FY2014 Year-End Meeting Agenda
10:00 – 11:30 BA106
Thursday, July 10, 2014

1.) Leave Traq (Kathy Compton – Contact Stephanie Keahey for questions X5881)
   • Vacation Carry-Overs

2.) Payroll (Kathy Compton/X5118)
   • Payroll Due Dates
   • EPA Deadlines

3.) Human Resources
   • Asked to remind all to use the Termination Portal if necessary

4.) Training & Development (Tammi Thompson/X3021)
   • Training News & Information

5.) General Account Review (Jamie Douglas/X3224)
   • Account Activity
   • Year-End Accruals
   • Departmental Deposits
     o Budget Pools*

6.) Budget (Janet Anderson,/X3034)
   • FY2015 Budget Status & Calendar
   • Deficit Balances
   • Account Year-End Carry Forwards
     o TDB
   • Account Budget Issues FY2014

7.) Accounts Payable (Heath Shaffer/X5061)
   • Open Commitments
   • Encumbrances
     o Telephone
     o Postage
     o All will roll around September 10th
   • End-of-August Activities/Activity cut-off Requirements
     o Pro-card
     o University-billed Travel Card
     o Travel
       ▪ Trips booked but not taken
       ▪ Trips taken but reports not closed out
       ▪ Liquidating pre-trip authorization amounts
   • Safe Harbor
   • Concur Mobile App
   • Signature Authority
8.) Financial Reporting (Sarah Baker/5045)

- Reporting of Inventories on Merchandise for Resale
- Reporting of Inventories on Consumable Supplies
- Inventory Memo and Form
- UBIT
- Regulation 21-01-02: Receipt, Custody and Deposit of Revenue
  - Timeliness of deposit requirements
  - Availability of online payment acceptance

**Important Deadlines/Dates**

**Purchasing (Blake Shaw/X5707)**

$25,000 or more & not under A&M/State/Cooperative Contract  
June 27, 2014

>$5,000 but <$25,000 & not under A&M/State/Cooperative Contract  
July 25, 2014

>$5,000 but under A&M/State/Cooperative Contract  
August 15, 2014

Cut-off for E*'s and L#’s  
August 22, 2014

August 5th ProCard Statement due  
August 10, 2014

August ProCard Charges  
Must be allocated by 8/29

any charges after 8/31 will go on FY15

**Contract Administration**

Service Agreement Deadlines  
July 31, 2014

**THERE WILL BE NO BUG MEETINGS IN AUGUST OR SEPTEMBER.**

**NEXT BUG MEETING WILL BE OCTOBER 2014**

*Typical Operating Account Budget Pools*

0001  Revenue
1100  Salary
1700  Wage
1900  Benefits
3000  Operating