The Campus Business Officers Group met on Thursday, July 8, 2010, at 8:30 a.m. in 201 Sikes Hall. Present: Charles Tegen, Comptroller, presiding; Michelle Bright, Advancement; Ami Hood, Business & Behavioral Sciences; Jacqui Stephens, Architecture, Arts & Humanities; Gayle Kelly, Research; Kay Shaw, Public Service Activities; Katherine Dobrenen & Amanda Powell, CCIT; Leigh Dodson, Agriculture, Forestry, & Life Sciences; Cathy Tillett, Director Internal Audit; Tony Dickerson, Student Affairs; Katie Hill and Sharon Littlejohn, Athletics; Howie Roesch and Regina Taylor, Engineering & Science; Regina Carroll, Health, Education & Human Development; Todd Barnette, Facilities; and Cindy Long, Board/President/Finance. Absent: Jane Gilbert and Chris Wood, Academic Affairs; Tammy Crane, Cooper Library.

Others present: Steve Crump, Associate Comptroller, Roberta Elrod, Director, Sponsored Programs Accounting and Administration; Mike Nebesky, Procurement Director; Virginia Baumann, Budget Director; Latoya Jones, Budget Analyst; Krissy Kaylor, Human Resources; Amy Madden, CFO’s Office; and Beverly Leeper, Comptroller’s Office.

I. Welcome & Introductions (Charles Tegen)
Charles Tegen called the meeting to order and welcomed business officers.

II. Budget Update (Virginia Baumann)
State Budget: Governor Sanford’s veto on PSA funds was overridden. PSA will receive the $2.6 million in funding as requested.
Fees Approved: Fees were approved by the Board of Trustees on June 24. Fees for in-state students will increase 7.5% and fees for out-of-state students will increase of 8% for fall 2010.
Performance Credits: Business officers inquired when and if they would be receiving performance credits. Charles Tegen stated that performance credit distribution will be determined after formal approval of the operating Budget by the Board of Trustees and the fiscal year end close. Virginia Baumann urged budget centers to communicate with the Budget Office any plans they have for spending performance credits.

III. Procurement Update (Mike Nebesky)
Mike Nebesky reported that transition for the DPVs to buyWay$ has gone better than he expected. He stated there have been some complaints about the new Negative Assurance Policy. New metrics will be available next month comparing DPV, buyWay$, and VISA expenditures. The Legislative Audit Council is looking at P-card activities statewide. They are requesting information related to some spending on the P-card.

IV. Common Audit Findings (Cathy Tillett)
A listing of Common Audit Findings was distributed to business officers (Attachment 1). The following findings were highlighted: 1) non-exempt employees not completing time sheets, 2) employees not recording exact time, 3) reconciling revenue from the Bursar’s receipts instead of
from the original source, 4) inappropriate spending from Funds 21, 22, and 23, and 5) P-card reconciliation not being signed by liaison. Please see attachment for details.

V. Real Property Acquisition & Disposition Policy (Steve Crump)
The Administrative Council approved a Real Property Acquisition & Disposition Policy June 14, 2010 (Attachment 2). John Boyette who is located at CU-ICAR is head of a new department called Land & Capital Asset Stewardship. This department reports to the CFO. In the future, John Boyette will be the primary contact on any kind of property action.

VI. Audit and Fiscal Year Close Update (Charles Tegen)
Charles Tegen asked that business officers remind staff to put transactions in the correct accounting period. This will help ensure the integrity of financial reporting by the year.

VII. Year End Deadlines (Charles Tegen)
Payroll will be recorded late Friday afternoon. Any posting errors will need to be cleared by Monday at noon. Other deadlines--next Friday, the 16th is the deadline to get the last journal/correction in and have it cleared by Monday the 19th at noon. If you identify issues after the 19th, please communicate those to Steve Crump. After the 19th business officers will be able to view journals. Charles Tegen noted that Accounts Receivables is reviewing outstanding invoices. He stated that if collections are greater than 9 months old, he is questioning whether or not they should continue to be recorded as revenue.

