FINANCIAL SERVICES FORUM

February 23, 2023
10:00 a.m.
Virtual Zoom Webinar
WELCOME!

Some guidelines for our meeting:

• Chat will be closed during meeting

• Q&A window will be open throughout, and we will address questions for each manager after their slide presentation

• This session will be recorded and will be available with the slides and minutes once they post
AGENDA

- Financial Services
- Student Financial Services
- University Budget
- UF and CSE Funds (Pam Hollis)
- Procurement & Contract Services
- Accounts Payable
- Financial Accounting & Reporting
- Questions & Future Topics
## Financial Services

### Reference - List of Department Emails

<table>
<thead>
<tr>
<th>Department</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Services</td>
<td><a href="mailto:fincfs@csuchico.edu">fincfs@csuchico.edu</a></td>
</tr>
<tr>
<td>Student Financial Services</td>
<td><a href="mailto:cash@csuchico.edu">cash@csuchico.edu</a></td>
</tr>
<tr>
<td>University Budget Office</td>
<td><a href="mailto:budgetcfs@csuchico.edu">budgetcfs@csuchico.edu</a></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td><a href="mailto:accountspayable@csuchico.edu">accountspayable@csuchico.edu</a></td>
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<td></td>
<td><a href="http://www.csuchico.edu/purc/procure-to-pay">www.csuchico.edu/purc/procure-to-pay</a></td>
</tr>
<tr>
<td>Procurement &amp; Contract Services</td>
<td><a href="http://www.csuchico.edu/purc/procure-to-pay">www.csuchico.edu/purc/procure-to-pay</a></td>
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<tr>
<td>Distribution Services</td>
<td><a href="mailto:distribution@csuchico.edu">distribution@csuchico.edu</a></td>
</tr>
<tr>
<td>Financial Accounting &amp; Reporting</td>
<td><a href="mailto:far@csuchico.edu">far@csuchico.edu</a></td>
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</tbody>
</table>
FINANCIAL SERVICES

Fiscal Year-end Schedule

- Coming soon
- Communication will be via FIN CFS emails and posted on multiple websites

Overall Campus Budget Status

- Declining Enrollment – reduced revenue
- Hiring freeze
- Spending Reserves (unsustainable model)
  - Information about spending UF/CSE funds

Univ Budget Committee Mtg
March 3rd – 8-10am
ID: 838 7580 2482
Passcode: 724398
FINANCIAL SERVICES
STRATEGIC INITIATIVES

Website Updates

- Administrative Support Resources Page (reminder)
  - https://www.csuchico.edu/hr/resources/admin-support/index.shtml

Electronic Form & Workflow Project

- Forms and processes in development:
  - Delegation of Authority (to replace the signature authorization form/process)
  - Employee/Student direct deposit authorization for Accounts Payable
  - Employee/Student reimbursement workflow
Payments to Students Guide

• A resource to assist in determining the category of payments to a student:
  • Financial Aid
  • Wages
  • Travel Reimbursement
  • Prize/Award

• Website - https://www.csuchico.edu/sfin/payments-to-students-guide/index.shtml
  • Site is still evolving
UNIVERSITY BUDGET

Budget Office Changes:

- New Budget Director: Anna Magaña
- New Budget Analyst: Marzi Nikbakht

- Transitions:

  - Josh James working for CO Budget Office
  - Jessica Anderson splitting time between HRIS (Supporting CHRS) and Budget

- Budget Office Email: budgetcfs@csuchico.edu
Start reviewing student fee funds (IRA, SLF, CCF)

Student Learning Fees/Consolidated Course Fees

- Try to spend down awards before the end of the semester so students can receive the benefit of these dollars

- As of January 2023 close, we are 58% through the fiscal year but SLF is 49% spent and CCF is 31%

