

## CSU, Chico Financial Services Forum

Minutes – Feb. 24, 2021

10:00 - 11:00 a.m. via Zoom Webinar

### *DISCUSSION*

#### 1. **FINANCIAL SERVICES (Stacie Corona):**

Welcome everyone to our FS Forum and would like to welcome Vance Kelly and Michele Flowerdew from Chico State Enterprises!

I would like to share some organizational changes within Financial Services. For those of you that have not heard, Jeni Kitchell AVP Budget and Operations, took a position in the systemwide Budget Office. The University Budget Office now reports to me with Josh James as the Assistant Budget Director and his team of Jessica, Eileen and Rebecca. The Budget Office used to report to me over 4 ½ years ago so am happy to be working with them again.

Another change made by VP Sherman was to have Sara Rumiano as a direct report, her new title is Executive Director of Procurement and Contract Services. Procurement is still part of the financial services we offer to the campus but will allow more collaboration and support with the Procure-to-Pay model.

Congratulations to Sara and Josh in their new roles!

- **Fiscal Year-End Schedule:** See website for first round of due dates for fiscal year-end. <https://www.csuchico.edu/fin/fiscal-schedule.shtml>

#### 2. **FINANCIAL ACCOUNTING & REPORTING (Melissa Taylor):**

##### ▪ **Transaction Contacts**

660001 Postage And Freight									
Month	Date	Source	Doc Number	Vendor Name	Line Descr	Transaction Reference Num	Amount Encumbrance	Budget Amount	Actual Amount
01 Jul	7/1/2020	PST	PST1643092	N/A	POSTAGE JUNE	PST	0.00	0.00	132.83
01 Jul	7/31/2020	PST	PST1662675	N/A	POSTAGE JULY	PST	0.00	0.00	226.95
02 Aug	8/31/2020	PST	PST1674449	N/A	POSTAGE AUGUST	PST	0.00	0.00	114.76
								<b>0.00</b>	<b>474.54</b>

- Encumbrance – Purchase Orders (POs), work with assigned Procurement Specialist
- Budget – Allocations/Authority for spending, contact [budgetcfs@csuchico.edu](mailto:budgetcfs@csuchico.edu)
- Actuals – Revenue/Expenses, contact [far@csuchico.edu](mailto:far@csuchico.edu)

#### **WELCOME, CHICO STATE ENTERPRISES! (Vance Kelly/Michele Flowerdew):**

##### ▪ **Reminders**

- Please work with CSE to process RTPO activity
- Reach out to FAR team to assist with any corrections (actuals)
- If you don't know who your CSE analyst is, you are welcome to email Michele Flowerdew [mflowerdew@csuchico.edu](mailto:mflowerdew@csuchico.edu) or Vance Kelly [vkelly1@csuchico.edu](mailto:vkelly1@csuchico.edu)

- **Funding Sources**
  - Multiple Entities – Campus/Stateside, AS, CSE, UF
    - **Chico State Enterprises**
      - Campus program accounts – 80XXXXXX00
        - Specific purposes defined when account created
      - Grants/contracts - SPXXXXXX-XX (Grants) 7570XXX-XX (Small fixed price contracts)
        - Purpose outlined in grant/contract
      - Incentive (unit/PI) – 65XXXXXX00
        - Support grant and contract activity
    - **University Foundation**
      - Annual funds – 2006XXXXXX
        - Result of annual gifts, purpose defined when account created
      - Spending accounts – 2008XXXXXX
        - Usually tied to endowment, purpose defined by endowment
- Separate policies and procedures and varied functions
  - CSE and UF Policies and Procedures: <https://www.csuchico.edu/cse/business-services-sponsored-programs/procurement-contract-ap.shtml>
  - Be sure to check policies and procedures ahead of time
  - For questions regarding purchases, e-mail CSE Accounts Payable at: [cseaccountspayable@csuchico.edu](mailto:cseaccountspayable@csuchico.edu)
  - For questions regarding grants/contracts, e-mail your designated analyst.
- Cannot co-share expenses/assets across entities
  - Stateside, CSE, UF
- Consider funding source before purchases occur and plan accordingly
  - Contribution from Stateside, CSE, UF

