Business Update

September 22, 2015
Agenda

• Welcome

• Budget Office Update
  o MCD Allowance General Fund Budgeting
  o General Fund Budget Status

• Treasury Services Update
  o Funds Available to Award Process

• Controller’s Office Update
  o Credit Card Book Receipts & Requesting Receipt Books
  o P-Card Hospitality Profile
  o Travel Enhancements
  o Annual Inventory Expectations

• Questions
Budget Office Update

Carrie Smith
General Fund Budget Analyst
Ext. 7-5003
MCD Allowance – Change in Account Code

- Effective July 1\textsuperscript{st}

- Account Code:
  - Use 919900 instead of 928110

- Budget Form:
  - Use **BD-607** to place budget in 919900
General Fund Budget Status

• **State Budget Bill**
  o Signed into law by Gov. McCrory (9/18/15)

• **$750 one-time Bonus**
  o No base salary increase or bonus leave included

• **State Retirement Contributions**
  o **TSERS** increased from 15.21% to **15.32%**
  o **LEOB** increased from 20.21% to **20.32%**
  o **ORP** increased from 12.74% to **12.85%**
General Fund Budget Status

- **State Health Plan**
  - Maximum annual employer contribution increased from $5,378 to $5,471

- **Enrollment Funding**
  - Projected enrollment growth of UNC System fully funded for FY16 and FY17
  - UNC-Charlotte share is $18.4M in FY16 and $4.5M in FY17
Treasury Services Update

Jane Johansen
Director
Ext. 7-5432

Sonja Austin
Financial Reporting & Outreach Analyst
Ext. 7-5811

Ellen Harris
Endowment Account Manager
Ext. 7-5809
Do you ever wonder ...

“Is there an easier way to manage my restricted gift funds?”
Do you ever get frustrated trying to plan your awards?

- What is my Spending Policy Distribution?
- What is my Spending Fund Balance?
- What is my Endowment Fund Balance?

What do you mean, the information is in three different locations?
Funds Available to Award Process

Current steps:

1. Look up the balances of the University spending funds in Chart 1 using FGITBSR

2. Look up the related Foundation spending fund balances in Chart F using FGITBSR

3. Go to the Combined Endowment Report (CER) on the S: drive to look up the spending policy distributions

4. Add these balances together to get the amount available at that moment in time* for awards

* This process must be conducted each time there is a spending award decision to be made.
Funds Available to Award Process

New steps:

Treasury Services recognizes how inefficient and time-consuming this process is, so we have developed a new report to automate this process.

Old process: 4 steps

New process: 1 step
### SCHOLARSHIP FUNDS AT UNC CHARLOTTE AND UNC CHARLOTTE FOUNDATION SUMMARY

#### AS OF 09/22/2015

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**New Funds Available to Award Report**

### Scholarship Funds at UNC Charlotte and UNC Charlotte Foundation Detail

**As of 09/22/2015**

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<td>0.0</td>
<td>95.00</td>
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</tbody>
</table>
**Glossary**

**Beginning Balance** – beginning of the year fund balance before any current fiscal year activity.

**Budgeted SPD** – board approved spending distribution amount. This is the amount of the spending distribution to be made available for spending. This amount will be zero once the distribution has been done.

**Annual SPD** – account 147242. This is the endowment Spending Policy Distribution (SPD) revenue that is available for spending this fiscal year.

**Gifts** – accounts 1027xx & 1026xx. These are unrestricted or restricted gift revenues deposited into Foundation funds.

**Other Revenues** – all other revenue accounts not specified above and excluding transfers in. These revenues should be from a source other than annual endowment distributions, gifts, and transfers.

**Scholarships Paid** – account 9605xx. These are the scholarship awards posted to the student’s account.
Glossary

**Other Expenses** — any expense account other than 9605xx scholarships, 960600 support to the University, and transfers out. These expenses are non-scholarship awards that are within the fund restriction based on the donor’s specifications.