<table>
<thead>
<tr>
<th>Fund Fdescr</th>
<th>Dept Level 2 Fdescr</th>
<th>Current Budget</th>
<th>Actuals</th>
<th>Encumbrances</th>
<th>Balance Available</th>
<th>% Used Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>T8508 - Student Learning Fee</td>
<td>AA - Academic Affairs</td>
<td>1,914,501.19</td>
<td>853,983.76</td>
<td>143,097.50</td>
<td>917,419.93</td>
<td>52%</td>
</tr>
<tr>
<td></td>
<td>SA - Student Affairs</td>
<td>315,570.00</td>
<td>97,242.11</td>
<td>0.00</td>
<td>218,127.89</td>
<td>31%</td>
</tr>
<tr>
<td>T8508 - Student Learning Fee Total</td>
<td></td>
<td>2,229,871.19</td>
<td>951,225.87</td>
<td>143,097.50</td>
<td>1,135,547.82</td>
<td>49%</td>
</tr>
<tr>
<td>T8509 - Consolidated Course Fee</td>
<td>AA - Academic Affairs</td>
<td>622,994.74</td>
<td>171,796.19</td>
<td>21,671.70</td>
<td>429,526.85</td>
<td>31%</td>
</tr>
<tr>
<td></td>
<td>UA - University Advancement</td>
<td></td>
<td>(964.18)</td>
<td>0.00</td>
<td>964.18</td>
<td></td>
</tr>
<tr>
<td>T8509 - Consolidated Course Fee Total</td>
<td></td>
<td>622,994.74</td>
<td>170,832.01</td>
<td>21,671.70</td>
<td>450,491.03</td>
<td>31%</td>
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<tr>
<td>Grand Total</td>
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<td>2,852,865.93</td>
<td>1,122,057.88</td>
<td>164,769.20</td>
<td>1,566,038.85</td>
<td>45%</td>
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</table>
Student Learning Fees/Consolidated Course Fees

- Reminder only student hours worked through 5/31/23 will post in this fiscal year.
- Unspent awards will not be rolled forward into next fiscal year.
  - SLF: Programs will retain the standard 10% rollover and any additional budget will be swept back to be reallocated.
  - CCF: Rollovers are limited to 20% of each college’s current year allocation.
- Visit the SLF website for more program info
  - [www.csuchico.edu/slf](http://www.csuchico.edu/slf)
- Visit CCF expenditure guidelines under Category II:
  - [https://www.csuchico.edu/bud/student-fee-info.shtml](https://www.csuchico.edu/bud/student-fee-info.shtml)
UNIVERSITY BUDGET

Workstudy

- As a campus, we want to spend 100% of workstudy budgets.

- Review budget to actuals and be in communication with your AAS or Budget contact.

- Campus Budget $2,721,574
- Actuals $1,429,544 as of 1/31/23 (student payroll as of Dec 31st)
- 53% spent ⇐ needs to be 100% by June 30th

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<tr>
<th>Fund Fdescr</th>
<th>Dept Level 1 Fdescr</th>
<th>Current Budget</th>
<th>Actuals</th>
<th>Encumbrances</th>
<th>Balance Available</th>
<th>% Used Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>G1006 - CSU OPERATING FUND</td>
<td>UNIV - CSU, Chico</td>
<td>2,588,573.72</td>
<td>1,369,279.13</td>
<td>0.00</td>
<td>1,219,294.59</td>
<td>53%</td>
</tr>
<tr>
<td>T6300 - TIR-INSTR REL ACTVITY</td>
<td>UNIV - CSU, Chico</td>
<td>133,000.00</td>
<td>60,265.00</td>
<td>0.00</td>
<td>72,735.00</td>
<td>45%</td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td>2,721,573.72</td>
<td>1,429,544.13</td>
<td>0.00</td>
<td>1,292,029.59</td>
<td>53%</td>
</tr>
</tbody>
</table>
Chico State Enterprises and the University Foundation:

Helping mitigate state budget shortfalls and declining enrollment
Who are we?

University Foundation (UF)

501c3 Non-Profit Organizations established to support Chico State

Philoanthropic
- Receiver/Manager of gifts to the university
- University Oversight: University Advancement
  - UF CEO: Ahmad Boura
  - UF Executive Director: Pam Hollis

RELATIONSHIP
The UF contracts with CSE to provide administrative services which include AR/AP/HR and financial accounting/reporting.

