Topics

- **Welcome & General Announcement**
  - Susan Lin, Director of Financial Management and Controller

- **New FMO Website Introduction**
  - Susan Lin, Director of Financial Management and Controller

- **eTravel Enhancements**
  - James Kashiwamura, Director, Disbursing and Payroll

- **Data Governance Initiatives**
  - Sandra Furuto, Director of Data Governance Initiatives and Operations Office of the EVP for Academic Affairs

- **Chart of Accounts – Function Code Revision**
  - Susan Lin, Director of Financial Management and Controller
  - Pearl Iboshi, Director of Office of Institutional Research & Analysis
  - Kevin Hanaoka, Director of Data Analysis, Office of VPR

- **New Tax Treatment Administrative Procedure for Non-Service Financial Assistant for Individuals**
  - Ken Lum, Director of Tax Services

- **BLX Post-Compliance Review Status**
  - Susan Lin, Director of Financial Management and Controller
Welcome

- Kalbert K. Young, Vice President for Budget and Finance / Chief Financial Officer
General Announcements

- Effective March 2, 2015, KFS and eThority will be shutting down for daily batch processing at 8:00 pm.
- New version of the KFS Security Form (FSO-40) is available on the website (Financial Systems | Forms). The form may be emailed to fissrv@hawaii.edu. Submission of the hardcopy is not necessary.
Financial Management Office

New FMO Website

Susan Lin
Director of Financial Management and Controller
A Fresh New Look and User-Friendly Navigation
Enhanced Access to Our Offices, the Services We Provide and the Systems We Use

Access any UH system using drop down arrow

Financial Management Office

Please feel free to browse our services

The Financial Management Office consists of the following offices:
- Bond System
- Bursar and Treasury
- Director of Financial Management and Controller
- Disbursing and Payroll
- Fiscal Services
- General Accounting and Loan Collection
- Property and Fund Management
- Tax Services
With A Focus on Specific Material with Dedicated Tabs
Consistent Look and Feel for All Service Area Contents and for User-Friendly Navigation
All Related HRS, Executive Policies, APMs for Specific Area are Grouped under the Tab Policies and Guidelines.
Questions or Suggestions

- Send email to fissrv@hawaii.edu
Financial Management Office

eTravel Enhancements

James Kashiwamura, Director, Disbursing and Payroll
Electronic Approvals

Supervisor / Executive Authority
- Approvers pulled from supervisor hierarchy in PeopleSoft based on the traveler’s UH number

Account supervisors (PIs)
- Approvers pulled from KFS’ account supervisor field from each account along with their delegates
Adhoc Routing

- Enter UH username to adhoc route to another user

Welcome Alan Kamura (alankum) | Resume as tracleay

This document was successfully adhoc routed.

TRAVEL REQUEST

<table>
<thead>
<tr>
<th>TRAVELER</th>
<th>TAMAKA, KAY K</th>
<th>DOCUMENT NO.</th>
<th>T544607</th>
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<tr>
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<td>ADMINISTRATION</td>
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<td>BRANCH / DEPT.</td>
<td>VP BUDGET &amp; FINANCE/</td>
<td>DESTINATION</td>
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<td>TITLE</td>
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<td>ACCOUNTING METHOD</td>
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<td>BUS. ORG. ACCESS</td>
<td>00301 - College of ITS - 1</td>
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<tr>
<td>PRIMARY CATEGORY</td>
<td>Research</td>
<td>LAST MOD (DBS)</td>
<td></td>
</tr>
<tr>
<td>JUSTIFICATION</td>
<td>To collect data at the poultry farm in Hilo</td>
<td></td>
<td></td>
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<td>COVERAGE OF DUTIES</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>SOURCE OF FUNDS</td>
<td>MA 2253212</td>
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## Route Log

### TRAVEL REQUEST

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<tr>
<th>Field</th>
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<tr>
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<td>10338881</td>
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<td>BARGAINING UNIT</td>
<td>07</td>
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<td>DOCUMENT NO</td>
<td>T544442</td>
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<td>DOCUMENT TYPE</td>
<td>REQUEST + ADVANCE</td>
</tr>
<tr>
<td>EFF</td>
<td>F66</td>
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<tr>
<td>PAYROLL NO</td>
<td>F66</td>
</tr>
<tr>
<td>STATUS</td>
<td>ROUTING for signatures</td>
</tr>
<tr>
<td>DIVISION</td>
<td>ADMINISTRATION</td>
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<tr>
<td>BRANCH / DEPT.</td>
<td>VP BUDGET &amp; FINANCE/</td>
</tr>
<tr>
<td>TITLE</td>
<td>PRE AUDIT CLERK III</td>
</tr>
<tr>
<td>PROCESS VIA</td>
<td>UH Disbursing Office</td>
</tr>
<tr>
<td>DESTINATION</td>
<td>Out-of-State, Foreign (OCONUS)</td>
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<tr>
<td>ACCOUNTING METHOD</td>
<td>By Percentage</td>
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<tr>
<td>CREATED</td>
<td>08-19-2014 by Tracie Yasuda</td>
</tr>
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<tr>
<td>PRIMARY CATEGORY</td>
<td>Conference / Seminar</td>
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<td>JUSTIFICATION</td>
<td>attend conference</td>
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<td>COVERAGE OF DUTIES</td>
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<td>SOURCE OF FUNDS</td>
<td>MA 3338812</td>
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<tr>
<td>CHECK HANDLING</td>
<td>MANUAL CHECK NO.</td>
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### STEP 2: COMPLETE FORM

- Date: 
- SPECIAL: 

---

**University of Hawaii Financial Management Office**
# Route Log

## ID: 3745

<table>
<thead>
<tr>
<th>Action</th>
<th>Taken By</th>
<th>For Delegator</th>
<th>Time/Date</th>
<th>Annotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPLETED</td>
<td>Yasuda, Tracie</td>
<td></td>
<td>09:41 AM 08/19/2014</td>
<td>routed document</td>
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## Pending Action Requests

<table>
<thead>
<tr>
<th>Action</th>
<th>Requested Of</th>
<th>Time/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN ACTION LIST APPROVE</td>
<td>Tanaka, Kay (traveler)</td>
<td>09:41 AM 08/19/2014</td>
</tr>
</tbody>
</table>

