

Recharge Center Newsletter

Calling All Ideas

If you have any ideas for a process improvement related to the Recharge Process please complete the following form <https://catalyst.uw.edu/webq/survey/recharge/166694> or send an email to recharge@uw.edu

Please include the following information:

- ◆ Idea/Opportunity
- ◆ Proposed Solution (if known)
- ◆ Your involvement in the solution (Lead, Work Group, Provide Advice, Unable to participate at this time)

Quarterly Reports

To help centers, center management, Dean/VP offices as well as central administration access important information, we have added new worksheets to the quarterly report. These are intended to detail accruals for revenue and accounts payable. The new workbooks are available on our website. When submitting the Quarter 3 report please document your accruals either through the updated workbook or a similar report. Beginning with Quarter 4 we will return reports which do not document their accruals. If you submit your report in a different format please add a section for accruals.

All Quarterly Reports must be submitted 6 weeks after the end of each quarter.
Recharge Centers submit to both the Dean's/VP's office and MAA
Cost Centers submit only to the Dean's/VP's Office

Beginning with Quarter 2 MAA will send delinquent letters to centers including a copy to their respective the Dean's/VP's office.

MAA also added a worksheet for the Variance Report which will only need to be completed on an annual basis. Please see the Variance section for more information.

Variance Report

In an effort to ensure centers are costing their rates appropriately, a variance analysis report reflecting the previous year's estimated costs to actual costs must be submitted on or before the submission of the first quarterly report for the current rate period. The report should include an explanation of any material differences, i.e., +/- 10% or more or +/- \$5,000 or more, from the original cost estimate, whichever is greater. If there are any material encumbrances they should also be reflected.

The template is available as part of the Quarterly Report on our website.

Capital Lease Payments

Capital leases essentially represent capital acquisitions and therefore must be handled in a like manner. Additionally, capital lease payments may not provide an accurate representation of the center's depreciation for the asset(s). For this reason recharge and cost centers' capital lease *principle* payments must be charged to the center's reserve account (budget) and not to the center's operating account (budget). To recover the cost of the asset(s) the center must determine the appropriate *annual center depreciation* which may be charged to the center's operating account and recovered through their recharge rates. Note, *external* interest associated with capital leases should be charged to centers' operating accounts and recovered through the recharge rates.

Recharge/cost centers who are presently charging capital leases to their operating account may be grandfathered on this change on a case-by-case basis but only for current capital leases. Future capital leases for these centers must be handled in the above manner. If your center is one that presently has a lease arrangement in place please contact Management Accounting and Analysis so that we may assess your specific situation and advise you of actions to be taken.

Rate Proposal Escalation FAQ

Recharge and Cost Centers are responsible for submitting rate proposals in a timely manner. Beginning March 2014 MAA will begin sending courtesy emails to the Recharge Center contact with a copy to the corresponding Dean/VP Office reminding them of the need to submit a new rate proposal. This email will be sent approximately 6 weeks prior to the expiration of the current rates. Should the proposal not be received by MAA prior to the expiration of the current rates, a second follow-up email will be sent to the Dean/VP office with a copy to the Recharge Center contact. MAA will maintain a list of delinquent centers which will be provided to the Internal Audit Office on a monthly basis.

The above emails will only be sent to Recharge Centers as the responsibility for conducting annual rate reviews for Cost Centers is the responsibility of the Dean/VP office.

Updated Policy and FAQ

Please be sure to review the Recharge Center Policy and FAQ's sections on our website. We have updated several sections. Where the policy is updated we have included the revision date.

Customer Survey

Thank you to all those who completed our customer survey. We are in the process of reviewing the submissions. We will be sending reminder emails out next week for those who have not responded. If you have a recharge or cost center and have not received a survey please contact recharge@uw.edu ASAP.

The completion of this survey is crucial for completion of the F&A proposal as well as ensuring the most updated center information is gathered.

MAA Contacts

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