Lunch-n-Learn: General Accounting

Presented By:
Doris Wildeman

February 21, 2012
Famous Quotes:

“Knowledge is of two kinds: we know a subject ourselves, or we know where we can find information upon it.”

--Samuel Johnson

“Important principles may and must be flexible.”

--Abraham Lincoln, April 11, 1865
Agenda

1. Mission Statement
2. Org Chart /Location
3. UC Experience
4. What We Do
5. Some Examples
6. How Can We Help Each Other
Mission Statement

The mission of the General Accounting Department is the following:

- Provide service to our customer with guidance, data and analyses
- Manage and protect the UC assets
- Provide reliable and timely financial information to the Stake Holders, including State and the Public
- Ensure compliance with local, state and federal laws, policies, regulations and reporting requirements
Org Chart

Peggy Arrivas

Michael Riley

Capital Asset & Debt

Irene Yamamoto

Angela Cheng

Helen Garcia

General Accounting

Doris Wildeman

Cynthia Hsu

Mimi Wu

Acct. III

Acct. IV

Location: Franklin Bldg., 10th floor
IF THE TOTAL'S WRONG, IS THE WHOLE THING WRONG?
UC Experience

— Mike: Started at UCDMC 2010, UCOP 2011
— Doris: Started at UCOP 2000
— Mimi: Started at UCB 2002, UCOP 2009
— Cynthia: Started at UCD 1999, UCOP 2001
What we do

- Annual Fiscal Year End Closing

Deliverables:

- Consolidated Annual Financial Report
- Consolidated Annual Foundation Financial Report
- Provide information to the Regents, for the State’s annual fiscal close, 10 campuses and 5 Medical Centers

How to get there:
- Set up new codes in CFR (AGC, FGC, OC, TC, UAS) and map to IRM’s (Issue Resolution Memos)
- Interpret and implement new accounting rules (GASB)
- 3 Month closing process
- Fiscal Year End Closing Schedule design with 187 steps
- Audit and Financial Reporting Timeline, UCLA Timeline, EIA Timeline, BRC Timeline
Various Timelines

- BRC (12)
- UCLA (49)
- EIA (102)
- Camp (98)
- OP (73)
- PwC start
- PwC end
- Regents

- July 12
- July 15
- Aug. 5
- Aug. 5
- Aug. 5
- Aug. 24
- Oct. 10
- Nov. 1
What we do

• Annual Fiscal Year End Closing continue........

  — Service PwC on all audit questions for a period of 6 weeks
  — Provide guidance on all closing functions for Systemwide and UCOP departments
  — Validate accurate information into our CFR (Corporate Financial Report)
What we do

• State Claims, Reconciliations & more........

Campus

— Systemwide Payroll Reimbursement
— General Fund State Appropriation Reconciliation
— Special State Appropriation Reconciliation (funds 50-60)
— Short Term Investment (STIP) income distribution to 5 campuses and 5 Medical Centers
— Los Alamos National Laboratory and Lawrence Livermore National Laboratory Joint Venture Reports
— Presidents Dashboard update on Financial Control
— Validate CFS file transmission from all campuses

OP

— Bank Account Reconciliations
— Balance Sheet Reconciliations
— Average of 250 UCLA financial journal and EIA journal on-line upload to the G/L
What we do

• and more........
  
  — Analyze campus data and reporting
  — Special ad hoc reports
  
  — Customer Service
  — Special Projects
CFO Financial Accounting Reports
KPI 03 - % of Transactions Not Cleared at End of Each Month in Financial Control Accounts

Financial Control Performance %

<table>
<thead>
<tr>
<th>Location</th>
<th>AUG 2010</th>
<th>SEP 2010</th>
<th>OCT 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>BK</td>
<td>12.4%</td>
<td>18.2%</td>
<td>11.8%</td>
</tr>
<tr>
<td>DV</td>
<td>13.7%</td>
<td>9.2%</td>
<td>20.9%</td>
</tr>
<tr>
<td>IR</td>
<td>8.5%</td>
<td>4.3%</td>
<td>3.0%</td>
</tr>
<tr>
<td>LA</td>
<td>21.5%</td>
<td>27.5%</td>
<td>35.0%</td>
</tr>
<tr>
<td>MR</td>
<td>10.9%</td>
<td>9.1%</td>
<td>15.9%</td>
</tr>
<tr>
<td>RV</td>
<td>14.2%</td>
<td>10.3%</td>
<td>10.8%</td>
</tr>
<tr>
<td>SD</td>
<td>11.4%</td>
<td>21.2%</td>
<td>12.9%</td>
</tr>
<tr>
<td>SF</td>
<td>16.4%</td>
<td>14.7%</td>
<td>13.9%</td>
</tr>
<tr>
<td>SB</td>
<td>20.3%</td>
<td>19.9%</td>
<td>11.1%</td>
</tr>
<tr>
<td>SC</td>
<td>15.0%</td>
<td>11.7%</td>
<td>6.2%</td>
</tr>
</tbody>
</table>
## STATE CLAIM
FOR REIMBURSEMENT

