



University of California
San Francisco

Recharge Kick-off Meeting

Recharge Activity Review Process for 2021-22

Recharge Review
Budget & Resource Management

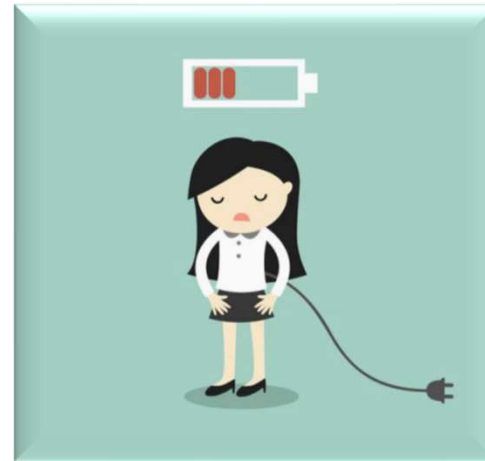
Gabriella Hato, Manager
Sarah Hislen, Analyst
Sarah Ritterskamp, Analyst

December 10, 2021



The focus of today's kick-off meeting is to review highlights, changes, and compliance for the recharge review process in 2021-22

- Recharge Call documents
- Annual Recharge Activity Monitoring Report
- Proposal Development Guidelines
- Common issues during proposal review
- Upcoming Recharge Review events



Recharge Review

[What is a Recharge?](#)

The Recharge Review unit of Budget and Resource Management is charged with ensuring that all recharge operations comply with federal and UC policies and recover their cost base to avoid impacts on other resources. Recharge activities must be cost-based and supported by annual budget plans. Departments develop and submit rate proposals to the Recharge Review team who provides review and final approval to all UCSF sales and service center proposals and rates prior to charging out for the services provided.

Getting Started	Training and FAQs	Other Resources
Recharge Call	Recharge Training Modules	Recharge Proposal Review Checklist
Rate Proposal Forms	Allowable and Unallowable costs	Control Point Contact List
Proposal Development Guidelines	Job Aids	Annual Recharge Compliance Monitoring
Service Level Agreement	FAQs	Presentations
Campus Recharge Policy	Glossary	UCSF Approved Recharge Rate Table
Policy Guidance and Procedures Manual		

Contacts

Submit forms and questions to:
recharge@ucsf.edu

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Recharge Events & Reminders

[SEE MORE](#)

