

CAMPUS BUSINESS OFFICERS

**July 14, 2011
201 Sikes Hall**

The Campus Business Officers Group met on Thursday, July 14, 2011, at 8:30 a.m. in 201 Sikes Hall. Present: Mike Nebesky, presiding; Michelle Bright & Alice Evatt, Advancement; Kay Shaw & Melissa Kelley, Public Service Activities; Katherine Dobrenen & Amanda Powell, CCIT; Tony Dickerson, Student Affairs; Regina Taylor, Christina Bedenbaugh, and Barbara Bass, Engineering & Science; Regina Carroll, Health, Education & Human Development; Jimmy Barnes, Business & Behavioral Science; Diane Tinsley, Research; Jane Gilbert and Chris Wood, Academic Affairs; Tammy Crane, Cooper Library; Cathy Tillett, Director Internal Audit; Katie Hill and Sharon Littlejohn, Athletics; Cynthia Barnes for Leigh Dodson, Agriculture, Forestry & Life Sciences; Takoma Peppers for Jacqui Stephens, Architecture, Arts & Humanities. Absent: Todd Barnette, Facilities.

Others present: Charles Tegen, Comptroller; Steve Crump, Associate Comptroller, Roberta Elrod, Director, Sponsored Programs Accounting and Administration; Ami Hood, Payroll Director; Krissy Kaylor, Human Resources; Amy Cantrell, Budget Analyst; Beverly Leeper, Comptroller's Office; and Kathy Dively CFO's Office.

I. Welcome & Introductions (Mike Nebesky)

Mike Nebesky called the meeting to order and welcomed business officers.

II. Endowment Audit Findings (Cathy Tillett/Alice Evatt)

Annual audits are completed every year on endowments. This year 16 endowments were audited. At least one in each college and one in each business center was audited. Fund agreements are used as the policies and procedures for the audit. Cathy reported the following findings: 1) P-cards were not being reconciled. 2) Selection Committee individuals were not properly identified. 3) Miscommunication related to funds that were available but were not spent. 4) Program Reports concerning progress were not sent to the donor. Business officers were reminded the fund managers are to be good stewards on how endowment funds are being spent and that they are being spent in accordance with the fund agreements and University policies and procedures. The audit findings were presented at the Foundation Audit & Executive Committees in June. It was noted there is a "Stewardship" database that the colleges and departments can use to determine any donor restrictions or uses of the endowment funded projects. Business officers requested that Alice Evatt send the Stewardship Database link to them.

III. Fiscal Year End Close – Pending Transactions (Steve Crump)

P-Card: There are 143 unprocessed P-card transactions in the system. These are scheduled to default tonight. Steve requested that business officers clear these unprocessed transactions. Lynn Crawford can be contacted to identify the transactions in specific budget centers or business officer can run a query.

Payroll: Payroll staff is trying to expedite the confirmation and posting of the old year portion of the 7/22 payroll. The deadline for clearing payroll errors has been extended until Noon on Monday.

Year-End Errors: Tomorrow is the deadline for vouchers to be entered and approved for the old year. There will be no AP processes on Monday. Steve reported there were some minimal errors in APPROPs. However, there are 191 lines of budget check errors: 9 in Fund 12, 25 in Fund 14, 72 in Fund 15, 3 in Fund 16, 1 in Fund 19, 49 in Fund 20, and 32 in Fund 23. He asked business officers to make every effort to clear these errors by tomorrow morning.

CUBS Processing Issues: Business officers stated that the posting for budget amendments is very slow in the system. This is not due to year end processes but has been occurring for a long time. Steve Crump will bring this to the attention of the IT staff.

Payables: Charles Tegen requested that if business officers see any substantive payables related to the old year that they please contact Steve Crump.

IV. Budget Update (Amy Cantrell)

State Cuts: The final State Appropriation Cuts for Clemson are \$4.6 million--\$3.8 E&G, and \$800,000 in PSA.

Budget Document: It is anticipated that the Board of Trustees will approve the Clemson Budget of \$815 M at its meeting today. The document will be distributed next week on campus and will be posted on the web. Amy thanked everyone for their assistance in completing the budget document.

Revenue: Summer School Revenue and Lab Fees Revenue should be completed by tomorrow, and will be processed by Monday.

Fee Increases: The Board has approved a tuition fee increase of 3.8% and a 4% increase for room and board.

Kay Shaw requested that the Budget Office share with business officers the items they compare in their budget analysis. Amy responded that there is a template of things compared in the budget analysis as well as a budget development check and a business objects report that shows variances that she can share with the group.

V. Procurement Update (Mike Nebesky)

Payment Terms: Payment terms beginning July 1 will be Net 30. All vendors were notified in advance of these payment terms. Mike has received calls from vendors related to the new payment terms. Vendors can update their accounts to offer discounts for early payment. There can be exceptions to the net 30 but vendors have to self-register on the website.

Mileage: The IRS increased the mileage rate effective July 1; however, the State did not increase its rate. Clemson's mileage rate remains at \$.505. If the State increases its mileage rate, the campus will be informed.

Electronics Recycling: Facilities recently published an announcement that they will take electronics for recycling. Any electronic devices that were purchased with state/university funds have to go through the procurement/surplus property process. The electronic items will be recycled by the Procurement Department. Personal electronic items can be recycled by Facilities.

Year End: All purchase orders will be rolled over on Monday except for Athletics and Sponsored Programs. These are POs with a balance of over \$100. Payments for FY12 will start next week.

buyWay\$: Another release of buyWay\$ will be rolled out July 25th which will have user interface changes. Most of these changes were requested by users.

Higher Ed Efficiency Bill: It is expected that the higher education request to change the limit on direct purchases should be approved. Mike will be working with Cathy Sam's office on communication to the campus once these changes are approved.

VI. Other Matters

University Center of Greenville: Charles Tegen informed business officers that effective July 1 the Center is a not-for-profit entity. Current Clemson employees at the Center will be employed by Clemson through July 31.

HR Lag Payroll: Ami Hood stated that payroll errors need to be cleared today. She asked that business officers see her after the meeting so she can distribute information related to the errors. She would like to get the errors corrected as soon as possible.

There being no further business, the meeting was declared adjourned at 9:15 AM.

Approved: Mike Nebesky, Procurement Director