**University Controller**

**What Do We Do?**

- Prepares the consolidated annual audit report each year
- Primary liaison with the University’s external auditors during the annual audit
- Keeps abreast of changes to accounting standards and the State Audit Rule and implements any changes required
- Prepares various external financial reports, such as the IPEDS Finance Survey, the Data Collection Form submitted to the Federal Audit Clearinghouse, and the HLC Institutional Update
- Prepares the monthly financial report presented to the Regents each month
- Budget oversight of the Division, which includes 180+ FTE’s and a total annual budget of $16.7 million
- Accounting for capital assets and depreciation of $913.6 million
- When applicable, prepares the Facilities and Administrative Cost Rate Proposal for submission to the Department of Health and Human Services for negotiation of the University’s approved F&A (overhead) rate

**Recent Enhancements:**

- Successful implementation of several significant new accounting standards, including GASB 68 – *Accounting and Financial Reporting for Pensions*

*FTEs: 2*
What Do We Do?

- All procurement and related processes for the University
- Requisitions – 23,391
- Purchase orders – 11,386
- Requests for Proposal – 76
- AP total disbursements – 107,978
- AP disbursements dollar volume -- $758,099,979.26
- Pcard transactions – 171,277
- Pcard dollar volume - $74,921,298.00
- Mail Volume (Incoming/Outgoing/Bulk/Campus) – 4,588,419
- HSC Shipping & Receiving Volume – 31,969
- Records Management – 10,700 Boxes of UNM Records
- Surplus Property – 19,805 Surplus Property Disposition Items

FTEs: 65  (Purchasing – 14, Pcard – 6, Inventory – 3, CRLS – 6, Copy Center – 6, University Services – 3, Mailing – 14, Shipping & Receiving – 5, Surplus Property – 6, Records Management – 2 )
Recent Enhancements:

• Implementation of Data Visibility Platform (Spend Radar) in Lobomart which accurately manages spend data for campus
• Roll out of Total Contract Manager (electronic contracting system) to additional departments on campus
• Pcard progression from paper reconciliations to fully electronic system
• Print Management cost savings realized in lease and maintenance agreements ($198K)
• Inventory Control creation of new fixed assets report in MyReports which allows departments their own access to tagged inventory
• Restructured and closed one Copy Center location to provide overall operational cost savings
• Created new b2b website for CRLS to simplify the ordering process for campus
• Converted CRLS paper inventory, billing, and JV statements to electronic records for archival and storage purposes
• University Services vehicle fleet reengineering – 25% reduction to identify fuel, insurance, and repair savings
• Created online Surplus Property disposal form and virtual showroom to streamline process and increase service
• Provided departments with online access to monthly billing statements and active internal PRs for Mailing Systems, Records Management and Surplus Property
OFFICE OF SPONSORED PROJECTS and CONTRACT & GRANT ACCTG

What Do We Do?

- Proposal submission: award acceptance and negotiation of contract terms and conditions
  - Proposals: $442,926,040
  - Awards: $141,491,282
- Expenditure review, monitoring, justification and supporting documentation: $181,204,407
- Financial billing, reporting, revenue/cash management
- Monitoring adherence for compliance with regulations: ~1,300 funds
- Subrecipient risk assessment and monitoring ~150 subawardees
- Effort Certification: 1,000 faculty certifying 2,000 employees
- Audits: National Science Foundation, Defense Threat Reduction Agency

Recent Enhancements:

- Campus roll out of Researcher’s Dashboard
- Subaward Invoice Workflow for process automation
- Subaward Routing Workflow for process automation
- Campus roll out of “Burn Rate” report for faculty to track award spending/time elapsed
- Joined FDP clearinghouse of Subaward compliance management
- Committee member studying proposed change to Effort Certification process to decrease burden on faculty

FTEs: 37 (OSP – 16, CGA – 21)
**What Do We Do?**
- Maintenance and management of all Finance systems
- Management of Monthly, yearly close processes
- Lead for annual financial IT audit
- W2s Processed, 18,917
- 5R Monthly Payroll processing, 9,035 employees paid in CY2016
- 2R Biweekly Payroll processing, 9,302 employees paid in CY2016

**Recent Enhancements:**
- Development of Shared Services Workflow
- Streamlined payroll processing using enhanced vital error reporting
- Campus roll out of Chrome River, new travel and expense management system
- Campus roll out of Duo Authentication and On-Line Direct Deposit Update
- Campus roll out of Electronic Employment Verifications
- Campus roll out of portal MyPay and estimated Payroll Calculator for employees
- Regulatory and compliance initiatives for ERB 520 Rule/FLSA/Affordable Care Act
- Key stakeholder participation in Talent Management Suite implementation

**FTEs:** 14
What Do We Do?

• **Bond Accounting** – Responsible for booking and tracking all of UNM’s fixed and variable rate debt, totaling $432.5 million of outstanding bond issues.

