

2012 FAR Schedule

Time: 2:00 – 3:30 p.m.

<u>Date</u>	<u>Facilitator</u>	<u>Location</u>
Wednesday, January 18, 2012	<i>Mary Simon</i>	BB 2.06.04 (University Rm)
Thursday, March 29, 2012	<i>Gary Lott</i>	BSE 2.102
Wednesday, May 23, 2012	<i>Lenora Chapman</i>	BSE 2.102
Wednesday, July 25, 2012	<i>Janet Parker</i>	BSE 2.102
*** No August Meeting		
Wednesday, September 26, 2012	<i>Becky Sanchez</i>	BSE 2.102
November 15, 2012	<i>Mary Simon</i>	BSE 2.102

FAR Purpose

To provide a forum for financial area representatives to:

- disseminate financial-related information
- overview financial calendars and upcoming due dates for planning purposes, such as year-end closing requirements
- review new/changes in financial policies and procedures
- discuss the operating budget, BUD preparation and related issues
- share best practices and discuss needs/areas where Financial Affairs' staff could better assist/improve services to reduce non-value added work or simplify business processes (solution partnering opportunities)
- network with their peers
- assess and deliver needed professional development and training
- hear presentations from "guest speakers" as appropriate

Membership

- Each Vice President and or Dean/Associate Vice President provides the names of those individuals within their division who are responsible for financial affairs' related processes

FAR Charge/Responsibility

- Attend monthly meetings or send alternate; provide well-considered feedback
- Be an active participant
- Ask questions if you don't understand something. Our goals are to level set financial knowledge, provide a network for doing so and as a result, improve internal communication
- Timely disseminate information back to other individuals within your division, college or areas who may need to know. Pertinent documents are posted to the Financial Affairs website at the following link: <http://www.utsa.edu/financialaffairs/far.html>
- Coordinate implementation of policies & procedures within their division/areas of responsibility – communicate business process changes internally and assist others in compliance with requirements