

By the Numbers

News to use from Accounting and Business Support (ABS)

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Project JEs entered before the cut-off date are **guaranteed** to post that month, provided all the required documentation is received. SPA will try its best on JEs entered late, but no guarantees. Please note that gift **fund 34** journals that need ABS approval have been added to this deadline date.

Upcoming deadlines

Date	Time	Deadline Description
Apr 3		Budget Journal Entry cutoff for March.
Apr 4	6:00pm	Finance System closes for March.
Apr 13	5:00pm	Time collection for the April 8 bi-weekly payroll.*
Apr 17		FY2006 General Fund continuing budget change cutoff
Apr 18	5:00pm	Time collection for April end-of-month payroll.*
Apr 21	4:00pm	Lynda Reisinger to receive allocation changes and creates for April business. Send to Lynda.Reisinger@Colorado.EDU or call x28646.
Apr 24	4:00pm	Data Control to receive INs for processing with April business. INs should be forwarded to Lynda Reisinger, Data Control, 579 UCB.
Apr 25	4:00pm	Creation, validation, and approval to post cost transfers and payroll expense transfers for sponsored projects (fund 30, 31) and gift fund journals (34) for April. Tips: 1) Don't mix fund 30, 31, 34 JEs with non-fund 30, 31, 34 lines. 2) Pay attention to HR downtimes to meet PET deadlines (see PBS calendar link below). 3) Contact hua.xu@colorado.edu x21679 with project questions; and david.mornes@colorado.edu x21071 about gifts.
Apr 27	5:00pm	Time collection for the April 22 bi-weekly payroll.*

*Please note that these payroll deadlines must be followed in order to ensure that funding distribution corrections (i.e. from payroll suspense clearing) and/or changes are in place before the next payroll is run. Refer to the [PBS website](#) for the most up-to-date payroll calendar, including HR down times.

May 1 Budget journals to be created for April. Arts & Science units should submit all budget change requests to the A&S Budget Office by the A&S deadlines for approval and entry into the Finance System.

May 1 Moratorium begins for new accounts through July 1.

May 2 6:00pm Finance System closes for April.

May 4 4:00pm All unposted April Journals that you have not copied and assigned a new month or deleted yourself will be deleted by Data Control.

Tip: As month end nears, check for any unposted journals you need to correct, "approve to post", or for which you must supply additional documentation to SPA so that SPA can approve your journal. Communicate with your SPA Approver or with Data Control if assistance is needed.

Note: blue text is a hyperlink.



The FY2006 General Fund continuing budget change cutoff for the campus is **April 17th**. General Fund continuing budget may be moved within the same General Budget Account and Campus Division. If you have a continuing budget change past the deadline, you are advised to do a temporary budget change in FY2006 and a continuing budget change effective and dated for July 1, 2006. **The FY2007 budget ledgers are now open.** If you have any questions please contact Jan Baker at 2-8926 or Janet.Baker@colorado.edu.

Take a look at the new
Reporting Tool that will
rock your world.

Boulder performance is
April 6, 2:00 – 3:30pm

ARC 620 (3100 Marine)
No pre-registration
Full house expected



<http://www.cusys.edu/reportingproject/index.html>



Fall 2005 PERS (Personnel Effort Reports) have been returning to SPA at a **record pace!** Thank you for your prompt attention in verifying and signing these federally required forms. Now maybe you'll have time to finish your taxes—those *other* federally required forms.

Q & A — Crediting an expense

Q: One of our faculty members wants to present a paper at a conference. Problem is, travel costs will total \$1500 and the department can only afford \$1300. The professor is willing to pay the extra \$200 out of his own pocket. Can we deposit that \$200 and credit the travel expense?

A: You can deposit the \$200 but you can't credit the expense. It must be booked as revenue. The Administrative Policy Statement [Revenue Definition and Recognition](#) states that crediting expense can only occur under very limited circumstances: 1) Refunds or rebates received by the university from a vendor for goods or services purchased from the vendor (i.e. a reduction in the original cost). 2) Reimbursement of insignificant and incidental usage of university resources (less than \$25 per incident) by employees and associates when the resources involved typically are not used to provide services on a fee for service basis. *Example:* A university employee inadvertently uses a departmental copy machine for personal copies and then reimburses the department for copies made. In this case the money received by the department is credited to the expense. However, if the department was an Internal Service Center, like Imaging Services, the money is recorded as revenue as usual, regardless of the amount.

In the case of the professor's \$200 contribution to his travel expenses, it can be booked as revenue into a fund 34 gift FOPPS. The money is, in fact, a gift and it is being used for official university business. This also qualifies as a donation for tax reporting purposes.

