

CSU, Chico Financial Services Forum

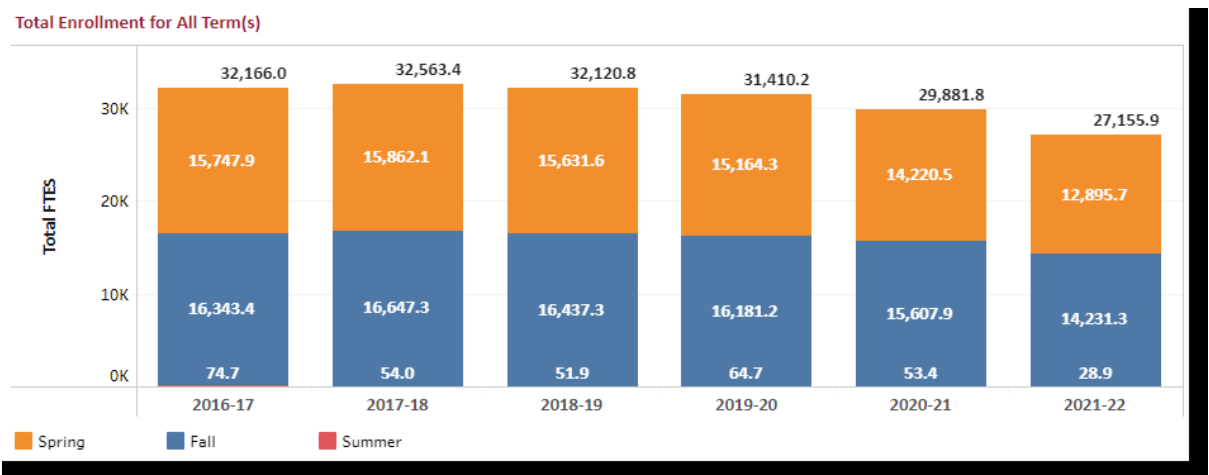
Minutes – September 27, 2022

10:30-11:30 Virtual Meeting

DISCUSSION

1. **FINANCIAL SERVICES (Stacie Corona):** <https://www.csuchico.edu/fin>
- Completing Notices of Separation
 - Necessary to keep CFS access permissions current
 - When employees change positions on campus
 - When employees drop a position (like a dept chair)
 - Higher Education Emergency Relief (HEERF) Awards
 - Few awards still being spent due to special circumstances
 - Questions? Email FINCFS@csuchico.edu
 - Electronic Form & Workflow Project – Update (Feb)
 - Unity & OnBase
 - Form design platform & workflow/document repository
 - Travel CC request form – NOW LIVE!
 - Form website [update](#)
 - Cardholder must initiate the form/request
 - Approvers will receive email from DMGT@csuchico.edu with direct link to form(s) in queue for approval.
 - We have encountered some approvers having locked OnBase accounts. Please reach out to Melissa Taylor if this is encountered mltaylor@csuchico.edu.
 - Forms and processes in testing for migration to production:
 - ProCard request/update form – *in testing*
 - Payee Data Record (decentralized distribution/solicitation) - *in testing*
 - CFS Upgrade – MP 5.0
 - Acceptance Testing: 9/19 - 10/28
 - CFS production downtime: 11/18 – 11/21 at 9 a.m.
 - Communication via FIN CFS email
 - May need to cut-off requisition entry end of day 11/17 to migrate to POs on 11/18 before cutover

2. **BUDGET (Josh James):** <https://www.csuchico.edu/bud>
- Enrollment and Revenue: We’ve all heard about declining enrollment, but does enrollment impact my budget? See *Public/Open Data and Reports* at: <https://www.csuchico.edu/data>



- Enrollment directly impacts our budget, especially for student fee funded programs (Athletics, Rec Sports, Health Services, etc.)
 - Operating Fund is what funds most daily operations (G1006)
 - Restricted Student Fee Funds directly impact amount of awards that can be given out and how those programs operate each year