3. **ACCOUNTS PAYABLE (Melissa Taylor):**

- **Adobe Sign**
  - Can be used to route invoices, employee reimbursement forms, and PCard statement packages for signature approval.
  - MUST use the established workflow (see library in Adobe Sign) named “AP-Payment Document Approval” for all documents that will be routed to AP for processing. We have drafted a “How Do I” guide called [AP- Payment Document Approval](#), for your reference. Please note the following reminders/items:
    - All department review, vetting, validation steps need to be completed before a document is sent for approval in Adobe Sign. This is being noted because we have heard from some users that the approver was surprised by the request or may not have had all pertinent information to sign upon receipt.
    - Your AP Payment Specialist should be CC’d on the submission. PCard packet goes to the designated ProCard AP Specialist (Janita Pierce).
    - Ensure that you consider what document you are routing for approval and get all signers in the workflow (i.e., for employee reimbursement the Procurement Specialist needs to be included)
    - Completed documents will not be routed back to all signers via email. AP is the source department for these final records and the goal is to eliminate duplication of files throughout campus as well as curb emails for all involved.

- **Direct Deposit**

- Please make sure you keep your direct deposit (DD) information current with Accounts Payable. If you change your DD information with Payroll, please let us know as well. This will ensure timely delivery of your reimbursement payments to the correct account.

- **Travel Updates**

- **Concur**
  - User interface updated in January. All related campus resource documents have been updated to reflect the new look and feel of the platform. Additionally, many new videos have been created to assist users with key components of using the software. Please look at our updated [CTE webpage](#) for these updated resources.
  - Phase II (non-employee travel and encumbrance) is well underway. Starting testing on non-employee activity and will evaluate possibility of encumbrance amounts for approved travel next.
  - Concur approval **reminder** emails have been altered. A “daily digest” has been created to send information to approvers about request and expense submissions pending their review. One email will be sent each morning (around 8 a.m.) and it will not how many days the submission has been pending approval so the approver can plan accordingly. No more emails per submission! Similar report will be created for credit card transactions in very near future.

You have (2) expense report(s) awaiting your approval in Concur.


Campus	Approver Name	Approvers Manager	Days Pending Approval	Traveler Name	Report Trip Name	Total Report Amount
San Luis Obispo	Thulin, Andrew J.	Jackson-Elmoore, Cynthia	1	Steinmaus, Scott J.	December	220.88
San Luis Obispo	Thulin, Andrew J.	Jackson-Elmoore, Cynthia	1	Steinmaus, Scott J.	October Meetings	65.32

Approvers have **10** calendar days to approve a report. Failure to approve within the allotted time will result in the report being forwarded to the listed Approvers Manager for approval.

Please log in to [Concur](#) to approve the expense report(s) noted above.

For assistance, please contact Poly Travel Office at [polytravel@calpoly.edu](mailto:polytravel@calpoly.edu).

Thank you,  
Poly Travel Office



- Southwest has undergone an organizational update that will require changes for our ticket credits that occurred when trips were canceled due to COVID-19 travel restrictions.
  - Essentially, all ticket credits have been removed from individual traveler profiles in Concur and the balance of those credits will be retained at the campus level for use for any future travel that may occur.
  - In those cases where there is a department impact, outside of the COVID fund where most expenses were recorded when cancelations occurred, we will reach out directly to discuss.
- General “COVID Travel Safety Guidelines” have been drafted and referenced in Concur dashboard (company notes section) as well as on the Travel [webpage](#). These guidelines are meant to be a general point of reference for consideration if you have approved essential travel during this time. We have also linked the “CPDH Quarantine Guidelines” on this same webpage, to offer additional information about quarantine recommendations post travel.

4.

**PROCUREMENT & CONTRACT SERVICES (Sara Rumiano):**

**Spring Meetings** – Contact your Procure-to-Pay Team to schedule.

<https://www.csuchico.edu/purc/procure-to-pay.shtml>

**Year-end preparations**

- Work with Procurement Specialist to identify annual renewals
- Open Commitment Reports (Insight) – review open PO’s and evaluate if any older ones need to be closed (i.e. those for 19/20)
- Student Learning Fee purchases

**GovQuote** – Let us help you save some \$\$! Ask your Procurement Specialist for details.

- Hospitality during COVID - Reach out to Procurement Specialist **BEFORE**
  - The procedure is the same, the difference is how we interact. Always consider safety guidelines when scheduling.
  - Working virtually – employee/guest meals and business purpose
  - Food distribution (EOC approval of the event required)
  - Consider promotional items for students vs. pizza  
Promotional Item Examples – mugs, keychains, bags, shirts, etc. that have the campus logo/name and promote the University.
  - Grad gowns, etc? We rent, not purchase. Contact Cindy Reiswig if questions.

