Preparing for FY2019 Closing

We realize a lot can happen between now and June 30th, but we need to start reporting early projections for fiscal year end. If you are aware of any carryover requests, please let your accountant know so they may communicate with the CLAS budget officer for approval. This includes extension proceeds, start-up funds, Old Gold, and general expense funds.

Important Dates:

3/25  Payroll cutoff – please submit forms (i.e., Phased Retirement, Renewal of 0% Adjuncts, and Terminations) three days prior to cut-off. Termination forms can be entered as soon as the last working day is known

3/31  Last FY19 UICA divestment deadline (funds available May 1st)

PROCESSING FORMS

Please submit forms for any faculty whose % times were changed throughout the year, this includes forms to return them to their original appointment percentage for the budget FY2020 budget process.
2019-2020 Graduate Assistant

All GA’s need to be registered by June 1st if they have a fall 2019 appointment. The current tuition fee table can be found at: https://www.mauuiowa.edu/maui/pub/tuition/rates.page. Be sure you select the appropriate semester and college (select Graduate College and CLAS for the Curricular College from the drop down list for graduate TA and RA). The current table does not include any proposed tuition increases for AY 2020.

Foundation Funds

Please review your accounts quarterly to assess whether transfers are necessary. As we approach the final quarter, please make sure sufficient cash balances are available and divest only if necessary. Foundation funds must by divested by March 31 if cash is needed for this fiscal year. Divestments should be sent to Natasha Housealog or Barbara Steffen, 500 LCUA via campus mail.

Reconciling Accounts

We will start following up with departments who have a large number of unreconciled accounts (TDR’s). Please review your Dashboard within the EFR to determine if your department has unreconciled accounts. All TDR’s must be reviewed and reconciled before Fiscal Year End.

The key is not to prioritize what’s on your schedule, but to schedule your priorities.

- Stephen Covey

Contacts:

Erin Herting – 384-0559 (Financial oversight & budgeting)
Jeff Donoghue – 335-2605 (Staff & Visitor Budget)
Meliza Wise – 353-2639 (Faculty Budget)
Kristen Wolf – 353-2616 (Startup & RA budget, Renovation/Instructional Equipment)
Kristina Swanson – 335-0459 (TA Budget)
Nick Francisco – 335-2888 (General Expense Budget)
Ronna Mayberry – 335-0577 (Old Gold Budget)
Rachel Vrchoticky – 467-0104 (Computer Replacement)
Ryan Kirkey – 384-3489 (Book & Music Subvention)
Sherry Roe – 335-1449 (Workflow & Security/System Access)

http://clas.uiowa.edu/finance

Please share with DEO’s and appropriate staff within your departments