

A collage of four images: a green lawn with trees, a modern building with a tower, a classical archway, and a bronze statue of a man.

UNIVERSITY OF ILLINOIS

AT URBANA-CHAMPAIGN



2013 BUSINESS LEADERSHIP CONFERENCE

Service Center Rates - Update on Useful Tools that Assist Departments with Rate Calculations

March 12, 2013

Destination Success

Workshop Presenter

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Please ...

- Turn off cell phones.
- Avoid side conversations.
- Please hold your questions until the end
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.

Workshop Objectives

- Overview
- Useful Tools and Checklists
- Common Issues, Questions, and Myths

Overview –

What are Service Centers/Activities?

- Operating units within the Institution that provide a service or group of services or product or group of products to users – principally within the institution for a fee.
- Provide a good/service, on a recurring basis, to U of I users.
- Want to recover the costs of providing the good/service through charges to users
- Adding value such as assigned staff and supplies necessary to provide the good/service.

Overview – What are 3E fund types?

Fund Types		Fund Ranges		UFAS Ledger
Aux Enterprises/Self-Sup Activities	30			
Suspense and System Clearing		3A	300000 - 399999	3
Service and Storeroom Activities		3E	300000 - 399999	3
Aux Enterprises Not Under Indenture		3J	300000 - 399999	3
Aux Enterprises Under Indenture		3M	300000 - 399999	3
Departmental Activities		3Q	300000 - 399999	3

Overview – Self-Supporting Policies

- Campus Policy
 - BFPP – Section 13.6 – Storerooms and Service Facilities
 - BFPP – Section 13.6.2 – Urbana-Champaign Service Activities
 - BFPP – Section 22 – Self-Supporting/Revenue Generating Activities
- Federal Policy
 - OMB Circular A-21

Overview –

Office of Government Costing Role

- Review and approve service center rate calculations for funds classified as 3E fund types
- Monitor adherence to University, Federal, and State policies for the UIUC campus
- Gain an understanding of the various service center's operations
- Provide training and guidance to departments
 - <http://www.obfs.uillinois.edu/training/registration/>

Useful Tools & Checklists

- Business Objects Reports
 - Service Activity Cash Expenditures.rep
 - Service Activity Fund Balance.rep
 - Service Activity Fixed Assets.rep
- Checklist
- Single Rate Template/Example
- Multiple Rate Template/Example
- Storeroom Rate Template/Example

Business Objects Reports

“Service Activity Cash Expenditures.rep”

- Overview
- Report Prompts
- Expenditures By Fund
- Expenditures By Account
- Detailed Cash Expenditures

Business Objects Reports

“Service Activity Fund Balance.rep”

- Overview
- Report Prompts
- EOY Fund Balance

Business Objects Reports

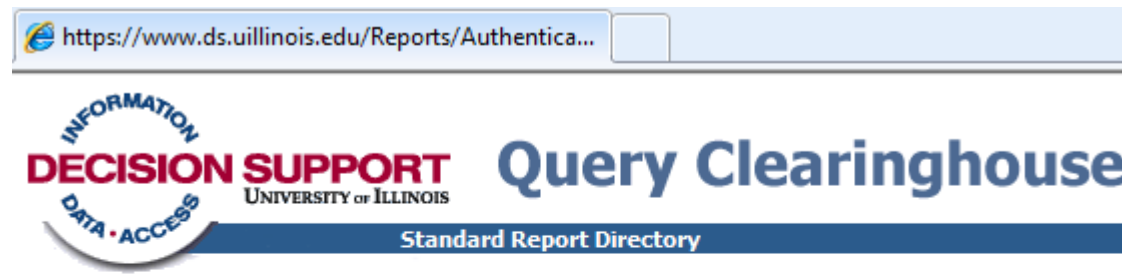
“Service Activity Fixed Assets.rep”

- Overview
- Query Prompts
- Equipment By Responsible Organization Code
- Fund Type 3E Equipment
- Non 3E Equipment with Entity Codes 3100/3110
- Newly Purchased Equipment
- Depreciation By Otag
- Accumulated Depreciation By Otag

Business Objects Reports

Decision Support – Query Clearinghouse Website

<https://www.ds.uillinois.edu/Reports/Authentication/Login.aspx?ReturnUrl=%2freports%2fQCH%2findex.aspx>



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Service Activity Checklist

- Purpose
- Types of Rate Calculations
- Rate Structure
- Operating Expenses
- Unallowable Expenses
- Adjustments/Exclusions from Rate Calculation
- Equipment Depreciation

Service Activity Checklist, Continued

- Projections – Equipment Depreciation on Capitalized Equipment
- Subsidies/General Support
- Customers
- Maintaining Adjusted Fund Balances
- Working Capital Reserve Limitation
- Over/Under Recoveries
- Plant Fund Reserves

Single Rate Template/Example

Multiple Rate Template/Example

- Instructions
- Service Description
- Base
- Rate Summary
- Non-personnel Expenditures
- Salary – FTE
- Equipment Depreciation Summary
 - 3E Equipment
 - Non 3E Equipment
 - New Equipment
- Projections
- Adjusted Fund Balance

Storeroom Rate Template/Example

- Instructions
- Markup Calculation
- Over/Under Recovery
- 3E Equipment
- Non 3E Equipment
- New Equipment

Website / Contacts

Website – coming soon

Contacts –

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Questions / Concerns?