**CSUBUY**

- Need help? Email Kathleen Huber at [kahuber@csuchico.edu](mailto:kahuber@csuchico.edu)

**Amazon Business**

- Be sure you have registered for and are using your university account with @csuchico.edu email when ordering. If you have a personal account also, you will see both options when you go to log in.
- Be sure Amazon Smile is set up which donates money back to our University Foundation. More information can be found at <https://www.csuchico.edu/purc/amazon-business.shtml>.

5.

**BUDGET (Josh James):**

Thank you! Stacie and I have some big shoes to fill with Jeni’s departure!

**Budgetary only accounts**

660R20 – Rollover Allocation S&S

660U73 – Unallocated O&E

- These accounts cannot be used for requisitions, ProCard transactions, journal entry requests, etc.
- If you have budget in either of these accounts, it should be allocated out to the accounts you intend to spend out of via a budget transfer. These accounts cannot have actual entries post.

**Budget Review**

- Make sure you’re running account balance reports to ensure you’re not overspent and plan for the remainder of the year, review your one-time entries as well
- Be sure to include all funds, not just G1006 (SLF, CCF, RSCA, etc.)
- Good time to assess budget need for next fiscal year

## Student Learning Fees

- Monitor balances by program code
- Please communicate early if you will not be able to spend awards, work with your AAS
- 21/22 proposals are currently being reviewed

## Workstudy

- Think creatively to employ students and use work study funds
- May pay period is the last month of work in the current fiscal year for students

## Continue Spreading Budget...

For roughly two fiscal years now our office has been encouraging departments to spread their budget by account and not leave the budget sitting in 660003. We have seen a lot of progress in this effort but there is more work to be done. The following slides were pulled from a presentation given to the Deans and college AA/S's on 2/23/21 highlighting the improvement of Academic Affairs's budget from December 2018 to December 2020. They also show examples of some areas that need to spread their budget as well as examples of two colleges that have done a good job of spreading budget at least at the rolled up, account category level.

### We've come a long way!

- Balances as of **12/31/2018** for Academic Affairs in G1006

Dept Level 2 Fdescr▲▼	Acct Cat Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
D00200 - Academic Affairs Reserve	601 - Regular Salaries and Wages	77,052,868.20	43,341,497.63	0.00	33,711,370.57	56%
	602 - Work Study	1,099,660.00	574,468.12	0.00	525,191.88	52%
	603 - Benefits Group		22,646,301.43	0.00	(22,646,301.43)	
	605 - Utilities Group		2,606.33	0.00	(2,606.33)	
	606 - Travel	20,676.55	256,979.72	0.00	(236,303.17)	1,243%
	608 - Library Acquisitions	189,573.32	150,553.43	1,000.00	38,019.89	80%
	609 - Financial Aid		500.00	0.00	(500.00)	
	613 - Contractual Services Group	113,568.52	133,119.91	227,340.90	(246,892.29)	317%
	616 - Information Technology Costs	186,541.65	1,057,723.30	142,925.25	(1,014,106.90)	644%
	617 - Services from Other Funds/Agencies Group		4,467.54	0.00	(4,467.54)	
	619 - Equipment Group	31,255.80	143,176.36	61,303.23	(173,223.79)	654%
	660 - Misc. Operating Expenses	18,506,424.79	1,091,229.96	160,756.68	17,254,438.15	7%
	680 - Operating Transfers Out	4,101.66	1,351,082.20	0.00	(1,346,980.54)	32,940%
690 - Expenditure Adjustments			(1,286.19)	0.00	1,286.19	
<b>Grand Total</b>		<b>97,204,670.49</b>	<b>70,752,419.74</b>	<b>593,326.06</b>	<b>25,858,924.69</b>	<b>73%</b>

