

Budget Manager's Meeting Notes

January 16, 2014 (blue type indicates comments added during meeting)

3:00 pm, Aycock Hall, 2nd Floor Conference Room

1. EXCEL Review (standard item)

See Budget Development Worksheet review.

2. Introductions (standard item)

3. Report from the Controller's Office – *Randy Miller*

A. Mileage Reimbursement Changes

Tier 1 Mileage Reimbursement

The Office of the Controller has completed a semi-annual mileage comparison and determined that the 165 mile exemption which allows reimbursement at the Tier 1 rate without the Cost Effective Transportation Form shall be reduced to 160 round trip miles effective immediately.

Mileage Reimbursement Rate Revisions

The Office of the Controller has received official notification from the Georgia State Accounting Office and Board of Regents related to revisions in the State travel reimbursement rates for business use of personal vehicles. The following rates are applicable to travel that occurs on or after Wednesday, **January 1, 2014**:

Tier 1 Rates: When it is determined that a personal motor vehicle is the most advantageous form of travel

- a. Automobile - \$0.56 per mile (reduced from \$.565 per mile)
- b. Motorcycle - \$0.53 per mile (reduced from \$.535 per mile)
- c. Aircraft - \$1.31 per mile (reduced from \$1.33 per mile)

Tier 2 Rates: \$0.235 per mile ... government- or agency-owned vehicle is available, and its use is determined to be most advantageous to the state, or if it is determined that a rental vehicle (state contract provider) is the recommended method of travel, but a personal motor vehicle is used (reduced from \$.24 per mile).

The electronic expense report format in the People Soft Expense module has been modified to reflect these new rates.

B. Internal Controls and Departmental Accounts Reconciliation – Due 2/3/14

The following message was emailed on January 4, 2014 by Rick Sears and forwarded to the Budget Managers' on Monday January 6, 2014. Please refer to the email for the files needed.

“I request your assistance in verifying that all accounts (budgets) for which you have signature authority are reconciled and reviewed for the time period between July 1, 2013 to December 31, 2013. There are two changes to the process for this time period:

- **Agency** accounts require only the signature of the approving official. No Vice President or Dean's signature is required on this form.
- **Advisors for student organizations** funded with student activity fees require the signature of the approving official and the Vice President for Student Services.

Departmental reconciliations are an integral part of the University's system of internal controls. Internal controls are used to ensure the integrity of general ledger from which our financial statements are derived; as well as, making decisions that affect departmental budgets and other decisions for the University.

I have attached three files:

- Departmental_Authorized_Approvers_131217.xlsx– a listing of all Approving Officials as of 12/17/13
- Financial assurance form_1semi.doc – form to document the verification
- Int_Cntrl_Splmt_semi.doc – Narrative regarding the importance of internal controls

The following process should assist you in accomplishing this task:

1. Identify all Department IDs for which you have signature authority from the Departmental_Authorized_Approvers_131217.xlsx spreadsheet.
NOTE: This spreadsheet is color coded for the Agency and Student Activity Funds.
2. Ensure all department accounts for which you have responsibility have been reconciled and reviewed by you.
NOTE: Multiple forms may be required depending upon the type of department code for which you are the approver.
3. Complete the Financial assurance form and forward it to the appropriate Dean or Vice President as appropriate for your department, college or division.
4. Forward the document, complete with all required signatures to the Office of the Controller.

Forms are due to the **Office of the Controller by February 3, 2014**. By signing the form, it is understood that all accounts (budgets) identified for that individual on the Department Approvers file have been reconciled. For questions or clarification, please contact the Office of the Controller (96390).”

C. Holiday Inn Express, Carrollton – Direct Bill Forms

Some departments have made reservations at the Holiday Inn Express in Carrollton and failed to meet the required time-frame for cancelling the room. In some instances the room was never cancelled and the department questioned the charge to their budget because the room was not used.

On January 6, 2014 Lisa Elliott, UWG's Contract Manager, sent an email to select departments that have used the direct bill option of the Holiday Inn Express in Carrollton, GA. Please review this email and respond accordingly. If you are not sure if you received the email, please contact Lisa directly. Here's the body of her email.

