |
|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| Project end date               | Budget definitions end date     | January grants close completed  | Final invoice to be generated by S&CA | Cash to be received on final invoice | SF-425 Federal Deadline |
| Transactions posted month following project end date for final payroll, encumbrances, etc. | F&A is posted to project for January transactions | After close is completed, the expenditure data is summarized by invoice and sent to agency with any requested supporting documentation | Typical cash receipt terms are net 30 days; letter of credit draw is normally completed within 15 days of billing cycle | Per SF-425 instructions, final SF-425 forms are due 90 days after the project/grant end date |
| End date +                     | 30 days                         | 40 days                         | 45 days                         | 75 days                         | 90 days                         |
Questions?

Grants Portal – Call me for training
Michele Wood mgwood@uri.edu 874-2353
URI Controller’s Office
Financial Administration Meeting

Doreen Bolster
Associate Controller
Accounting
Personal Use of University Issued Communication Devices

- Policy updated as of 11/1/19
- Employees who have University issued cell phone or other portable communication devices:
  - will no longer need to report personal use of device
  - will no longer be required to reimburse the University for personal usage
- University will allow for de minimus personal use if:
  - Use is infrequent, appropriate and short in duration
  - Use does not interfere with work
  - Use does not involve added cost to the University
- Department’s responsibility to establish procedures to ensure devices are used in compliance with this policy
Business Meals Reimbursement Form

• Must accompany business meals reimbursement requests prepared on an Invoice Voucher or Expense Report
• Use form for all restaurant meals and food and beverage purchases for on-campus events which include meals, snacks, etc.
• Original, itemized receipts showing proof of payment must be submitted
• Attach description of meeting/event and/or agenda, if applicable
• Account code should be 5460 Business Meals
• **NEW** - Updated to add line for reference to the Food & Beverage Guidelines A-36 Allowable section
Travel Policy – Airport Parking

• Refer to section VI, Airport Buses, Parking, Shuttles, and Taxis

• At PVD airport, Red Beam Garage C and Lot E are the allowed parking sites. If a traveler chooses a garage or lot that exceeds the rate in the allowed parking sites, only the maximum rate allowed for the period charged will be reimbursed.

• See www.pvdparking.com for rates and coupons
Travel and Expense Reports - Reminders

• The following account codes should be used for students, candidates, guest speakers and any other non-employees when preparing TA’s, ER’s and Invoice Vouchers:
  • Account 5744 – Domestic Travel, Non-Employees
  • Account 5746 – Foreign Travel, Non-Employees

• Special accommodations for travel which result in additional cost requires the Reasonable Accommodation Request Form be completed prior to travel.

• Form on the Human Resources website: https://web.uri.edu/hr/forms/
Travel Authorizations and Expense Report Queries

• Reminder – review queries to identify the following:
  • Travel Authorizations in place for which travel end dates have passed to follow up on the submittal of the Expense Report
  • Expense Report that are pending or in process for which travel dates are in the past
  • Unassigned Wallet Transactions to remind traveler to start their Expense Report
    • Travel Authorizations: U_FEX_DEPARTMENTAL_TRAVEL
    • Expense Reports: U_FEX_ER_BY_DEPT
    • Wallet Transactions: U_FEX_MYWALL_VW_UNASN
Travel Card Applications Reminder

• New Travel Card applications will only be processed if there is an upcoming trip
• Hold new Travel Card applications until about 3 to 4 weeks prior to trip
• Exception: If employee’s type of work typically requires travel to be booked with a short lead time
Electronic Digital Signatures

The only electronic signatures accepted are the certificate-based signatures.

Example:

A manually typed signature will not be accepted.

Example:
Other Updates

• Invoice Vouchers cannot be used to pay for services
• An approved PO should be put in place prior to the actual purchase of goods and services
• An approved PO is one that is fully approved and has a valid budget check
• Applies to all types of PO’s, LVPO’s and IVPO’s
URI Controller’s Office
Financial Administration Meeting

Grace Wyld
Business Analyst, Travel
874.6927
Travel – New Website coming

• Streamlines visual elements to improve user experience
• Breaks out the travel process into steps, making relevant information easier to access
Travel – Revised Training

- Developing new training programs
- Drafting new training materials
- Updating “How-To” guides
- Departments will be able to request training sessions for their faculty and staff

### PER DIEM

<table>
<thead>
<tr>
<th>Fund</th>
<th>Domestic Travel</th>
<th>Foreign Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>State of RI*</td>
<td>US DOS*</td>
</tr>
<tr>
<td>110 &amp; 500</td>
<td>GSA*</td>
<td>US DOS*</td>
</tr>
<tr>
<td>401</td>
<td>State of RI* or Receipts</td>
<td>US DOS* or Receipts</td>
</tr>
<tr>
<td>All Other</td>
<td>State of RI*</td>
<td>US DOS*</td>
</tr>
</tbody>
</table>

### FINDING THE APPROPRIATE RATE

1. The State of Rhode Island sets a flat rate each year. You can find the current rate on the URI Office of the Controller’s Travel page.
2. The U.S. General Services Administration (GSA) rates are determined by destination city. You can find destination rates on the GSA website.
3. The U.S. Department of State (US DOS) rates are determined by destination country & city. You can find destination rates on the US DOS website.

