

# Arts & Sciences Accounting Services Meeting Minutes

**March 19, 2014**

## **Speakers**

Collette Wilshire  
*Assistant Dean, Business Center*

Sabrina Flowers  
*Budget Analyst*

Lachonya Williams  
*Assistant Dean, Human Resources*

Del Helton  
*Director, Donor Relations for The Arts and Sciences Foundation*

## **Stewardship and your funds in 2014**

- Stewardship of funds is not just something that has to be done or must be endured, but is a way of connecting people who love Carolina with the work of the University in a way that strengthens their sense of connection.
- Many of the people for whom there are endowments are people who were Tar Heels born, Tar Heels bred, and Tar Heels who are no longer with us and those who established endowments in their honor have a deep connection the University.
- It is always imperative to remember that Annual Reports are important and deeply meaningful for those who receive stewardship letters. Therefore it is best when stewardship letters are customized and the more information given the better, even in years where awards are not or cannot be given.
- The stewardship staff at the Arts and Sciences Foundation is glad to answer any questions about the Annual Report (stewardship section) once the report opens to managers.
- Always remember to use the payout and do not keep too much in the spendable balance or in the state funds. Spend at least 75% of payout in fiscal year, use it properly (reference the gift agreement), and reinvest any unused payouts (keep no more than two times current payout in a department account).
- Del and Collette demonstrated how to enter recipients and activities into the Annual Report. If you have individual questions or need one-on-one training please contact Collette, Del or Sabrina.

**Finance  
Updates**

- If a travel reimbursements need to be submitted to Kristen Beattie by mid-May in an Excel spreadsheet.
- Closing accounts need to be in sent in before being sent to Accounting Services.
- Spend all of your state funds as we near the end of the fiscal year.

**HR Updates**

**Chartfields Webinar and ConnectCarolina Town Hall Now Online**

If you missed either the Chartfields Webinar or the ConnectCarolina Town Hall, you may watch the recordings of these two sessions on this webpage:

<http://ccinfo.unc.edu/chartfields-and-town-hall-webinar-recordings-available/>

**Update to FY 2013/2014 Salary Increase Guidelines**

GA now allowing state-funds to be used for salary increases for “equity” for SPA and EPA Non-faculty employees. Faculty increases previously should not use “market rates” or other “market terminology” in the justification. See email sent on March 17<sup>th</sup> for more information. This does not supersede CAS salary administration guidelines, schedules or procedures. Contact your HR Consultant if you have questions.

REMINDER: Increases for SPA temporary employees do require filling out the rainbow form and submitting to OHR for pre-approval before processing the increase. Contact your HR Consultant if you have questions.

**Upcoming Deadlines**

March 21 – Senior/Master Lecturer dossiers due to the Dean’s Office for July 1<sup>st</sup>.

April 4 – RSA Leave Reports due for leaves taken during Fall 2013.

April 22 – New hires, reappointment (Assistant Professor) and promotion (Associate/Full Professor) dossiers due in Infoporte for actions effective January 1, 2015.

May 27 – Untenured annual review reports due in the Dean’s Office for FY 13/14.

May 27 – Post-tenure review reports due in the Dean’s Office for FY 13/14.