Chico State Enterprises (CSE)

Enterprise
- Manager of Grants/Contracts/Enterprise Ops
- University Oversight: Academic Affairs
  - CSE CEO: Mary Sidney
  - CSE Financial Director: Vance Kelly

Who are we?
What do we do?

University Foundation (UF)

Mission Statement

The Foundation’s mission is to support Chico State’s Strategic Plan by

- Raising $
- Investing $
- Disbursing $
Where do the gifts go?

University Foundation (UF)

Raises $ for:

ENDOWMENTS – for the long-term viability of the university

SCHOLARSHIPS – Support student success - recruit/retain students

ANNUAL FUNDS – help with everyday needs of faculty, staff and students
CSE and the University Foundation

**UNIVERSITY FOUNDATION**

- ACCOUNTING:
  - Project #s
    - 10-xxxxx-00 – Operating Funds
    - 20-xxxxx-00 – Annual Funds
    - 35-xxxxx-00 – Scholarships
    - 40-xxxxx-00 – Endowments
    - 45-xxxxx-00 – Trusts & Annuities

**CHICO STATE ENTERPRISES**

- ACCOUNTING:
  - Project #s
    - 55-xxxxx-00 – Operating Funds
    - 80-xxxxx-00 – Investment Accounts
    - 65-xxxxx-00 – Incentive Funds
    - 70-xxxxx-00 – Enterprise Accounts
    - 80-xxxxx-00 – Campus Programs

$13.8 Million in Annual Funds

$4 million in Incentive Funds
Annual Funds in the University Foundation

$13.8 million

Need to identify for spending

$4+ million

We need your help
ACCESSING UF Annual Funds

Challenges

“Trapped” Money

I don’t know I have this money

I don’t know how to spend this money

It’s really hard to spend this money
ACCESSING Auxiliary Funds

Challenges / Solutions

Better Communication & Training from CSE & Advancement

College AA/S Department ASCs Program Directors

Deans Department Chairs Budget Managers
PROCUREMENT & CONTRACT SERVICES

Contact your Procure-to-Pay Team!

https://www.csuchico.edu/purc/procure-to-pay.shtml
Quick Guide – High level description of requirements for procurement transactions.

Reach out to your Procurement Specialist TODAY for a copy!
Regalia:

- The University does not purchase regalia but will allow regalia to be rented. This includes the accessories that go with the regalia, such as the hood, sashes, cords, and additional items. Regalia may be rented through AS Bookstore and may be done using a University ProCard. When submitting the receipt as part of the monthly ProCard summary, please indicate the name(s) of the employees that will be using the rented regalia.

Sashes, cords, or medallions: These items may be purchased with a University ProCard but require pre-approval by your assigned Procurement Specialist.

- If the item is given to students as an award for exemplary accomplishment with distinct eligibility criteria (honors for example), or the item is given to student to promote the college, department, major, or group, these expenses are allowable per the University Hospitality Procedure. The ProCard receipt must be accompanied by an approved Hospitality Expense Request.

- If the item is given to students and the student paid a fee that includes the cord/sash, it is allowable and is not considered Hospitality, but rather a program expense. ProCard receipt must indicate that a fee was paid by the students.

- Cords/Sashes/medallions cannot be purchased a department and “sold” to individual students.

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HAPPENINGS – REMINDERS – ANNOUNCEMENTS

ProCard
- Welcome to Layla Betar-Makhoul, ProCard Program Coordinator
- For updates/declines/limits/process & procedures, reach out to your Procurement Specialist FIRST!
- Statements – attach receipts in order

Year-end is coming!
- Review transactions
- Close/Cancel encumbrances (review Open Commitments)
- Be prepared to attend your year-end P2P meeting

Attachments
- Send all together – attach to req
- Invoices – to AP directly
PROCUREMENT & AP

CSUBUY ROADSHOW

- Thank you to all who attended & participated!
- Give us your feedback on our Roadshow Survey!