		Fiscal year actuals				Budget
		2018/19	2019/20	2020/21	2021/22	2022/23
FTES	Resident	15,633	15,328	14,642	13,262	12,318
	Non Resident	427	377	299	316	320
	Total FTES	16,060	15,705	14,941	13,578	12,638
Operating Fund	Tuition	94,027,685	90,976,096	87,742,087	80,674,239	74,164,000
	Non-Resident	3,300,367	2,993,307	2,470,999	2,437,187	2,459,000
	Tuition & NR Subtotal	97,328,052	93,969,403	90,213,086	83,111,426	76,623,000
Restricted Student Fee Funds	Consolidated Course Fee	468,610	458,804	440,523	406,930	343,000
	Student Learning Fee*	2,082,230	2,826,089	2,854,514	2,627,090	2,480,000
	Health Services Fee*	7,993,582	8,061,997	8,065,118	7,422,220	6,966,000
	Health Facilities Fee	101,595	98,715	95,116	87,634	79,000
	ID Card	71,776	70,319	67,450	62,274	53,000
	Student Activity	2,298,000	2,266,619	2,251,609	2,072,040	2,005,000
	IRA - Baseline	1,582,868	1,571,343	632,556	1,426,335	1,372,000
	IRA - Athletics*	3,334,126	4,910,650	4,839,089	4,453,318	4,117,000
Student Union	13,719,566	13,596,934	13,452,897	12,380,541	12,007,000	
	Cat II fee subtotal	31,652,353	33,861,470	32,698,872	30,938,382	29,422,000
	Grand Total	128,980,405	127,830,873	122,911,958	114,049,808	106,045,000

- What about our State Support Allocation?

Fiscal Year State Support				
18/19	19/20	20/21	21/22	22/23
126,690,932	140,015,432	131,838,000	140,098,000	152,905,000

- Our state support has generally gone up every year (except 20/21 during the beginning of the COVID pandemic).
- Increases to state support are generally for specific purposes such as benefit rate increases, compensation or GI 2025 initiatives.
- The additional funding doesn't always cover the total cost. For 22/23, it's estimated that our compensation allocation only covers 80% of the true cost of the compensation increases. The balance must be funded by Tuition & Student fees.
- Self-support and fee funded programs (Athletics and Rec Sports) do not receive any of this money and solely rely on student fee revenue.
- We don't need to panic!
 - As a campus we have some tough obstacles to overcome but if we come together, we can weather the storm.
 - We must acknowledge that we all have a part to play in enrollment and advocating for our campus in our work and personal lives can help draw potential students to Chico.
 - Now is the time to be thinking of how we can streamline processes, reduce redundant software and ensure all our spending is responsible and necessary.
 - What "non-value-added" work are we still doing simply because we've always done it? Eliminating those tasks that are not profitable frees us up to tackle other tasks.
- Student Learning Fees (Fund T8508)
 - Start working on a spending plan now to prevent a rush in the last quarter of the fiscal year
 - Request new/updated positions as needed
 - Visit the SLF website for more program info www.csuchico.edu/slf
- Budgetary Only Accounts
 - Remember that the accounts below are only to be used for budget transactions, they cannot be used for requisitions, purchase orders, P-Card statements, etc.

	<ul style="list-style-type: none"> ▪ 660R20 - Rollover Allocation S&S ▪ 660U01 - University Initiatives ▪ 660U73 - Unallocated O&E <ul style="list-style-type: none"> • RESOURCES <ul style="list-style-type: none"> ○ Visit the University Budget Office Website for more info www.csuchico.edu/bud ○ Transparency & Reporting – Campus budget & lottery allocation info, student fee reports & OpenBook transparency portal. ○ University Funding Sources – Documentation on various funds including SLF, CCF, Lottery, IRA, grant funds & more! ○ Student Fees – Historical student fee rates and overview of student fee categories. ○ Position Management – Guides on how to find your department’s position information in HR as well as how to update position info & funding. ○ Various training guides and budget transfer template
3.	<p><u>PROCUREMENT & CONTRACT SERVICES (Sara Rumiano/Bri Saseen):</u> https://www.csuchico.edu/purc</p> <ul style="list-style-type: none"> ▪ Contact your Procure-to-Pay Team! They are here for YOU! www.csuchico.edu/purc/procure-to-pay.shtml ▪ Time to clean up Procurement Data in CFS! <ul style="list-style-type: none"> ○ Review open encumbrances using Insight www.csuchico.edu/fin/insight-reporting.shtml ○ Email Procurement Specialist with anything that needs to be closed or adjusted ○ Set a monthly reminder to review, get in the habit of keeping it cleaned up ○ Goal is to have everything cleaned up by February before migrating to CSUBUY ▪ Amazon Business has moved! <ul style="list-style-type: none"> ○ Now a punchout catalog under CSUBUY...register today! ○ Shop in Amazon punchout like other vendors, then go back to CSUBUY shopping cart to buy. ○ “Deliver to” information MUST BE entered in CSUBUY. It does not transfer from the punchout. ○ Easily add Amazon Smile so percentage comes back to CSE. ○ Can retrieve order history and invoice copies in “My Orders” in Amazon. ○ If you find an item is cheaper in regular Amazon than Amazon Business, let your procurement specialist know. Remember to try other vendors who may be less expensive on a regular basis. ○ Please refer to website for instructions www.csuchico.edu/purc/amazon-business.shtml ▪ COMING SOON...CSUBUY Procure To Pay <ul style="list-style-type: none"> ○ In addition to CSUBUY shopping platforms we’ve become familiar with over the past few years, CSUBUY will soon include all Procure to Pay (P2P) processes: shopping for goods and services, requisitioning, ordering, receiving, invoicing and payment. ○ Chico State is currently in the testing stage and will be first campus to implement ○ Scheduled “go live” date is July 2023 ○ Trainings begin in March 2023 and Volunteers are needed to be first wave Super End-Users! Contact Michael McNairn mjmcnairn@csuchico.edu or Bri Saseen bsaseen@csuchico.edu if you’d like to volunteer.
4.	<p><u>ACCOUNTS PAYABLE (Melissa Taylor):</u> https://www.csuchico.edu/ap</p> <ul style="list-style-type: none"> • Travel in Concur: <ul style="list-style-type: none"> ○ For Employees/Students/Interviewees ○ System notifications – awareness and action. These are very helpful in helping you not miss 60-day deadlines, so please don’t ignore them. ○ Training <ul style="list-style-type: none"> ▪ CSU Learn - CTE –General Overview – self paced (recorded) ▪ CSU Learn - CTE –General Overview (live training via Zoom) ▪ Department/Unit specific training available upon request ▪ Resources on AP page www.csuchico.edu/ap/cte/concur.shtml

