Agenda

- Accounts Payable
- Year-end deadlines – various information by departments
- Budget
- Financial Accounting & Reporting
- Q & A
Accounts Payable

- **Petty Cash**
  - Invoice form – discontinued
  - User guides being crafted for website

- **Travel**
  - Enterprise rental car account change
  - Enterprise rental car rate updates
  - Private car vs. flying – complete cost compare at point of Travel Request completion
  - Travel request approval/claim for 2015 – documents to be removed from website by end of May

- **Reminder** -- please do not hold invoices – process to AP
Year-end Deadlines

- **Student Financial Services**
  - Cash Receipts Cut-off Thursday, June 30\textsuperscript{th} at Noon (SSC cashiering office)
  - Timely Deposits

- **Financial Accounting & Reporting**
  - Update your budget projections through June
  - Reconcile and Review Year-to-Date Transactions
Please review your YTD and remaining transactions timely

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Please request corrections by</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1 2015 – March 31 2016</td>
<td>Mid-May (** If rec’d by May 2(^{nd}) EOB they will be April transactions)</td>
</tr>
<tr>
<td>April 1 2016 – April 30 2016</td>
<td>May 31st</td>
</tr>
<tr>
<td>May 1 2016 – May 31 2016</td>
<td>Mid June</td>
</tr>
<tr>
<td>June 1 2016 – June 30 2016</td>
<td>As soon as possible</td>
</tr>
</tbody>
</table>
Year-end Deadlines (cont.)

- Procurement and Contract Services
  - Review of prior year and current year purchase orders (disencumber what you can!)
  - New Year PO’s & Renewal spreadsheet
  - May 9th deadline:
    - All service renewals (annual contracts for the new year)
    - Commodity & services for the current year $20,000 and up
    - Any software being purchased using current year funds (ITPR)
Year-end Deadlines (cont.)

- **Budget**
  - PT11 submissions for 2015-16 fiscal-year activity
  - 2015-16 Student Learning Fee Awards
    - Deadline for spending is **6/30/2016** (not encumbered)

- **Financial Services Fiscal Year-End Schedule**
  - Latest version located at [http://www.csuchico.edu/fin/](http://www.csuchico.edu/fin/)
  - Excel and Calendar version available
Budget

- New Payroll Account Codes effective 7/1/2016
  - 601S05 – CSEA Salary Stipend *(broke out only CSE earnings code from 601P57-Post Cert Special Assign)*
  - 601A03 – Student Salary Transfer
  - 601M02 – Mgmt & Supvsr Salary Transfer
  - 601D52 – Dept Chair Salary Transfer

- Update on Budget vs. Actuals discussion
What is an Obligation?
- Unpaid commitments; the service or good received by 6/30/16
- Reclassified from encumbrance to actuals expense in 15/16

What is a Prepaid Expense?
- Paid in 15/16; some/all of service not received by 6/30/16
- Portion relating to future year is reclassified from actuals to encumbrance in 15/16; i.e. STILL reduces BBA (Budget Balance Available) in 15/16
- In 16/17 you will receive the Budget rollover for the future portion and also see the actual expense; This has a net zero effect on BBA in 16/17.
- Dollar threshold increasing significantly. Small “prepaids” will remain in Actuals for 15/16

Accounting Staffing Update
What questions do you have for us?

Next Scheduled Meeting: Early Fall 2016
Thank you for taking the time to attend the Financial Services Forum

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http://www.csuchico.edu/fin/Financial-Services-Forum.shtml