## Future Action Requests

<table>
<thead>
<tr>
<th>Action</th>
<th>Requested Of</th>
<th>Time/Date</th>
<th>Annotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>PENDING APPROVE</td>
<td>Kimura, Alan (supervisor)</td>
<td>09:48 AM 08/19/2014</td>
<td></td>
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<tr>
<td>PENDING APPROVE</td>
<td>Blev-Vroman, Robert (Account Supervisor for MA-3388812)</td>
<td>09:48 AM 08/19/2014</td>
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<tr>
<td>PENDING APPROVE</td>
<td>Kobayashi, Paul (executive)</td>
<td>09:48 AM 08/19/2014</td>
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<tr>
<td>PENDING APPROVE</td>
<td>Osbego, Shannon (FA for account MA-3388812)</td>
<td>09:48 AM 08/19/2014</td>
<td></td>
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</tbody>
</table>
Attachments

- Original receipts are still required for reimbursement
- Scan and attach files to the travel document
- Drop down categories
- Description field
- Add / Delete attachments
- Drag and drop into desired order
### Excess Lodging Justification

- When estimated / actual rate exceeds FAR, justification for excess lodging is required
- Use icon to enter justification

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>DATE and TIME</th>
<th>CALC. DAYS</th>
<th>MINUS DAYS</th>
<th>BUS. DAYS</th>
<th>F.AR</th>
<th>ESTD RATE</th>
<th>DAYS CLAIM</th>
<th>COST</th>
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</thead>
<tbody>
<tr>
<td>Honolulu</td>
<td>09/01/2014 12:00 PM</td>
<td>9.75</td>
<td>9.75</td>
<td>9.75</td>
<td>206</td>
<td>250</td>
<td>8</td>
<td>2,000.00</td>
</tr>
<tr>
<td>Tokyo, Japan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>202</td>
<td>202</td>
<td>9.75</td>
<td>1,950.50</td>
</tr>
</tbody>
</table>

**Justification For Excess Lodging**

**CALCULATED TOTALS:**

- Total Personal Days Only: 9.75
- Total: 3,950.50
Email Notification

From: <uh-workflow@hawaii.edu>
Date: Tue, Aug 19, 2014 at 9:41 AM
Subject: REQUEST + ADVANCE (T544442) for TANAKA, KAY K [QA]
To: cahana@hawaii.edu

******************************************************************************
FOR QA PURPOSES ONLY
******************************************************************************

The following Travel Request has been submitted through the eTravel System:

Travel Number: T544442
Traveler: TANAKA, KAY K
Destination: Foreign
Category: Conference / Seminar
Travel Period: 09/01/2014 - 09/10/2014

You are now responsible to APPROVE or DENY this Travel Request as the TRAVELER at:
https://www.test.hawaii.edu/trvl/lookupDispatch.do?docId=3745

You can view ALL PENDING documents requiring your approval at:
https://www.pprd.hawaii.edu/workflow/kew/ActionList.do

You can view the eTravel application’s “User Guides” at:
http://www.hawaii.edu/ettravel/faq_storyboard.html

-----
Note: This is a system generated notice. Please do not respond to this email.

Note: The info below only shows up in non-production emails! ***
This email would have been sent to kaytanak for route level Traveler
## Transaction Log

- Transaction log summary pulled from Workflow
- Displays a summary of document history
- Able to view specific route logs

<table>
<thead>
<tr>
<th>USER</th>
<th>ACTION</th>
<th>TIMESTAMP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overton, Joseph</td>
<td>DENIED</td>
<td>02/13/2015 10:34:21 AM</td>
</tr>
<tr>
<td>Park, Timothy</td>
<td>SUBMITTED</td>
<td>02/13/2015 10:33:42 AM</td>
</tr>
<tr>
<td>Saiki, Linda</td>
<td>DENIED</td>
<td>02/13/2015 10:32:58 AM</td>
</tr>
<tr>
<td>Randall, Linda</td>
<td>APPROVED</td>
<td>02/13/2015 10:32:13 AM</td>
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<tr>
<td>Overton, Joseph</td>
<td>APPROVED</td>
<td>02/13/2015 10:31:37 AM</td>
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<tr>
<td>Park, Timothy</td>
<td>APPROVED</td>
<td>02/13/2015 10:31:03 AM</td>
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<tr>
<td>Yoshida-freitas, Teri</td>
<td>SUBMITTED</td>
<td>02/06/2015 01:44:01 PM</td>
</tr>
<tr>
<td>Park, Timothy</td>
<td>CREATED</td>
<td>01/30/2015 08:16:30 AM</td>
</tr>
</tbody>
</table>
100% UH Foundation Payments

- Print w/Shading and Print w/Lines links have been replaced with the “Print UHF Form” button
- Travel document will include “Approvals” section for original signatures
- Same workflow process as today
UH / UH Foundation Payments

- Submit Travel document via eTravel
- Print and complete UHF form for UHF processing

REQUEST + ADVANCE WORKFLOW
Field will submit to UHF:
- Request + Advance "cover sheet"
- Copy of travel Request + Advance
- Check request form
- Receipts (copy/original)

COMPLETION WORKFLOW
Field will submit to UHF:
- Completion "cover sheet"
- Copy of travel completion
- Receipts (copy/original)
Additional Enhancements

- **Inactive Status**
  - Documents not touched within a rolling calendar year will be flagged as inactive

- **Copy Feature for Inactive Documents**
  - If a travel document is inactive, a new document must be created
  - User will be able to copy and create a new travel request with a new Tdoc number

- **Outstanding Advance Warning**
  - Warning will appear when a new travel request is created and an advance is still outstanding

- **Status**
  - “SUBMITTED” has been changed to “ROUTING for signatures”
Additional Enhancements

- **Deny Comment Box**
  - Required field
  - If used, comments will appear in the comments section of the document
  - Preparer, Traveler, and FA(s) will be automatically emailed the comments if they have already approved the document

- **Void Comment Box**
  - Required field
  - If used, reason will appear in the comments section of the document

- **Disbursing Comment Box**
  - Dedicated for Disbursing Office use only
Additional Enhancements

- **30 Day Notice**
  - System generated notice
  - Sent to traveler, if, after 30 days of the travel completion create date, they have not yet been reimbursed

The eTravel system has noticed that you submitted a Travel Completion for the following trip and you haven’t been reimbursed yet.

