

BAFOG Meeting Notes 4/28/05

1. Meeting Notes. Kathy agreed we would keep minimum meeting notes that she will take.
2. Payroll Update. Sabrina updated us on PR Implementation. Student web time entry will start over the next several weeks. Training will be at campuses. Kathy encouraged direct deposit. CSM mails student checks only upon request. At Christmas, more checks are mailed. Can & Sky require self addressed and stamped envelopes. Kathy again emphasized direct deposit. Only 30% of checks are direct deposit. Do we need to change regs? Email needed to encourage direct deposit. Students and adjuncts are told no direct deposit.

Approval queues for web time entry. Sabrina says 1 approval. Will do survey to figure out who is approving. Sabrina has exception reports to look for students > 20 hrs or working on holidays. Not currently checking to see if students have 6 or more units. Will try to write report to incorporate this. Do we need to change board regs so student employees don't have to be enrolled over the summer? Sabrina will check with Harry. Sabrina will show web timesheet next meeting. Payrate will be in NBAJOBS, not on timesheet. Discussion about how payrates are set.

3. Mini-Close. Ray – not too successful, but a good beginning. ~60% good. Retentions were set up properly! F3 expired grants liabilities set up. AP/Cash balance through March. PR through Feb. Journal cash through Dec. Chargebacks – Can only through Feb. CSM & Sky through March. Can facilities through Feb. Facility rental CSM not up to date. Can & Sky ok. IT to Feb only, but ok. Bank recs to March including bookstore. Bookstore new FYE 6/30/05 instead of 5/31. Bookstore had to catch up and did 2 months! Bookstore getting a new chart of accounts. KCSM AR clean. Should be easy to close. Even though only 60% done, Ray felt it was successful.

Jim B – didn't see a lot of clean up that went through him, but thinks PR has a number of JVs that will hit in April as a result of the reviews. Jim passed out reports for Business Officer review. Reminded no C/O this year for categoricals. Jim says bring questions to him. He will bring a list back next meeting.

Maggie – timing was bad because of spring break. Move to Feb close instead of March?

Kathy reviewed fiscal accountability.

4. Tentative Budget Deadlines. Debbie handed out Budget Calendar. Let her know which positions colleges aren't going to fill in 05/06. Kathy reminded them for need of 1310/FTES goal match.
5. 04/05 Year-End Calendar. Kathy distributed YE close calendar. Also discussed new YE Petty Cash procedures. Ray will create new form for YE. Discussed due to/due from entries for June '04. Over 1000 entries.

6. Bookstore Sponsored Programs. Kathy & Tom reviewed old procedures and email to go to the colleges. AP will no longer await approval from colleges before paying bookstores. Ray announced interviews with collection agencies – proposed for student accounts. Tom/Judy will meet with CSM to se up sponsored programs.
7. Meeting Dates. No additional meetings right now.
8. Show & Tell – Financial Reports. Eric showed financial reports online meant to replace CD. No more CDs. Business Officers to give Kathy name of who should have access to website. Request for new reports – email Barb and Eric. Eric reminded people of the new policy – no longer holding registration for financial reasons.
9. Cash Handling Procedures. Ray handed out results and recommendations from his cash review. Long discussion about keys. Also, Can and CSM have no place to count cash. Reminded everyone needs check logs and/or photocopies of checks. Ray asked Business Officers to provide written procedures for cash handling by next year's interim audit.