

Financial Affairs Collaboration Team (FACT)

October 3, 2018
UEC Board Room

Agenda

Regular Attendees: Ambriz, Aguirre, Alejandro, Badulis, Beechko, Beran, Calderon, Chester, Contreras, De León, Farre, Fuller, Galvin, Guijarro - Ledezma, Guzman, Jensen, Lindsey, Lopez, Menchaca, Murray, Prado, Saucedo, Schneck, Sinha, Smith, Trujillo, Valencia, Watkins

Absent: Shanks, Skinner, Wessel

General Information

Accounting

1. Fund Simplification Update - Badulis mentioned that the funds that are moving to SB001 1/03 moved cash balances as of August 31st. There will be a budget entry in the student fund revenue line. She reminded all to make sure if you have an outstanding encumbrance or voucher, that there is enough cash in the trust fund(s) to cover. Trust funds will be reviewed in November, and by then, there shouldn't be any more encumbrances. Chester added that if you are not sure of what funds changed, there is a list on the website of the funds changed and which funds will be used moving forward.

Badulis added that the accounting team will be looking at funds that do not have outstanding balances in order to inactivate them.

Farre discussed the fund simplification initiative - he explained that it is a system wide change in the way we record activity. The initiative helps with clean-up of funds and to streamline process funds. The deadline to complete the initiative is June 30 2019.

Badulis discussed the Annual Financial Audit (GAAP Audit/Reporting) and informed the group that the second submission was submitted, and the last submission is due in October. Badulis explained that there are no big findings and everything is going smoothly so far. Badulis thanked Student Financial Services and payroll for providing documentation as requested.

Accounts Payable

1. Hospitality Policy - Schneck informed the group that the policy has been updated and available on the CO's website. Schneck explained there is also an FAQ section. It will also be added to the CSUSB website. Once it is done she will announce at the next meeting. Farre thanked Schneck for all her help while the AP Manager position was vacant. Farre announced that the new AP manager is expected to join the next meeting. He also shared that there is an AP staff shortage. Farre asked if anything is falling behind, please let the team know.

Auxiliary Financial Services

1. Lindsey discussed the annual audit that are taking place. She explained that financial statements were submitted, but it is still ongoing and no major issues were found when submitted.

Trujillo - added that they are in the process of figuring a better way to handle the month close-out process. She explained that a meeting will take place with Auxiliary to discuss how to work better together and improve the close-out process. _

Budget

1. Questica Implementation for Budgeting/Position Management

Chester - announced the beginning of implementation of Questica. She explained that other campuses have already implemented Questica and that it will help our campus in various ways. Some of the features are that the back-up information will be stored electronically, built-in

workflow, vanilla reports, position management, budget projections, information will feed into PeopleSoft and PeopleSoft into Questica, track who made changes and why, display historical data (3-5 years), other reports that can be utilized by many of the group members and other great tools. Chester explained that Questica will go live on or before May 2019. She also shared that she will be reaching out to the group to help do a pilot. Calderon asked if Chester needed anything from the group. Chester answered no and that Danelle from budget may contact members from the group regarding position clean-up.

Farre asked if there are any anticipated changes in process.

Chester answered that there is a different template for budget transfers and Admin Analysts will need to load it into Questica. Questica will include workflow approvals built in.

Information Technology Services

1. Adobe campus wide license agreement - Guzman discussed that there was an email from the VP of ITS. She explained that campus has to pay their individual share from CSUSB - CPO comes out to \$66,915. Guzman explained that the CIO made assessment and there are more licenses purchased throughout campus. She asked the group to provide chartfields for any current licenses each department paid for and asked not to purchase any other licenses.

The new package has extra features such as Adobe pro, Adobe creative cloud - photography, web design, and graphic design. Guzman will obtain a report based on historical data to try to figure out how to split the costs. Lindsey asked how Guzman will know what each department is paying. Guzman, answered that it will be challenging to obtain accurate data and will use historical data and run queries. Information will be obtained based on some expenses paid via credit cards and purchase orders.

Guzman asked for everyone's help with the process and asked each department to send the information. Farre added that IT is working on criteria to allocate the cost due to a number of other licenses purchased by other departments. Techs are supposed to pass the information to the person within the department who is responsible for budget.

Procurement - Murray stated there is nothing to report this month.

Travel

1. Form STD 261 and Direct Deposit Form - Sinha discussed the email that was sent out regarding form STD 261. She asked the group if anyone had questions regarding the form. Sinha explained that the form is for all of the employees who used their private car, and travel under university business. Employees must have a driver's license and insurance to be able to use their private vehicle and the forms needs to be signed by traveler and supervisor. After it is completed it needs to be maintained within the department. The form must be renewed annually and maintained by department. Additionally, she explained that all employees must pass the defensive driver test and can be found in the parking and transportation website. She added that the employee needs to print out the certificate and sent over to parking so they can issue the defensive driver's card. Sinha explained that the defensive driver's card needs to be on the employee while traveling.

Farre added that some changes will be taking place with cell phone stipends in concur. Cell phone stipends used to be on paper, moving forward they will be on Concur. Employees who are allowed a phone monthly stipend, will do an annual request through Concur and will submit an expense report on a monthly basis to be reimbursed. Matias added that training will be provided to employees. Farre added that it has been approved, but there is still discussions taking place on how it will be rolled out to campus.

He explained that the rationale behind this is to keep a better track of the number of cell phones, usage, and duration of the year.

Guzman asked if there are any tax implication for the employees. Guzman added that a stipend means that employees are receiving additional funds. Farre added there might be a need to change the terminology and not call it a “stipend” to avoid any confusion because it is a cost reimbursement.

Sinha added a recommendation regarding mileage. She recommended for frequent trips, for employees to use a rental car. For example faculty who travel often to PDC, she asked to encourage them to take advantage of the rental car option to reduce costs.

Announcements

Contreras led the discussion regarding some problems with the new directory. She explained that department names and titles are not matching up. Watkins added that she had been working with Tammy Dietzel to make corrections. Farre mentioned he would reach out to an IT representative to be present at the next meeting to find out what is the best approach to fix the problems and to provide feedback.