

CSU, Chico Financial Services Forum

Minutes – Sept. 25, 2019

10:00-11:00, CLSA 100A

DISCUSSION

1. **Introduction (Stacie Corona):**
- Welcome to first Financial Services forum in 19/20 academic year
 - We generally hold 3 forums per year, 1 at beginning of Fall semester, 1 at beginning of Spring semester and 1 near year-end to prepare for closing the fiscal year
 - Forums include department updates from Financial Services and University Budget

1. **PROCUREMENT & CONTRACT SERVICES (Sara Rumiano):**
 Fall Vendor Fair is Friday September 25th from 9-12pm – please attend!
- Procure to Pay (P2P) teams, listed on [website](#) if you don't know your team
- Bri Saseen is on maternity leave, Janita Pierce is your *temporary* Payment Specialist
- Procure to Pay Goals
- Build Trust – Meet with your Procure to Pay team
 - Plan – Strategic thinking... What do you plan to buy?
 - Save – Saving funds and directly benefiting students, returning funds to departments
- Cost Saving Examples: See forum presentation for actual department savings
- Work with your buyer (procurement specialist), there is no dollar amount minimum so reach out to Procurement and let us help
- Policy Updates
- Supplier Direct Pay Procedure
 - Reimbursement to Campus Employees Procedure
 - Hospitality Procedures
 - See forum presentation and below for chart on changes to Hospitality Procedures

Summary of Changes		
Expenditure	New Procedure (beginning 7/1/2019)	Old Procedure (ending 6/30/2019)
Participation Incentives: (for non-CSU Chico employees)	Yes – procedure defined	No (did not address participation incentives)
Awards & Prizes: Morale Building, appreciation, recognition, and employee length of service awards (w/5 years of service)	Yes with business purpose, infrequent and requires VP approval	Usage undefined
Business Meals w/ employees only	Yes with business purpose, infrequent, and not for convenience	No
Business Meals w/ official guest	Yes with business purpose	Yes with business purpose
Promotional items for non-CSU Chico employees	Yes	Yes
Promotional items for CSU Chico employees	Yes, if part of morale building, recognition, appreciation activity and with VP approval	No (yes if using non-general fund monies)
FAQ Section	Yes - more detailed explanation of use	No, info was in chart

2.	<p><u>FINANCIAL ACCOUNTING & REPORTING (Melissa Taylor for Michelle Korte):</u> Course Fee Fund - <i>update</i></p> <ul style="list-style-type: none"> • Fund change from T6704 to T8537 <p>9/30/19 Quarter end</p> <ul style="list-style-type: none"> • Will be notified via FINCFS email • Opportunity to review quarter activity
3.	<p><u>ACCOUNTS PAYABLE (Melissa Taylor):</u> Travel Updates – Announcement sent in July</p> <ul style="list-style-type: none"> • See forum presentation chart for all updates • Significant change is itemized receipt requirement increasing from \$25 to \$55. <p>Concur Travel and Expense (CTE) Update/Status</p> <ul style="list-style-type: none"> • VPAA is last division to be implemented in CTE <ul style="list-style-type: none"> ○ Ag has begun followed by Provost’s office, Library, and IRES ○ Please contact Melissa Taylor to schedule your college/unit • See Concur (CTE) website for updates, reference guides, quick guides and training videos • Iowa has been added as restricted state under AB1887 <ul style="list-style-type: none"> ○ Effective 10/4 • Christopherson Business Travel – our CSU travel management company which offers “Events and Meeting Services” locally or off campus, reach out to Melissa Taylor if interested.
4.	<p><u>BUDGET (Jeni Kitchell):</u> Student Learning Fees</p> <ul style="list-style-type: none"> • 2019-20 Awards - New flexibility <ul style="list-style-type: none"> ○ Contact Kathleen Gentry in Provost Office for any questions • 2020-21 Awards – <ul style="list-style-type: none"> ○ Link to timeline www.csuchico.edu/slf/timeline/current-year.shtml <p>2019-20 Campus Budget Plan</p> <ul style="list-style-type: none"> • Completed and available online • UBC meeting 9/27/19 where budget information is shared, agenda is available online <p>Purpose of Budgeting</p> <ul style="list-style-type: none"> • Assists in the preparation, analysis, and management of the university’s resources • Ensures funds are being spent according to an approved plan • Provides a metric for evaluating adherence to the spending plan • Plan for fixed, variable & one-time costs <p>Goals for Budgeting</p> <ul style="list-style-type: none"> • Strategic, intentional spending plan for the University <ul style="list-style-type: none"> ○ How much money is needed? ○ How are funds intended to be spent (by category)? ○ Align with the campus strategic plan <p>Proposals for Future Budgeting</p> <ol style="list-style-type: none"> 1. Position Management <ul style="list-style-type: none"> • Review existing positions • Staff, management, & T/TT positions

- Active positions = authorized and intend to fill

2. Budget Transfers – *best practices to consider*

- Budget by category
- Budget to nearest hundred, no cents
- Not used to zero out BBA

- Budget Transfer Reminders
 - Cannot be used to transfer between funds
 - Not used to move actuals
 - Not used to ‘pay’ another department
 - Contact Financial Accounting & Reporting (far@csuchico.edu) if need to transfer money between funds, move actuals or need assistance in transferring between departments

Discussion

Question: Since budget isn’t given out till October-ish, should departments create a negative budget (by allocating) before they are given their budget? Jeni will connect with Jennifer Mays and the other division budget leads to determine the best approach. Follow-up at the next forum.

Many departments have budgets that are managed via excel documents, Jeni stated the importance of posting budget in CFS for reporting consistency and transparency, and reducing shadow systems.

5. We welcome all feedback, future topics, and suggestions. Please send to fincofs@csuchico.edu

FUTURE MEETINGS		
Date: Tentative February 26, 2020	Time: 10am	Place: CLSA 100A
Date: Tentative May 21, 2020	Time: 10am	Place: CLSA 100A