



UNIVERSITY *of* MARYLAND

SPA & SPAC UPDATE MEETING

THIRD QUARTER

2012

TODAY'S AGENDA

- Fringe Benefit Rates
- Direct Retro Forms
- Upcoming training for Effort
- SPAC Personnel Update
- Pre-award and deficit monitoring
- Bank information for wires/ACH payments
- Introduction of a new 30/60/90 Closeout Report
- General Reminders
- F&A Cost Model Timeline

FRINGE BENEFIT RATES

	Apply to Accounts	FY13	FY14+	Costs recorded in account
Faculty	1011 – Faculty 9/10 mo. 1012 – Faculty 12 mo.	25.0%	25.7%	2790 – Fringe rate Faculty
Staff	1013 – Exempt staff 1014 – Non-exempt staff	40.0%	41.0%	2791 – Fringe rate Staff
Contractual	2072 – Exempt staff (C1) 2073 – Non-exempt staff (C1) 2090 – Contractual employee (C2) 2071 – Faculty 2080 – Summer salaries 2110 – Overtime 2120 – Shift differential 2130 – On call pay 2074 – College Work study (summer) 2075 – Students (other than CWS) (summer)	8.4%	8.4%	2793 – Fringe rate Contractual
Post Docs	1021 – Post Docs/Fellows	23.0%	23.2%	2792 – Fringe rate Post Doc
Students	1020 – Graduate Assistants 2074 – College Work study 2075 – Students (other than CWS)	0%	0%	N/A
Other	2196 – Accrued Leave Payout	0%	0%	N/A

Fringe Benefit Rates

- Post Docs on Training Grants
 - Special requirements exist when Post Docs on Training Grants are on payroll (instead of being paid through Accounts Payable)
 - We have met with the departments who have training grants with such Post Docs
 - If you have Post Docs on Training Grants on payroll and we have NOT met with you, please let Linda Ward know

2 DIRECT RETRO FORMS

- FY12 & Prior
- FY13 & Forward – to be posted Friday, 8/24
- Located on the SPAC website:
 - <http://www.cost.umaryland.edu/directretroforms.cfm>

EFFORT POLICY & SYSTEM TRAINING

- October 5, 2012 (Friday) 9am – 4pm
- Contact Effort Help to register
 - effort@af.umaryland.edu

SPAC PERSONNEL UPDATE

Team B

- Amy LaFevers, Senior Accountant
- Tammy Bloss
- Krista Salsberg

Team C

- Vacant, Senior Accountant
- Bernice Bernhardt
- Rosetta Elicerio

Team D

- Beryl Gwan, Senior Accountant
- Shernett Wynter
- Accountant to be hired

Team E

- Fritz Alphonse, Senior Accountant
- Brenda Hester
- Carolina Castro
- Charese Parran

**Personnel changes effective September 17th*

DEFICIT BALANCE REVIEWS

- Key process for grant monitoring with high auditor visibility
- Quarterly review occurs in February, May, August & November
- Includes:
 - Projects with >\$50,000 deficits
 - Pre-award/Temp projects open > 6 months
- Documented review and resolution is necessary to ensure the process is working

WIRES & ACH PAYMENTS

- Bank information will be changing in the next few weeks.
- Details will be communicated to sponsors through inserts in our bills and letters. We're also coordinating this effort with ORD.
- Once everything is finalized, you'll be notified of the new bank information through the RAC email and details will be on the SPAC website.

NEW 30/60/90 REPORT

- Includes all projects ending within the next 30/60/90 days
 - Standards and deliverables are on separate reports
- Report will be distributed to you through email distribution list by award owner department.
- Distribution will occur mid month, after the prior month has closed.
- We're working with CITS to fully automate the distribution process.

NEW 30/60/90 REPORT

- All numbers are as of the month end noted in the title
- Encumbrance column includes encumbrances and pre-encumbrances, payroll and non-payroll

STANDARD REPORT

- Calculation of cash collected:

Revenue – AR Open Balances + Deferred Revenue = Cash Collected

- Includes a % of Budget Spent Column
 - Pay close attention to projects that are over and significantly under spent

DELIVERABLE REPORT

- Bill cycle is a key data element:

Cycle	Name	Who is Billing?
D_SCHD	Scheduled	SPAC
D_HYBRID	Hybrid	SPAC working w/DEPT
DLB_DEPT	Department	Department

- Calculation of cash collected:

Revenue to date – AR Open Balance = Cash Collected

30/60/90 REPORT

- Upon receipt of this report:
 - Consult with PIs
 - Validate the project end date and determine if a No Cost Extension will be requested
 - Coordinate with ORD/SPAC
 - If so, request IRB/IACUC extensions as applicable
 - Prepare Temp/Pre-award requests for projects that will receive another year of funding
 - Review the award documents to identify any special reporting requirements, forms to complete or time sensitive deadlines
 - Programmatic milestones
 - Departmental billing for deliverables

30/60/90 REPORT

- Upon receipt of this report:
 - Contact sub-awardees and vendors for final invoices
 - Review payroll encumbrances
 - Update EFPs for new funding sources
 - HR actions, if staff reduction are necessary
 - Submit Direct Retro's and journal entries, as necessary to correct expenses
 - Update service center commitments (ex. telecom, Vet Resources)
 - Resolve any overexpenditures

REMINDERS

- Notify Management Advisory Services at DL-MASAuditNotification@umaryland.edu once you are notified of audits, site visits or desk reviews.
- Deliverable closeout spreadsheets for the quarter will be sent out on Friday, August 24th and are due back by Friday, September 21st.

F&A COST MODEL TIMELINE

- November – December
 - F&A Information Sessions
- January – March
 - Rollout of new space/floorplan system
 - Replaces OSIS/Archibus
- March – April
 - Space inventory verification
- May – August
 - Large research departments will perform space functionalization

Questions & Answers

- The presentations are available on the SPA and SPAC websites.
- Mark your calendars for the 2012 update meetings
 - October 25th
- Thank you for joining us today!