Document#: T544782
Travel Period: 07/20/2015 - 07/25/2015
Destination Type: US
Document status: ROUTING
Reimbursement Amount: $229.65

View the Travel Completion at:
http://localhost:8080/trvl/lookupDispatch.do?docId=4041

Check whose desk the Travel Completion is sitting at:
http://localhost:8080/kr-dev/kew/RouteLog.do?routeHeaderId=4041

You can ignore this message if you have already been reimbursed or if you know that your reimbursement is forthcoming.
Thank You!

For eTravel inquiries:
etravel-help@lists.hawaii.edu

For technical problems:
etravel-tech@lists.hawaii.edu
Financial Management Office

Data Governance Initiatives

Sandra Furuto, Director of Data Governance and Operations Office of the Executive Vice President for Academic Affairs
What is Data Governance?

- Establishes and manages how data are collected, shared, and used
- Gives a voice to all appropriate parties
- Defines who has oversight of data, who can access it, and establishes procedures around collection and use
- Establishes clear lines of accountability
- Provides a mechanism for conflict resolution involving data collection and use
UH Data Governance Goals

- Protect the privacy and security of our data
- Produce higher quality data for informed decision making
- Establish systemwide standards for managing data
- Promote efficient use of resources
- Increase transparency and accountability
Scope of UH Data Governance

“Institutional Data”

refers to

data created, received, maintained, and/or transmitted by UH in the course of meeting its administrative and academic requirements
MANDATORY TRAINING AND GCN ACKNOWLEDGEMENTS
EP 2.215 Policy Revision

- Policy broadly states that training and education on handling sensitive information must be completed before users are allowed access.
- Updating the policy to say users with access to individual record level data must complete:
  - Information Security Awareness Training (Laulima)
  - General Confidentiality Notice (GCN) acknowledgment (ACER)
Purpose of E2.215 Revision

- Increase knowledge and awareness on how to appropriately use and protect UH Institutional Data
Rollout of Mandatory Training/GCN

Acknowledgments

- Institutional Data Systems affected
  - Banner/ODS
  - Peoplesoft/HR Data Mart
  - KFS/eThority
  - Laulima
  - STAR
  - Identity Management System

- Reporting mechanism
  - Data stewards will receive a listing of individuals who have not completed either requirement

- Recertification proposals
  - GCN: annually
  - Information Security Awareness Training: every 2 or 3 years
## Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Timeline</th>
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</thead>
<tbody>
<tr>
<td>Approve EP 2.215 revision</td>
<td>Spring 2015</td>
</tr>
<tr>
<td>Complete reporting module</td>
<td>Late spring 2015</td>
</tr>
<tr>
<td>Begin rolling out training/GCN to current users system by system</td>
<td>Early summer 2015</td>
</tr>
<tr>
<td>Establish a new employee orientation requirement</td>
<td>Summer 2015 (tent)</td>
</tr>
</tbody>
</table>
THIRD PARTY VENDOR PURCHASES INVOLVING DATA
Types of Data-Related Vendor Purchases

- Data sharing requests involve:
  - Software purchases that require Institutional Data
    - Mānoa OneCard, Starfish, NOLIJ
  - Individual record level data
  - Data not considered ‘public’
  - Often involve data feeds
Applications Involving Self-Disclosure of Information

- Requests involve:
  - UH program offering a service
    - Recruitment, parking, proctoring, application to a degree program, training, housing
  - Individuals required to disclose information about themselves to use the service
  - Subscriptions or contracts with third party vendors
  - Data stored on a non-UH server, often in the Cloud
  - May collect sensitive data
Lack of Strategic Procurement

- No centralized process for coordinating/vetting of third party vendor purchases
  - Results in inefficient use of resources
    - Duplicative software purchases, e.g., student retention
    - Missed opportunity for favorable contract pricing
    - Data providers notified late, creating workload issues and implementation delays
  - Increases risk of data exposure/mismanagement, particularly for applications being purchased in isolation
Focus on Strategic Procurement

Proposed ideas

• Provide policy structure for data-related purchases
  ○ >$25k purchases – flag during RFP process
  ○ <$25k purchases

• Create a two-tier vetting process
  ○ Technical/functional review committee
  ○ Policy review committee
Financial Management Office

Chart of Accounts – Expense Function Code Revision

Susan Lin, Director of Financial Management and Controller
Pearl Iboshi, Director of Office of Institutional Research & Analysis
Kevin Hanaoka, Director of Data Analysis, Office of VPR
Points to Cover

• What is a Function Code
• Key Issues Impacting
  ▫ Indirect Cost Proposal
  ▫ IPED and Cost of Education Measures
• Revised Expense Function Codes
• Next Steps
Expense Function Code Definition

- Function code is an attribute on an account that separates expenditures by major spending category.

- It is used for 1) calculating indirect costs reimbursement rates on sponsored projects for indirect cost proposals and cost of education; 2) reporting to Department of Education (e.g. IPED), Board of Regents, senior management, etc.
Relationship of Account Code, Object Code, and Function Code

Account Code + Object Code = Financial Transaction

- Which organization does the transaction belong to?
- Where does the money come from?
- What is the cost center or unit responsible for the transactions?
- Which activity is the transaction tracking?
- What is the function for the transaction? (e.g., instruction, academic support, research)
- What is the accounting classification? (e.g., expense, revenue, accts receivable)

Expense or Revenue Function Code
Key Issues Impacting Indirect Cost Recovery Proposal
Key Issues

- Reclassification of costs from research to other functions
  - Draws attention of Federal auditors/negotiators
  - “Correction” lead to loss of two points (i.e., 41.5 rate could’ve been 43.5)
Proposed change (non-extramural)

- Actively remap accounts to departmental research or other appropriate category
  - Unless research activity costs are accounted for like an extramural project (i.e., on a project-by-project basis) the account should not be coded as research – very few like this (e.g., UH Hilo seed money grants)
  - Means research activity funded from appropriations like G-028 and R-860 (RTRF) should not be coded as research, but to another category called departmental research
    - Many major research universities do this
Proposed change (continued)

- Training activity funded by RTRF should be classified as Sponsored Training

- Non-research or non-training activity funded by RTRF should be classified as Public Service

