

To:
President Gamble
Business Process Review Oversight Committee

From:
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Unrelated Business Income Tax (UBIT)

Executive Summary

Our team's recommendation to the Oversight Committee at the conclusion of Phase I relative to UBIT was to treat the process as a modify with the goal of developing an automated report designed to capture revenue and determine associated expenses.

The team's requested action was the proper allocation of report writing resources to achieve the goal of an automated report.

In Phase II as part of our discovery efforts we developed a questionnaire that was sent to UBIT reporting departments on the Bozeman campus and to the controllers on the Billings, Havre and Great Falls campuses.

The summary data gleaned from the questionnaire indicated the amount of time spent annually on UBIT was extremely minimal. Of the ten respondents, the average time spent on UBIT as a whole is less than 1% annually (based on $173.33 \text{ hours/month} \times 12 = 2079.96$). Further, UBIT is a process that touches very few departments across the four campuses.

Armed with this data, it is the opinion of our team that it would not be cost effective to move this modification forward into the report writing stage in Phase III.

With most departments already in possession of solid systems to properly deal with UBIT, our team recommends that inefficiencies be addressed with individual assessment, rather than university system wide mandates.