



University of California  
San Francisco

# RECHARGE

## KICK-OFF MEETING

Recharge Activity Review Process for 2024-25

Recharge Review  
Budget & Resource Management

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

December 11, 2024

# The focus of today's kick-off meeting is to review highlights, changes, and compliance for the recharge review process in 2024-25

- Recharge introduction and call documents
- Proposal development guidelines
- Annual Recharge Activity Monitoring Report
- Department Accounts Receivable Report monitoring to avoid bad debt expense postings
- Exclusion of recharge equipment depreciation from F&A rate renewal
- Updated depreciation schedule included in proposal forms
- Recharge proposal preparation checklist



# Recharge Review

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.

**What is a Recharge?** >

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

## Contacts

Submit forms and questions to: [recharge@ucsf.edu](mailto:recharge@ucsf.edu)

Name	Title
<a href="#">Michael Baldelli</a>	Executive Director
<a href="#">Gabiella Hato</a>	Manager
<a href="#">Sarah Hislen</a>	Analyst
<a href="#">Sarah Ritterskamp</a>	Analyst

## Recharge Events & Reminders

**DEC** 11 Recharge Review Annual Kickoff

# 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.

## Recharge Proposal Forms

Forms are in Excel format

- 2025-26 **RENEWAL** PROPOSAL FORM\*
- 2024-25 **RENEWAL** PROPOSAL FORM\*
- 2025-26 **NEW** PROPOSAL FORM
- 2024-25 **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

\* To unblock the macros in the renewal proposal form: open File -> Options -> Trust Center -> Trust Center Settings -> Trusted Locations, and add the file location where the file is saved as a trusted location

# 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 2025-26 rates	By February 24, 2025, or assigned deadline	2025-26 Renewal Proposal Form
Rate Change of approved 2025-26 rates	Between April 14, 2025, and May 31, 2025	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>

