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:

- Illinois Board of Higher Education:  [www.ibhe.state.il.us/](http://www.ibhe.state.il.us/)
- Board of Trustees:  [www.eiu.edu/trustees/regulations.php](http://www.eiu.edu/trustees/regulations.php)
- 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) (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”
  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
- 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](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/pcllogin.php](https://webappsprod.eiu.edu/eiuwebapps/PROD/PropertyControl/pcllogin.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.

Internal Governing Policy #57, Grants and Contracts Proposal Approval
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

University Processes Guide, Budgeting
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.