

In this newsletter, we'd like to introduce Jessica Headd and Sebastiano Gallitto to the USP community, as well as share important updates and reminders. If you have any questions, kindly send an email to ISP@yale.edu.

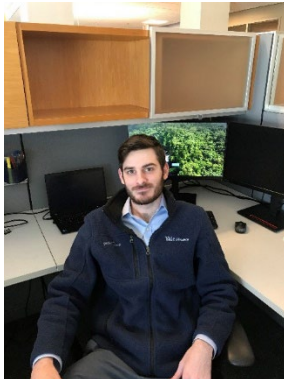
Welcome, Jessica!



Jessica Headd joined the Yale University Controller's Office as a Senior Analyst for University Policy and Compliance. She can be reached at jessica.headd@yale.edu.

Jessica started at Yale in October 2023; she joins us from the District Department of Transportation in Washington, D.C., where she worked as a Lead Resource Analyst to manage the agency's 192M operating budget. Her previous experience includes strategic resource management and workforce planning, creation of institutional Standard Operating Procedure content and training, and interpretation and execution of budget policy. She is excited to be at Yale and is looking forward to working with USPs in her new role.

Welcome, Seby!



Sebastiano Gallitto is another welcome addition to the USP team, joining us part-time from the Gift Administration team.

Seby has been at Yale for a year and a half after graduating from Purdue University with a major in Finance and a minor in Economics. Seby can be reached at sebastiano.gallitto@yale.edu.

Prepopulated FY25 Rate Calculation Worksheets

We are thrilled to share that the Controller's Office developed a VBA macro that allows us to roll forward USP Rate Sheets with prior year information and formatting into the newly updated FY25 rate sheet.

If you are using the standard USP rate calculation worksheet, you should have received your FY25 rate prepopulated with your FY24 rate sheet data. If you have not received your FY25 prepopulated rate sheet, or you have any questions, please reach out to isp@yale.edu.

It is important that you look over the prepopulated information carefully to ensure it is entered as expected. Additionally, the prepopulated rate sheet includes prior year information that will need to be updated for your FY25 projected costs (including updated salary amounts), MEI additions (if any), the FY23 column of actuals on the Fund Balance tab, and any other changes you deem necessary to appropriately cost out the FY25 cost of services and update the corresponding customer rates.

Consistent with prior years, USP Rate Sheets (and FMV analyses if there are external sales) are due by June 30th.

USP Rate Sheet Quick Hit Reminders

Here is list of quick hit reminders on preparing your rate sheets:

- Have salaries been updated?
- Any changes in personnel providing the services?
- Any new MEI?
- Any MEI written off early? If so, depreciation amounts need to be adjusted. There is no need to remove MEI past its useful life from the rate sheet this year – the prior year depreciation amounts may feed into the Federal Fund Balance tab.
- Did you check that your units balance on the bottom of the Summary tab?
- Do you have rates above breakeven subject to UBIT? If so, you will have additional reporting responsibilities to the Tax Office.
- Is the Federal Fund Balance negative? If it is positive, reach out to your Rate Reviewer to discuss a Surplus.
- If you have external customer rates, did you include a FMV analysis? Remember that comparable data included in your analysis should be refreshed every two years.
- Have you indicated if you charge a cancellation fee?
- Did you review all data fields for accuracy and update accordingly?
- Does the service name on the rate sheet agree to the service name used in your billing documentation?
- If applicable, did you account for requested changes that resulted from an internal audit?
- Did the Lead Admin review the rate sheet and sign off on the [Lead Admin Certification](#)?

FY25 USP Rate Sheets are due June 30th. The USP's rates go into effect starting on July 1st. Per policy, all rates must be posted and/or users notified of the current user rates prior to the rates being used.

USP Rate Setting Reminders

- **Minimum Use Rates** - If using a minimum use charge, these must be posted/published with your rates and noted in the comments on your rate sheet for the respective service(s). If using a minimum use charge, it must be applied consistently to all users.
- **Nightly Rates** - For services being offered with a different day and night rate, there are 2 options: 1) separating these as 2 different rates that are costed out separately on the rate sheet OR 2) charging the day rate and applying discount accounting for the difference in the nightly rate.
- **Cancellation Fees** - Guidance for USPs that are charging cancellation fees, are considering adopting cancellation fees, or are a user of a USP that charges cancellation fees is published on the [USP Resources](#) site.

