

By the Numbers

News to use from Accounting and Business Support (ABS)

In this issue

- 1 Deadlines
- 1 Budget Notes
- 2 Q&A: Expense Credit Update
- 2 Project Audits
- 3 Fiscal Year End Prep
- 3 Short Takes
- 4 ABS InnerView
- 5 Trainings
- 5 SpeedType Query
- 6 More Short Takes
- 6 Staff Notes

Note: blue text is a hyperlink.



The FY2006 General Fund continuing budget change cutoff for the campus was 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.

Upcoming deadlines

Date	Time	Deadline Description
May 1		Budget Journal Entry cutoff for April.
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.
May 5		FY06 PO/SPO Requisition cutoff for purchases requiring formal bids (>\$150,000) that need to be received by June 30.
May 11	5:00pm	Time collection for the May 6 bi-weekly payroll.*
May 16	5:00pm	Time collection for May end-of-month payroll.*
May 19	4:00pm	Lynda Reisinger to receive allocation changes and creates for May business. Send to Lynda.Reisinger@Colorado.EDU or call x28646.
May 24	4:00pm	Data Control to receive INs for processing with May business. INs should be forwarded to Lynda Reisinger, Data Control, 579 UCB.
May 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 website link below). 3) Contact hua.xu@colorado.edu x21679 with project questions; and david.mornes@colorado.edu x21071 about gifts.
May 25	5:00pm	Time collection for the May 20 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. Check the PBS website for the most up-to-date payroll calendar, including HR down times.
Jun 1		Budget Journal Entry cutoff for May. 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.
Jun 1		Moratorium on FOPPS inactivations, Org tree changes, and new FOPPS (new FOPPS may be done if time allows—no guarantees).
Jun 2	6:00pm	Finance System closes for May.
Jun 4	4:00pm	All unposted May 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.

Q&A UPDATE

Q & A — Crediting an expense

Last month's Q&A tackled the question of crediting an expense in the scenario of a traveling professor. It turns out the answer given was not entirely correct. The corrected portion of the answer appears below. You can read the entire Q&A on the [ABS Q&A webpage](#)—choose *Crediting and Expense*. Caveat: Always check with your tax professional before acting on any tax related information that you read.

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: In the case of the professor's \$200 contribution to his travel expenses and since the entire trip is official university business, it can be booked as miscellaneous revenue into an auxiliary (2x) FOPPS. The money does not qualify as gift revenue or a donation for tax reporting purposes as the IRS prohibits individuals making gifts to their employer to be used to fund the employee's business activities.

On the other hand, in the rare case, a faculty member needed to add another flight leg to a business trip for personal reasons and needs to reimburse the university for these personal expenses (i.e. the entire trip is not official university business), then the expense should be credited.

SPONSORED PROJECTS ACCOUNTING CORNER

Auditing the usual suspects

Both the Department of Health and Human Services' Office of Inspector General (OIG) and the National Science Foundation's OIG are targeting the following areas in their FY2006 audit plans. There really is not much surprise here, since these often make the hit list in many agency audits. However the 2nd & 3rd bulleted points are particularly eye opening. This list is not exhaustive.

- **Conflicts of Interest**—to determine if conflicts of interest have affected federal and public interest and whether the current definition of "significant financial interest" adequately protects researchers from conflicts of interest.
- **Time Commitment**—to check if universities committed more than 100% of Principle Investigator's effort when **applying** [emphasis added] for grants and whether this resulted in inflated effort in grant awards.
- **Subrecipient Costs and Monitoring**—grantee monitoring is expected to include site visits, review of performance and financial reports, and risk assessment.
- **Administrative & Clerical Salaries**—verify if universities have been charging these (normally indirect) costs appropriately.
- **Cost Transfers**—ensure that cost transfers are supported by documentation that explains how the error occurred and whether a responsible grantee official certified the new charges.
- **Effort Reporting**—a compliance and record keeping check.
- **Cost Sharing and F & A Rate**—review cost share obligations and appropriate application of cost rates.