- *Administrative or facilities costs* funded by G-028 or RTRF should be coded as academic support, institutional support or O&M as applicable (see higher ed function code instructions)
Key concepts

• Rate denominator total far outweighs benefit from allocation
  ▫ In other words, it is better to keep research denominator as low as possible

• Remaining method to increase research rate is investing in new research facilities or concentrating sponsored research in most expensive buildings
Key Issues Impacting IPED and Cost of Education
The Cost of Education

Total Education and General Expenditures

- Instruction
- Research
- Public Service
- Academic Support
- Student Services
- Institutional Support
- Operations and Maintenance
- Scholarships and Fellowships expenses

Total Education and Related Expenditures

- Instruction
- Student Services
- Pro-rated share of Academic Support, Institutional Support and Operations and Maintenance
- Does not include Research, Public Service and Scholarships and Fellowships expenses
Total education and general expenditures has increased an average of 6.6% annually while education and related expenditures has increased by 3.7%.

**Components of Education & General Expenditures – UH System**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Total E&amp;G Exp, 2012</th>
<th>$1,341.5M</th>
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<tbody>
<tr>
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<td>Scholarships</td>
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<td></td>
<td>Public Service</td>
<td>$84.6</td>
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<td></td>
<td>Research</td>
<td>$525.0</td>
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<tr>
<td></td>
<td>Education</td>
<td>$646.7</td>
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</tbody>
</table>

Average Annual Percentage Growth:
- Total: 6.6%
- Education: 3.7%
- Research: 11.3%
- Public Service: 3.1%
- Scholarships: 25.6%
Growth in E&R spending was higher in percentage terms at UHH and UHWO than at UHM and the UHCCs

Growth in E&R spending was higher in percentage terms at UHH and UHWO than at UHM and the UHCCs

Total Education & Related Expenditures – UH Units

All dollar amounts adjusted to 2010 dollars.

- UH Mānoa, $342.9
- UHCCs, $203.7
- UH Hilo, $73.7
- UH West O’ahu, $11.1
Instruction expenditures comprises 75% of total E&R expenditures for UH Mānoa.
Instruction expenditures comprise 54% of E&R expenditures at UH Hilo

E&R Expenditures by Type – UH Hilo

All dollar amounts adjusted to 2010 dollars.

Fiscal Year

$ Millions

Instruction | Student Services | Academic Support | Institutional Support | Operation & Maintenance

2000: $36.6
2001: $36.4
2002: $37.2
2003: $41.9
2004: $44.1
2005: $46.8
2006: $49.8
2007: $53.2
2008: $62.3
2009: $69.8
2010: $73.7

$62.3 $69.8 $73.7
Instruction expenditures comprise 58% of E&R expenditures at UH West O‘ahu

E&R Expenditures by Type – UH West O‘ahu

All dollar amounts adjusted to 2010 dollars.
Instruction expenditures comprise 59% of E&R expenditures at the UHCCs

E&R Expenditures by Type – UHCCs

All dollar amounts adjusted to 2010 dollars.
Instructional expenditures have been rising at average annual rates of 2.5% for UHM, 5.1% for the UHCC, 8.7% for UHH and 11.7% at UHWO.
Student services expenditures have been rising at average annual rates from 5% to 9% at all campuses.
Academic support expenditures have been rising by 3% to 4% at UHM and the UHCCs, but by more than 11% at UHH and UHWO.
Institutional support expenditures have been rising sharply at all campuses, except at UH Mānoa.
Operations and maintenance expenditures have been rising modestly, with the largest percentage increases at the UHCCs and UHWO.
Strategic Direction Measure: Education & Related Expenditures per Completion

Source: IPEDS Finance survey.

- Education and Related expenditures consists of Instruction and Student Service expenditures, plus a pro-rata share of expenditures for Academic Support, Institutional Support and Operation & Maintenance of Plant.
- Finance data for Fiscal Year 2010 and later have been adjusted to account for changes in the IPEDS collection, so that data as reported on the IPEDS New Aligned Form are comparable to data for prior years.
- Completions include all degrees as well as certificates with duration of one year or more (Certificate of Achievement and above).
Education & Related Expenditures per Completion

UH Mānoa and Comparison Groups

- UH Mānoa: $86.6
- Benchmark Group: $95.0
- IPEDS Group: $73.1
- Peer Group: $58.6

All dollar amounts adjusted to 2013 dollars. Brown markers indicate target values.
University of Hawaii Financial Management Office

Education & Related Expenditures per Completion

UH Hilo, 98.9

Peer Group, 77.1

IPEDS Group, 75.4

All dollar amounts adjusted to 2013 dollars. Brown marker indicates target values.
UH West O'ahu and Comparison Groups

All dollar amounts adjusted to 2013 dollars. Brown marker indicates target values.
UHCC Average and Comparison Groups

All dollar amounts adjusted to 2013 dollars. Completion excludes Certificates <1 Year. Brown marker indicates target values.
Revised Expenditure Function Codes

• **Goals**
  ▫ Reduce number of codes (currently we have 117 codes)
  ▫ Make sure the revised codes address the key issues
  ▫ Meet the reporting requirements for major expenditure categories across all campuses
  ▫ Provide clear definitions to the fiscal administrators
11 Expenditure Function Code Categories

- Instruction
- Research
- Public Service
- Academic Support
- Student Services
- Institutional Support
- Student Financial Aid
- Auxiliary Enterprises
- Operation & Maintenance Plant
- Capital Projects – New Constructions
- Not Applicable
# Instruction Category

**General Definition** - Expenditures that are associated with instructional, teaching and training activities offered through departments