**PAYABLE**
- FUND: 0001
- SUB FUND NAME: GENERAL FUND
- AGENCY: 6440
- UNIVERSITY OF CALIFORNIA
- UNIVERSITY FUND NO. 19900
- January 19, 2012

**FROM**
- YR. OF STAT.: 2011
- METH: 001
- APPROPRIATION: 33
- PURPOSE: 2011-12

<table>
<thead>
<tr>
<th>SUPPORT A</th>
<th>AMOUNT</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>154,070,750.00</td>
<td></td>
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</table>

**CERTIFICATION**

I hereby certify under penalty of perjury that the claim is true, correct, and in accordance with law. That expenses incurred herein were actually, necessary, and properly incurred in accordance with law, that are incurred for the purpose of reimbursement for expenses incurred in the performance of this work, and that the sums, including the dates and amounts, are correct. I hereby authorize the payment of the amounts claimed above in accordance with sections 10905 et seq. of the Government Code.

**REMARKS:**

- Universitywide
- C. Hsu
- 0896
- ADJURED SIGNATURE

- N. L. Lee
- 2/7/12

**DATE:**

- 2/7/12

**ISSUE WARRANT DATE:**

- N. L. Lee

**SCHEDULE NO.:**

- E-900-414

**AUDIT CODE:**

- 414

**PRINT WARRANT DATE:**

- 2/7/12

**ISSUE WARRANT DATE:**

- 2/7/12
### Fiscal Closing Schedule 2010-2011

<table>
<thead>
<tr>
<th>New #</th>
<th>Old #</th>
<th>DESCRIPTION</th>
<th>NEW DUE DATE</th>
<th>OLD DUE DATE</th>
<th>RESPONSIBILITY</th>
<th>FUND GROUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>01</td>
<td>&quot;PUT&quot; updated list of &quot;Areas of Responsibility for Fiscal Closing&quot; on the VSFTP file server so CA (MW) can &quot;GET&quot; them through VSFTP. (Use Appendix A) NOTE: Copy of all campus lists will be available to all campus AO's via VSFTP and on Corporate Accounting's website.</td>
<td>3/11/2011</td>
<td>3/12/2010</td>
<td>AO/CA(MW)</td>
<td>ALL</td>
</tr>
<tr>
<td>02</td>
<td>02</td>
<td>Send to campuses the SAS112 Quantitative Thresholds.</td>
<td>4/1/2011</td>
<td>3/31/2010</td>
<td>CA(DW)</td>
<td>ALL</td>
</tr>
<tr>
<td>03</td>
<td>03</td>
<td>Send the annual letter concerning audits of Campus Foundation financial statements to Vice Chancellors for University Relations and Vice Chancellors for Administration.</td>
<td>4/8/2011</td>
<td>4/2/2010</td>
<td>CA(AS)</td>
<td>ALL</td>
</tr>
<tr>
<td>04</td>
<td>04</td>
<td>PwC to perform interim fieldwork. Timing to be determined based on consultation with campus personnel.</td>
<td>TBD Apr-June</td>
<td>TBD Apr-June</td>
<td>ALL</td>
<td>ALL</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>OP-01</strong> Provide PwC with expenditure file for R&amp;D and Other non-SFA programs to be tested under A-133.</td>
<td>4/11/2011</td>
<td>4/12/2010</td>
<td>CA(JO)</td>
<td>ALL</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>OP-02</strong> Request table of Unit Values from Library Coordination.</td>
<td>4/13/2011</td>
<td>4/14/2010</td>
<td>CA(PLT)</td>
<td>ALL</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>OP-03</strong> Prepare a list of capital/operating appropriations to be reordered on June 50th and follow up with campuses.</td>
<td>4/29/2011</td>
<td>5/19/2010</td>
<td>CA(PLT/CH)</td>
<td>PLANT</td>
</tr>
<tr>
<td>05</td>
<td>05</td>
<td>Send table of Unit Values of Libraries and Collections to plant accountants. (IRM 6C)</td>
<td>5/6/2011</td>
<td>5/7/2010</td>
<td>CA(PLT)</td>
<td>PLANT</td>
</tr>
<tr>
<td>06</td>
<td>06</td>
<td>Calculate FY 2011 depreciation expense and provide campuses with entries to record. (IRM 22)</td>
<td>5/6/2011</td>
<td>5/7/2010</td>
<td>IR</td>
<td>PLANT</td>
</tr>
<tr>
<td>07</td>
<td>07</td>
<td>Calculate FY 2011 accumulated depreciation associated with the disposal or transfer of capital assets and provide campuses with entries to record.</td>
<td>5/6/2011</td>
<td>5/7/2010</td>
<td>IR</td>
<td>PLANT</td>
</tr>
<tr>
<td>08</td>
<td>08</td>
