

**Financial Affairs Collaboration Team (FACT)
May 10, 2023**

<https://csusb.zoom.us/j/86107502025>

➤ Announcements

- Mimi: No agenda items for today. All we have is the department updates.

➤ Accounting

- Khristine
 - Stateside Accounting Services, Jackie has been promoted to Accountant III Lead. Crystal has been promoted to Accountant II for the Accounting Services Auxiliary side.
 - In the meantime, we'll be working on backfilling their positions for AS.
 - We are going to be closing Stateside today. We have a little extension but will need to submit it to the Chancellor's Office by Friday.
 - The year end schedule is posted on the website.
- Michelle:
 - I want to congratulate Crystal on her promotion to Accountant II. She will be handling and helping with the area of GAAP and Tax working closely with Maggie. She helped last year so I'm very confident she will be successful in her new role.
 - Still working on timelines and busy preparing for the financial presentation.

➤ Accounts Payable & Travel

- Jay:
 - Beginning to roll out the new Procard. Doing a phased approach, please be patient with us. Moving with converting UEC first, then Athletics and then Philanthropic.
 - No announcement has been made, but we are asking people to attend orientation so that there isn't an abundance of card holders all at once.
 - Reminder to make sure everyone files their travel claims on time. We are getting more stringent with the 60-day term. If the claim is not done within 60 days, the request will be deleted.
 - Working on updating the travel policy, more specific and stringent guidelines.
- Amber:
 - Year end close May 19th Stateside for invoices to AP at payables@csusb.edu

- Year end close June 2nd Auxiliary for invoices to AP
 - Mona:
 - Reminder to the group, sending out the open travel request for outstanding ones that expense reports have not been submitted. Weekly reminders will be sent out weekly.
 - June 1st is the last day to submit any travel request for this fiscal year.
- Budget
 - Homaira:
 - Governor's January budget release, we have received a preliminary allocation memo from the Chancellor's Office. Our budget documentation baseline of 7.5 million. Most of those are mandatory expenses for retirement, health and then liability and property insurance expenses, basic needs, G.I. 2025. Campus revenue we are projecting a deficit based on current enrollment projection.
 - Our mandatory expenses will be about 7.3 million base deficits.
- ITS
 - Gabby:
 - Telephone bill is being caught up. Only one month behind so we should be caught up before year end.
- Procurement
 - Teresa:
 - Angelica:
 - We're holding the official training sessions for the first wave of Procard holders by invite only. Those that didn't get an invite will be in the future phase through staff development. They will reach out to pending individuals via email.
 - Requisition deadline has passed.
 - ProCard deadline is June 15th. Last billing cycle for 22/23 closes June 15th. Charges not posted by then will be charged to the next fiscal year.
 - Staples deadline is June 15th and needs to be received by June 19th, otherwise it will be charged to next fiscal year.
 - A new member of the Purchasing team, JC Cortez, he is the new Lead Procurement and Contract Specialist.
- Student Financial Services
 - Claudia:
 - Reminder for departments that want to issue any last-minute scholarships to students. Financial Aid must process all of those by June 9th. Please submit those to Financial Aid by that date.
 - Year end deadline of June 26th to post departmental deposits in current year. Any that are late will likely be posted for next fiscal year.

➤ Support Services

○ Brandon:

- May 31st is the deadline for mail services & printing services.
- Campus stores- no more paper, campus will need to use Staples Advantage to order.