**Other Transfers** — accounts in the 8xxxxx range. Commonly used transfers within a chart of accounts are 881200 (an expense transferring out of a fund) and 808400 (a revenue receiving funds). Transfers should be used in journal entries, and they must balance out to zero. They should not be used when coding payments or deposits. Transfer codes should be used minimally, as it is more appropriate to transfer actual revenues and expenses.

**Transfer to University** — account 960600. This is the expense account used by the Foundation to transfer funds to the related University fund. This is usually done as a result of deficit cash review and transfer.

**Transfer from Foundation** — account 102720 or 102620. These are the revenue accounts used by the University to record receipt of transfers from the Foundation. This is usually the result of transfers to cover deficit cash.

**Ending Balance** — fund balance. This is the cash available to spend.
We’d like your Feedback!

1. How do you like the layout of the report?

2. Is there any reason why all the orgs should not be on one report?

3. Is there any information NOT on here that you would like to see included?

4. Would you like to see this expanded to other restricted gift and endowment spending funds?

Please Email: jjohanse@uncc.edu, slaustin@uncc.edu, or elharris@uncc.edu
Controller’s Office Update

Heather Vetzner
Assistant Controller & Bursar
Ext. 7-5852

Annette Heller
Purchasing Card Administrator
Ext. 7-5763

Julie Hughes
Travel & Complex Payments Supervisor
Ext. 7-5650

Karen Worthey
TBD
Ext. 7-5754
Receipt Books & Daily Deposits

**WHY?**

Use **Diligence** in Collecting
Provide **Internal Controls** over Cash
**Expedite** Cash Movement into Interest Bearing accounts
Policy 602.4 Reminder: Daily Deposits

Deposit Information

The Daily Deposit and Reporting Law (G.S. 147-77) require the depositing of all funds on a daily basis and to report the same on a daily basis. An exemption may be granted provided the funds to be deposited do not exceed $250.00 and that they are deposited at least once per week. For additional information, please see Policy Statement 602.4 at http://legal.uncc.edu/policies/up-602.4.

Receipts under the $250 limit must be kept in a secured, locked drawer or box until deposited.

All payment card transactions must be deposited regardless of amount.

Deposit Hours

Please help us better serve our students by bringing deposits between the hours of:

8:00 AM – 12:00 PM and 2:00 – 4:00 PM
New Procedure: Credit Card Book Receipt

CCBRs in ImageNow

• Click on the Credit Card Book Receipt (CCBR) form link on the Financial Services Forms webpage
  o http://finance.uncc/edu/resources/forms
  o Enter CCBR into the keyword search box from UNC Charlotte homepage

• Instructions for completing this online form can be found on the S-Drive

• The manual is called CCBR Form User Manual (Credit Card Book Receipt)

• Not all browsers are compatible with ImageNow. It runs best in FireFox.

• CCBRs must be submitted by noon

• ITS ImageNow Access Request
New Procedure: Credit Card Book Receipt

• Click on this link for detailed instructions on completing this online form

Show Instructions

Merchant Information

• Merchant Name: Choose Merchant
• Journal Voucher Type: Book Receipt
• Report Date: 08/09/2015
• Credit Card Type: Choose Card Type

Credit Card Book Receipt Information

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<thead>
<tr>
<th>Index/Fund (6 digits)</th>
<th>Account (6 digits)</th>
<th>Description (35 Characters)</th>
<th>DEBIT (decreases rev)</th>
<th>CREDIT (increases rev)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Choose Acco...</td>
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<td>0.00</td>
</tr>
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<td>Hash Total:</td>
<td></td>
<td>Deposit Total:</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Add Another Receipt
New Procedure: Requesting a Receipt Book

ONLY UNC CHARLOTTE ISSUED RECEIPTS BOOKS OBTAINED FROM THE CASHIER’S OFFICE ARE ACCEPTABLE

Receipt Book Request Form

• Click on the Electronic Receipt Book Request Form link on the Financial Services Forms webpage
  o [http://finance.uncc.edu/resources/forms](http://finance.uncc.edu/resources/forms)

• Complete section 1 and email form to the Cashiers Office at cashiersoffice@uncc.edu

• The Cashiers Office will notify you by email when you can pick up the receipt book. **Please allow a minimum of 2 hours for processing.**

• You must bring your staff ID card with you to pick up your book.