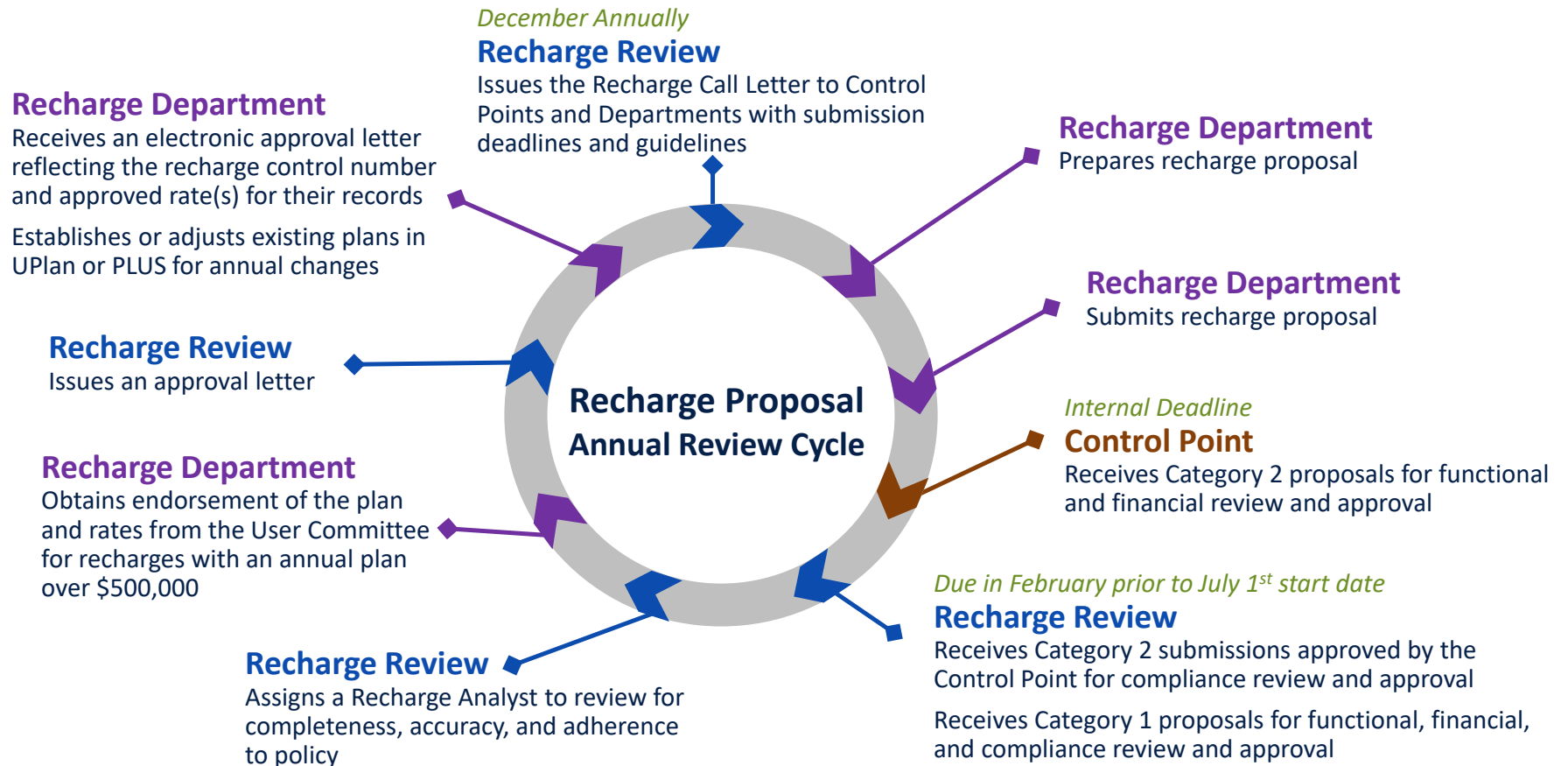
A risk level will be assigned based on the level of institutional risk for all recharges except for Common Cost Allocations (CCAs). Institutional risk will be determined based on the total annual planned expenses and anticipated percentage of federal participation (i.e. – anticipated revenue from federal fund sources) as shown in the table below:

Recharge Institutional Risk Matrix

		Federal Participation (%)			
		0%	> 0% to < 50%	50% or higher	
Annual Expenses (\$)	< \$100,000	Low	Low-Medium	Medium	CATEGORY 1
	≥ \$100,000 and < \$500,000	Low-Medium	Medium	Medium-High	
	≥ \$500,000	Medium-High	Medium-High	High	

- **Category 1** proposals, which include CCAs, Low, Low-Medium, and Medium-risk proposals should be submitted directly to Recharge Review for functional, financial and compliance reviews and approval, with a copy sent to the control point.
- **Category 2** proposals, which include Medium-High and High-risk proposals, should be submitted to the control point for financial and functional review prior to forwarding to Recharge Review for a compliance review and final action. In addition, all projects with a plan of at least \$500,000 need to obtain user committee endorsement of approval after Recharge Review has reviewed the proposal and is ready to approve the rates.
- The maximum length of an approval is based on assigned risk level.

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



Budget and Resource Management undertakes an annual high-level recharge activity review to monitor recharge management and compliance with federal regulations



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## Recharge Activity Monitoring Report as of September 30, 2024