The University of Connecticut agreed in January to a \$2.5 million civil settlement with the Department of Justice. The DOJ investigated allegations that two UConn facilities had submitted false claims on about 500 awards from July 1997 to October 2004. For example, a portion of a PI's summer salary was in excess of their annualized salary, and amounts appropriated for the cost sharing were not representative of the amounts actually paid. No criminal violations occurred. "The conduct was either due to sloppy recordkeeping, [or] poor management of grants," according to the U.S. attorney."

Fiscal year end preparation

As June 30 approaches, there are a number of things departments can be doing with their FOPPS to facilitate a smooth fiscal year end. A [FY End page](#) was added to the ABS website that contains the latest information and a FYE calendar. Look for this calendar link on our [homepage](#) →



1. Reconcile your Detail Statements to make sure that

- All transactions recorded in your FOPPS belong in your FOPPS
- All transactions are the correct amount and in the proper account
- No transactions are missing from the FOPPS. (Review your source documents to make sure every transaction you have initiated has been recorded in your FOPPS. Track down those that are not, and make sure they get recorded correctly by the end of the fiscal year.)
- You may find these websites useful when researching transaction errors:
 - http://www.cu.edu/System_Controller/fin-system-info.html for Journal Source Code Contact Listing (scroll down to *System Tools*)
 - <http://www.cusys.edu/psc/payable/ap/whopays.html> for *Who Pays What*

2. When the reconciling is finished

- Process Journal Entries to correct any errors
- Process PETs to correct payroll errors

3. Clear out your clearing FOPPS and clearing accounts particularly:

- 553200: Uncleared A-Card Expense
- 699999: AP system-maintained default
- 410100: Suspense Salary (see next item)

4. Update payroll funding distribution for the summer. The end of the spring semester is a key time to update your funding distributions. Accurate funding distribution information will help you avoid volumes of Payroll Suspense as we near year-end. Navigation: HOME>Develop Workforce>Manage Positions>Report>Suspense Reports> Run>Summary Suspense Report. Or click on HRMS Reports List at <http://www.cu.edu/operations/ati/ps-hr-rpts.html>. A step-by-step guide on Changing Funding Distribution is also available at http://www.cu.edu/pbs/sbs/CUonly/MP-CFD_ChangeFundingDistribution.pdf

5. For Fund 10 FOPPS

- Use the Summary Statement to project whether or not each FOPPS will end the fiscal year overspent, on-budget, or under budget by comparing the budget for the FOPPS to the amount actually recorded in the FOPPS through mid-May.
- Determine whether or not the budget balance available in the FOPPS is adequate to cover anticipated expenses through June 30th.

6. For Fund 2x, 72, and 78 FOPPS

- Use the Summary Statement, along with the Balance Sheet/Statement of Net Assets Statement, to project whether or not each FOPPS will end the year with a favorable balance in Net Assets.
- For 2x FOPPS, count inventory and adjust your balance sheet to actual count value. If you have receivables, review past due accounts and decide if any should be written off.

7. For Fund 34 FOPPS

- Eliminate any deficits in your gift FOPPS. For linked speedtypes be sure there is enough money in the Foundation account to cover close-to-year-end expenditures. Transfer cash to Child speedtypes to cover any expenses made by the Children.

Contact your [Area Accountant](#) if you have questions.

SHORT TAKES

Property Accounting

Property Managers take note: **June 16th** is the deadline for submitting FY2006 changes/additions/deletions to the PAS office. In terms of deleted equipment, it is coded throughout the year. Coded Equipment is actually deleted from the inventory at the end of every fiscal year. If you have any questions please contact Jeanne Connelly @ 2-2424 or Susan Wyn @ 2-8030.

Gifts In Kind Equipment

All GIK equipment transactions are due by **June 30th 2006**. Gifts in kind arise when the university receives non-monetary gifts of equipment, software, or intellectual property (e.g. patents). Gift in kind equipment transactions are required to be recognized and processed in accordance with the [Gift in Kind APS](#). Please direct your questions to [Jeanne Connelly](#), 2-2424, or to [Suzie McGinley](#), 2-6376.

