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 has taken on the role of a financial manager.
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/
- State:  www.ilga.gov/legislation/ilcs/ilcs.asp
- Illinois Board of Higher Education:  www.ibhe.state.il.us/
- Board of Trustees:  www.eiu.edu/~auditing/botregs
- Internal Governing Policies:  www.eiu.edu/~auditing/IGP
- University Processes Guide:  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.

State Records Act (5 ILCS 160)
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
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.