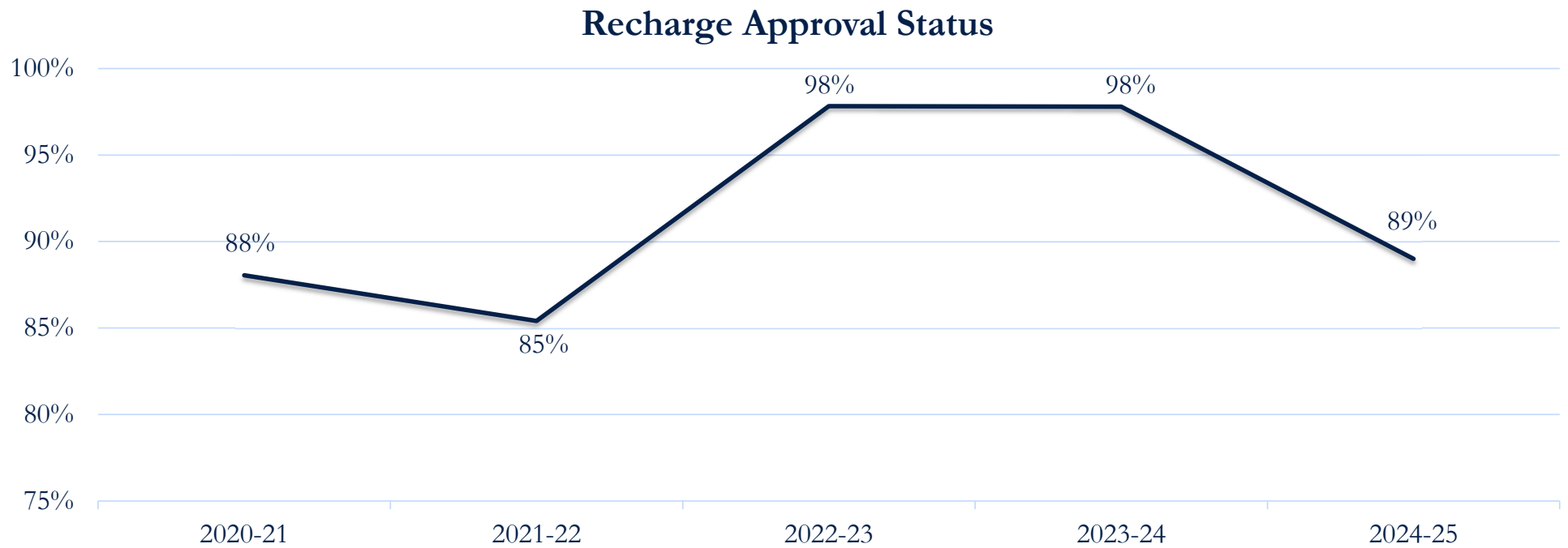
### CONTROL POINT DEPARTMENT

DeptID	Fund	Project	Activity	Approved Through	Recharge Approval Status	Approved Risk Category	Increased Risk Category	2023-24 Planned Depreciation Transfer	2023-24 Surplus/(Deficit) over allowable 16.6% Threshold	Generally Unallowable Expenses in 2023-24
123456	5018	8001234	Recharge Activity Name	6/30/2024	W/O APPROVAL	1	NO	INCOMPLETE	26.05%	YES
123456	5018	8001235	Recharge Activity Name	6/30/2025	APPROVED	2	NO	COMPLETE	8.23%	NO



