

December 2014

Look to *Business Matters* for important updates and information from the "Business Office" units within Finance & Administration.

## Inside:

- Budget Corner
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- New MWBE
- EAB Daily Briefing



### IDEAS FOR BUSINESS MATTERS?

What's on your mind?  
Are you looking for clarification on any college business procedures or initiatives?

If yes, contact the Finance & Administration Office at x 2081. We would be happy to discuss or include a clarification in a future issue.

## IFR Account Basics

An Income Fund Reimbursable (IFR) account is funded by revenue generated for services provided by the campus such as student fees, facilities rentals, or other services.

The basic components of an IFR account are revenue (income), overhead assessments, spending (on salary, fringe benefit, and non-salary costs), and remaining balance (or "cash balance"). Often, the remaining balance will carry over from one year to the next. In addition, IFR accounts, like other state-appropriated accounts, have an allocation component that allows for, or controls, the spending of the funds in the account. An IFR account manager should always monitor both the available cash balance in the account as well as the available allocation balance.

To put this in a similar, more familiar context, we frequently use a household analogy:

The allocation component of an IFR account is somewhat like having a checking account from which to spend your funds. You may have funds available in your savings account, but you have to transfer those to your checking account so that they are available for spending. Similarly, in an IFR account, you have to have an available allocation balance to be able to spend the funds in the account. In this way, having an allocation balance is like having a balance in your checking account against which you can write checks.

In either case, whether you have checks left in your check book, or "allocation" available in your IFR account, you should always ensure that you have either a cash balance in the account or additional income being deposited in order to cover the checks you've written or expenses you've incurred. Otherwise, you may find that you've "bounced a check".

So, when planning to spend against an IFR account, be sure to look at your available allocation balance to ensure that you have sufficient allocation to cover your expense. If you find that you do not have enough allocation, but you do have a sufficient cash balance, or you expect additional income in the account, you may contact the Budget Office to request additional allocation.

## Budget Corner

*Learn more about how the College budget works!*

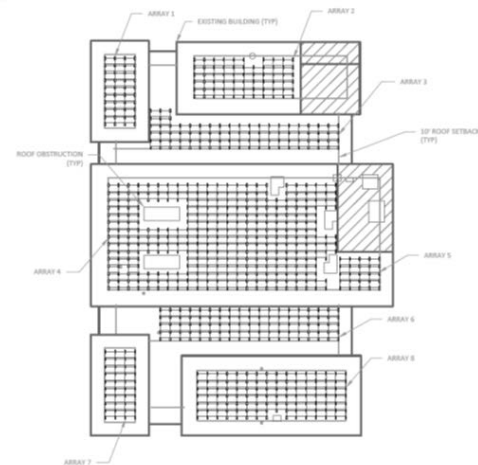
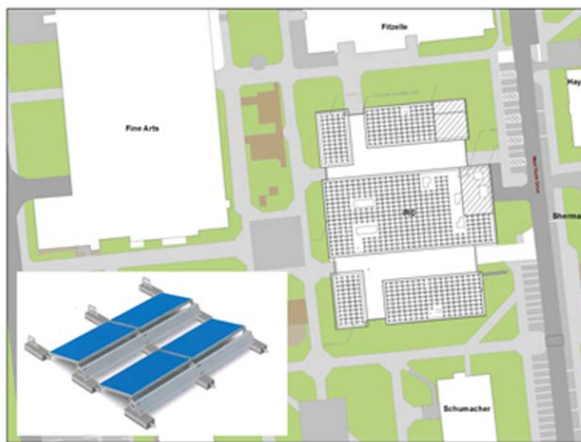
*Look to "Budget Corner" each issue for clarifications of key budget terms and concepts.*

## Green \$avings are Growing!

Our hard work and commitment to sustainable energy development and practices are paying off. Here are a few examples of projects designed to create savings and reduce our carbon footprint:

- Solar installation on the IRC roof:** A 200 KW system will generate approximately 1% of campus electricity, reducing greenhouse gas production by 183,522 lbs. and saving ~\$6,000 per year. The project will begin in the spring and is financed through a power purchase agreement, where we agree to purchase the power generated from the system with no up-front investment of campus funds.