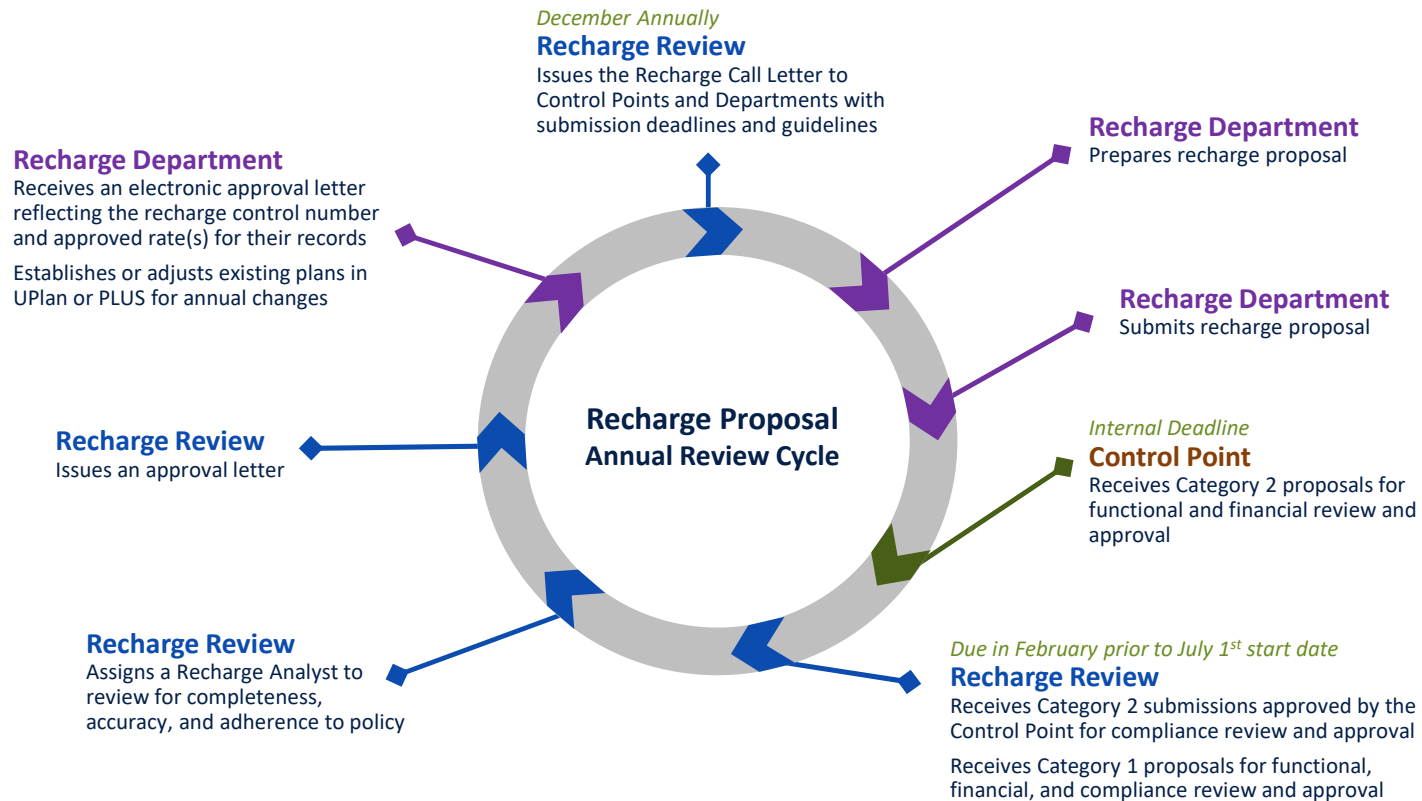
DEC
10 Recharge Review Kick-off Event

JAN
12 Recharge Review Open Office

JAN
13 Recharge Review Open Office Hours

JAN
19 Recharge Review Open Office Hours

Recharge rates must be approved by Recharge Review prior to charging customers for products or services



Recharge Call

[2021-22 RECHARGE PROPOSAL REVIEW PROCESS](#)

[SERVICE LEVEL AGREEMENT](#)

[PROPOSAL FORMS](#)

The Recharge Call documents outline the recharge proposal process for submission of new recharge activity proposals and renewal of existing recharge rates for 2022-23.

Rate Proposal Forms

Sales and service centers fall into two major categories based on who the products or services are provided to. Rate proposals for **Recharge Activities** and **External Sales and Services of Education Related Activities** undergo different levels of review and require different forms.

What type of activity is my sales and service center? >

Recharge Proposal Forms

2021-22 **RENEWAL** PROPOSAL FORM

2021-22 **NEW** PROPOSAL FORM

2022-23 **RENEWAL** PROPOSAL FORM

2022-23 **NEW** PROPOSAL FORM

RATE CHANGE REQUEST FORM

DISCONTINUATION REQUEST FORM

External Sales and Services of Education Related Activity Proposal Forms

BUSINESS CONTRACT REQUEST FORM

ATTACHMENT 1 - RATE CALCULATION WORKSHEET

Addition to Renewal Recharge Rate Calculation tab

2022-23 RENEWAL RECHARGE PROPOSAL									
RECHARGE RATE CALCULATION									
<p>1. Describe any major changes to the cost pool or allocation methodology since the last submitted proposal (including any FTE increases or decreases, non-payroll cost increases over 3% annually, significant changes in volume).</p>									
Empty space for description									
<p>2. Choose the applicable rate basis from the list below:</p>									
<input type="checkbox"/>	Square Footage:	All costs divided by amount of space to be supported							
<input type="checkbox"/>	Unit:	All costs divided by the number of items provided							
<input type="checkbox"/>	Per Hour:	All costs divided by the number of billable hours (work hours less down time); <i>link to template is below :</i> https://brm.ucsf.edu/recharge-review-job-aids#How-to-calculate-billable-hours-for-an-hourly-rate							
<input type="checkbox"/>	Prorated Personnel:	All salary costs divided by the devoted activity time							
<input type="checkbox"/>	Other (describe):								
<p>3. Below insert a rate and revenue calculation that includes the detailed mathematical steps and computation(s) used to calculate each recharge rate and a description of the rate methodology to support each cost allocation. (ex: percent of total volume, percent of machine hours, etc.)</p>									