• You are responsible for the receipt book until it is returned to the Cashiers Office
Reminder: Using the Receipt Book

Receiving Payments:

*Signage* should be displayed notifying customers...

“A receipt should be provided upon payment”

A pre-numbered receipt must be written when receiving a cash or check payment; whether in person or by mail.

The receipt book consists of three copies:

1. Top receipt should be given to the *payee*,
2. Middle copy should stay with the *department*, and
3. Last copy stays in the book for *cashier* reconciliation purposes
Reminder: Using the Receipt Book

Daily Deposits:
You will need to bring the receipt book to the Cashiers Office each time you make a deposit. On the deposit form you should indicate the starting receipt and the last receipt included in the deposit.

Voiding a Receipt:
If you should need to void a receipt please write VOID in big letters across the receipt and all three copies MUST remain in the book.

Returning Receipt Books:
When your event is over or all receipts have been used (whichever is first) please return the book back to the Cashier’s Office after all your deposits have been made.
Reminder: Using the Receipt Book

Lost or Stolen Receipt Books:

If your receipt book is lost, we will notify the business manager/department head and inform them that you will no longer be able to collect monies on behalf of the department until the receipt book is found.
Purchasing Card : Hospitality Profile

What can it be used for?
• Purchase of *administrative meals, beverages, food supplies and off campus catering* with a business purpose

Can it be used for meals where substance rates apply? (“in travel status”)
• *No*, travelers with a university business purpose receive meal allowances through their Travel Reimbursement form.

How to obtain the Hospitality profile?
• *Existing cards*: complete a [P-Card Change form](#) and check the box for “Change Spend Control”, select “Hospitality” from the drop down list and complete Section 4: Certification
• *New accounts*: complete a [Purchasing Card Application & Agreement Form](#), from the drop down “Spend Control Profile” list select “Hospitality”

Contacts
• Annette Heller – Ext. 7-5763
• Cathy Nichols – Ext. 7-5857
Travel Enhancements – Coming Soon!

Planned changes to be rolled out FY15-16

- Create direct bill process in 49er Mart for hotels & AAA
  - January 2016
- Travel Advances & Prepayments: move to exception process
  - March 1, 2016
- ImageNow: Investigating opening access to campus to directly scan forms
  - TBD
- February 2016
  - Create robust FAQ resource on Universty FAQ site
- March 1, 2016
  - Roll out delegated authority program with new travel forms campus wide
Annual Inventory Expectations

Process

- Policy 601.15 states inventory is to be conducted from October to April
- **Fixed Assets** will notify department liaison, via email, requesting inventory list
- Must complete within 6 weeks
- **Inventory Control** will coordinate to physically verify department’s assets
- Custodian is responsible for making all assets available to Inventory Control
- After physical inventory, Inventory Control returns updated list to Fixed Assets
- Fixed Assets will send the updated list for your Department Head to sign and return to us within 10 business days.

“Best Practices”

- Notify Fixed Assets of any changes in status of department assets as they occur (e.g., stolen, lost, location change, missing/defaced tag, transfers, surplus, or traded-in)
- Check your assets listed **before** Inventory Control comes to verify them
- Track laptops at departmental level
Annual Inventory Expectations

Resources

  • Karen Worthy – Ext. 7-5754

  • John Cashion – Ext. 7-0374
THANK YOU!!
Next Update: Tentatively December 1, 2015