FY 16 Budget Timeline (Kathy Cutshaw)

- Budgeting for FY 16 will reflect all fund types (general, tuition, professional tuition & fees, RTRF, Outreach summer and credit)
  - Outreach allocations will be projected by Outreach College
  - New budgeting methodology will allow Deans/Directors to define what base budget should be for their schools/colleges
  - Historically, only general & tuition funds were provided in allocations; cuts were based on entire base budget, including professional school tuition & fees
    - Discussions underway regarding how to re-baseline budgets
    - Concern that professional school tuition and fees should not be included in base subject to cuts
- Governor has not yet signed the FY16 budget and UBO still needs to release funds to campuses
  - Will not know amount of 10% restriction or CB allocation until sometime in August; base budget for units may change once amounts are finalized
- BOR approved a 5% tuition increase for AY 2016 instead of a 7% increase
- BOR allocated an additional non-recurring $3.7 million of performance-based funding to Manoa
  - Future funding must be earned based on quantifiable data (e.g. student graduation rates, increased enrollment, etc.)
  - Funds will also be used to support student success, develop an international recruiting strategy, and promote energy efficiency
  - Units receiving funding will be required to report on how the funds were spent and the outcomes achieved
  - Accounts will be controlled centrally (only one budget plan)
    - Accounts will be created for units and assigned out; units will enter expenditure budgets in those accounts
    - Variances will need to be explained in terms of how funds were spent vs. what outcomes were achieved
  - Indications are that legislature is interested in pursuing performance/output-based funding
- Ideas regarding how to re-baseline budget allocations are welcome; Senior FAs are asked to discuss the issue with their Deans/Directors

Vacation Payouts (Kathy Cutshaw)

- System-wide vacation payout pool was not established for FY16
- Effective 7/1/15, vacation payouts must be charged to institutional funds and cannot be charged to extramural accounts
- VP Young plans to request B&F to add vacation accrual to the fringe rate
FY 15 General Fund Closeout (Clayton Omuro)
- After the 6/19/15 payroll posted, some units had General Fund balances up to $134K and deficits up to $300K
- 23 units had to complete General Fund adjustments after the 6/19/15 payroll posted
- All GF adjustments have to be posted prior to generating the final report to system to close out the fiscal year
- This year, adjustments need to be timelier to ensure a more efficient and smoother fiscal year closeout
- Input is requested – can units spend GF allocation by April or May?

Fundraising (Sandy French)
- Units (especially those with “Friends of” groups) are encouraged to review EP 8.209 (Fund Raising) and AP 8.375 (Fund Raising by a Recognized University Affiliated Volunteer Group or Non-Profit Organization)
- Will be establishing Manoa procedures for recognition of volunteer/non-profit groups, gathering of required bylaws, financial reports, etc.
- Chancellor’s Office will be asking for updates and information on any new organizations

Announcements
- Campus Policy on Facilities Use Agreements (Sandy French)
  - Advisory Task Group on Operational and Financial Controls Improvement was established by the BOR to improve operational and financial processes and related internal controls of UH
  - Phase I included recommendations on administration of facilities use agreements
  - EP 10.201 delegates responsibility to Chancellors for developing/implementing procedures
  - As a first step, units that manage facility reservations are asked to send copies of agreements/procedures (reservation forms, etc.) to Sandy French

- Human Resources Updates (Tammy Kuniyoshi)
  - Deadline to submit annual organizational chart update is 7/10/15
    - Org charts are reviewed by MBO, Manoa Finance & Accounting, and Manoa HR before being submitted to UBO
  - HGEA BU 08 is currently in arbitration; more information will be forthcoming

- Reporting of Temporary Unbudgeted Positions (Kyle Sergent)
  - New requirements for reporting of temporary unbudgeted positions were recently received, since Section 113 provisions ended on 6/30/15
  - The new procedure is under review by system; MBO has distributed temporary procedures
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- Note: If you submitted a Section 113 form, you may need to submit the revised temporary unbudgeted form based on actual fill date if the fill date is on or after 7/1/15

Other Discussion
- Concern was expressed over the new procedure for paying stipends
  - Effective 7/1/15, stipends must be processed through Banner and Disbursing has stopped tax reporting for US Citizens
  - Note: Information on processing stipends through Banner was provided in the FMO FA meeting on 7/23/15; FA’s will complete Form UHCO-2 and submit to Financial Aid Office for review, Campus Cashier’s Office will process in Banner. See link to presentation for more information: [http://www.fmo.hawaii.edu/finmgmt/archive/2015/Presentations_23JUL2015.pdf](http://www.fmo.hawaii.edu/finmgmt/archive/2015/Presentations_23JUL2015.pdf)
- Any thoughts on future Talk Story topics please forward to Sandy French (afrench@hawaii.edu)

Next Talk Story meeting is scheduled for Thursday, September 10, 2015