<table>
<thead>
<tr>
<th>Function Code Name</th>
<th>Function Code</th>
<th>Example of Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction, General Academic for Credit</td>
<td>A101</td>
<td><strong>Offered for credit in fall and spring semesters as part of a formal post-secondary education degree or certificate program:</strong>&lt;br&gt;• Department chairs and administrators supporting instruction&lt;br&gt;• Faculty committee work, recruitment, governance and administration&lt;br&gt;• Excludes:&lt;br&gt;  1. Conferences and workshops and curriculum development (falls under academic support)&lt;br&gt;  2. Administrative activities of the offices of the academic deans and organized research unit directors (falls under academic support or departmental research)&lt;br&gt;  3. Instructional offering for degree or certificates at levels below the higher education level, such as adult basic education.</td>
</tr>
<tr>
<td>Instruction, General Academic for Non-Credit</td>
<td>A102</td>
<td></td>
</tr>
<tr>
<td>Instruction, Remedial/Developmental</td>
<td>A103</td>
<td></td>
</tr>
<tr>
<td>Instruction, Professional Education</td>
<td>A104</td>
<td></td>
</tr>
<tr>
<td>Instruction, Summer Session</td>
<td>A105</td>
<td></td>
</tr>
<tr>
<td>Instruction, Vocational Education</td>
<td>A106</td>
<td></td>
</tr>
<tr>
<td>Sponsored Instruction and Training</td>
<td>A107</td>
<td><strong>Instructional, teaching and training activities funded by sponsored agencies or by RTRF funding:</strong>&lt;br&gt;• Training awards, grants and programs, except for K-award and F-32 and T-32 fellowships (falls under organized &amp; sponsored research); includes internal, competitive grants for training or training institute development.</td>
</tr>
</tbody>
</table>
# Research Category

**General Definition** - Expenditures that are associated with Research activities that are separately budgeted and accounted for.

<table>
<thead>
<tr>
<th>Function Code Name</th>
<th>Function Code</th>
<th>Example of Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organized &amp; Sponsored Research</td>
<td>B100</td>
<td>Research activities that are separately budgeted and accounted for:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Activities funded through a research grant or contract includes research training such a K awards and F-32 and T-32 fellowships</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Excludes clinical trials for pharmaceutical companies; curriculum development; dissertation research; equipment acquisition grants; conferences/workshops; publication grants; preservation, cataloging and archiving activities; ship operations; and evaluations.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• UH Hilo Seed Money Grants (hilo.hawaii.edu/research/SeedMoneyGrants.php)</td>
</tr>
<tr>
<td>Departmental Research</td>
<td>B101</td>
<td>Research activities that are internally funded, and separately budgeted:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Research funded from a department or organized research unit’s (ORU) own resources or allocations (i.e. general funds, research &amp; training revolving fund (RTRF), or tuition &amp; fee funds) or with funds secured by the department or ORU from other sources such as an RTRF allocation from the Vice President for Research or Vice Chancellor for Research sources to support a department or faculty member's research if separately budgeted, but not accounted for on a project-by-project basis.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Faculty travel awards from the University Research council.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Research incentives and research/faculty start-up funds if separately budgeted.</td>
</tr>
</tbody>
</table>
## Other Categories

<table>
<thead>
<tr>
<th>Function Code Name</th>
<th>Function Code</th>
<th>Example of Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Services</td>
<td>C100</td>
<td></td>
</tr>
<tr>
<td>Academic Support</td>
<td>D100</td>
<td></td>
</tr>
<tr>
<td>Academic Support, Museums Galleries</td>
<td>D101</td>
<td></td>
</tr>
<tr>
<td>Student Svc, Admissions &amp; Records</td>
<td>E100</td>
<td></td>
</tr>
<tr>
<td>Student Svc, Counseling &amp; Career Guidance</td>
<td>E101</td>
<td></td>
</tr>
<tr>
<td>Student Svc, Financial Aid Administration</td>
<td>E102</td>
<td></td>
</tr>
<tr>
<td>Student Svc, Social &amp; Cultural Development</td>
<td>E103</td>
<td></td>
</tr>
<tr>
<td>Student Svc, Student Health Services</td>
<td>E104</td>
<td></td>
</tr>
<tr>
<td>Student Svc, Student Services Admin</td>
<td>E105</td>
<td></td>
</tr>
<tr>
<td>Institutional Support &amp; General Admin</td>
<td>F100</td>
<td></td>
</tr>
<tr>
<td>Institutional Support, Information Technology</td>
<td>F101</td>
<td></td>
</tr>
<tr>
<td>Institutional Support, Public Relations/Development</td>
<td>F102</td>
<td></td>
</tr>
<tr>
<td>Sponsored Research Admin</td>
<td>F102</td>
<td>Central research administration offices such as • Office of Research Services, Vice President for Research and Innovation, Vice Chancellor for Research and Graduate Education, and etc.</td>
</tr>
</tbody>
</table>
### Other Categories (cont.)

<table>
<thead>
<tr>
<th>Function Code Name</th>
<th>Function Code</th>
<th>Example of Definition</th>
</tr>
</thead>
</table>
| Student Financial Aid               | H100          | Student financial aid awards, grants, scholarships and fellowships that do not require the student to perform service (such as work study) or repay the amount to the funding source. This would include:  
   - Scholarships  
   - Graduate student training grants for tuition and fees and living expenses only  
   - Tuition and fee waivers  
   - Excludes:  
     - Training and fellowship grants  
     - Cost of the Student Financial aid office, which is Student services |
| Aux Enterprises                     | J100          | All activities for units that exist to furnish goods or services for a fee to students, faculty, staff and other non-University customers, and are managed with the intention to be self-supporting:  
   - General services                                       |
| Aux Enterprises, Intercollegiate Athletics | J101      |                                                                                                                                                     |
| Aux Enterprises, Aux Services Admin | J102          |                                                                                                                                                     |
| Aux Enterprises, Bookstore          | J103          |                                                                                                                                                     |
| Aux Enterprises, Campus Center      | J104          |                                                                                                                                                     |
| Aux Enterprises, Child Care Program | J105          |                                                                                                                                                     |
| Aux Enterprises, Faculty Housing    | J106          |                                                                                                                                                     |
| Aux Enterprises, Food Services      | J107          |                                                                                                                                                     |
| Aux Enterprises, Student Housing    | J108          |                                                                                                                                                     |
| Aux Enterprises, Parking Operations | J109          |                                                                                                                                                     |
| Aux Enterprises, Telephone & Communication | J110 |                                                                                                                                                     |
## Other Categories (cont.)

