

## BAFOG Meeting Notes 8/25/05

1. Payroll Update. Kathy updated PR status. Web time entry training is coming along. Sabrina is to ask Jaz to post a link to the tutorial

Close. Mostly smooth except the grant module caused some issues. Ray emphasized the importance of the mini-closing. Bookstore closing for May and June went well. Having the ASBs not close until after Banner closed also worked well.

Audit: Sept 17-30. Ray will send out the PBC (auditor lingo: Prepared By Client) list. He will burn a CD for the auditors with the information we provide. All info requested on the PBC list needs to be to Ray by Sept 15. CPB (Center for Public Broadcasting) audited our KCSM report already. Due to the audit comments, Ray will change the procedures to have more backup. James will prepare the CPB report this year.

Cash reconciliation: Due to consolidating funds at the county, Anita no longer needs to do JVs at the county when we transfer expenses between funds. Since Anita is no longer in the JV process, Ray wants to give the ability to do interfund JVs in Banner to selected individuals at the colleges. CBOs are to give feedback to Ray. Kathy noted that Connie won't be able to do PR JV's in the same manner; they will have to go through PR. Not sure yet of the process.

Monthly close: Ray will send out a calendar. Generally, month will close during the 2<sup>nd</sup> week following the end of the month.

Deferred Revenue: Ray wants to defer revenue next year on June 30 and not June 28. It caused too many problems this year.

Enterprise funds: The Bookstores are working to close on the same schedule as Banner. The Café will move from QuickBooks to Banner.

Banking: We will only have 1 bank account from now on – with different locations. Ray will set up a meeting with the cashiers to go over the new procedures.

4. Budget. The budget is loaded. Debbie thanked everybody for getting them loaded.
5. Parking permits. Cañada doesn't sell permits to students who owe fees – Mario tries to persuade them to pay their fees and if all else fails, sends them to CSM who will take their money. Can we revisit mailing the permits out with the registration info? Jim K. will bring the policy issues to Chancellor's Staff. Eloisa says this only affects 15 – 20 students at Skyline. Barb will check to see if when

cashiers use the parking detail code, they can apply the fees directly to parking. Need to give permission and instruction to cashiers to use PK detail code.

6. Update on banking. There will be new procedures for deposits. Checks will be picked up by Chris and brought to the District Office, where the county courier will pick them up and deliver them to the County Treasury. We have new bags for bank deposits. Kathy needs to know how, when and where we are taking credit cards. KCSM needs a web based processor – they currently download the credit card info and process manually. Kathy will talk with Eric.
7. Course repeatability. Need to see who has repeated courses and analyze who should or should not be counted for apportionment. Kathy will work with Jose Pena and Barb or Joyce.
8. Bad Debt. Kathy suggested charging bad debt back to each program. Each CBO is to go back to their programs to discuss the issue. Bookstores and Enterprise funds already take their own bad debt.
9. Theater charges to the public. Postponed due to no Virgil.
10. W-9s for independent contractors. Rick reminded us that we need a new W-9 each year, even if it is for a regular vendor.
11. ProCard Audits. Campuses are to be instituting audits. Need to revisit.
12. Summertime projects. Rick recapped work done over the summer (see CSM buildings 16 & 18). Cañada faculty upgrades very nice too.
13. Models contract. Rick is working on a contract for models for classes. May result in cost savings as well as a lower risk with an IRS audit.

Next meeting: September 22.

Pending Agenda items: Donation form, Theater charges, ProCard audits, bad debt.