### Fast forward to 2020...

- Balances as of **12/31/2020** for Academic Affairs in G1006

Dept Level 2 Fdescr▲▼	Acct Cat Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
D00200 - Academic Affairs Reserve	601 - Regular Salaries and Wages	82,727,500.54	42,377,271.53	0.00	40,350,229.01	51%
	602 - Work Study	1,031,600.00	243,012.21	0.00	788,587.79	24%
	603 - Benefits Group	45,743,433.98	22,046,837.38	0.00	23,696,596.60	48%
	604 - Communications		0.00	0.00	0.00	
	605 - Utilities Group		2,706.80	0.00	(2,706.80)	
	606 - Travel	0.00	295.56	0.00	(295.56)	
	608 - Library Acquisitions	63,323.54	75,504.27	0.00	(12,180.73)	119%
	609 - Financial Aid	6,000.00	3,000.00	0.00	3,000.00	50%
	613 - Contractual Services Group	817,693.97	443,901.85	182,229.98	191,562.14	77%
	616 - Information Technology Costs	1,286,003.42	1,101,776.44	110,554.87	73,672.11	94%
	617 - Services from Other Funds/Agencies Group	16,000.00	12,199.25	0.00	3,800.75	76%
	619 - Equipment Group	248,809.63	174,941.39	158,876.35	(85,008.11)	134%
	660 - Misc. Operating Expenses	8,539,881.60	479,273.21	62,636.89	7,997,971.50	6%
680 - Operating Transfers Out	467,669.66	585,658.70	0.00	(117,989.04)	125%	
690 - Expenditure Adjustments			(1,301.50)	0.00	1,301.50	
<b>Grand Total</b>		<b>140,947,916.34</b>	<b>67,545,077.09</b>	<b>514,298.09</b>	<b>72,888,541.16</b>	<b>48%</b>

**Some work to be done still...**

Dept Level 3 Fdescr▲▼	Acct Cat Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
Unit A	601 - Regular Salaries and Wages		66,872.41	0.00	(66,872.41)	
	660 - Misc. Operating Expenses	140,184.00	0.00	0.00	140,184.00	0%
	680 - Operating Transfers Out		669.14	0.00	(669.14)	
Unit A Total		140,184.00	67,541.55	0.00	72,642.45	48%
Unit B	601 - Regular Salaries and Wages		230,301.21	0.00	(230,301.21)	
	616 - Information Technology Costs	296.53	18,967.07	0.00	(18,670.54)	6,396%
	660 - Misc. Operating Expenses	448,933.00	6,172.03	0.00	442,760.97	1%
	680 - Operating Transfers Out		1,064.72	0.00	(1,064.72)	
Unit B Total		449,229.53	256,505.03	0.00	192,724.50	57%
Unit C	601 - Regular Salaries and Wages		328,219.35	0.00	(328,219.35)	
	616 - Information Technology Costs		276.68	0.00	(276.68)	
	660 - Misc. Operating Expenses	776,495.00	794.85	0.00	775,700.15	0%
	680 - Operating Transfers Out		1,563.71	0.00	(1,563.71)	
Unit C Total		776,495.00	330,854.59	0.00	445,640.41	43%

**Helpful reporting at the college level**

- This is just a plan, no need to request budget entries to match Actuals

Dept Level 3 Fdescr▲▼	Acct Cat Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
College D	601 - Regular Salaries and Wages	10,904,634.15	5,464,412.43	0.00	5,440,221.72	50%
	609 - Financial Aid	6,000.00	3,000.00	0.00	3,000.00	50%
	613 - Contractual Services Group	11,791.27	500.00	5,215.13	6,076.14	48%
	616 - Information Technology Costs	67,651.43	10,276.96	22,554.05	34,820.42	49%
	660 - Misc. Operating Expenses	957,967.01	25,548.15	11,000.47	921,418.39	4%
	680 - Operating Transfers Out	77,404.58	44,144.69	0.00	33,259.89	57%
College D Total		12,025,448.44	5,547,882.23	38,769.65	6,438,796.56	46%
College E	601 - Regular Salaries and Wages	11,034,320.00	5,331,849.92	0.00	5,702,470.08	48%
	606 - Travel		69.00	0.00	(69.00)	
	613 - Contractual Services Group		150.00	0.00	(150.00)	
	616 - Information Technology Costs	11,000.00	344.83	2,115.85	8,539.32	22%
	660 - Misc. Operating Expenses	503,805.96	16,574.45	565.00	486,666.51	3%
	680 - Operating Transfers Out	64,120.88	33,113.52	0.00	31,007.36	52%
College D Total		11,613,246.84	5,382,101.72	2,680.85	6,228,464.27	46%

6. **CLOSING:**  
I would like to offer Chico State Enterprises to join us at future Financial Services Forums since there is such much connection between the campus and our auxiliary organizations.

**SAVE THE DATE!** Our next Forum will be focused on year-end close of the 2020/21 year and will be held on **Tuesday, May 25, 2021** at 10:00 a.m.

*Forum presentations, minutes and updates available at <https://www.csuchico.edu/fin/forum.shtml>*

7. We welcome all feedback, future topics, and suggestions. Please send to [fincfs@csuchico.edu](mailto:fincfs@csuchico.edu)

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<b>FUTURE MEETINGS</b>		
<b>Date: May 25, 2021</b>	<b>Time: 10:00 a.m.</b>	<b>Place: Via Zoom Webinar</b>