



# Financial Manager Training

Business Office  
Eastern Illinois University

Mike Hutchinson

September 2009



# What is a Financial Manager?

Any university employee who has been assigned responsibility for one or more university fund/organization has taken on the role of a financial manager.



# **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.

# Be Familiar with Authoritative Governing Bodies and their Policies

Common examples include:

- ◆ Federal: [uscode.house.gov/](http://uscode.house.gov/)
- ◆ State: [www.ilga.gov/legislation/ilcs/ilcs.asp](http://www.ilga.gov/legislation/ilcs/ilcs.asp)
- ◆ Illinois Board of Higher Education: [www.ibhe.state.il.us/](http://www.ibhe.state.il.us/)
- ◆ Board of Trustees: [www.eiu.edu/~auditing/botregs](http://www.eiu.edu/~auditing/botregs)
- ◆ Internal Governing Policies: [www.eiu.edu/~auditing/IGP](http://www.eiu.edu/~auditing/IGP)
- ◆ University Processes Guide: [www.eiu.edu/~bpguide](http://www.eiu.edu/~bpguide)
- ◆ 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 monthly 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"  
[http://www.eiu.edu/~fpm/docs/Blank\\_Disposal\\_Certificate.doc](http://www.eiu.edu/~fpm/docs/Blank_Disposal_Certificate.doc) 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.

# Expenditures

- ◆ Requisition → Purchase Order
- ◆ Request for Payment
- ◆ Travel Application and **Travel Voucher**
- ◆ pCard

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](http://www.eiu.edu/%7Ebusofc/forms/temp_remove_property.pdf)
- ◆ Transfer surplus (unused) property to Property Management
- ◆ 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 in a timely manner
- ◆ 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
  - Delegated to Business Office
- ◆ 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 account)
- ◆ 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.