Recharge Proposal Submission Guidelines

Type of Proposal	Submission Date	What to Submit
New recharge activity	Two months prior to the desired start date	New Proposal Form
Renewal of 2022-23 rates	By February 24, 2022 or other assigned deadline	2022-23 Renewal Proposal Form
Rate Change of approved 2022-23 rates	Between April 15, 2022 and May 31, 2022	Rate Change Request Form
Discontinuation	One month following the end date	Discontinuation Request Form
Transfer of Ownership	One month prior to transfer to new department	Signed agreement between departments

Risk Category	Submit to
Category 1	Submit directly to Recharge Review for functional, financial, and compliance review, and copy the Control Point
Category 2	<p>Submit to the Control Point for functional and financial review, then the Control Point will forward proposal to Recharge Review for a compliance review and final approval</p> <p>If user committee endorsement of proposed rates is needed, at the time of submission identify the committee members. It is recommended to obtain endorsement of the proposed rates from committee members after the proposal has been reviewed by the Control Point and Recharge Review and the rates are ready for final approval. Timing of this step will be recommended by the assigned Recharge Review analyst during the review process.</p>

Budget and Resource Management undertakes an annual high-level recharge activity review

- To monitor recharge management and compliance with federal regulations
- Highlights areas for recharge departments to focus on in order to bring recharge activities into compliance

Recharge Activity Monitoring Report as of September 30, 2021



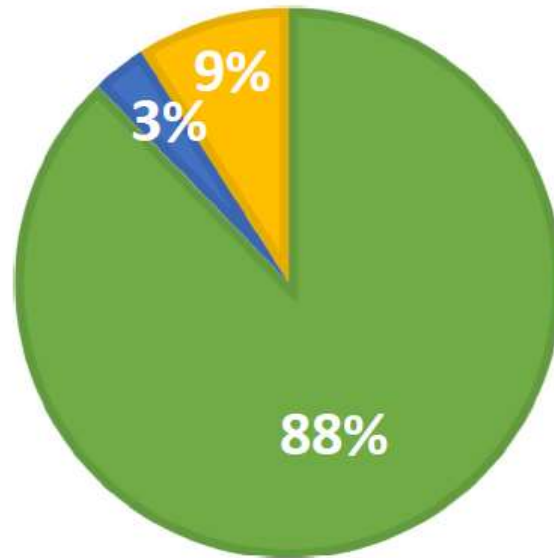
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CONTROL POINT DEPARTMENT

DeptID	Fund	Project	Activity	Approved Through	Recharge Approval Status	Approved Risk Category	Increased Risk Category	2020-21 Planned Depreciation Transfer	2020-21 Surplus/(Deficit) over allowable 8.3% Threshold	Generally Unallowable Expenses in 2020-21
123456	5018	8001234	RECHARGE ACTIVITY NAME	6/30/2021	W/O APPROVAL	1	NO	INCOMPLETE	26.00%	YES
123456	5018	8001235	RECHARGE ACTIVITY NAME	6/30/2022	APPROVED	2	NO	COMPLETE	5.00%	NO

