

**FISCAL ADMINISTRATORS MEETING AGENDA
WEDNESDAY, JUNE 12, 2019, 10:00 AM
SOUTH MEETING ROOM, NEWCOMB HALL**

General Comments – John McHugh (5 minutes)

- \$100,000 Threshold – <https://fro.vpfinance.virginia.edu/system/files/PSDSJM619.pptx>

Financial Strategic Transformation – James Gorman (30 minutes)

- Update – Question/Answer Time

Questions and answers that James addressed at the last Fiscal Admin meeting are now posted on the UVAFinance online Community. Please note that the FA meeting questions are on the second page. Please find this material under the following link:

<https://ubicomunity.virginia.edu/community/uva-finance-transformation/blog/2019/06/07/qa-with-james-gorman?ru=3149&sr=stream>

Treasury and Risk Management – Julie Richardson (10 minutes)

- UVIMCO Changes and Resulting Endowment Changes

FY20 Trade Dates:

<https://fro.vpfinance.virginia.edu/system/files/UVIMCO%20Changes%20619%20-%20Endowment%20Trade%20Dates%20for%20FY20.pdf>

Comparison of Endowment Current State vs. Future State:

<https://fro.vpfinance.virginia.edu/system/files/UVIMCO%20Changes%20619%20-%20comparison%20of%20Endowment%20Current%20%20Future%20State.xlsx>

Endowment JEs with Due To-Due From:

<https://fro.vpfinance.virginia.edu/system/files/UVIMCO%20Changes%20619-%20Endowment%20JEs%20with%20Due%20To%20Due%20From.xlsx>

Records Management Office – Caroline Walters (15 minutes)

- Announcements and Training Reminders

Closing Fiscal year: After July 1, 2019 you may destroy (with a completed Certified of Records Destruction – RM3 Form):

1. State and Local Fund Financial Records from before July 1, 2016.
2. Grants/Research (managed through OSP) Financial Records where the grant/contract closed before July 1, 2014.

Training: New Live Webinars for Summer:

1. Records Management For All – July 11 – 11 a.m. – Noon
2. Email Management – August 15 – 1 – 2 p.m.

Registration Open in Workday – visit: <https://recordsmanagement.virginia.edu/training-schedule> for direct links and descriptions.

Site visits, consultations and questions, please contact: records@virginia.edu

Vice President for Finance Office – Lynn Galasso/Del Kolberg (15 minutes)

- FY 2019 Internal Control Questionnaire Updates

An email was sent to all contacts in early May outlining the changes, and for verification of the Contact and Department Head. If you did not receive this notification please email icq@virginia.edu and be sure to include the Organization number you are referencing.

The timeline of the annual Internal Controls Questionnaire (ICQ) has been modified so it will not coincide with fiscal year end. The ICQ will be distributed July 31, 2019, with an August 31, 2019, deadline for approval and submission.

Significant changes have been made to the ICQ, making it much more user friendly. Edits have been made to the wording of many questions and references updated. In some cases, a single question will replace multiple questions and there are deletions as well, reducing the overall number of questions to 59 in total. In August there will be workshops held to demonstrate the new ICQ and to review administrative details. Contacts will receive an email with the dates and times in July.

More information on the ICQ: <https://foc.virginia.edu/internal-controls-questionnaire>

Procurement & Supplier Diversity Services

Addie Coe (15 minutes)

- Important UVa Marketplace Tips and Updates

New section and tile updates in the UVA Marketplace –
<https://fro.vpfinance.virginia.edu/system/files/PSDSAC619.pptx>

Google Chrome is replacing Internet Explorer as the preferred browser for the UVA Marketplace. Please see link explaining.

https://fro.vpfinance.virginia.edu/system/files/FW_%20Java%20Web%20Start%20Details%200619.pdf

Andrew Clark/Jonathan Agop (5 minutes)

- Upcoming Total Supplier Manager (TSM) Training Class
- 11,200 forms have been taken care of as of Monday, June 10, 2019
- Purchasing/Supplier Diversity Training: July 16, 2019 2pm – 4pm in Carr-1 and Carr-2
 - Formal invite to be sent out soon

The next meeting to be determined in August. There will be no meeting in July. Hope to get the schedule out soon.