Fund 3x Cost Transfers

All cost transfers that involve Fund 30 Projects and most cost transfers that involve Fund 34 Gifts need approval from SPA or General Accounting, respectively. Combining Fund 30 and 34 items in the same JE can slow the approval process because both departments must get involved. Unless the transfer is between a 30 and 34, we recommend that you keep Project and Gift lines in their own separate JE.

FY07 Auxiliary Budgeting

PBA is in the process of gathering and compiling financial data for fund 26 and 29 speedtypes, as well as updating the standard template Excel worksheet and instructions to be referenced for budgeting the auxiliary fund for FY2007. All UCB departmental administrators can expect to receive an email regarding the budgeting process within the next week or so, so please be on the alert for it. The deadline for submitting auxiliary budgets to PBA will be **June 30, 2006**.

ABS INNERVIEW

Catching up with Laura Ragin

Laura Ragin recently passed the one-year mark as Director of Accounting and Business Support. I thought the milestone was a good time to stop by.



LAURA RAGIN



STILL LIFE WITH FLOWERS

Time flies. Does it seem longer or shorter than a year?

It seems like a lot shorter than a year.

Jud was in your chair for eons before you arrived. Did that “filling big shoes syndrome” bring up any thoughts before accepting? After accepting?

It was not clear during the interview process, but it became crystal clear after I had accepted. Jud has pretty big shoes to fill and he also casts a pretty big shadow. It would be a little intimidating, except I was in the same position at AAMU. My predecessor at AAMU had been in that position for about 25 years before I was promoted to the Comptroller. Sound familiar? So I really don't think about trying to fill Jud's shoes. It wouldn't be productive. I feel that I'm very lucky to have a teacher like Jud with so much accounting knowledge as well as history regarding the way he has built a solid accounting foundation at the university. So I see it as a great opportunity to learn as much as I can from him, as fast as I can, while I can.

How were those first few months on the job?

Because I was trying to transition to Colorado again, relocate my family, and I arrived a couple months prior to year-end, our busiest time of year, everything was moving pretty fast, it almost seems like a blur now.

Did year-end close make everything more pressured?

It was exciting, but hectic. Exciting, because I really like accounting, and the year-end process here is so well documented and organized. Hectic, because we had some challenges since we had several key vacancies in the department and year-end close was ramping up. But the ABS staff really accepted the challenge and worked together to get the job done, I think that speaks volumes of the staff. They did a wonderful job. I couldn't have asked for a better team effort. I cannot say enough good things about the staff. I really think they are great!

What's the toughest part of your job?

Since most of the time I am multi-tasking, I usually have a lot of irons in the fire. Determining what the priorities should be can sometimes be difficult. So I guess that falls under proper time management.

What's the easiest part of your job?

I really like teaching the PeopleSoft classes. I really like meeting the new employees, talking about the new policies, fund accounting, our processes, our mission regarding being good stewards, etc.

If you won the Oscar for Best Director of Accounting, who would you thank?

The ABS staff of course, Jud Hurd; Kim Huber, UCDHSC Controller; Mickey Mendez, UCCS Controller; Roger Cusworth, CU Systems Director of Accounting; Jean Thompson, Bursar; MC Gaisbauer Assoc.VP & University Controller; Steve Webb, PSC Director; Cathy Marquis; Brian Siebert; Cynthia Husek and of course there are others. These individuals really have answered questions when needed, and have been very helpful to me. If I have left anyone out, I apologize.

You graduated from CU-Boulder. Where'd you grow up and why UCB?

Yes, I graduated from CU-Boulder. I grew up in St. Louis, Mo. and while I was in high school I would visit my brother in Denver. So I when I was exploring my options for college, my brother suggested CU to me. When I came for a visit to campus, as soon as we hit the scenic overlook I was hooked. Immediately I knew I was going to spend my next four years at CU and I did.