### **SUNY ONEONTA** PV Roof on IRC



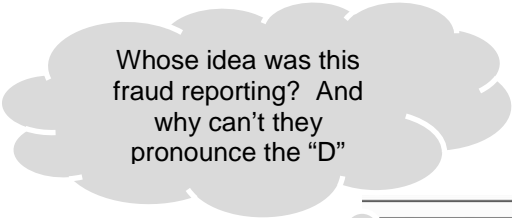
**Light-Emitting Diode (LED) Installations:** LED is a highly energy efficient lighting technology which uses 75% less energy and lasts 25 times longer as compared to incandescent lighting. The campus continuously installs LED technologies as buildings are updated. You can find LED installations in the Morris Conference Center (Otsego Grille), Fieldhouse (basketball court), Fitzelle Hall (atrium), Fine Arts (Gallery), and Milne Library (exterior lighting). An example of savings potential is the installation in the Otsego Grille, where over \$4,200 in savings is anticipated within 1.5 years.

- Energy Rebates:** In the past year, the college has received approximately \$50,000 worth of energy rebates from the New York State Energy Research and Development Authority ([NYSERDA](#)) and New York State Electric and Gas (NYSEG). We are reinvesting this money into energy efficiency projects on campus (e.g. LED installations).

## Campus-wide Saving Opportunity on Print/Copy Costs

The academic departments in Fitzelle Hall are currently taking part in a pilot study expected to result in significant savings in print/copy costs through the use of shared multi-functional devices in place of individual desktop printers. An unexpected spin-off of this pilot is the offer of low, “per-click” pricing on many other Ricoh devices already in service across campus. Departments eligible for this special service/consumable pricing model will be contacted soon.

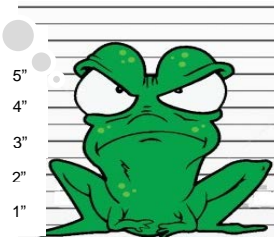
## Fraud Reporting



### ALL SUSPECTED FRAUD MUST BE REPORTED.

Call x 2099 OR to report anonymously go to:

<http://www.oneonta.edu/admin/ic/fraudreporting.asp>



## New MWBE Requirement

On October 1, 2014, Governor Cuomo set the highest Minority/Women Business Enterprises (MWBE) state contracting goal in the nation requiring that SUNY increase its goals to reflect the standards listed below:

<b>Minority and Women-owned Business Enterprise (MWBE) Goals NYS Executive Law Article 15-A – Section 313(1)</b>			
<b>Contract Type</b>	<b>MBE</b>	<b>WBE</b>	<b>MWBE</b>
Commodities	16.11%	10.93%	27.04%
Construction Consultants	13.21%	11.32%	24.53%
Construction	14.34%	8.41%	22.75%
Services/Consultants	19.60%	17.44%	37.04%
Overall Agency Goal	16.53%	12.39%	28.92%
<b>Equal Employment Opportunity (EEO) Goals</b>			
	<b>MBE</b>	<b>WBE</b>	<b>MWBE</b>
Minority Workforce Participation	10%	10%	20%
Female Workforce Participation	10%	10%	20%

The new NYS State provision will require Oneonta to define MWBE goals within procurements that exceed \$25,000. Each procurement \$25,000 and over must be reviewed to determine whether goals are feasible for the participation of certified Minority or Women Owned Businesses. Please contact Betty Tirado to discuss the implications of this process in the earliest stages of any procurement with potential to reach \$25,000.

## Check out the EAB Daily Briefing

This fall, the Education Advisory Board launched the EAB Daily Briefing, a Mon-Fri highlight of news, research, and insights relevant to higher education. To receive these daily briefings (via email), you may register at the following site: <http://ns.advisory.com/EABDBSubscribe>.