<table>
<thead>
<tr>
<th>Function Code Name</th>
<th>Function Code</th>
<th>Example of Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aux Enterprises, Transportation</td>
<td>J111</td>
<td>All activities for units that exist to furnish goods or services for a fee to students, faculty, staff and other non-University customers, and are managed with the intention to be self-supporting: • Recharge centers</td>
</tr>
<tr>
<td>Aux Enterprises, Recharge Centers</td>
<td>J112</td>
<td>All activities for units that exist to furnish goods or services for a fee to students, faculty, staff and other non-University customers, and are managed with the intention to be self-supporting: • Recharge centers</td>
</tr>
<tr>
<td>Operation &amp; Maintenance Plant, Building Maintenance</td>
<td>K100</td>
<td>All activity for central services, excluding self-supporting units (e.g. Aux. Services), pertaining to the maintenance and operation of the physical plant: • Routine building maintenance under $100K</td>
</tr>
<tr>
<td>Operation &amp; Maintenance Plant, Custodial Services</td>
<td>K101</td>
<td></td>
</tr>
<tr>
<td>Operation &amp; Maintenance Plant, Physical Plant Admin</td>
<td>K102</td>
<td></td>
</tr>
<tr>
<td>Operation &amp; Maintenance Plant, Major Repairs and Renovations</td>
<td>K103</td>
<td>All activity for central services, excluding self-supporting units (e.g. Aux. Services), pertaining to the maintenance and operation of the physical plant: • Major repairs and deferred maintenance that are over $100K</td>
</tr>
<tr>
<td>Operation &amp; Maintenance Plant, Landscape &amp; Grounds Maintenance</td>
<td>K104</td>
<td></td>
</tr>
<tr>
<td>Capital Projects - New Constructions</td>
<td>K105</td>
<td>Capital Projects All capital project expenditures for new constructions, including purchase of lands, building, infrastructures, etc.</td>
</tr>
<tr>
<td>Not Applicable</td>
<td>Z100</td>
<td>Not applicable. E.g. accounting accruals</td>
</tr>
</tbody>
</table>
Next Steps for Revising Function Codes

- **Conversion**
  - Map the existing values to the new values
    - FMO will be providing the mapping to the FAs for review and update
    - Use the mapping table to update KFS account codes with the new function codes

- **Timeline**
  - Two primary drivers for the timeline
    - Since FY 2016 is the Facilities and Administrative (F&A) base year, the changes have to be made prior to July 1, 2016.
    - However, the change of function codes will impact IPED data. In order to have comparative data for FY 2015, FY 2014 data will need to be updated. The deadline is April 2015.

- **Webinar** – Tuesday, March 3th from 1pm to 2pm
Questions
Financial Management Office

New Administrative Procedure AP 8.561 - Tax Treatment for Non-Service Financial Assistance for Individuals

Presented by
Ken Lum, Director of Tax Services
What Types of Payments are “Income”?

What is a STIPEND?

- Monthly Allowance?
- Payment for Services Rendered?
- Just some extra money?
- Part for Work/ Part for Living Expenses?
- Living Allowance?

Payments to Students?

Per Diem?

Fixed or Lump Sum Payment?
What Types of Payments are “Income”?

STIPEND
What Income is Taxable?

**Compensation**
- **Dependent**
  - Wages / Salary / Stipend
  - Travel Reimbursement / Payment
- **Independent**
  - Ind Per Services / Consulting Fees
  - Honoraria / Guest Speaker Fees
  - Travel Reimbursement / Payment

**Scholarships/Fellowships**
- Tuition / Fees
- Room / Board
- Stipend
- Book Allowances
- Travel Reimbursement / Payment

**Royalties**

**Prizes or Awards**

Taxable / Treaty Exempt
Taxable / Treaty Exempt
“Accountable Plan”
Taxable / Treaty Exempt
Taxable / Treaty Exempt
“Accountable Plan”
Excluded under § 117
Taxable / Treaty Exempt
Taxable / Treaty Exempt
Excluded under § 117
Taxable / Treaty Exempt
Taxable / Lower Treaty Rate
Taxable

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**NSFA** (Non-Service Financial Assistance)

- Acronym devised by RCUH to stand for financial assistance provided to/for individuals who are **not** required to perform services in exchange for the financial assistance they receive, and who are **not** regular employees.
- Generally considered income by Internal Revenue Service unless an Internal Revenue Code or tax treaty exemption can be applied.
- **Examples** include:
  a. Scholarship/fellowship
  b. Prizes or awards
  c. Miscellaneous NSFA
Timeline of Progress Made

- **May 1, 2014**: Webinar on tax treatment of scholarship and fellowship
- **June 2014**: Posted FAQs on the old FMO website
- **July 2014**: Discussion with various departments (i.e. TRIO, P-20, Upward Bound) on topic
- **August September 2014**: Seek external opinion, worked on easy to read brochure, discussed with Accuity, LLP
- **October 2014**: Discussion with CSO (Chartered Student Organization), presented brochure at FA meeting and provided further explanation on scholarships and fellowships
- **November 2014**: Further discussion with TRIO, P-20, Upward Bound, FSO created 3 questions in DV tab, number of subcodes decreased.
- **December 2014**: Worked with RCUH drafting administrative procedures on such topic.
- **January 2015**: Discussion with Howard Todo, subsequent discussion with executive management and President Lassner, met with Disbursing office to ensure overall understanding.
- **February 2015**: Published the new Administrative Procedure AP 8.561 and will add more FAQs on the FMO website.
"The End Result"

<table>
<thead>
<tr>
<th></th>
<th>Qualified Scholarship and Fellowship</th>
<th>Non-Qualified Scholarship and Fellowship</th>
<th>Academic Program Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Citizen</td>
<td>No Reporting</td>
<td>No Reporting</td>
<td>No Reporting</td>
</tr>
<tr>
<td>Permanent Resident &amp; Resident alien</td>
<td>No Reporting</td>
<td>No Reporting</td>
<td>No Reporting</td>
</tr>
<tr>
<td>Non-Resident Alien</td>
<td>No Reporting</td>
<td>Form 1042-S Reporting</td>
<td>No Reporting</td>
</tr>
</tbody>
</table>
Steps in getting to “The End Result”

1. Ensure payments are for scholarship or fellowship. i.e. paying travel costs to non-UH postdoctoral fellow is **not** scholarship or fellowship. Also payment for services are **NOT** scholarship or fellowship.

2. Understand the definition of scholarship/fellowship, nonresident alien, nonqualified scholarship and fellowship, and academic program expense.