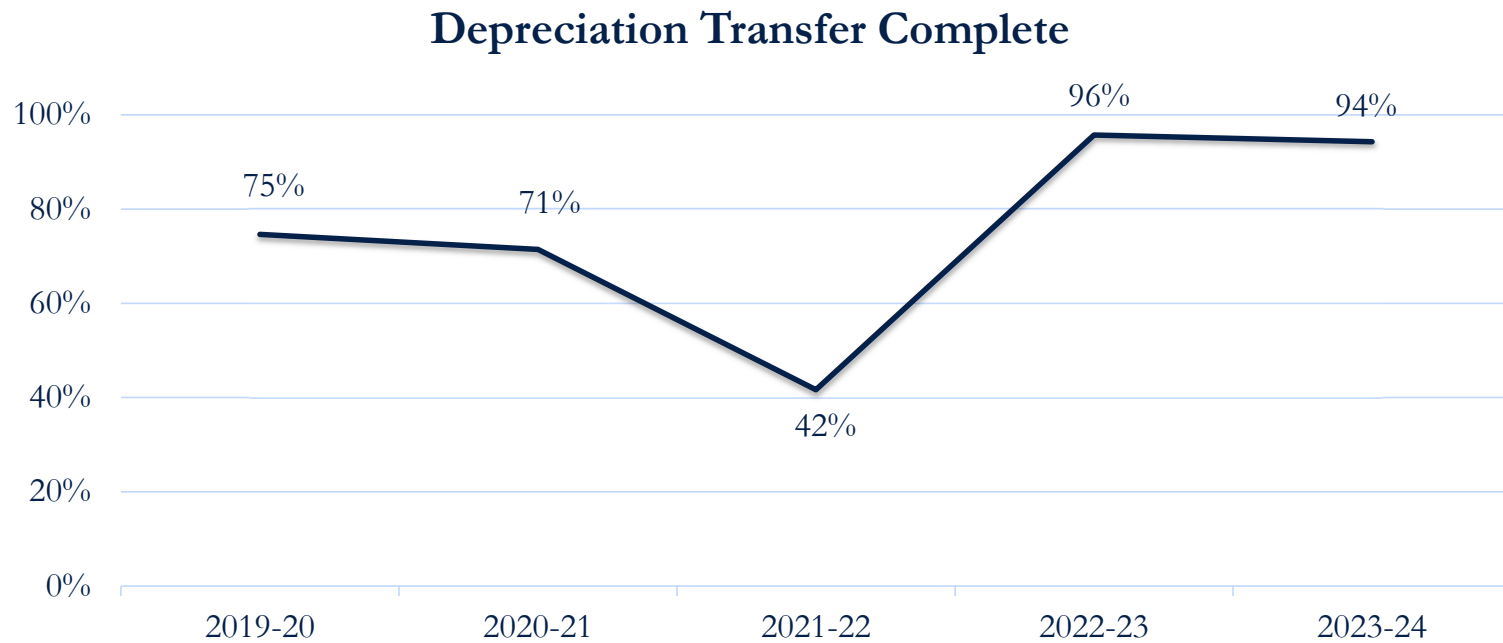
# Annual Recharge Activity Monitoring Report

## Approval Status as of September 30<sup>th</sup>, 5-year trend



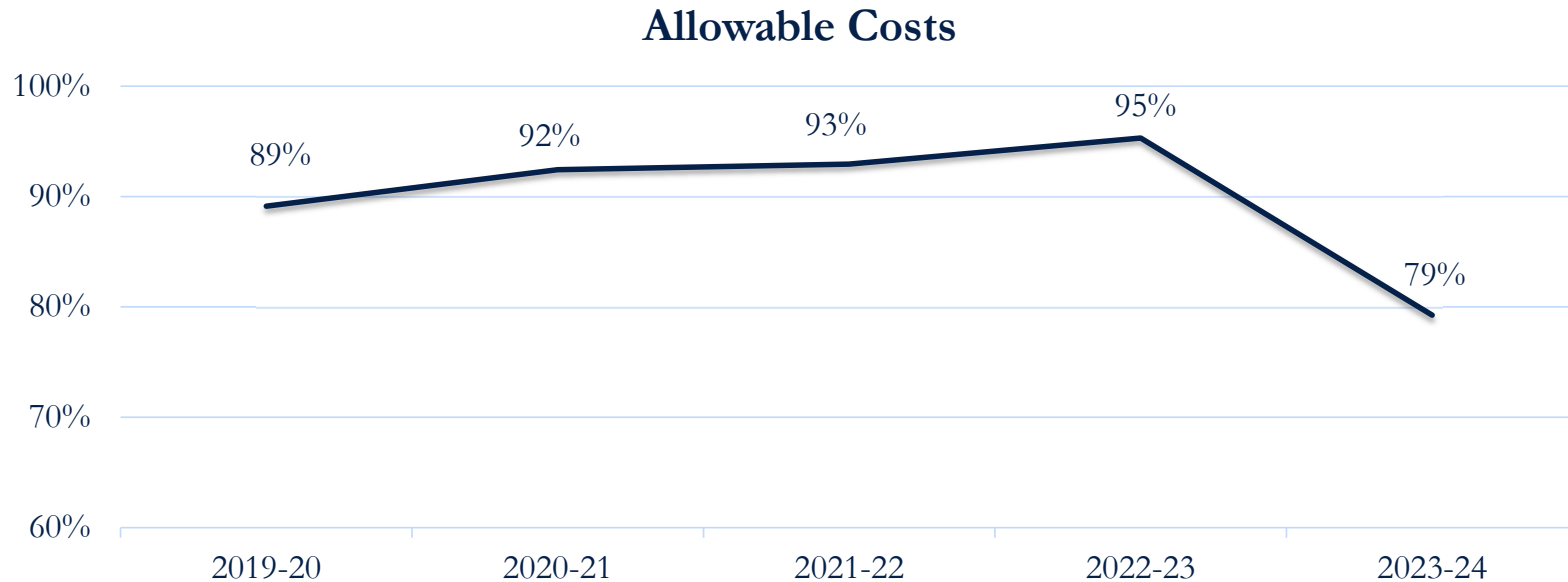
# Annual Recharge Activity Monitoring Report

