

Financial Manager Training

Business Office
Eastern Illinois University

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What is a Financial Manager?

Any university employee who has been assigned responsibility for one or more university fund/organization.

Today's workshop is intended to provide a broad overview of topics. Future workshops will provide more detailed information.

Financial Manager Responsibilities

The Financial Manager retains total responsibility for each assigned university fund/organization regardless of the delegation to staff members of any duties related to the fund/organization.

Banner Terms

- Fund – the assets, liabilities, and net assets relating to a particular function of the University
 - Funds are grouped by their function (for example, appropriated, student fees, course charges, etc.)
 - Each fund is similar to a small business' books
- Organization (or org for short) – the revenues and expenses relating to a particular function of the University
 - Orgs are numbered by their fit within the University's organization chart

Be Familiar with Authoritative Governing Bodies and their Policies

Common examples include:

- Federal: uscode.house.gov/
- State: www.ilga.gov/legislation/ilcs/ilcs.asp
- Illinois Board of Higher Education: www.ibhe.state.il.us/
- Board of Trustees:
www.eiu.edu/trustees/regulations.php
- Internal Governing Policies:
<http://www.eiu.edu/~auditing/IGPlisting.php>
- University Processes Guide: www.eiu.edu/~bpguide
(undergoing revision)
- Grantor/Donor Restrictions (per agreements)

Good Business Practice

Not every situation can be addressed with a law, regulation, policy, etc. In these circumstances the employee should use good business practice.

Your Fund/Org(s)

- Obtain transactions from Banner Finance or statements from Argos.
- Check statements to make sure transactions are:
 - Posted to the correct fund/org
 - Listed at the correct amount
 - Expenditures are appropriate for the org
- Report errors to the Business Office
- Make sure errors are corrected

Records Maintenance

Before disposing of any records:

- Review your area's record retention schedule to see if record is listed
- Complete a "Records Disposal Certificate" and forward it to Records Management for approval
- Shred records after approval
- Contact Cathy Kimball, Records Custodian, for questions or to update your record retention schedule.

State Records Act (5 ILCS 160)

Expenditures

- Requisition → Purchase Order
- Request for Payment
- Travel Application and Travel Voucher
- P-Card

Financial Managers may not approve their own reimbursements.

State Finance Act (30 ILCS 105) and Higher Education Travel Control Board Rules/Regulations
Internal Governing Policy #108, *Purchasing*

Personnel/Payroll

- Student Employees
 - Hired through Financial Aid – make sure student is entered into Banner as an employee before they are allowed to work
 - Approve bi-weekly web entry of time
- Others (Civil Service, A/P, and Faculty)
 - Approve web entry of time after verifying time worked and benefits used
 - Revoke computer accesses/signature authorities for employees leaving your area
- Be aware of requirements for supplemental pay and outside consulting

University Faculty Research and Consulting Act (110 ILCS 100)

Internal Governing Policy #22, *Supplementary Personal Services*

University Financial Aid Regulations

Property Control

- Tag equipment with red or blue tags from Business Office
- Complete annual inventory thoroughly and on time
- Report errors/discrepancies to Business Office
- Complete form for temporary removal of equipment from campus http://www.eiu.edu/%7Ebusofc/forms/temp_remove_property.pdf
- Transfer surplus (unused) property to Property Management
 - Electronic moving tags:
<https://webappsprod.eiu.edu/eiuwebapps/PROD/PropertyControl/pclogin.php>
- Never dispose of property without Property Management's approval

State Property Control Act (30 ILCS 605) and Central Management Services' Rules and Regulations
Internal Governing Policy #163, *University Personal Property Control*

Receipts

- Get fees and charges properly approved
 - Board of Trustees (for mandatory fees)
 - President (for charges)
- Physically safeguard receipts
- Immediately stamp checks with a restrictive endorsement
- Make deposits through Cashiers in a timely manner
- Do not make changes to Cashiers deposit slips
- Notify Foundation Accounting of gifts received

Board of Trustees' Regulation V.J.3., V.K.1., and V.K.2.
Internal Governing Policy #102, *Accounts*
[University Processes Guide, Accounts/Deposits](#)

Cash Funds

- Approved by the University Treasurer
- Stored in a secure location
- Meets your area's needs without being excessive
- Counted periodically by a second person
- No cashing of personal checks
- Return to Cashiers when no longer needed – use correct line on deposit slip

Internal Governing Policy #100, *Petty Cash and Change Funds*

Grants

- Financial Managers are responsible for making sure the grant restrictions, including budgets, are followed.
- The Business Office will verify that University requirements are followed.
- Financial reports should be prepared or reviewed by the Business Office before release.

Travel

- Approve Application for Travel form
 - Sufficient funds for reimbursement
 - University travel
 - Time away from campus
- Approve Travel Voucher form (if necessary)

State Finance Act (30 ILCS 105) and Higher Education Travel Control Board Rules/Regulations
Internal Governing Policy #111, *Travel*

Telecommunications

- Review the org's monthly bill for accuracy
- Bill back any charge not allowed under IGP #101

Budgeting

- Submit a budget on time (if a local/bond org)
- Submit budget transfers as necessary
- Budgets for equipment reserve & gift orgs are handled by Business Office automatically

Security

- Physical security (*e.g.*, lock office doors)
- Computer security (for desktops and LAN servers)
- Backup and recovery / Disaster recovery planning

Internal Controls and Fraud

- Good controls are cost-effective.
- If you've ever thought "It's a good thing I'm (or your staff is) honest", you should consider strengthening controls around that procedure.
- Good internal controls protect you and your staff.

Financial Manager Training

Thank you for your interest in improving your skills as a Financial Manager.

We appreciate your time.