**FY 12/13 FAR Schedule**

**Time:** 2:00 – 3:30 p.m.

<table>
<thead>
<tr>
<th>Date</th>
<th>Facilitator</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, October 11, 2012</td>
<td><em>Becky Sanchez</em></td>
<td>BSE 2.102</td>
</tr>
<tr>
<td>Thursday, December 13, 2012</td>
<td><em>Elva Martinez</em></td>
<td>BSE 2.102</td>
</tr>
<tr>
<td>Tuesday, February 19, 2013</td>
<td><em>Lenora Chapman</em></td>
<td>BSE 2.102</td>
</tr>
<tr>
<td>Wednesday, April 24, 2013</td>
<td><em>Gary Lott</em></td>
<td>BSE 2.102</td>
</tr>
<tr>
<td>Wednesday, June 19, 2013</td>
<td><em>Elva Martinez</em></td>
<td>BSE 2.102</td>
</tr>
</tbody>
</table>

******* No Meeting in August ******

**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](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