	<ul style="list-style-type: none"> • Service Providers – Travel Reimbursement in lieu of service fee <ul style="list-style-type: none"> ○ Suppliers who are providing service/performing a function are subject to Procurement procedures. <ul style="list-style-type: none"> ▪ Req is needed to capture details about activity and document expectations of all parties. ▪ Supplier should provide invoice to communicate fees. Asking for reimbursement of travel expenses in lieu of service fee does not then get classified as travel and transacted in Concur. ▪ If supplier is going to be reimbursed for travel, however, they are subject to our CSU travel procedures in the absence of alternative negotiations. <ul style="list-style-type: none"> • All amounts are potentially subject to annual 1099 reporting and may have tax reporting implications for the agency/individual performing the function. ▪ Please consult with your P2P team as situations arise. This can help tremendously with getting the transaction in the correct lane for timely processing. • Employee reimbursements (non-hospitality) <ul style="list-style-type: none"> ○ Please ensure what is being sent is complete. This will expedite processing and mitigate delays. ○ IF use Adobe Sign to send payment/PCard documents to AP, must use the workflow “AP Payment Document Approval.” <ul style="list-style-type: none"> ▪ Please make sure you set up with appropriate signatures to obtain all those required for processing: payee, authorizer, <u>and procurement specialist</u> on last row. 	
5.	<p>FINANCIAL ACCOUNTING & REPORTING (Ron Barker): https://www.csuchico.edu/far</p> <ul style="list-style-type: none"> • Staff bonuses account correction – should be completed by September close <ul style="list-style-type: none"> ○ Some show in 601100 Academic Salaries ○ Correcting to 601300 Staff Salaries • New CSU Fund 564 <ul style="list-style-type: none"> ○ Miscellaneous State Financial Aid ○ First use: Y6401 CalKids (college/career training savings for CA kids) • Year-end GAAP reporting – FAR team has been hard at work to complete external reporting • Please continue to review transactions and reach out to FAR@csuchico.edu for any questions or correction requests 	
6.	<p>STUDENT FINANCIAL SERVICES (Anna Magaña) No report https://www.csuchico.edu/sfin</p>	
Slide presentation and recording of this meeting are available on the Financial Services Forum web page.		
<p>We welcome all feedback, future topics, and suggestions. Please send to fincfs@csuchico.edu</p>	<p>Stacie Corona Associate VP, Financial Services scorona@csuchico.edu (530) 898-5730</p>	<p>Ron Barker Director, Financial Accounting & Reporting rabarker@csuchico.edu (530) 898-5606</p>
<p>Josh James Assistant Director, University Budget jhjames@csuchico.edu (530) 898-5938</p>	<p>Michelle Korte Director, Financial Systems & Data Reporting mkorte@csuchico.edu (530) 898-5207</p>	<p>Anna Magaña Director, Student Financial Services amagana5@csuchico.edu (530) 898-5936</p>
<p>Sara Rumiano Acting Exec. Director, Procurement & Contract Services srumiano@csuchico.edu (530) 898-5270</p>	<p>Melissa L. Taylor Strategic Initiatives and Accounts Payable Manager mltaylor@csuchico.edu (530)898-5851</p>	<p>NEXT FORUM: TBD Feb 2023</p>