InnerView continued on next page

Since things neither exist nor don't exist, are neither real nor unreal, are utterly beyond adopting and rejecting—one might as well burst out laughing.

*Longchenpa
14th century Tibetan Master*

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 the [ABS homepage](#) under Current Announcements.

DATE	TRAINING	LOCATION
May 8 8:30-4:30	Finance System (PeopleSoft) Day 1 of Finance System training	RL6, room W179 3215 Marine St
May 9 8:30-12	Finance System (PeopleSoft) Day 2 of Finance System training	RL6, room W179
May 10 10-12	Payroll Expense Transfers (PET) Taught by Systems	RL6, room W179
May 12 8-12	The Guide, Chapter 13 Internal Service Centers	ARC 446 3100 Marine St
May 19 8:30-4:30	Procurement Day 3 of Finance System training by PSC	RL6, room W179

MAY 2006						
S	M	T	W	T	F	S
	1	2	3	4	5	6
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			

JUNE 2006						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

INNERVIEW CONTINUED FROM PREVIOUS PAGE

Since college, you've worked in St. Louis, Los Angeles, Denver, Oakridge (TN), and Normal (AL). When you gonna settle down?

Most of my moves have been as a result of my spouse's employment opportunities. But this is the first time we moved because of my job, and we are really ready to settle down.

Before your last job, you worked the accounting and auditing field in the private sector. How would you characterize that world?

It is definitely profit driven; the bottom line is what really counts. It runs at a pretty rapid pace. Luckily I worked for some very good people.

Then you started at Alabama A&M in 1997. What prompted the change?

When I was growing up my mom worked at a college in St. Louis for more than 10+ years. She was the secretary for the Registrar and sometimes she would take me to work with her or to certain events that were taking place at the college. I always enjoyed the environment. I really like the notion of educating young people, and being apart of something that's make a difference to society in a very positive way. I see that as exciting.

How was it in Alabama the place, and Alabama the school?

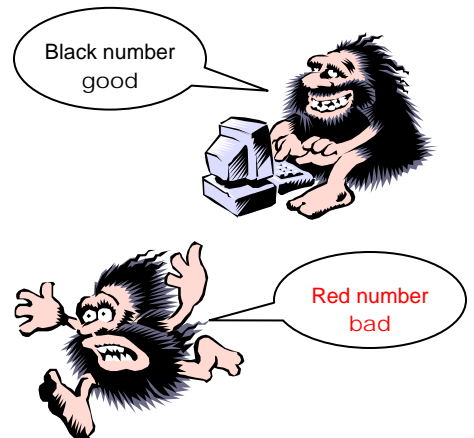
Alabama is a pretty state. I lived in Huntsville which is in the Tennessee Valley. It has lots of hills, green and lush with foliage. Actually this time of year is the prettiest with the pear and dogwood trees blooming and the temperatures are not too bad. It is pretty pleasant. But it is very humid there, which can seem to be unbearable in the summer heat, and I don't miss that at all. For some reason Huntsville attracted people from all over the US. Alabama A&M University is much different from CU. It is a land-grant university with about 6000 students. A sizable number of the students were first generation in their family to attend college. It relies heavily on state funding and research monies. There was very little auxiliary activity or gift monies compared to CU. Cash management was big issue for AAMU, because funding was extremely tight. They did a lot with very little.

InnerView continued on next page

Simple SpeedType Query

A Simple Speedtype Query tool is now available on the Tools & Resources tab on the CUConnect site <https://cuconnect.colorado.edu>.

Although not meant for complex accounting, it provides an easy way to keep an eye on spending and balances. While the debit and credit convention remains intact, "good" fiscal condition balances are displayed in black, and deficit balances are displayed in red along with a picture of a stop sign. Plans for harmless electric shocks delivered through the keyboard were shelved.



INNERVIEW CONTINUED FROM PREVIOUS PAGE

How would you contrast what you're doing now at CU versus Alabama?