## Depreciation Transfer Completion, 5-year trend



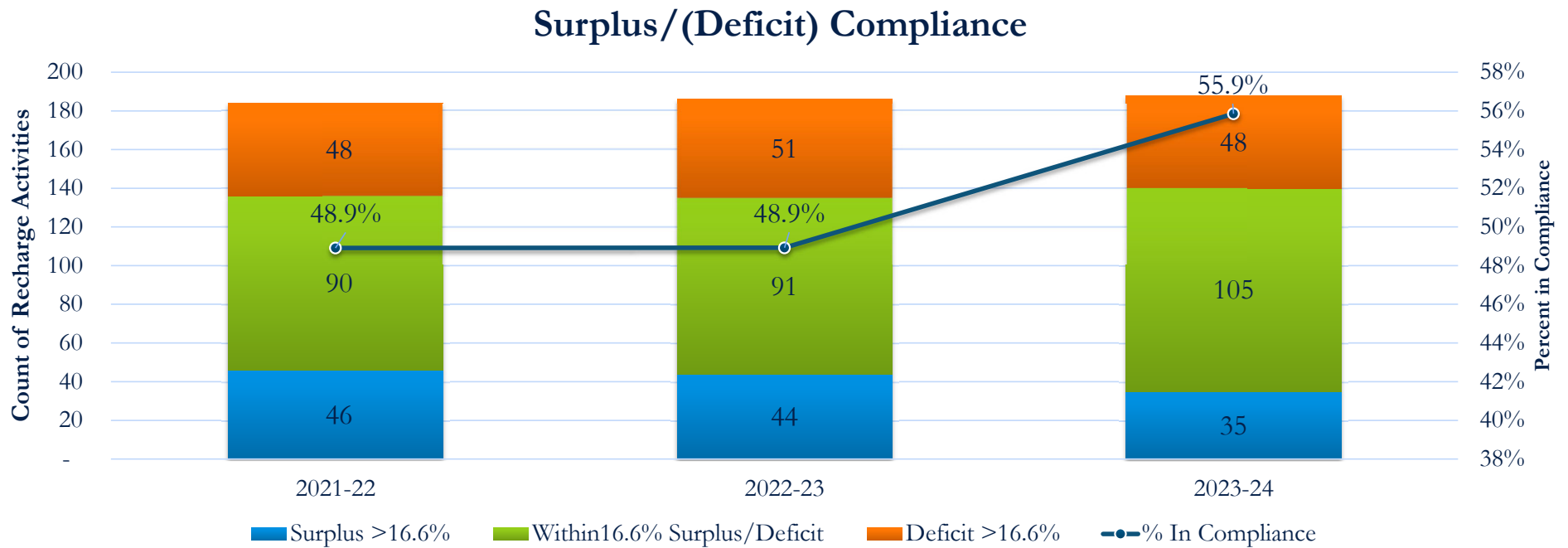
# Annual Recharge Activity Monitoring Report