1. Deep Dive into CSUBUY
2. CSUBUY & Me
3. CSUBUY: The New Way to Procure & Pay
4. CSUBUY Town-Hall
PROCUREMENT & AP

CSUBUY SPECIFIC EMAIL

- CSUBUY@csuchico.edu

CSUBUY CAMPUS WEBSITE: UPDATES TO COME

- https://www.csuchico.edu/purc/csubuy.shtml

SIGN UP FOR SYSTEMWIDE PROJECT UPDATES

- https://csyou.calstate.edu/Projects-Initiatives/csubuy/procure-to-pay/Pages/default.aspx
PROCUREMENT & AP

YEAR END STRATEGY: A YEAR END LIKE NO OTHER

Be thinking about your upcoming needs:

- Current year POs
- In-flight POs
- New year POs

CSUBUY transition strategy coming soon...
PROCUREMENT & AP

WHERE WE’RE HEADED...

- Streamline Procurement and Payment Processes
- Improve User Experience
- Better Data Quality for Decision Making
- Increased Visibility
- Continuous Improvement
PROCUREMENT & AP

BROUGHT TO YOU BY YOUR CAMPUS CORE TEAM

- Sara Rumiano
- Melissa Taylor
- Michael McNairn
- Layla Betar-Makhoul
- Bri Saseen
ACCOUNTS PAYABLE

Travel:

- Submitting timely-60 days from completion of the trip end date
  - System notifications occur – 30, 45, 50-61 (daily)
- VPAA – addition of the Provost to international requests

**Approver 2 – Cost Object Approver (COA)**
This is the designated minimum signature authority for the funding unit. Campus decision to delegate this to the Dean/Director level, from the VPs to an Admin III. This designation is made by depiction.

**Approver 2** individuals will need to manually add the Provost to the workflow for **international and banned state travel requests** (that has actual potential under AB1887).
- COA additions can be accomplished by editing a travel request’s approval workflow, adding the Provost, and upon approval the request will route to the Provost next.
ACCOUNTS PAYABLE

General:

- Guest Hotel Reservations
  - Please ensure you are communicating funding entity when booking reservations with local contracted hotels (i.e. Oxford Suites/Hotel Diamond)
    - Hotels are not billing correct entity
  - LA#’s are for state funded reservations only

- Secure drop box folder (supplier PDR submission)
  - Set to be decommissioned within the next few months. All supplier PDRs should be coming through OnBase and employee/student direct deposit information should be submitted through upcoming Direct Deposit form in OnBase.
Introduction of our newest team member: Ross Gilb!

2nd half of the year reminders:
- Look at your actuals, make any reclass requests now
- Please close out PO's that are complete
- Initiate any IFT's for transactions with other campuses

Reimbursed time
- Please work with your analyst at CSE for any Fall 2022 release time that has not yet been processed
- Please be aware of any Spring 2023 release – keep track of it to ensure your department is made whole

Ty is working on updated LTA's (Local Trust Agreements) – to be distributed soon

Please continue to review transactions and reach out to FAR@csuchico.edu for any questions or correction requests
FINANCIAL ACCOUNTING & REPORTING

- Spending CSE/UF Funds
  - Invoicing for services – when employees have done work on a CSE project
    - Example: Reimbursed Time
  - Contributions – non-exchange transactions
    - Example: UF Governor's Award
  - Expense Abatement – When the expenditure was made stateside in error
    - Used the word procurement card

- Receipting Instructions
  - Whenever you are bringing money over, please email far@csuchico.edu to discuss appropriate receipting instructions

- Friendly reminder: Only FAR can generate invoices
Interagency Accounts Reminder

- 616902 – Interagency I/T Software
  - 616E02 – Interagency I/T Enterprise Software
    Used to distribute expenditures for IT Software, including maintenance costs, related to the use of the centrally paid software, between campuses or between campuses and the CO.

- 617810 – Services from Auxiliary Organization - AS
  - 617811 – Services from Auxiliary Organization – CSE
    To record charges for specific services performed by auxiliary organizations and related campus or the CO.
QUESTIONS & FUTURE TOPICS

• To Be Determined: “Year-End Forum”

• Future topics? Any questions?

• We welcome feedback!

• Email fincfs@csuchico.edu with general questions not specific to departments
Stacie Corona  
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(530) 898-5237

https://www.csuchico.edu/fin/forum.shtml

Thank you for attending the Financial Services Forum!