SPONSORED PROJECTS ACCOUNTING CORNER

Cost sharing in a nutshell

"Cost Sharing" occurs when the University spends University funds on a project (grant). Think of it like when you (the University) cover the tip while your friend (the Agency) pays the tab for dinner. Cost sharing that involves spending cash (as opposed to contributing effort) must be clearly and uniquely identified in PeopleSoft for each project in its own cost share FOPPS. The same guidelines that apply to your grant expenditures also apply to your cost sharing expenses. The expenses must post to, and be paid from, the cost share FOPPS. You can't transfer cash or budget out of the cost share FOPPS and pay for the expense in a different FOPPS.

Cost sharing must also occur during the same time period as your grant award and spent at approximately the same rate. Select the following link http://abs.colorado.edu/ABS_WEB/POLICIES/Cost_Share.pdf to review UCB's Cost Sharing Policy. Try [Googling cost sharing](#) and see all the university and agency sites and references. It's not just SPA beating the drum.

If there are any changes in the cost sharing commitment or in your department's ability to meet and/or document those commitments, or if you have any cost share questions please contact the SPA cost share accountant Demetria Ross (303) 735-5083 Demetria.Ross@Colorado.edu.

Cost sharing is a perennial hot topic and is certain to be scrutinized in the event of an audit. Failure to document cost sharing accurately, completely, and in a timely fashion will delay grant payments and/or affect current and future funding.

Q & A — Outside Consulting

Q: May officers and exempt professional employees engage in outside consulting or outside services? If they do engage in these activities and payment is made by the outside organization, to whom does the payment go—the University or the employee?

A: The short answers are “Yes” and “It depends,” but there’s more to it than that. The one-sixth (1/6th) rule used to apply to officers and exempt professionals. However, the Regents rescinded that rule some years ago. This issue is now addressed by Regent Policy 3-C Outside Consulting and Service on External Boards, printed below. Please remind your officers and exempt professional employees of these requirements.

3-C. OUTSIDE CONSULTING AND SERVICE ON EXTERNAL BOARDS

Officers and exempt professional employees (collectively referred to as “OEP’s”) may be asked to provide consulting services to external organizations or to serve on boards of external organizations (collectively referred to as “Outside Services”). This policy sets forth the conditions under which OEP’s may engage in Outside Services that may affect the university or the OEP’s university employment responsibilities.

General:

1. All Outside Services that occur during an OEP’s normal working hours, for which no vacation leave is taken, are subject to approval by the OEP’s supervising authority. Supervising authorities may authorize such Outside Services as long as such services advance the interest of the university and do not unduly conflict with the employee’s university employment responsibilities.
2. Consistent with state fiscal rules on honoraria, any compensation received for Outside Services occurring during the OEP’s normal working hours must be remitted to the university unless the OEP is on authorized vacation or unpaid leave.
3. OEP’s providing Outside Services for organizations that do business with the university shall disclose their involvement with the external organization to their supervising authority for appropriate conflict of interest considerations under Board and university policy.
4. OEP’s who receive compensation or other remuneration from an external organization for Outside Services shall not make or influence university decisions with respect to any business relations and decisions that involve the external organization.

Officers:

The following additional conditions are set forth for officers engaged in Outside Services:

1. Outside Services may not unduly conflict with the officer’s university employment responsibilities, regardless of when they occur.
2. Outside Services for which compensation is received is permitted only if:
 1. the Outside Services are requested because of the individual merit, expertise, and experience of the university officer; and
 2. the Outside Services are disclosed to and are subject to the approval of the individual with personnel action authority as described in Policy 2-K.

Note to readers: The policy on remuneration for consultative services for faculty and staff is different than for OEPs and still abides by the 1/6th rule. You can read about those under Regent Policy 5 & 6. To access Regent Laws and Policies go to <http://www.cu.edu/regents/LawsPolicies/index.html>.

SHORT TAKES

Gift Journal Entries

We realize the new gift fund JEs are causing a degree of consternation. Here are some tips from area accountant David Mornes.

1. Approve the JE.

Header	Lines	Totals	Errors	Approval
Journal ID: 0000488951 Date: 03/17/2006 Ledger Group:				
Approval Status				
Unit:	UCOLO			
Approval Check Active:	Y			
Approval Status:	None			
Approval Action:	<input type="text"/>			
Approval History				
Step	Approve	Date/Time Stamp		

Anyone with PS Finance approval access can still do the Regular Approval for Gift Fund JEs. Once approved, these JEs then say “Spon Prog/Gift Approval Pending”. The new Gift Approver names are slowly being added to the finance system. But in the meantime, go ahead and approve the JE and ABS will do the final approval if necessary.

2. Ignore the warning messages.

While creating and approving the JE you may get up to three warning messages. Ignore them. Just click “OK” and move on.

3. **David Mornes** is the accountant handling the gift JEs that need ABS approval. He’s at 2-1071.

