Academic Affairs Fiscal Contacts Meeting

June 18, 2009

Today's Topic: Fiscal Closing

Announcements

- **BlinkCasts Available**
  - Ledger Reviewer
  - Cost Center Management
  - Salary Projections and Expense Projections
  - http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,25188,00.html

- **Cell Phone Policy Changes**
  - http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,25897,00.html

- **Travel Q&A Session**
  - Foreign Travel, June 24 (contact fsumler@ucsd.edu)

Today

- ## Chancellor's Town Hall Meeting
  - 12–1 p.m.
  - Price Center Ballroom B

- ## Learn about and provide input regarding the three options for salary cuts or furloughs

- ## Video available on Friday
  - http://www-chancellor.ucsd.edu

Fiscal Closing Presentation

- **General Accounting**
  - ◦ Bill McCarroll
  - ◦ Bob Colio

- **Campus Budget Office**
  - ◦ Mercedes Munoz
  - ◦ Hugo Rios

- **SVCAA**
  - ◦ Kathy Farrelly

- **Q & A**

Academic Affairs Closing Guidelines

- Carry forward of academic salaries – okay
- No draw off of fund balances
- Explanations of 6/30/09 balances will be required (during fall quarter)
- To process transfers or financial journals after 7/10/09, contact Denise Christensen or Kathy Farrelly

Fiscal Closing: Sub-1 Staffing

‣ If sub-1 staffing not in balance by 6/30/09, SVCAA will force balance by taking the following steps

1. Add or delete regular provisions (to balance FTE).

2. Add or delete amounts from the turnover provisions (to balance salary).

3. Reduce the annual salary for regular vacant provisions (to balance salary).

4. If a department has no provisions, prepare a transfer of funds to move funding to sub-1, and include associated benefits at 22%. Any transfer of funds processed by our office to force balance staffing lists during fiscal closing will not be reversed.

5. If a department has no permanent funds, we will delete the FTE from the payroll system.

SVCAA Contacts

- Sub-1 Staffing
Permanent Budget
Year-End Transfers
  ◦ Denise Christensen, dechristensen@ucsd.edu, x20443

- Sub-0 Staffing
Academic Salary Transfers
  ◦ Nancy Santucci, nsantucci@ucsd.edu, x21161