

BAFOG Meeting Notes 7/21/05

1. Payroll Update. Kathy updated PR status. Cañada students to be done with July timecards along with all three bookstores. Skyline & CSM in August.
2. Close. The Mini-Close helped some, but not much. July 22 will be the last date for invoices to AP. Same with AR. Invoices already online, but still receiving invoices for AR daily. Encumbrances will roll 8/1. KCSM is done except for funding the deficit. Bookstores FY is changing from 5/31 to 6/30. May is about closed – next Tuesday or Wednesday. Still need accruals for utilities, etc., but AP needs to set up the liabilities before Ray can allocate the expenses to the bookstore. ASB will get final numbers when we close Banner. Then they can close. Still need to estimate June vending receivables. Kathy will accrue comp time. Ray will accrue vacation. Both Kathy and Taeko are missing AA's or comp time reports.

Future agenda item: Eloisa wants to have a college who transfers an employee to another college accrue the liability for paid time off (especially grants).

Cash – period 12 – will close 7/29. This was delayed one week because the county delayed their close one week. Need due to/due from, AR and AP final with the period 12 close. Debbie needs this for the budget.

Jim B thinks grants are close to being done. Financial Aid will be transferring some expenses to categoricals. He passed out reports for each college. Preliminary look at fund 6 shows Skyline should be positive. All 3 hopefully will be positive. Jim still has to look at parking revenues. Health fees revenues should be ok. Still need TurboData for 2<sup>nd</sup> half of June. There are lots of transfer from Fund 1 still. Ray will change deferral date from 6/29 to 6/30 next year. Fund 7 – work on close next week. Jim is still working on match for CWS. Will try to finish all cleanup by Wednesday.

5. Audit. Auditor complained we don't audit Procard frequently enough. Suggest College Business Office might audit Procard reports. Topic for managers meeting? They get reports. Need to devise an audit program for the dean level? To request a temporary increase in Procard, the manager sends a request to purchasing. Virgil doesn't see these requests. Would like to be notified especially in last quarter of year. Rick suggested to notice this new policy in March (going through Business Office). Kathy asked about college policies to carryover unspent Fund 1 budget at the budgeter level. Currently no college does. This would lessen the June rush if they could carryover.

Eloisa would like access to Procard data to review spending patterns. Eloisa would like training in how to pull the data. Anita will hold training after school starts.

Fraud. A couple of cases recently, but both were handled well and the bank was pleased.

Record retention. Should grant Procard backup be stored at the District? Also mandated costs? Suggested semi-annually the grants folks turn in both Procard statements and the federal timecards to the Business Office, who will review and the send to Jim B. Jim to write up proposed procedures for Business Offices to distribute.

Enrollment. Ray reported we are borrowing 900 FTES for 04/05. Ray split the FTES between the colleges. The VPIs are to develop a plan to grow over 2 years. We will be in declining enrollment for 05/06.

3. Budget Update. Debbie said the Fund 1 benefit sweep had one journal that didn't work; the total was zero. Debbie will work with Edgar. She hasn't yet distributed the hourly COLA. Parking expense transfers from Fund 1 are not complete. Be sure to work on institutional deficits. After a survey of Bay 10 with CSEA, Payroll Clerk I's and II's and Broadcast Engineers will be increased and site allocations will be increased. Division Staff Assistants are also being increased, but that is internal and the colleges will need to cover the additional cost. Fund 1X funds (not site allocations) will carryforward. Please clean up negative balances. Debbie will have the carryforward done automatically.

Kathy will finish up Apprenticeship funds for Debbie. Admin costs at CSM should be minimal.

Debbie says look at your grants and Fund 1 for 05/06 now because the benefits have gone up a lot. Mid-August is the deadline for loading Fund 3 budgets. Fund 1 is looking better for 05/06. Jim reminded folks that for the Tentative Budget he loaded revenue for categoricals at 95% of the 04/05 allocation. We should expect more and the actual budget in October.

4. Update on banking. We no longer have the 5 day before the end of the month cutoff. The main rule is that we have to notify the county by 1 p.m. the day before we release checks. We have the ability to cut checks every day. Currently Tuesdays are Financial Aid check runs. We will explore more options for Fin Aid. Rick and Anita will meet with FAAC after close.

No more rolled coins in deposits. We will need to use "Fed-Ready" bags. All 3 colleges have machines to count coins. We will end up totally revising our cash management procedures. The Business Offices should talk to the cashiers and let them know change is coming.

6. The Bookstores used to order district forms that are now on the download page. Tom wrote off \$4900 for old forms. Debbie will find some money to fund that.

If colleges need any of these forms, Tom still has them, so let him know. He also has legal-size and colored paper.

7. Facilities permit & gift acceptance form. The facilities permit is on the web now on the download page. The gift acceptance form is a draft. Review the forms, what is on the rules and regs about gifts and the president's needs and bring this issue back for the next meeting.
8. Selling Parking Permits to students who owe money. Cañada doesn't sell parking permits to students who owe money. The concern is that the cash will get applied in priority order to enrollment fees and parking won't see any of the revenue. We'll bring this back next meeting as well.
9. Time to order parking permits for adjunct faculty. Rick requested that the Business Officers work on what the colleges want and act as a go-between for Rick and the security folks. Need to order soon!

Next meeting: August 25.

Pending Agenda items: Donation form, parking permits for students who owe money.