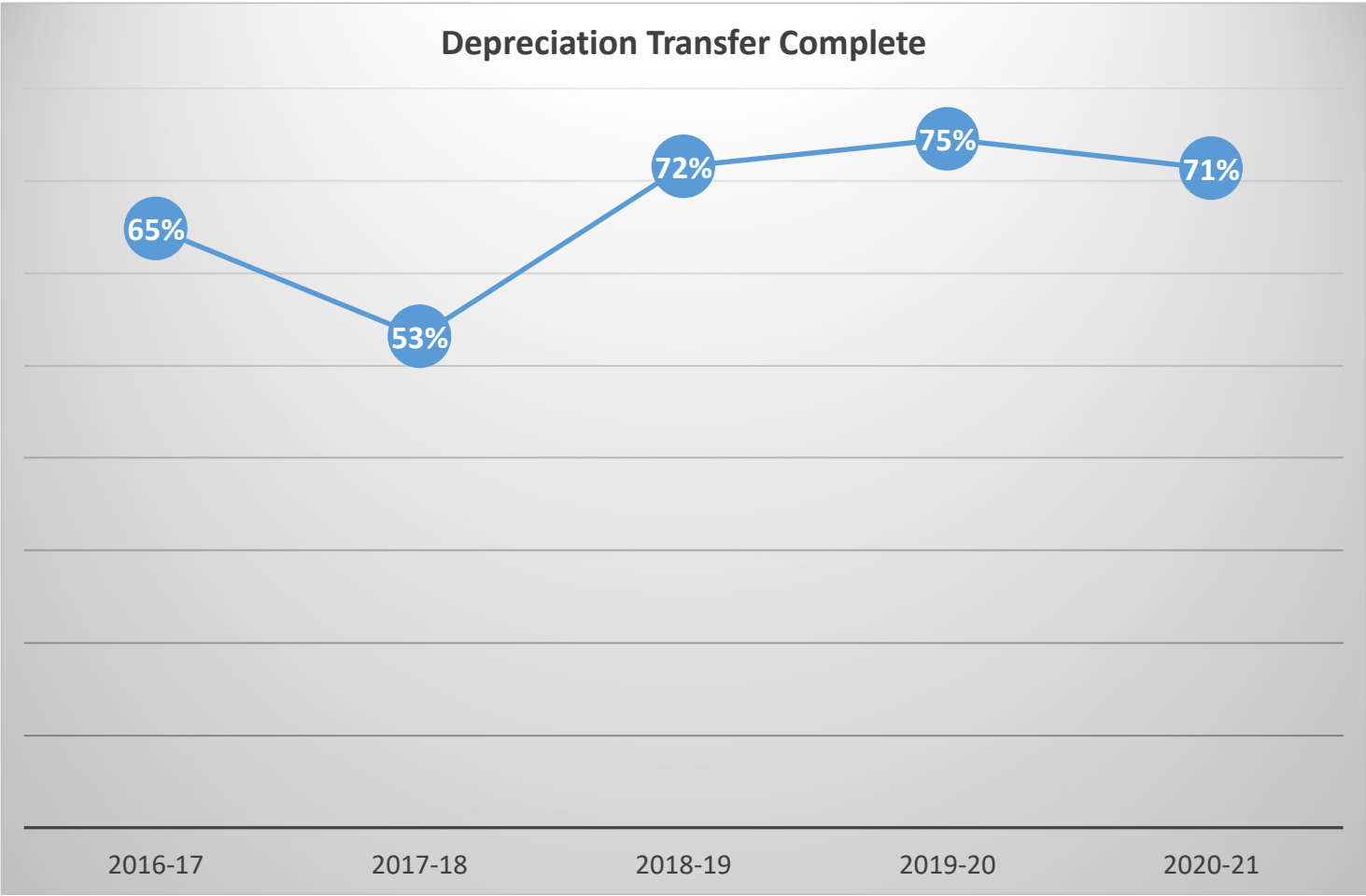
2021-22 RECHARGE APPROVAL STATUS

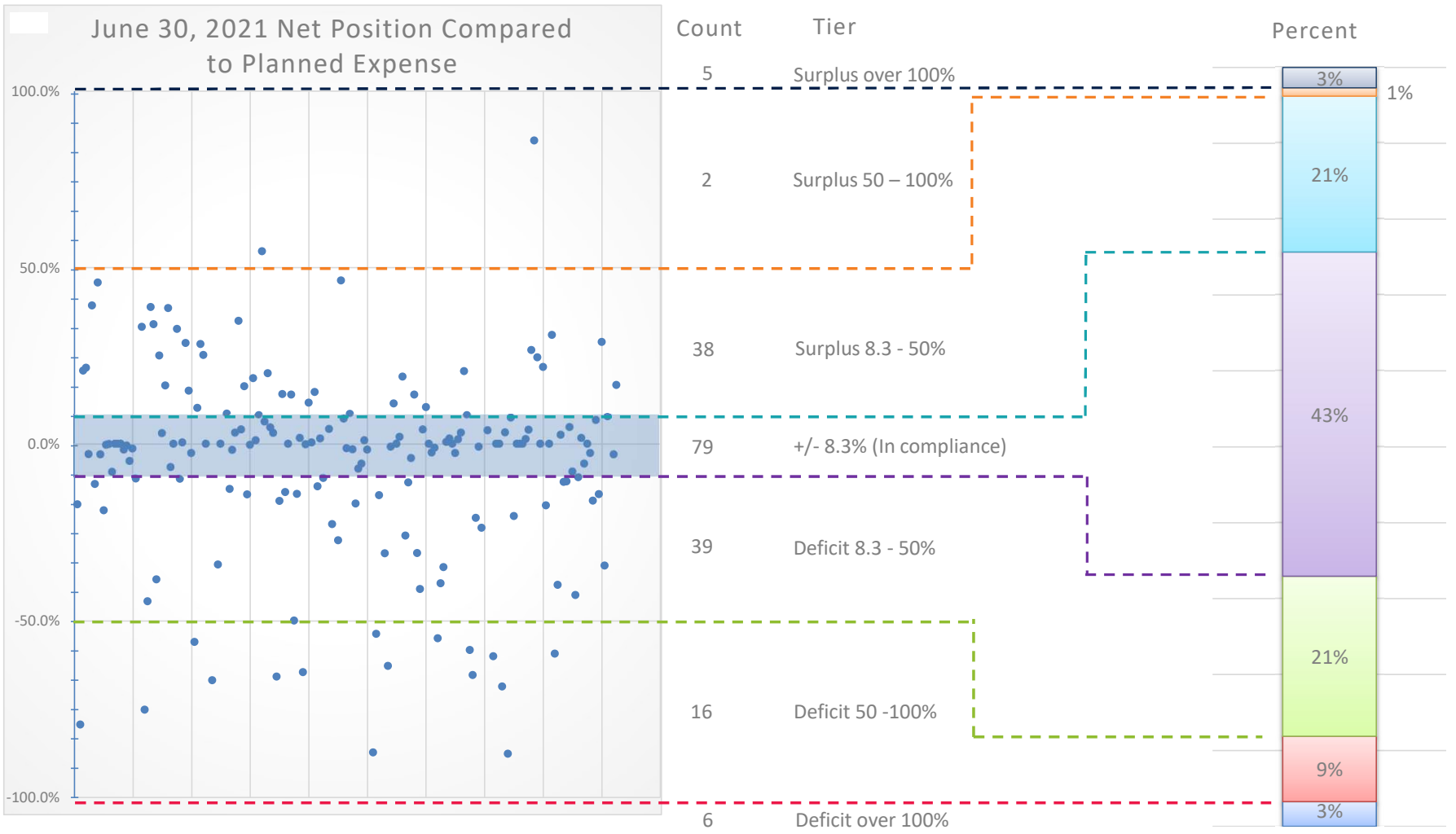
■ APPROVED ■ IN REVIEW ■ OUTSTANDING



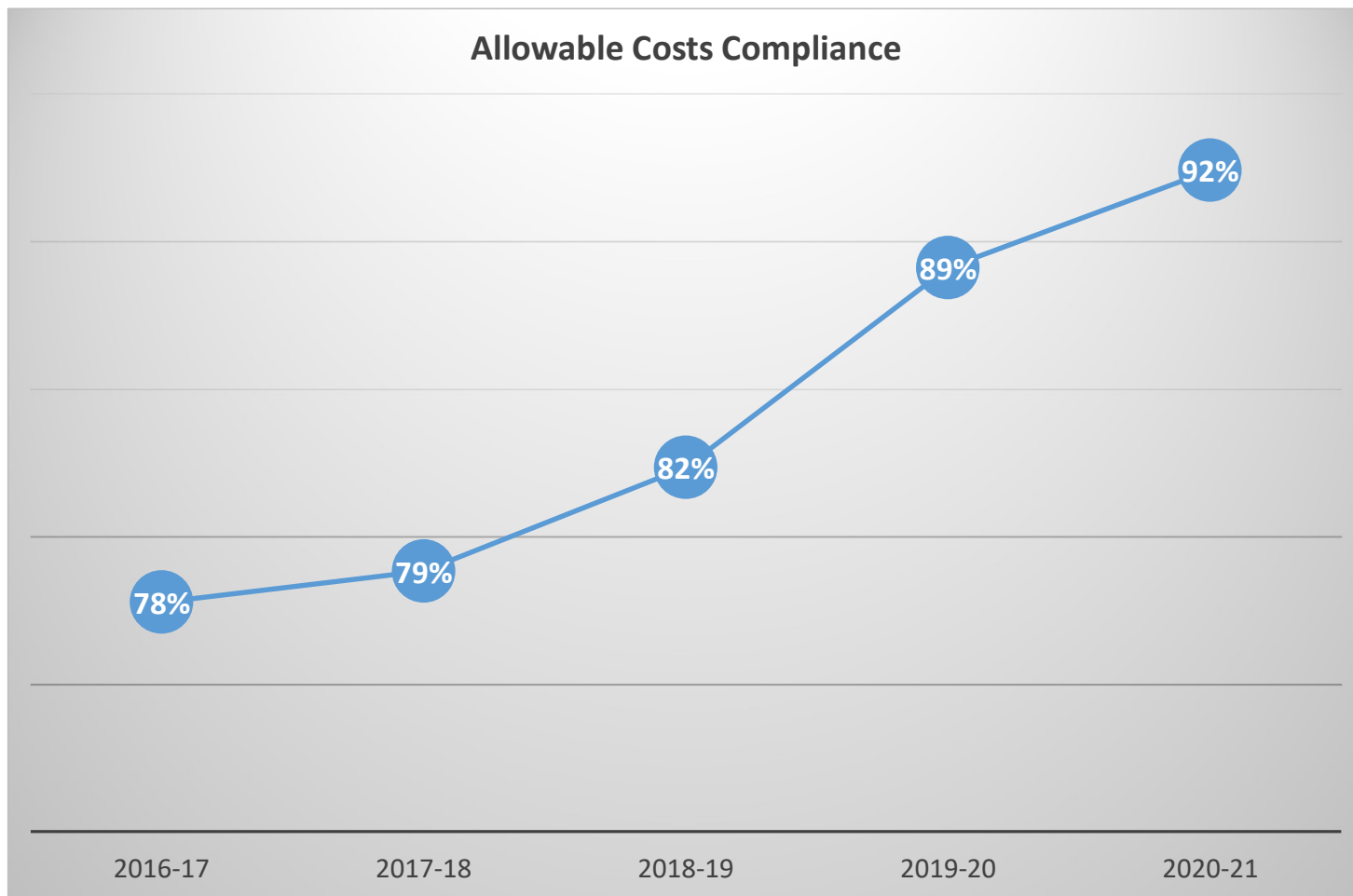
Control Point	APPROVED	IN REVIEW	OUTSTANDING	TOTAL
Executive Vice Chancellor & Provost	23	2	8	33
Finance & Administration	19	-	3	22
Global Health Sciences	2	-	-	2
School of Dentistry	3	1	-	4
School of Medicine	111	2	6	119
School of Pharmacy	6	1	-	7
TOTAL	164	6	17	187
PERCENT of TOTAL	87.7%	3.2%	9.1%	100%

Depreciation Transfer Complete





Allowable Costs Compliance



Unallowable Expenses Account List & Automated Report Setup



Allowable and Unallowable costs on Recharge Activities include, but are not limited to:

Allowable Costs

- Salaries, wages, fringe benefits
- Supplies
- Contract Services
- Equipment Depreciation
- Other directly assigned costs associated with providing the service or product
- Directly assigned or allocated expenses of recharge administration
- Services
- Working Capital (up to two months of operating expenses)

Unallowable Costs

- Alcoholic beverages
- Entertainment
- Memberships, except for professional organizations
- Advertising (with some exceptions)
- Bad debts and related legal expenses
- Fines and penalties
- Short-Term Investment Pool (STIP)
- Fundraising expenses and lobbying costs
- Legal settlement costs
- Charitable contributions

 [List of Always Unallowable and Generally Unallowable Expenses by Account](#) 

 [Setting up a Monthly Automated Unallowable Expense Report in MyReports](#)



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Proposal Development Guidelines for Sales and Service Centers

Recharge Review
Budget & Resource Management

These guidelines outline the steps of how to prepare and submit proposals utilizing resources available on the Recharge Review website

Topics

- Criteria for establishing new recharge activities
- Types of proposals and requests
- Guidelines for preparing each type of proposal and request

More detailed instructions on how to develop recharge rates and prepare a recharge proposal are provided in a series of [Recharge Training Modules](#) on the Recharge Review website. Before beginning to prepare a recharge proposal, completing these modules and exercises is recommended.

