**Financial Affairs Collaboration Team (FACT)**

**February 3, 2016**

**Minutes**

**Present:**

Aguirre, Anderson, Badulis, Calderon, Chester, DeLeon, Escamilla, Farre, Fuller, Guzman, Hansen, Iannolo, Kuenz, Lindsey, Maculsay, Prado, Salge, Smith, Valencia, Walls, Watkins

**Guests:**

Ahmed, Beran, Jurilla, Levin, Sicklesteel

**Absent:**

Alejandre, Apodaca, Contreras, Henderson, Kelley

**Guest**

Monir Ahmed – Procurement Cards for Technicians

Monir provided the group a notification sent to the Deans which explains the audit findings for Equipment/Software Purchase Approval process and a solution going forward. Based on these findings, CSUSB needs the approval by the appropriate authority before the purchase is made. The new process incorporates the DACS system, will be available online for user ease, brings IT technicians into workflow, and allows the technician the ability to support the purchase.

Cindy Levin – Concur Updates

Cindy has been pushing users to funnel cash advances for travel through Concur and to eliminate the paper process (by March 1). Cash advances are requested during the travel request page.

**General**

CSU Business Conference – Registration Open @foa.calstate.edu

CSU Business Conference will be held in Oakland from March 28-30. The Budget Officers meeting will not be an open session – it is an exclusive session for Budget Officers. If there is another section that interests you feel free to sign up.

Printing Service Approvers

Printing Services is excited to launch their new website and approver authorization process. They have incorporated DACS into their new website. Printing Services is requesting an updated Approvers list. Jacqueline will provide the FACT group a list of departments/chartfield strings to update online via OneDrive. If there is more than one approver for a chartfield string additional lines can be added. For upper management, one line with ALL in the chartfield string cells will do.

**Accounting**

Financial Aid Scholarship Matrix

Del provided a draft of the financial aid/scholarship matrix which outlines the funds which can/cannot be used for scholarships. Del will propose an update to include funds 543 and 544 to the draft document (internal/external cost recovery funds). It is possible to use funds from 496, 543, 544 are possible. CERF funds received from CEL is possible to use, if the expense is related to a CEL program.

Monir will be discussing this item at Academic Affairs Council today at 10am. Monir noted that the summer incentive falls under 496 and is flexible as long as it’s indicated on the Trust Fund Fact Sheet.

Selection of Accounts for Campus consistency

Matias shared the plan to drop Program Code from chartfield strings. The group agreed that they would like to see a reduced number of accounts and that the miscellaneous account is confusing. It was recommended to provide the group a guide on which accounts should be used/preferred with a description.

Del mentioned that the Chancellor’s Office will conduct an audit that would include items such as academic department review, cash handling/credit card usage, purchasing, auxiliary accounting vs state, grants/contracts, and trust payments, among others. Be sure that Trust Fund Fact Sheets are updated.

**Auxiliary Financial Services**

Lisa shared that the Executive Director for the UEC, John Griffin, has been hired. Contracts can now be forwarded to John.

**Budget**

Strategic Plan Implementation Funds for 15/16

There are baseline and 1x funds for strategic plan implementation. If your department is part of the strategic plan, contact Dena to disburse the funds where expense is being incurred. Funds are being held.

Governor’s January Budget Update for 16/17

The Governor is holding to his word that the CSU GF will increase by $140M which will equate to approximately $5.6M for CSUSB. This amount will balance out the 2% employee compensation increases, retirement and health increases, and the strategic plan budget for 16/17, with no tuition increases and 1% enrollment growth (~160 FTE).

**Support Services**

Segregation of Duties for Requisitions

Amy walked the group through the new requisition approval process – requisitioners cannot be approvers and approvers cannot enter requisitions. The checkmark was removed in requisitions. Requisitioner can select NOTIFY at the bottom of the screen to notify/email the approver of the requisition. The approver will need to log into PeopleSoft Requisitions to approve. Amy is working with individual departments/divisions to assign approvers. She will be contacting departments/divisions to assign and implement the new process ASAP.