

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

Annual Rate Reviews

Recharge centers are currently required to have rates reviewed and approved on an annual basis by both their Dean's/VP's office and MAA.

Cost centers are currently required to have rates reviewed and approved by their Dean/VP's office on an annual basis and by MAA when initially established **and** when one of following situations has occurred.

- New Rates are added
- Rate methodology has changed

All Centers should maintain their approved rate proposals as well as the approval conformation/email.

Recharge and Cost Centers are identified in the financial system by budget type and program type as follows:

Recharge Center Operating	Budget Type 11	Program Type 20
Recharge Center Reserve	Budget Type 11	Program Type 21
Cost Centers Operating	Budget Type 11	Program Type 22
Cost Center Reserve	Budget Type 11	Program Type 23

Machinery and Equipment (M&E) Sales Tax Exemption

Have you had a difficult time coming up with a sufficient comment to document the M&E tax exemption when purchasing equipment for your recharge or cost center? There is help!

The Equipment Inventory and Tax Offices have worked together to come up with the following "generic" M&E comment that recharge and cost centers can use:

This item will be used for qualifying research, as described in the public research machinery and equipment tax exemption rule, in a recharge or cost center. The recharge or cost center will maintain documentation regarding specific research and percentage use to ensure that equipment is used 50% annually on qualifying research. The department acknowledges that in the event of a tax audit, they may be required to present this documentation.

Please contact the Equipment Inventory Office at eio@uw.edu if you have any questions.

Facilities & Administrative

As many of you are aware, we are currently in the F&A rate base year (Fiscal Year 2013). Similar to the overhead costs of a business, facilities and administrative costs reflect actual expenses incurred in support of the UW's sponsored activities. F&A cost rates are based on the UW's actual operating costs for a given base year. Using guidelines provided by the federal government, the UW captures and calculates F&A costs on a regular basis. These costs are allocated to different activities, such as research or teaching, proportionate to the benefit provided. Once all F&A costs are determined, the University determines the portion of costs that are related to sponsored research activities. This information is then submitted to, and reviewed by, the Federal government, and F&A cost rates are negotiated approximately every 4-5 years.

During the next few months, our office will be asking for additional information from our recharge and cost centers to support development of the F&A proposal.

If you manage a center, please consider beginning to gather the following information related to the center's activity:

Space:

- ◇ FacNum of space the center operated in during FY 2013
- ◇ Room numbers of the space the center operated in during FY 2013
- ◇ Facility Name of the space the center operated in during FY 2013
- ◇ Budget Number associated with that space
- ◇ Whether that space is shared
- ◇ Whether the center will be moving or has moved during Fiscal Year 2013

Equipment:

- ◇ Identify all capital equipment costing \$5,000 or more that is used by, or anticipated to be used by, the center. Please gather the following information:
- ◇ Equipment Tag Number
- ◇ If the equipment is in a current depreciation schedule, please indicate the date range for the schedule
- ◇ If the equipment is in use or is planned to be used by the center
- ◇ The accountable budget number
- ◇ If it is used solely by the center

Any equipment that has a UW tag # with an acquisition date prior to 07/01/13 that may be recovered in a center's cost proposal, or used by the center, should be identified. Please note this includes equipment that is not currently being used but will be used before the next base year. This is to ensure we properly treat this equipment in the F&A proposal. If not identified there is the possibility that the center will not be able to recover the cost through their rates.

For more information about the F&A process please see: <http://f2.washington.edu/fm/maa/fa> or contact fahelp@uw.edu.

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Brown Bag

You are invited to our next brown bag session for recharge and cost centers. As this is the last brown bag before the end of the fiscal year we would like to gather topics of interest for discussion.

Please send you list of topics by Wednesday April 24. This will give us time to review and send out the topic the week before the meeting.

Date: May 7, 2013

Time: 12:00-1:00

Location: Roosevelt Commons Bldg
4th Floor Conference Room

RSVP: Danel Phelps

Fiscal New Year and New Biennium are Quickly

Fiscal Year

The current Fiscal year will end on June 30, 2013. In addition to all of the other year-end tasks, this is a good time to review all of your centers to ensure you have the necessary approvals (see page1) and are up-to-date on JV's and Quarterly Reports.

Additionally, many centers coordinate rate cycles to correspond with the start of the fiscal year. Since review times vary for Dean's/VP's and MAA staff, it is important to have your rate proposal completed and submitted approximately 6 weeks prior to when you would like the new rates to take effect.

Biennium Change

As the 2011 Biennium close nears, centers should be aware of the various cut-off dates and other important closing information.

Useful links which include Biennium Close Information:

Procurement Services - <http://f2.washington.edu/fm/ps/bienniumclose>

My Financial Desktop - <http://f2.washington.edu/fm/myfd/biennium-close>

New EDW Report — Internal External Sales Summary Report

The Office of Planning and Budgeting, Management Accounting and Analysis, Financial Accounting and Grant and Contract Accounting have been collaborating with Decision Support Center to create a standardized report identifying total internal and external sales by budget. This report has been developed with a specific set of attributes (e.g. select revenue codes, transaction codes, budget types etc. more information can be found in the executive summary on the report) so results may not balance to FAS. The goal of this report is to assist departments and their respective Dean's/VP's office to identify budgets which may need additional regular review and/or reclassification between or to self-sustaining budget types (e.g. recharge center, cost center, revenue budget, auxiliary budget).

The report can be accessed through <https://edw.washington.edu/Reports/Pages/Report.aspx?ItemPath=%2fFinancial%2fInternal+and+External+Sales+Summary+Report>

We are planning to provide more information, including, user guides and training sessions, in the near future. Please contact us if there are any questions.

Recharge Center LEAN Process Improvement

We are diligently working on updating many recharge and cost center processes. We will be starting work on additional tasks in the near future and will be seeking participants and leaders!

We have accomplished major milestones or completed a number of your ideas already!

In recent months we have celebrated completion on:

- * Increased communication
- * Hosting Brown Bag Events related to Recharge and Cost Centers
- * Internal External Sales Summary (See above)
- * New budget request form
- * FAQ's related to
- * Imputing Revenue,
- * Mid-Year Equipment
- * Overtime

We are near completion of the following process improvements:

- * Center JV's related to Surcharges and Equipment
- * Update/New Forms
- * Quarterly Reports
- * Equipment Schedule
- * Current Rate Proposal Template Expanded to 25, 50 and 100 rates
- * Job Costing Template
- * Center Activity Log
- * Time Study Log

Thank you for all of your efforts!

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