For questions, please reach out to isp@yale.edu.

Update to Policy 1410 *University Service Providers*

As published in a [Business Update on Feb 28, 2024](#), Policy 1410 was updated. This revised policy comes from the Controller's Office, in consultation with the USP Operating Committee. The revisions reflect an ongoing effort to redesign the classifications of USPs so that requirements and responsibilities better align with the type of service(s) being offered.

Specifically, under the now-former classification system, many USPs are labeled Recharge Centers, which imposed certain requirements like preparing an annual rate sheet and being subject to various quality assurance (QA) processes. Some such USPs are more administrative in nature, as opposed to research focused. As such, they do not necessarily need to be subject to the same level of requirements.

The redesigned classifications in the revised policy allow for better distinctions to be drawn between those USPs that are research focused and those that are more administrative in nature. In so doing, the USP Operating Committee can also continue to explore where opportunities may exist within some of these administrative USPs to allow for charging to sponsored awards, where appropriate.

In addition, several revisions were made to the policy section regarding rate sheets to more clearly articulate the obligations for each USP classification.

The Controller's Office and USP Operating Committee are working through the existing USP classifications. The persons listed as USP contacts listed in Salesforce will be notified of any changes to classifications of their USPs. See the note below on maintaining USP contacts in Salesforce.

If you have any questions, please reach out to isp@yale.edu

Charging Instructions Reminder

As a best practice, COA charging instructions should be reviewed every time you are using the services of a USP. At least annually, it is recommended that as a user of USP services, a refresh of your COA charging instructions is performed and updated charging instructions are provided to the USPs from which you receive services. Additionally, USPs may want to periodically reaffirm COA charging instructions with their users to ensure accurate billing.

As a reminder per [Procedure 1410 PR.03 University Service Providers: Accounting and Billing](#):

“Users are responsible for making any needed correction to an original charge that is not the result of a USP error. If the change is permanent and continuing forward, users are responsible for contacting the USP with updated charging instructions. Departments and/or their representatives must use a Journal Source that has been specially configured for this purpose (i.e., Name = ISP Adjustments; Ref ID = ISPADJ). Departments may **NOT** use the original USP's Journal Source.”

USP Contacts in Salesforce

USP communications including USP rate calculation schedules, QA requests, newsletters and other USP correspondence may be sent to all individuals included as contacts for your USP in Salesforce. As a reminder, it is the responsibility of the USP to keep USP contact information current. On an annual basis, this is can be done directly in Salesforce during USP annual registration. If there are changes throughout the year, please reach out to isp@yale.edu to inform of us of any changes.

If you are unsure who is currently listed as your USP contacts, we can provide you with that information. These contacts will also receive the annual registration renewal reminder. If you need to make an update prior to that request going out in May, please reach out to isp@yale.edu to ensure the appropriate people receive that notification.

Updates to USP Resources and External Sales Resources sites

Have you checked out the resources on the [USP Resources](#) or the [External Sales Resources](#) sites lately? Previously recorded workshops and trainings, guidance, key contact info, and important links are included for easy reference.

We will continue to update and add content to these sites.

FY24 Quality Assurance Reviews

QA reviews are ongoing by the Controller's Office and YSM Controller's Office. We will be reaching out soon for support related to the monthly revenue reconciliation requirement, which is required as of January 1, 2024, for all USPs that charge sponsored awards and/or external customers.

The monthly revenue reconciliation requirement is outlined in [Procedure 1410 PR.03 University Service Providers: Accounting and Billing](#). As a reminder, University standards and best practices for the monthly revenue ledger account reconciliation can be accessed through the [Accounting Manual](#) in the [USP Revenue Ledger Account Reconciliations guidance](#). A [USP Revenue Reconciliation Template](#) is also available for use as a best practice, and the recorded workshop is posted on the [USP Resources](#) site.

Thank you as always for your support and efforts towards compliance!