Fiscal Year End

FY end is making some early noises. The PSC *Communicator* had dates for PO/SPO Requisitions. Here’s another one: **May 1, 2006** starts a **moratorium on new accounts** (expense, revenue, etc.) that lasts through July 1, 2006. As FYE picks up speed, we’ll roll out the usual emails, webpage and calendar to keep you dazed and informed.

Gift Cash Deficit Notices

Due to the new gift money automated transfer process, only those fund 34s with persistent cash deficits in unlinked speedtypes, or linked ones with no available balance at CUF, will receive a deficit notice.

ABS INNERVIEW

Inside Terri Roark's head

Sponsored project administration at CU has essentially two personae: OCG and SPA. OCG is that happy place where all the exciting proposal work gets done in the pre-award phase, alive with high hopes and heady anticipation of hitting the research jackpot. SPA, on the other hand, is that dark place where accountants dwell, who make you curse the day you received that award letter. They are the umpires and referees, who consult their arcane rule books and make decisions that bring the cups and catcalls hurtling toward the field. They are also the ones who ensure that everyone plays fair, that commitments are honored, and that we're not ejected from the game. Terri Roark has stayed in the grant accountant game longer than most.



TERRI
ROARK

How long have you been at SPA?

I've been in SPA (back then, SPA was called OCGA) since July 1, 1989, hired into a permanent position as an Accounting Tech III—temporarily doing review and approval of all fund 30 travel expense vouchers *and* all fund 30 budget set up's and modifications. I've been a Grant Accountant since June 1996.

Does that make you the longest reigning grant accountant at SPA?

I think I would say that I am the "been in the SPA Office the longest, last one left" grant accountant.



AT WORK
IN HER
OFFICE

Did you work anywhere else at CU?

I started as a temporary "Word Processing Operator-B" in OCG in September 1988. I worked for Loretta Negrete (who is still in OCG) preparing and submitting proposals, and answering the OCG main telephone. It took me only a few months and several typing tests to realize I wasn't meant to be a typist.

How about before CU?

I started as a teller in July 1974 at United Bank of Longmont and was the Accounting and Security Officer when the bank was bought out by Norwest Bank and several of us old timers were laid off in 1988.

How many projects and agencies are you responsible for?

I currently have around 500 projects and probably have worked with at least that many different agencies as a grant accountant. We have at least 3,000 (I'm guessing) agencies set up in our SPINS system for all CU campuses. My main agencies are Dept. of Commerce (NOAA, NIST, EDA) and then all non-Federal Agencies for Sciences of the Arts and Science Depts.

What's a typical day for you?

There is not a normal typical day routine. I have a constant changing "To Do List" because of the need to be flexible and deal with daily situations that come up at any time.

What do you like most about what you do?

I am somewhat a perfectionist so I like the challenge of analyzing figures and researching what happened when and how to fix it. I like working with numbers, completing financial reports and calculating the amount of funds to draw to cover expenses on my Federal projects. I also like the interaction with answering questions and helping the departments.

How about least?

Having too much work to do and not enough time to get it done the way I want or as timely as I want. I like the challenges of change but wish it would be in moderation with time to absorb and analyze the change and the big picture before moving on to another upgrade or change.



WHERE
YOU'RE
ALWAYS
WELCOME

InnerView continued on next page

Upcoming trainings

ABS offers training and education to the campus using formally scheduled group classes and individual instruction by request. Register early by email to accounting@colorado.edu or call **Diana Vidal** at 492-8648 for more info.

To learn about all of our training opportunities and to get complete class descriptions, the latest information and any requirements, visit our [training webpage](#). Trainings marked with ● are special limited offerings and details appear on our [homepage](#) under Current Announcements.

DATE	TRAINING	LOCATION
Apr 6 8:30-12	<i>The Guide, Chapter 8 & 9</i> Budget theory; Balance sheet accounts	ARC 446 3100 Marine St
Apr 6 2-3:30	● Reporting Tool Taught by Office of University Controller	ARC 620
Apr 11 10-12	Payroll Expense Transfers (PET) Taught by Systems	RL6, room W179 3215 Marine St
Apr 13 8-12	<i>The Guide, Chapter 12</i> Accounts Receivable	ARC 620
Apr 19 8:30-4:30	Finance System (PeopleSoft) Day 1 of Finance System training	RL6, room W179
Apr 20 8:30-12	Finance System (PeopleSoft) Day 2 of Finance System training	RL6, room W179
Apr 25 8:30-4:30	Procurement Day 3 of Finance System training by PSC	RL6, room W179

APRIL 2006						
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

MAY 2006						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

INNERVIEW CONTINUED FROM PREVIOUS PAGE

What’s your working relationship like with PIs and department administrators?

I’d like to think that they never hesitate to call me because they know I will help or find the answer for them.

Do you ever feel like a cop?

I do feel that our responsibilities in monitoring projects according to the funding agencies terms, various regulations, and University policies is similar to policing.