The functions that best reflect the mission and purpose associated with recharge activities are academic support and institutional support

Academic Support Function Code: 43

- Expenditures incurred to provide support services for the institution's primary missions: instruction, research, and public service
- For example, micro-imaging facility or flow cytometry

Institutional Support Function Code: 72

- All activities for central units and functions that provide core services to the entire campus
- For example, IT services, logistics, and environmental health & safety

Recharges for academic support activities should be developed only when certain criteria are met

- ✓ Service will be unique or specialized, as opposed to general administration or other institutional support services
- ✓ Demand exists for the particular service by more than one University department
- ✓ There will be a significant volume of recharging, both in dollar amounts and in the number of transactions
- ✓ Service will be provided on a regular and continuing basis

Recharges within the institutional support function should be developed only when the following additional criteria are met

- ✓ Costs are for specific and identifiable services, rather than overhead costs
- ✓ Year-to-year activity fluctuates (dollars and customers)
- ✓ Charging for the activity will control demand or promote useful decisions
- ✓ The customer base includes sponsored projects, UCSF affiliates, and/or external users to a substantial degree
- ✓ The service is an allowable cost on sponsored projects
- ✓ The service cost was not previously included in F&A cost pools
- ✓ The total cost of the activity to be recharged justifies the added expense of recharge administration

Determine the type of proposal needed from the following list and obtain rate approval from Recharge Review prior to recharging users

New recharge activity

establishes a recharge activity that did not exist before

Renewal

used for any subsequent year of an existing recharge activity that previously received approval

Rate change

a request to adjust the rates of an approved recharge activity based on changes in the operational cost without a change in the rate methodology

Transfer of ownership

the ownership of an approved recharge activity is transferred from one department to another department

Discontinuation

termination and closing out of a recharge activity

External Sales & Service of Education Related Activity

establishes a sales and service activity charging only external users

Recharge Renewal

1. Review [Preparing a Renewal Proposal Exercise](#). The purpose of this exercise is to walk through the steps to complete a renewal proposal for an existing recharge activity.
2. Download and complete the Renewal Proposal Form from the [Rate Proposal Forms website](#).
3. Have the Department Administrative Officer/MSO sign the proposal or include the certification statement of approval from the Proposal Details tab, Section 6 in the submission email.
4. By the annual February deadline or the assigned rolling deadline in the final year of approval:
 - a. [Category 1](#) proposals: submit directly to [Recharge Review](#) for final review and approval and cc: [Control Point contact](#).
 - b. [Category 2](#) proposals: submit to [Control Point contact](#), then the Control Point will forward proposal to Recharge Review for final review and approval.
 - c. If [user committee endorsement](#) of proposed rates is needed, at the time of submission identify the committee members. It is recommended to obtain endorsement of the proposed rates from committee members after the proposal has been reviewed by the Control Point and Recharge Review and the rates are ready for final approval. Timing of this step will be recommended by the assigned Recharge Review analyst during the review process.

Common issues during proposal review

- Lack of required reconciliation for multi-service recharges
- Over-complicated rate calculations
- Subsidies are not always disclosed
- Recharge for services without approved rates
- Recharge activity is not recharging on a monthly basis
- Capital equipment being charged directly to the recharge operating chartstring (Fund 5018)
- Non-capital equipment and other operating expenses are charged to the equipment reserve fund (Fund 5500)
- Depreciation schedules are inconsistent
- MSO signature is missing



Upcoming Recharge Review Events

- Recharge Review Open Office Hours (via Zoom)
January 12, 13, 19, and 20, 2022
10:00 AM - 4:00 PM
- Recharge Renewal Proposal Submission Deadline
February 24, 2022 (or other assigned deadline)





RELAX AND RECHARGE,



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