



**Council of the University of Idaho Business Officers
Summary Notes
June 16, 2016**

Fiscal Year End Status – General Accounting

Payroll Cost Transfer cut off was June 15th. Still accepting some on a case by case basis. All other cost transfers and expenses need to be submitted by the end of business June 17th for processing.

De Minimis Fringe Benefits and Taxation of Employee Gifts – Linda Campos

Anything an employee received from their employer as it relates to their relationship is taxable as a general rule unless it is specifically excluded. De Minimis benefits generally applies to gifts that given their value and frequency of use are impractical to administratively account for. Cash and gift cards are always taxable no De Minimis for these. For things such as retirement or years of service the University's stance is that at the University level these types of awards and gifts qualify as De Minimis where anything at the departmental level is taxable. Best practices also is that departments can take up a collection for gifts or they can gift items under \$50.

Budget Office Announcements/Updates

Jill Robertson – presented on behalf of budget office. General Education, centrally allocated and UA budgets have been finished and are available. Salary encumbrances are also available. A note that the salary encumbrances are only as accurate as the information that is in banner. If an employee is retiring but the EPAF hasn't been put onto the system yet the salary encumbrance will not reflect that information. Reminder about the 27th pay period and that it will affect the EPAF – please do not add that to the hiring letters as the base salary is normally for 26 pay periods.

Other Items and Announcements

Janice Todish announced that due to her taking a new position with CLASS she will no longer be doing the Banner training. There will be online training for Finance on the Professional Learning and Development website. Access will continue to be granted based on training completed. Please see www.uidaho.edu/human-resources/pdl for more information.

Linda Campos announced that for fiscal year 17 there were 118 employees have opted out of spread pay about 20% of the employees currently on spread pay. More training and information to help any employees who are considering changing from spread pay to standard pay for FY18.

Ron Town asked about how Argos was working for users as the transition from A2B has been finalized. He has not heard much feedback just minor issues that have been taken care of. If a report needs to be created or refined please contact Ron for more information.

Linda Campos called for ideas for trainings or topics for future CUIBO meetings and how to utilize these meetings more effectively. For September meeting, the Controller's Office will talk about priorities and projects that are in progress and figure out where there is a need for Fiscal Officer participation on projects.