3. Understand the tax withholding possibilities on payments (third party payments) for nonresident aliens.
Definitions:

- **Scholarship/Fellowship**: Scholarship is generally an amount paid or allowed to, or for benefit of a student at an educational institution to aid in the pursuit of his or her studies. The educational institution may be a primary school, secondary school or colleges and universities. Fellowship in general is an amount paid for the benefit of an individual to aid in the pursuit of study or research.
Definitions (cont’d):

- **Nonresident alien**: Someone from a country outside of the United States, that has not obtained the permanent resident status from U.S. Citizenship and Immigration Services nor passing the substantial presence test (SPT) as prescribed by the Internal Revenue Service. SPT is met if an individual is physically present in the United States on at least (1) 31 days during the current year, and (2) 183 days during the 3 year period that includes the current year and each of the two years before the current year, using the following mathematical equation:
  1. Days physically present in current year times 1, plus
  2. Days physically present in first preceding year times 1/3, plus
  3. Days physically present in second preceding year times 1/6
Definitions (cont’d):

- **Nonqualified scholarship/fellowship**: These are payments made to/for recipients who are candidates for a degree at an educational institution and does not meet the definition of qualified scholarship and fellowship. Examples of qualified scholarship include payments for tuition, fees, books, supplies and equipment required for enrollment or attendance at the educational institution.
Definitions (cont’d):

- **Academic program expense**: any costs supporting activities of educating or instructing students for imparting knowledge or skill that fulfills the purpose of the academic program.

  **Example 1**: ASUH paying for airfares to send student officers to a regional conference at another college on the mainland.

  **Example 2**: Computer department at HCC sending students in that major to compete in a national computer programming collegiate competition on the mainland

  **Example 3**: General program expenses incurred by a scholarship or fellowship program that do not benefit a specific individual (such as beverages provided at an informational community meeting or a bus/transportation service that is open to any participant) are not considered part of an individual scholarship/fellowship. However, if the expense is to support a specific recipient (such as payments for an airline ticket or lodging), the expense is likely a scholarship/fellowship, provided all other scholarship/fellowship requirements are met.
Tax withholding scenarios for 3rd Party payments for nonresident aliens:

- **Scenario 1 (30%)**: If $100 is due the vendor, divide $100 by 70% (.70) = $142.86 $146.86 is the amount the program must pay.
  - $100 is paid to the vendor and
  - $42.86 is “withheld tax” paid to the IRS (30% of $142.86)
  - This scenario is applicable when a nonresident alien has no social security number or taxpayer i.d. number.

- **Scenario 2 (14%)**: If $100 is due the vendor, divide $100 by 86% (.86) = $116.28 $116.28 is the amount the program must pay.
  - $100 is paid to the vendor and
  - $16.28 is “withheld tax” paid to the IRS (14% of $116.28)
  - This scenario is applicable for scholarship and fellowship payments to nonresident aliens who have a social security number or taxpayer i.d. number, and no tax treaty benefit.
More assistance in the future:

- NSFA administrative procedure will be similar to RCUH’s new administrative procedure
- Webinar on March 3th to discuss the new UH administrative procedure. (go to Halawai to sign up)
- New UH website (www.fmo.hawaii.edu) to assist FA, FAQs and updates.
- Will schedule office visits with FA if necessary
Questions?
Financial Management Office

Post-Issuance Compliance Review Status

Susan Lin
Director of Financial Management and Controller
POST-ISSUANCE COMPLIANCE

I. Compliance Requirements Summary

II. BLX Work Completed to Date

III. BLX Work In Progress

IV. Next Steps
COMPLIANCE REQUIREMENTS

Governmental Bond Requirements

- At least 90% of the proceeds of the bond issue must be used for governmental purposes
- No more than 10% of the proceeds of the bond issue can be used for a “private business use”
- Private business use is determined over the life of the bond issue
**COMPLIANCE REQUIREMENTS**

**Basic Tax Analysis in Governmental Bond Financing**

- Are the bond financed assets used by members of the general public?
- Does a party other than a State or Local Government agency or department have a “special legal entitlement” to use the bond financed assets?
- Private business use can arise under a management contract even if the assets serve the general public.
- Use of governmental bond financed assets by a charitable organization (e.g., a Section 501(c)(3) organization) may give rise to private business use.
- Contracts with the federal government may give rise to private business use (But UH federally sponsored research agreements are generally governed by Bayh-Dole which meets the requirements of 2007-47 will not give rise to private business use.)
- Agreements with State and local governments will not give rise to private business use.
Contracts that may give rise to private business use include:

- Management Contracts
  - Bookstore Contracts
  - Physician Contracts
  - Concession Contracts
  - Cafeteria Contracts
- Research Contracts for profit sharing
COMPLIANCE REQUIREMENTS

Contracts that will generally give rise to private business use:

- Leases
  - Cafeteria Contracts
  - Pharmacies
  - Physician Office Spaces
  - Gift Shops
  - Corporate Events

- Many so-called “management contracts” are in fact leases (even though it might be called something else)

- If someone is paying rent or splitting profits from an operation in bond financed space, that person is not treated as a manager under the tax rules, and would be considered a nonqualified user
COMPLIANCE REQUIREMENTS

Why Do Some Management And Research Contracts Give Rise To Private Business Use?

• They represent a transfer of control or economic benefit from the owner to a private party
• They provide a “special legal entitlement” to use bond financed property
• Private party benefits from use of bond financed facility and college/university research “know-how” in connection with a scientific endeavor
COMPLIANCE REQUIREMENTS


• Safe harbor contractual requirements that if met, the contract does not cause private business use
COMPLIANCE REQUIREMENTS


• Types of Compensation Arrangements addressed:
  • fixed fee
  • capitation fee
  • per-unit fee
  • percentage of revenue or variable rate
  • various combinations thereof

• Duration of contract
  • Long-term agreements are required to have larger portion of fixed compensation
  • For short-term agreements with other than fixed fee, the owner must be able to terminate the contract prior to the expiration of the term without penalty or cause
COMPLIANCE REQUIREMENTS

Variations of agreements addressed in Rev. Proc. 97-13

- 95% Periodic Fixed Fee Contract
  - Term must not exceed the lesser of 80% of the reasonably expected useful life of the financed property and 15 years