Tell me about SPINS.

SPINS (Sponsored Projects Information Systems) is our sponsored research projects input and information system and has been around since 1992. It interfaces with PS, just as it did with FRS. I helped implement the information that fed into FRS, like some of the tables of information used in SPINS and the budget input screens. There has always been a SPINS Users Group comprised of representatives from all four campus SPA offices that meet regularly to discuss SPINS and related sponsored research issues. I am the Boulder SPA Office SPINS Coordinator. Along with the many other system upgrades and changes, SPINS is being evaluated for improvements or replacement.

What are some misconceptions that people have about what you do?

I think that most department administrators understand that we are here to help make sure that things are as clear and concise as possible. If we are asking for more information or have questions, then it is missing clarity and could possibly draw the attention of an auditor.

What could those folks do that would make your job easier?

Whenever I explain what is needed on a cost transfer description/ explanation, I try to explain in layman’s terms. In other words, if they were

...**W**hat can be asserted without evidence can also be dismissed without evidence.

Christopher Hitchens

INNERVIEW CONTINUED FROM PREVIOUS PAGE

someone (like an auditor) who doesn't know the story or background of the situation, then they need to summarize and include all of the factors, circumstances, characters, amounts, etc. so that person would understand the whole picture and reason for the transfer. If I can abbreviate in the limited space, then they should be able to because as most people know, I can write a book when I'm researching the whys of something and how I arrived at a solution (everyone knows my color coding schemes for expenses when doing a detailed financial report - this must be the perfectionist in me).

Tell me a little about yourself.

I am a native Coloradan —I grew up and lived in Greeley for 20 years and then transplanted to Longmont. I married Rick, my "long-distance-met-in-high-school-sweetheart-from Michigan," in 1974. Rick and I have lived in Longmont for 32 years. We have a daughter, Rachelle, who graduated from Adams State College and is a Probation Officer for a Longmont/Boulder private company. We also have a son, Shaunn, who graduated from University of Northern Colorado and is a Mortgage Broker in Denver.

What kinds of things do you like to do on your own time? And what big thing do you have planned in the next 5 or 10 years?

I played the flute from 4th grade through high school and have just recently picked it up to play again. I play the flute and sing in the church choir. I like to camp, fish, travel and snorkel. I like Westerns. The last movie I saw was the last Harry Potter movie, *Goblet of Fire*. I hope to be able to retire and work part-time or do some volunteer work. We also plan to build a cabin on our mountain property up by Red Feathers Lake to live when we retire.

What question would you ask yourself?

Am I as boring as I sound? Given the 32 years of marriage, 32 years on living in Longmont, 13 years working at United Bank, 17 years of working at CU—one can either think I am boring or I am very loyal. I think loyal, devoted, love, and enjoyment best describe how I feel about all these years in my life.

Boring doesn't come to mind, but *salt of the earth* does. Just keep mum about those retirement plans. Terri, thanks for your time.



TERRI WITH A
DRAWING BY
HER SON IN
BACK

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Accounting and Business Support
3100 Marine Street, 4th floor
579 UCB, Boulder, CO 80309-0579
Submissions, comments, corrections:
Barry Northrop
Asst Dir, Policies & Procedures
303-492-7119
barry.northrop@colorado.edu
<http://abs.colorado.edu/>

Staffnotes

Lauren Caraballo and **Lynda Reisinger** won ABS's quarterly Recognition Awards. Congratulations to Lauren and Lynda and thank you all for submitting nominations. Read some of the remarks in the sidebar. →

Pat Dodson was promoted to Accountant III, as the Internal Compliance Supervisor, effective March 20, 2006. She replaces Chisya Delamarter.

Bill Hewes was called out of retirement to pinch hit in Technical Support during the transition from Ryan Yu to Chris Zetterholm (see below).

Ted Montoya joined SPA's Billing Unit, replacing Gabriel Ruiz. Ted used to work for British Petroleum and enjoys ice fishing, big game hunting, riding four wheelers in the back country, and camping anytime of the year.

Kit Tucker was hired as the Loan Fund Accountant starting. Kit has worked at UCB in the past and most recently at the Division of Insurance.

Ryan Yu was promoted to Accountant III and accepted a position with the UCDHSC Finance Office effective April 1. No joke.

Chris Zetterholm will take over the Accountant II Technical Support position (Ryan's old job) in mid-April. Chris has worked in the System Controller's Office for the past 9 years.

[Click here](#) for the latest on who's who, who's where, and who to call at ABS.

WHAT WE HEARD ABOUT...

LAUREN: "strong & resilient worker...always refreshes me whenever I speak with her... good mixture of professionalism and personableness...who is extremely reliable"

LYNDA: "Always goes beyond and above what is required. She has been a wonderful asset for my office...courteous and eager to assist...always very pleasant and endearing."