## Allowable costs, 5-year trend



# Annual Recharge Activity Monitoring Report

## Surplus/Deficit Compliance, 3-year trend



## Department Accounts Receivable monitoring to avoid unallowable bad debt expense postings

- Collection efforts for Dept A/R invoices are the ***responsibility of the department*** providing the goods or services.
- If an external customer does not pay an invoice within 30 days, it is considered delinquent.
- Department accounts receivable (Dept A/R) invoices to external users processed by the Controller's Office that remain uncollected for six months past the invoice billing date will be written-off and charged to the respective department as bad debt expense (Account 52900 – Bad Debt Expense-Uncollectable).
- Bad Debt Expense is considered an unallowable expense on the recharge project and must be transferred off the recharge project by fiscal year-end.



# Department Accounts Receivable monitoring to avoid unallowable bad debt expense postings

- Departments can use the Department Accounts Receivable Report available in [MyReports](#) to identify the status of their invoices.
- The Controller's Office provides an [Unclaimed Payments List](#) to help departments identify payments that may apply to their invoices.
- Departments should work with the Controller's Office to ensure accurate and timely recording of associated transactions in the University's financial system.
- <https://controller.ucsf.edu/how-to-guides/accounting-reporting/monitoring-department-accounts-receivable>



# Exclusion of recharge equipment depreciation from F&A rate renewal

- Recharge Activities with capitalized equipment purchased on or before December 31, 2023, that has not been previously included in a recharge rate proposal must submit **updated depreciation schedule by May 1, 2025**, to exclude the depreciation from the Facilities and Administration (F&A) rate cost pool
- All other equipment depreciation will be included in the F&A cost pool and will no longer be allowable on recharges



# Profile ID added to Equipment Depreciation Schedule to auto-populate useful life years

## 2025-26 RENEWAL RECHARGE PROPOSAL

### EQUIPMENT DEPRECIATION SCHEDULE

**Notes:**

Equipment purchased with Federal Funds cannot be depreciated on a recharge and should be deducted from the full cost.  
 Equipment depreciation that is included in the Facilities and Administration (F&A) rate also may not be depreciated on a recharge.  
 Equipment purchased on or before December 31, 2023 that has not been previously depreciated on a recharge may not be included on the recharge.  
 Schedules must be submitted using this format, and all fields must be completed.  
 Proposals cannot be approved without a complete depreciation schedule.  
 (insert additional worksheet(s) as needed)

Recharge Activity Name: \_\_\_\_\_

(Insert additional lines as needed)

(Insert additional lines as needed)							(H - I)		(J x K)		(L / M)					
Recharge Dept ID	Recharge Parent Project	Recharge Fund	Description of Equipment	UC Equipment Tag Number	UCSF Asset ID	Profile ID	Acquisition Date	Full Cost	Less: Fed Paid Amount	Net Cost	Percent of use by Recharge	Net Cost to Depreciate	Useful Life (Years)	Current Year Depreciation	Depreciation Start Date (MM/YY)	Depreciation End Date (MM/YY)
						E8400							8			
<b>Total Amount to be Depreciated in 2025-26:</b>													\$0			





# Recharge proposal preparation checklist

- Include expense allocation assumptions in the rate calculation
- Reconciliation of expenses and revenue since the last review is included for multi-service recharges
- Subsidies are disclosed including COA and application
- Depreciation schedules are consistent with the asset management report
- Rate calculations are as simple as possible
- Recharge journals are processed monthly
- Capital equipment is only charged to the reserve fund (5500) when there are sufficient funds available
- All allowable operating expenses related to providing the recharge post to the operating fund (5018)
- Ensure the activity is recharging approved rates
- Required approvals are included with the proposal submission



# Recharge Renewal Proposal Submission Deadline

- February 24, 2025 (or assigned deadline)





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