“I wanted to follow up with each of you regarding the recent forms sent to individual departments by Holiday Inn Express in Carrollton, GA. After reviewing the forms they sent out, there were aspects of those forms that UWG is not permitted to complete, as a State Agency.

Holiday Inn Express revised these forms and need them back as quickly as possible from each department that intends to use them for guest reservations in the next 12 months. If you see someone I have missed on this list that utilizes this hotel for reservations, please feel free to forward it to them.

I have reviewed these forms, and each is appropriate for each department to complete.

1. Account Information: provides info on the primary contact for the department and two persons that are authorized to make and cancel reservations.

2. Reservation Request: must be faxed to Holiday Inn Express to confirm your "Guaranteed" reservation (please see notation on form). Please be sure to obtain the confirmation number for future reference.

3. Cancellation Notice: must be sent before 6 pm the day of arrival to prevent billing the first nights room charge against the UWG account. Please note that you will need to obtain the cancellation number.

There have been reservations that have not been cancelled within the time-frame Holiday Inn Express requests, and to continue to have this discounted rate and direct bill capability, UWG will need to comply with these rules, and understand that any future reservations not cancelled according to the new fax policy before 6 pm day of the reservation, will incur the first nights charge. Obtaining the confirmation and cancellation numbers are the only way that we can ensure each department is protected from being charged.

By completing and returning these forms to the Holiday Inn Express, Carrollton, GA, you are agreeing to this policy."

4. Report from Human Resources/Payroll - Rodney Byrd

Payroll Paperwork Due Dates – Rodney reviewed the new payroll deadlines located on Human Resources website at: <http://www.westga.edu/hrpay/>. The biweekly deadline for departments was moved forward by one day from a Monday to the previous Friday. The monthly deadline was moved forward by one to two days depending on the month. Also the deadline from Budget to payroll was shortened by one day. The additional time is needed by payroll to ensure data is accurate and the proper reviews have occurred prior to releasing the payroll to Shared Services on time.

5. PeopleAdmin Upgrade Update – Karen Hulsey

The upgrade implementation for PeopleAdmin is nearing completion. Testing started this week and will be completed by the end of February. The “go live” date will be late spring. More information to follow.

6. Electronic PAR Update – Liz Baker

Two years ago the Office of Budget Services in conjunction with Human Resources started working on implementing an electronic PAR form. Initially, the USG was supporting several programs designed by ADP and Georgia State University. With assistance provided by the Budget Managers’ group we spent almost two years vetted the systems and reached the conclusion that neither system offered at that time

would fulfil our needs.

This past fall the UWG's ITS department with approval from the Vice Presidents' was assigned as project managers to lead the purchase of our own electronic PAR program. They are doing a great job moving this project along. This week we are reviewing three vendors to determine if our needs can be met and what the purchasing requirements next steps will be. We are using the work completed from the ePAF working group as the basis for this review. The good news is some of the programs we've reviewed have much more flexibility in editing, routing, and form design than MSS or ePAF.

7. FY2015 Budget Development – *Kristin Smith*

- a. Worksheets - Review instructions for the departments to use in completing the worksheet for E&G funds. At our December meeting Kristin reviewed the updated functionality of the worksheets. They were emailed to each budget managers with the request to send Kristin any suggestions and/or concerns you had. The responses to date were all positive with no suggestions for changes.
- b. Calendar – the proposed calendar was reviewed and will be posted to Budget Services website shortly.

8. Faculty Contract Amendments

Human Resources and Budget Services have reviewed a DRAFT of the form layout and will be sending to the Provost Office for review. [A suggestion was made to make the form “mergable” \(??\).](#)

Roundtable:

- [Kari Cunningham has resigned from her position in Auxiliary Services.](#)
- [Keysha Patterson has resigned from her position in Budget Services.](#)
- [Shaye Hudson has resigned from his position in Human Resources effective end of February 2014.](#)
- [Patty Jiles is retiring June 2014.](#)
- [For the February meeting, it was requested that we add “Faculty Summer Contracts” as an agenda item.](#)