- 80% Periodic Fixed Fee Contract
  - Term must not exceed the lesser of 80% of the reasonably expected useful life of the financed property and 10 years

- 50% Periodic Fixed Fee; 100% Capitation Fee; Combination of Fixed Fee and Capitation Fee Contract
  - Term must not exceed 5 years terminable by organization on reasonable notice without penalty or cause after 3 years
COMPLIANCE REQUIREMENTS

Variations of agreements addressed in Rev. Proc. 97-13

• 100% Per Unit Fee/Combination of Per Unit Fee and Periodic Fixed Fee Contract
  • Term must not exceed 3 years terminable by organization on reasonable notice without penalty or cause at the end of the second year
  • Separate billing arrangements between physicians and hospitals are treated as per-unit arrangements
COMPLIANCE REQUIREMENTS

Variations of agreements addressed in Rev. Proc. 97-13

- Percentage of fees charged or a combination of a per-unit fee and a percentage of revenues or expenses
  - Term must not exceed 2 years terminable without penalty or cause at the end of the 1st year
  - Applies to:
    - Contracts under which the service provider primarily provides services to third parties; AND
    - Contracts for facility during initial start-up period with insufficient operations to establish reasonable amount of gross revenues and expenses
COMPLIANCE REQUIREMENTS


- Permits certain types of sponsored research to be conducted within bond financed space without research being treated as private business use

- Applies only to “basic research” – any original investigation for the advancement of science not having a commercial objective
COMPLIANCE REQUIREMENTS

Principles that don’t rise private use

• Agree to a non-exclusive royalty-free license (NERF)
• Agree to an exclusive license but charge a fair market value
• Allow to charge sponsors and set terms of the licenses differently when granting NERF

• However, when broadly granting to the use of the revenue bond funded facility to a private business exclusive or other rights to a research institutions' present and future intellectual property may cause private use.

• Can determine what to charge to non-sponsors without being dictated by the sponsor.
• Have a final say on how the research is performed
COMPLIANCE REQUIREMENTS

Clinical Trials

• Are not research activities and not subject to the research contract rules.
• Don’t pose private business use concerns, if the agreement meets the following criteria:
  • Performed on selected members of the general patient population (either patients that would always independently be treated or new patients brought in for the trial);
  • Performed in facilities that serve the general patient population
  • Paid an objective fee for performing the trials according to the protocols previously developed by the sponsor
  • All of the data that is collected is given to the sponsor
  • The sponsor does not dictate which facilities are used for the trial
  • There is only a limited possibility of a patented invention being discovered in connection with the clinical trial.
UH Position for Private Use Activity

- No private use activity on tax-exempt bond financed facilities is allowed unless it is a detriment to the missions of the University and is approved by the Vice President of Budget and Finance and CFO.
  - When requesting for an approval, provide
    - the nature of private use and how it would impact the missions of the University negatively, if the activity is not allowed
    - the square footage planned for the activity
    - the location of the activity
    - the estimated financial benefit for the University by engaging in the activity
BLX WORK COMPLETED TO DATE

Private Use Analyses (July 1, 2012 – June 30, 2013)

1. Series 2006 A Refunding Bonds
   - Projects: JABSOM buildings in Kakaako including a central plant, cooling system, and emergency generators, Cancer Center design and planning, and Biomedical Sciences Building Renovations 1 & 2
   - 2013 Fiscal Year private use percentage (excluding research facilities) for is approximately 0.000%
BLX WORK COMPLETED TO DATE

Private Use Analyses (July 1, 2012 – June 30, 2013)

2. Series 2006 A
   • Finance student housing (Frear, Hilo, and Manoa) and the Gateway Cafeteria
   • 2013 Fiscal Year private use percentage is approximately 0.850%
BLX Work Completed to Date

Private Use Analyses (July 1, 2012 – June 30, 2013)

3. Series 2009
   • Projects: Ching Field, Hawaii CC Palamanui Campus, Hilo Bookstore
     Campus Center addition, Hilo College of Pharmacy, Hilo Student
     Housing, Manoa Student Housing, UHM Biomedical Sciences
     Building addition, Waianae Education Center, and West O‘ahu
     campus development
   • 1995 Bonds financed the Kau‘iokahaloa Nui project
   • 2013 Fiscal Year private use percentage (excluding research
     facilities) is approximately 0.219%
BLX WORK COMPLETED TO DATE

Private Use Analyses (July 1, 2012 – June 30, 2013)

   • Project: Cancer Center
   • 2013 Fiscal Year private use percentage (excluding research facilities) is approximately 0.000%
BLX WORK COMPLETED TO DATE

Private Use Analyses (July 1, 2012 – June 30, 2013)

5. Series 2010 B-1 and 2010 B-2

• Projects: Campus Center renovation and addition, CC Energy Conservation Project, Culinary Institute of the Pacific, IT building, Pan-STARRS facility, renovation of the Sinclair Library basement, Waianae Education Center, and West O'ahu campus development

• 2013 Fiscal Year private use percentage is approximately 0.570%
BLX WORK COMPLETED TO DATE

Private Use Analyses (July 1, 2012 – June 30, 2013)

6. Series 2012 A
   - Projects: telecommunications system, evaluator upgrades (Gateway, Hale Aloha Towers, Hale Wainani, & Hale Noelani), bathroom renovations (Laulima, Kahawai & Hale Aloha Ilima, & Mokihana Towers), and lounge conversions (Gateway, Laulima, & Kahawai)
   - 2013 Fiscal Year private use percentage is approximately 2.200%
BLX Work in Progress

Private Sponsored Agreement Analysis

- Contracts that potentially generate private business use:
  - Licensing and revenue sharing

- Other clarifications are necessary to determine what type of sponsored agreements should be considered having created private use.
  - Discussions between BLX/Orrick and ORS are ongoing and all issues are anticipated to be resolved in the coming weeks, allowing the research analysis portion of the private use calculations to be completed
Next Steps

• We’ve made very strong progress thus far in coordinating with the ORS, and expect to make even more significant progress in the coming weeks to finalize any report tied to research.
• We will move on to the next round (next fiscal year) of private use calculations.
• Another Post-Issuance workshop is scheduled in April 2015
Financial Management Office

Thank You for attending the Fiscal Administrator Meeting

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Phone: 808-956-5445