• **Investments** – Responsible for monitoring, accounting and reporting of UNM’s operating cash investments totaling $525.6 million. Responsible for monitoring, formulating and implementing day to day investment strategy with the approval of the Debt, Investment Advisory Committee (DIAC).

• **Annual Audit** – Responsible for Bond and investment related work papers (a total of 34) and notes (note 3 Cash and Investments and schedules 10 Banking and 11 investments) for the Audit report.

• **State Bond Billings** – Responsible for billing GOB & STB construction reimbursements from the State of New Mexico, a total of $41.8 million of bond revenue was generated in FY17.

• **VEBA oversight** – Function as an advisor to the Controller in regards to the VEBA Trust investments. As of June 30, 2017 the invested assets totaled $24.3 million, and increase of $7.6 million from the prior year.

• **Director of Banking Relations** – Function as the primary contact for all of the University’s banking activities which include depository, disbursement and credit card processing.

*FTEs: 2*
University Controller

FINANCE SYSTEM MANAGEMENT - IT (FSM-IT)

What Do We Do?
- Design, develop, implement, configure, maintain, train and support all UNM campuses on financial enterprise reporting systems and analytics for Finance, AR, Payroll and Research administration
- System admin and mgt of eSourcing, Contract Management, and eProcurement system (Lobomart)
- System admin and mgt of Cayuse Proposals/Awards submission system for research funding
- Development of automated workflows to streamline finance processes
- Overseeing the workstation support and the FSD Data center

Recent Enhancements:
- Developed a new Sponsored Research Dashboard for PIs, Deans, Chairs & VPR
- Developed reporting enhancements to streamline Payroll processing
- Integrated Amazon.com with Lobomart to streamline procurement for Campus
- Partnered with IT to centralize computer purchases resulting in $$ savings
- Implemented Spend analytics to identify opportunities for cost reduction
- Financial Services file server migration to encrypted file server and laptop encryption

FTEs: 6
**What Do We Do?**

On daily basis, review and approve the following transactions (focusing on compliance with policy and proper accounting procedures):

- Journal Vouchers (20K transactions/yr)
- Reimbursement requests (25K transactions/yr)
- Purchase Requisitions (4K transactions/yr)
- Scholarships (6K transactions/yr)
- Non-Student Accts. Rec. (2500+ invoices/$5M+ in billings/yr)
- Equipment additions/deletions ($25M total added/deleted per yr)
- Monthly bank reconciliations for all UNM bank accounts (A/P, Payroll, Depository, Los Alamos branch, 6 to 12 Bond accounts)
- UBIT (annual) and GGRT (monthly) tax filings
- Other tax services related to foreign national payments and compliance

**Recent Enhancements:**

- Chrome River implementation, testing, training
- Website updates for campus department reference

**FTEs:** 9
**What Do We Do?:**

Our primary function is the billing and collection of tuition and tuition-related charges to current and prior students, as well as the billing of retiree insurance. Providing excellent customer service is, therefore, our number one priority.

In FY16, we processed:
- 68,250 cashier receipts totaling $125.3 million
- 26,907 online ACH payments totaling $15.1 million
- 66,650 online credit card payments totaling $50.8 million
- 15,327 online debit card payments totaling $7.2 million
- 123,005 MarketPlace payments totaling $13 million

**Recent Enhancements:**

- In August 2016, implemented TouchNet PayPath as our credit card processor, resulting in an approximate savings of $1 million in credit card payment processing fees.

- Beginning with the Spring 2017 tuition billing cycle, delayed the first semester’s billing by one month allowing students more time to complete their financial aid file, set up payment plan, etc., before the first bursar hold is placed and service charge is assessed for the semester.

**FTEs:** 20