



## Council of the University of Idaho Business Officers Summary Notes April 13, 2017

### General Accounting Fiscal Year End Update – John Keatts

John Keatts, Associate Controller, distributed a copy of the Fiscal Year End Calendar proposed by General Accounting. This information can be found on the CUIBO website under the Supplemental Materials tab for April's meeting as well as on the Controller's webpage (<https://www.uidaho.edu/finance/controller>) and General Accounting's webpage (<https://www.uidaho.edu/finance/controller/general-accounting>). Questions can be sent to General Accounting at [gnrlacctg@uidaho.edu](mailto:gnrlacctg@uidaho.edu).

### New Guidelines for Employee Gifts – Linda Campos

Linda Campos released a draft of new policies regarding Gifts, Prizes and Awards from University Funding Sources for discussion during the CUIBO meeting. The draft can be found in the Supplemental Materials tab for April's meeting. It is for discussion only and is not to be considered official UI policy as of yet. CUIBO participants provided good discussion points and asked questions specific to certain departmental functions such as "Bowl Rings" that will require additional research. Policies will need to continue to be fleshed out and expanded upon. Linda expects the policy to be finalized by June.

### Household Move Guidelines – Julia McIlroy, Linda Campos

Julia McIlroy and Linda Campos briefly touched upon the moving system which is to be implemented April 14, 2017 and encourage departments to begin using this tracking system for all Household moving expenses as soon as it is live. Fiscal Officers were also encouraged to begin using it immediately for moves in progress.

There was also discussion about how certain policies that have been more loosely adhered to in the past will be more strictly enforced beginning with moves in the fall as this "moving season" has already begun. These will include things such as not allowing for over spending on house-hold moves and allowing the new employee to pay the University of Idaho back for expenses and enforcing the time/distance policies relevant to these moves. More information regarding policy enforcement will be disseminated as the date for enforcement approaches.

### Budget Office Fiscal Year End Update – Trina Mahoney

Trina Mahoney the Budget Director presented on behalf of Cheyenne Smith-Sarkkinnen who was unable to present. Budget Setting: Please let Trina or Cheyenne know if you have any questions about the new Local Service (U3 fund) templates. The goal is to have everyone turn their budgets in via a standard template to ensure that we accurately input the information into Banner and also to allow us to easily identify significant budget changes and document the rationale. Also please let us know if you have concerns about meeting the revenue-generating and/or auxiliary enterprise budget deadlines of May 12 and May 19, respectively.

### Budget Office Announcements – Trina Mahoney

CEC: Salary guidelines should come out today (April 13<sup>th</sup>). Faculty is the same as last year (2% if meets expectations plus promotions if applicable). Staff is also 2% if meets expectations and the remaining 1% is being used to funded service-based market increases. Wes Matthews is developing the detailed spreadsheet which will take into consideration market rate data and years of service (based on current hire date so will not take into account time at the UI prior to a break in service). Vacant PCNs will not receive CEC this year. Please contact Trina with implementation questions or Wes with staff salary calculation



questions. Spreadsheets with unit-funded increases added are due back to the Budget Office by April 21 at which point they will be reviewed by HR and submitted to executive leadership for final review and approval.

**Other Discussion and Updates:**

**University Audit Committee:** Brad White, Director of Internal Audit presented a request for nominations and volunteers for the University Audit Committee. Currently there will be 3 open positions to be filled for the next fiscal year. There is always a need for a pool of potential members when positions become available for a variety of reasons. He outlined some of the duties associated with participation on the University Audit Committee and encouraged all those interested to contact him with questions, recommendations or requests to participate. Emails can be sent to [white@uidaho.edu](mailto:white@uidaho.edu).