VIII. Pooled Fringe Benefits (Charles Tegen)
Pooled fringe rates have been approved by the Federal Government. Rates are on the Comptroller’s website at: http://www.clemson.edu/cfo/comptroller/rates/index.html.

IX. Facilities and Administrative Rates (Charles Tegen)
Clemson is under a provisional F&A Rate until the new rate proposal is approved. The provisional rates are the same as last year’s rates.

X. Other Matters
2020 Planning: Charles Tegen stated that his area is working on 2020 strategic planning and one goal is to determine and recommend the best accounting practices for Clemson in the future. He welcomed input from the business officers.
Stimulus Funds: This year’s state stimulus funded project number will be the same as last year’s-1501621.
State/University Property: Some faculty/staff when leaving the University due to termination and/or retirement, etc. think they are entitled to take property that was purchased by the University with them when they leave. However, anything that is purchased with university funds is state property and cannot be removed from the premises. In the past the University has worked with other university to transfer sponsored program funded equipment when a faculty member moves to another university. There are several policies related to state property. Krissy Kaylor will review the Exit Interview process to see if it addresses university property.
Introduction: Amanda Powell introduced Katherine Dobrenen who is now working in the financial area of CCIT since Kaye Lawson’s retirement. Katherine is located in 209 Sikes Hall.
SPAA: Roberta Elrod stated there is a new computer policy for purchasing computers. It is on the OSP website. Computer cluster nodes are not in the indirect codes. Typically they would be subject to indirect but a special account (7220) has been created for cluster nodes.

The meeting was declared adjourned at 9:10 a.m.

Approved: Charles Tegen  
Comptroller

attachments
Campus Business Officers’ Group – July 8, 2010
Common Findings – Internal Auditing

Payroll:
- Not recording time in exact minutes.
- Non-exempt employees not completing time sheets.
- Using social security number on time sheet instead of employee ID.

Billing Rates:
- No documentation to reflect calculation of rate.
- Rate not based on documented costs.

Revenue/Receipts:
- Only reconciling revenue from Bursar’s Receipts to Revenue BSR. Not reconciling to original source document (cash register tapes, receipt books).
- For registration type events, not reconciling number of attendees to amount of payments. (How much should have been received versus what was received?)
- Not voiding receipts in accordance with Policy.
- Not placing receipt numbers on Receipt Transmittal as required by Policy.

Business Meal Reimbursements:
- Amounts in excess of per diem being paid with State funds.
- Excess over per diem paid from Fund 22 instead of directly from Foundation account.

Employee Non-Travel Reimbursements: Items bought from non-State contract vendors.

P-Card Reconciliation: Not being signed by liaison.

Use Tax: Not added for out-of-state vendors.

Credit Card other than Procurement Card: A credit card represents an extension of credit in the University’s name and is generally not allowable. Any exceptions, must be reviewed by the Comptroller.

Funds 21, 22 and 23: Quote from Disbursement Guidelines (underlined for emphasis):
Restricted monies residing in fund code 21, scholarships, fund code 22 endowed related programs and fund code 23, gifts & other restricted, must be used for expenditures in accordance with State guidelines and if applicable, must comply with any donor restrictions. These funds should be used in the same manner as would the use of appropriated funds. In general these funds are available to help supplement the purchase of those items for which unrestricted budgeted funds are not sufficient. Expenditures that do not meet State guidelines may be allowable when paid with Foundation funds on a Foundation voucher that comply with CUF Policy.

www.clemson.edu  A-Z index: Under P there is a link to Policies and Procedures.
Clemson University Administrative Policy:
Real Property Acquisition and Disposition
Office of Primary Responsibility: Land Management; Attn: John Boyette; 283-7103
Policy Number:
Adopted: 07/01/2010
Revised: N/A

1.0 Purpose

To describe the necessary review and approval process, required by State law and University policies, for the sale, lease, purchase, gift, loan or other distribution of any interest in real estate on behalf of Clemson University.

