

Financial Affairs Collaboration Team (FACT)

May 3, 2017

MINUTES

Attendees: Aguirre, Alejandro, Anderson, Apodaca, Badulis, Calderon, Chester, DeLeon, Farre, Fuller, Galvin, Gee, Guzman, Iannolo, Jensen, Kuenz, Levin, Lopez, Maculsay, Prado, Vahovick, Valencia, Walls

Absent: Contreras, Kelley, Lindsey, Smith, Watkins

Guests: Beechko, Harris, Zachary

Guests

General

DACS Update - Matias & Jacqueline

Matias and Jacqueline have completed training with the DACS Administrators. They are starting to do data cleanup in groups and individually.

University Advancement announced their new Budget Analyst, Davina Walls.

The group requested for a representative from Property to attend the next FACT meeting.

Accounting

Accounts Payable Office Reporting Structure Change - Del

Accounts Payable moved back to Accounting Services. Shannon Kelley now reports to Del Anderson.

CO Cashiering Audit Update & Plan to Remedy Findings - Del

CO Cashiering Audit – Draft report issued 4/26/17 and emails sent to the Deans from Mike Z. Final report to come later. Del discussed how CO found some of these findings by checking out websites where departments, faculty, or staff are directing payments to the departmental faculty or staff. In addition, departmental deposits were cross-referenced with our location list.

Findings related to this group were those involving:

Locations:

- some locations identified that were not on the cashiering locations list
- locations were not approved satellite cashiering locations
- some locations not approved to accept credit cards
- one unauthorized petty cash funds
- one unapproved change fund

Activities/Training:

- Not following Cash Handling Policy:
 - Frequency of Deposits
 - Segregation of Duties
 - No written procedures
 - Transporting deposit requirements
 - Verifying deposits
 - Reconciling
 - Endorsing checks upon receipt
 - And more...
- Student Financial Services could not ensure that all cash handling staff have been trained upon employment and annually refresher thereafter

Findings will need to be closed within 6 – 8 months. The plan is to email all satellite cashiering locations to update them on the findings and plan to remedy. Then next step is to work with the specific satellite cashiering locations that had findings to remedy and close the finding.

Del also discussed that all existing satellite cashiering locations will have to be approved and written procedures provided. She shared with the group that a mandatory Skillsoft training will be developed for those handling cash or cash equivalents.

Repairs & Maintenance Object Code Changes - Mimi

Mimi distributed Repairs and Maintenance accounts updated from the CO. The account listing will be posted to the Accounting Services website for ease of reference.

Tax Training - Matias

University Tax Compliance and Reporting training is being offered which addresses rules, regulations and processes related to UBIT (Unrelated Business Income Tax) and NRA (Non-Resident Alien). The next training will be held on Tuesday, May 16th. You can sign up through [ITS Training Services](#).

Concur Update - Cindy

Cindy shared that the deadline for 2016/17 travel requests and accruals is June 19 with travel dates before June 30. Cindy will be reaching out to division/college analyst to help clean up active travel requests.

Auxiliary Financial Services

Budget

Budget Office Closed May 8th - 10th for CSU Business Conference.

The Budget Office main phone line will be forward to AVP Office for Finance and Administrative Services. If an urgent matter arises, you may email budget@csusb.edu and a staff member will respond the same day. Budget transfer and position requests will be processed on Thursday, May 11.

Support Services

CSU Marketplace

CSUSB has rolled out Marketplace and is live on the Purchasing website for all Procard holders. Contact Grace Wichert or David Gee for questions.

New Forms

The \$500 Equipment/Software Purchase Approval form is no longer required. VP Freer shared an email in January which establishes new approval standards. New forms for these limitations will be posted by end of week.

Category Codes

David will explore category codes for requisitions to help clarify/simplify their use.