<td>Input interlocation Transfer of Funds data (15 type entries) for May ledger into Interlocation Transfer of Funds System. NOTE: This will be the LAST cycle for these entries for the fiscal year.</td>
<td>5/23/2011</td>
<td>5/21/2010</td>
<td>AO</td>
<td>CURRENT</td>
</tr>
<tr>
<td>09</td>
<td>09</td>
<td>Record FY 2011 depreciation expense and write-off accumulated depreciation associated with the disposal or transfer of capital assets.</td>
<td>5/27/2011</td>
<td>5/28/2010</td>
<td>AO</td>
<td>PLANT</td>
</tr>
<tr>
<td>10</td>
<td>10</td>
<td>Submit claims for all capital/operating appropriations which will expire and automatically lapse to the State on June 30th.</td>
<td>5/27/2011</td>
<td>5/28/2010</td>
<td>AO/CA(PLT)</td>
<td>PLANT</td>
</tr>
<tr>
<td>11</td>
<td>11</td>
<td>Campuses should begin the evaluation process of all new and existing Pollution Remediation obligations.</td>
<td>5/27/2011</td>
<td>5/28/2010</td>
<td>AO</td>
<td>CURRENT</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>OP-04</strong> Prepare insurance premium recharge journal.</td>
<td>5/27/2011</td>
<td>5/28/2010</td>
<td>CA(KV)</td>
<td>ALL</td>
</tr>
<tr>
<td>12</td>
<td>12</td>
<td>Transmit Interlocation Transfer of fund files to campuses. Report date should be May 31. NOTE: This will be the LAST cycle for these entries for the fiscal year (unless additional OP process implemented).</td>
<td>6/2/2011</td>
<td>6/1/2010</td>
<td>IR</td>
<td>CURRENT</td>
</tr>
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<td><strong>OP-05</strong> Conflict of Interest Review: UCOP identifies potential conflicts of interest as a result of UC transactions with businesses where a Regent has a significant financial interest or position in the company.</td>
<td>6/2/2011</td>
<td>6/1/2010</td>
<td>CA(DW)</td>
<td>CURRENT</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>OP-06</strong> Notify UCOP Facility Management to submit UCOP assets capitalization information to Accounting by the 6th working date of the following month.</td>
<td>6/2/2011</td>
<td>6/1/2010</td>
<td>CA(PLT)</td>
<td>PLANT</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>OP-07</strong> Notify UCOP California Digital Library to submit UCOP Library Materials capitalization information to Accounting by the 6th working date of the following month.</td>
<td>6/2/2011</td>
<td>6/1/2010</td>
<td>CA(PLT)</td>
<td>PLANT</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>OP-08</strong> Request from the Real Estate Service Group a real estate transaction listing and leases for January 1 to June 30 by the 3rd working day of the following month.</td>
<td>6/2/2011</td>
<td>6/1/2010</td>
<td>CA(PLT)</td>
<td>PLANT</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>OP-09</strong> &quot;PUT&quot; pre-typed journals for closing step 68 (Student Loan Late Charge Revenue) on the VSFTP file server (clsftp/XXstep68ZZ) so AO's can &quot;GET&quot; them through VSFTP, where XX is the campus (BK, SF, etc) and ZZ is the year.</td>
<td>6/6/2011</td>
<td>6/7/2010</td>
<td>CA(GS)</td>
<td>ALL</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>OP-10</strong> Send appropriate local financial control listing and 080X listing (Intercampus Trans Codes) as of May 31 to all other AO's.</td>
<td>6/8/2011</td>
<td>6/9/2010</td>
<td>AO/CA(GS)</td>
<td>ALL</td>
</tr>
<tr>
<td>14</td>
<td>16</td>
<td>PwC to meet with all campuses and medical centers on results of interim work and present both preliminary management letter comments and preliminary A-133 findings.</td>
<td>TBD June</td>
<td>TBD June</td>
<td>ALL</td>
<td>ALL</td>
</tr>
</tbody>
</table>
I ask for so little...

...and, boy, do I get it.
How Can We Help Each Other

• Completing closing steps on time

• Contact us early if you need help; please don’t wait before deadline.

  http://www.ucop.edu/corpacct

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  Doris.Wildeman@ucop.edu  # 70897

  Mimi.Wu@ucop.edu  # 79247

  Cynthia.Hsu@ucop.edu  # 70896