2.0 Applies to:

Any transaction involving real property or an interest in real property. This includes, but is not limited to: the sale of real property by Clemson University; the purchase of real property by Clemson University; the leasing of property by Clemson University or from Clemson University; a gift or loan of property to or on behalf of Clemson University; and the sale or granting of any easement, covenant or other restriction on the use of any real property owned or leased by Clemson University.

3.0 Policy

Any transaction involving real property or an interest in real property, as defined in Section 2.0 above, must be reviewed and approved by the University's Office of Land and Capital Asset Stewardship (hereinafter, "OLACAS"). This review and approval shall apply to any commitment, encumbrance, limitation or other restriction on the use of real property or an interest in real property. This includes restrictions contained in any grant or contract. Additional approvals of the University's Board of Trustees, the Joint Bond Review Committee, S.C. Budget and Control Board or others may also be required in certain cases. OLACAS shall be responsible for identifying and informing the requesting party of any additional approvals which may be required and shall be responsible for having the proposed real property transaction placed on the agenda of any such body whose approval may be required.
4.0 Definition of Terms:

4.1 "Real property" shall mean land and any permanent fixture appurtenant to land, such as a building.

4.2 "Interest in real property" shall mean any sale of real property by Clemson University, purchase of real property by Clemson University, lease of real property by Clemson University, lease of real property from Clemson University, acceptance of a gift or loan of any real property by Clemson University, and granting of an easement, covenant or other restriction related to real property to or from Clemson University.

5.0 Procedures:

5.1 Any individual or unit which seeks to acquire or dispose of any interest in real property on behalf of Clemson University must first obtain the following approval: [1] for an interest in real property with a value of $25,000 or less, or with an annual rental rate of $25,000 per year or less, the prior approval of the appropriate Dean, or appropriate Vice President (for non-academic units); [2] for an interest in real property with a value of $25,000 or more or with an annual rental rate of $25,000 per year or more, the prior approval of the Provost or the appropriate Vice-President (for non-academic units).

5.2 Prior to accepting or soliciting any gift or loan of any interest in real property, whether to Clemson University or to any affiliated organization of Clemson University, the OLACAS shall be notified and shall approve such gift or solicitation, including any restrictions, terms or conditions. The OLACAS shall notify the Development Office and the affiliated organization of its approval of such gift or loan.

5.3 Once the required approval as outlined in 5.1 has been obtained, the requesting individual or unit shall contact OLACAS. OLACAS may request such information as it deems necessary to obtain all necessary approvals for the transaction being requested. The information necessary will vary depending on the nature of the real property interest being conveyed or acquired but may include one or all of the following:

[a] a legal description of the property;
[b] a recent plat of survey of the property;
[c] a qualified appraisal of the fair market value of the property;
[d] a Phase I environmental assessment of the property;
[e] a copy of any applicable leases, rental or other agreements relative to the property;
copies of any easements, covenants or other restrictions on the property;

[g] funding source for acquisition of the property;

[h] a description of the intended use of the property;

[i] IRS Form 8283 for Noncash Charitable Contributions.

5.4 It shall be the responsibility of the requesting unit to pay any fees or charges associated with any of the items described above. The OLACAS will assist the requesting unit in procuring any outside expertise necessary for the items described above. The requesting unit shall also be responsible for any costs associated with the acquisition of any interest in real property, including but not limited to: insurance, maintenance, and security.

5.5 OLACAS shall assist the requesting unit in any additional steps necessary to effect the transaction, including but not limited to presentation to the University's Board of Trustees, presentation to the Joint Bond Review Committee and/or presentation to the S.C. Budget and Control Board. OLACAS shall assist in ensuring that the necessary information is collected and that the requested transaction is placed on the agenda for any additional review and approvals. OLACAS shall coordinate and consult with any additional University offices in completing the transfer of any interest in real property, including but not limited to the Office of General Counsel for appropriate legal review, the Comptroller's Office to ensure any interest in real property interest is accurately and appropriately noted as a capital asset of the University's, and the Office of Risk Management to ensure that appropriate insurance coverage is maintained on any interest in real property.

6.0 References/Links: (e.g., related policies, cross-references, web links)