Actually I was more involved in the Student services side with the Billing, Refunds, Collections, etc. AAMU is a much smaller institution, so the volume was a lot less, but we had plenty of compliance issues that we were dealing with there also.

You're married? Kids? Tell me about them.

My husband, Henry, has been a subcontractor for defense contractors the last couple of years. Currently he is a subcontractor for Lockheed in Texas. I have four children, two boys and two girls, between the ages of 23 and 10. I have a son, John and a daughter, Joi, both in college. Cortney is in high school and Aaron is in elementary. My children really keep me very busy. I really love just hanging out with them. There's never a dull moment at our house. Sometimes that good, and sometimes that's not so good...(smile).

How'd your family react to your new job and moving?

They really thought it was great that I was returning to my alma mater to work. We lived in Colorado years ago, but my oldest children were really too young to remember much. But everyone was cautiously optimistic. It has been different for them, they miss their friends of course, but they are adjusting a lot better than I thought they would.

What kinds of things do you enjoy doing when you're not working?

I really enjoy just spending time with my family. We go to movies, rent videos, Friday nights are pizza night at our house. My children like playing sports so that means sometimes going to basketball or soccer games, and even track meets. I really love to play board games with them. I guess they are not board games anymore since we play the game of LIFE and CLUE on the computer. I enjoy having big family dinners during the holidays with both my sister and my brother's families. When we all get together, it's really a good time to be had by all. Lots of food, fun, laughter and the last time around, we even did a little dancing.

What's something about yourself that most people don't know?

Nothing really. I am just a regular kind of person living a very simple life—and loving every minute of it.

You may have redefined the simple life! I think your shoes will reach the "hard to fill" stage before you know it. Thanks for your time Laura.

Staffnotes

Bev Baran joined SPA and took over Pat Dodson's (promoted) position in Project setup and coordinator with OCG. Bev's most recent job was the senior auditor for the City & County of Denver.

Diane Przygocki joined SPA as the grant accountant responsible for Air Force, DOD, DOE, EPA, HHS, JPL, UCDHSC, Navy. Diane replaces Pat Fanning (retired) whose NSF (and other) projects went to Leila McCamey. Diane was most recently the senior accountant at a manufacturing company.

Sutha Thanikasalam joined SPA and took over Barry Northrop's position responsible for Army, BR, DOJ, USDA, and non-federal Engineering projects. Sutha is a member of the Chartered Institute of Management Accountants and most recently was an accountant with Boulder county.

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

MORE SHORT TAKES

Gift Training Deadline

The deadline for the mandatory [Gift Fund Training](#) for those who have a fiscal role in Fund 34s has been pushed back from May 31, 2006 to August 2006.

Reporting Tool Materials

If you missed the Reporting Tools Demonstration April 6 (or if you attended and want a review), the demo materials are available on the [Reporting Project website](#).

Cash Bar Change

The Alcohol Purchase and Provision policy was changed and now allows departments to use university funds to buy alcohol to stock a cash bar from a Fund 34 "Y" FOPP as long as certain conditions are met. The change will be posted in the Alcohol policy FAQ question 6c [Cash Bar and Corkage Fees](#).

Dirty Desks

A University of Arizona study found that accountants have the second-germiest workplaces in America. Teacher's desks are the worst. When accountants' desks and cubicles were swabbed, they had seven times more bacteria than those of lawyers. Go figure.

ABS Quarterly Awards

Please help us recognize individuals in ABS who have gone above and beyond in their jobs in the department. Nominations may be submitted to Lauren.Caraballo@colorado.edu and are due by **May 2, 2006** to be included in this quarter's award.

By the Numbers is published by
Accounting and Business Support
3100 Marine Street, 4th floor
579 UCB, Boulder, CO 80309-0579

Questions, comments, corrections:
Barry Northrop
Asst Dir, Policies & Procedures
303-492-7119
barry.northrop@colorado.edu
<http://abs.colorado.edu>