### CLAIMING PER DIEM FOR THE FIRST AND LAST DAYS OF TRAVEL (BASED ON DEPARTURE AND RETURN TIMES)

<table>
<thead>
<tr>
<th>State of Rhode Island</th>
<th>Federal (GSA and US DOS)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Day 1: Depart</strong></td>
<td><strong>Day 1: Depart</strong></td>
</tr>
<tr>
<td>Before 12:00 PM</td>
<td>Before 6:00 AM</td>
</tr>
<tr>
<td>After 12:00 PM</td>
<td>After 8:00 AM</td>
</tr>
<tr>
<td>Claim</td>
<td>Claim</td>
</tr>
<tr>
<td>100% of rate</td>
<td>100% of rate</td>
</tr>
<tr>
<td>50% of rate</td>
<td>75% of rate</td>
</tr>
<tr>
<td>Last Day: Return</td>
<td>Last Day: Return</td>
</tr>
<tr>
<td>Before 12:00 PM</td>
<td>Before 5:00 PM</td>
</tr>
<tr>
<td>After 12:00 PM</td>
<td>After 5:00 PM</td>
</tr>
<tr>
<td>Claim</td>
<td>Claim</td>
</tr>
<tr>
<td>50% of rate</td>
<td>75% of rate</td>
</tr>
<tr>
<td>100% of rate</td>
<td>100% of rate</td>
</tr>
</tbody>
</table>

### AIRFARE

<table>
<thead>
<tr>
<th>Fund</th>
<th>Domestic Travel</th>
<th>Foreign Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Short’s Travel</td>
<td>Short’s Travel</td>
</tr>
<tr>
<td>110 &amp; 500</td>
<td>Short’s Travel</td>
<td>Short’s Travel</td>
</tr>
<tr>
<td>401</td>
<td>Short’s Travel</td>
<td>Short’s Travel</td>
</tr>
<tr>
<td>All Other</td>
<td>Short’s Travel</td>
<td>Short’s Travel</td>
</tr>
</tbody>
</table>

### DOMESTIC TRAVEL EXCEPTIONS

1. 110, 500 & 401: Travelers are not required to book through Short’s Travel, however they must make reasonable efforts to obtain the lowest available fares.
2. 100 & All Other: Travelers may make arrangements independently if the cost is significantly lower than booking through Short’s Travel; however, they must provide a written quote from Short’s noting the agency’s price for the same itinerary (e.g. same departure/return dates, airline, and flight number).

### FOREIGN TRAVEL REGULATIONS FOR SPONSORED PROJECTS

3. Fund 500: Foreign travel covered by federal funds (sponsored projects) must be booked through Short’s Travel. Short’s will ensure airfare arrangements comply with the Fly America Act.

### COMBINING PERSONAL TRAVEL WITH BUSINESS TRAVEL

The traveler is responsible for documentation to prove that any personal travel did not result in additional costs for the University. The traveler must provide comparable price quotes from Short’s Travel to document the difference in cost. These comparable quotes must be obtained at the same time that the travel reservation is booked.
URI Controller’s Office
Financial Administration Meeting

Ginny Byrnes
Assistant Controller
Payroll
Time Card Approvals

• Assign adequate approvers and delegates to provide coverage, especially during holiday weeks

• HOURS NOT SUBMITTED TIMELY? – may treat all as vacation!

• ACCURATE SUBMISSION OF HOURS
  • Hours worked must be reported and approved based on actual hours worked – do not try to correct prior period payroll adjustments in the current pay period

• Please make sure you are approving student hours timely – adjustments take a significant amount of time to process
W-2 Reminder and Direct Deposit

**W-2**
- All W-2’s will be mailed to the official address on file
- Make sure addresses are updated both in PeopleSoft and at the State
- Separate W-2’s for State payroll and Internal payroll

**Direct Deposit**
- State Payroll – Direct Deposit Required
- Internal Payroll – Highly recommended and Strongly encouraged – (currently)
- Student Payroll – Highly recommended and Strongly encouraged – (currently)