

Welcome to the Finance and Administration Update Meeting

**The meeting will begin at 10:00 AM
Zoom Only**

Finance and Administration Update Meeting

- Time: last working Friday of every month at 10:00 AM
- Delivery method: view/listen only on Zoom
- Slides and other resources will be available after the meeting at:
 - *Finance and Administration Updates* Google Drive
 - Controller's Office website: <https://controller.appstate.edu/>
- Contacts: Travis Miller (Millertk@appstate.edu - Google Group & Google Drive Access), Yifan Zhou (zhouya@appstate.edu, General information)

Meeting Agenda

- General Reminders
- Accounts Payable Reminders
- Year End Close Dates
- ITS Updates
- Budget Office Reminders and Updates
- New! Finance and Administration Confluence Page

General Reminders

- Documenting Expenses (Recent Audit Example)

1. Gales Creek EMS



2. Guilford County Schools



Year End Close Dates

Finance and Operations Memo

Accounts Payable Reminders

If you are working on an invoice/travel/vendor issue, please reach out to AP. We will be happy to help in anyway we can.

Please indicate the duty station if it's a location other than ASU Campus – You can list the address through comments in Chrome River

The ASU Invoices email address is only for invoices on POs – Please do not send anything other than PO invoices to that address.

As Year-End approaches, please make sure you are clearing out Travel Advances

ITS Updates

- PaperCut Print Management
- Admin By Request
- uStor
- 5-digit Calling
- AnyConnect VPN
- LinkedIn Learning

Questions for Budget Office

In the interest of time, we prefer to not field questions; please submit your questions to the Budget Office email address at budgetoffice@appstate.edu. We will reply directly via email.

Budget Office: Staff Updates

- Sharon Yates retired effective April 28th
- Kristie Beach is serving as the new Personnel Budget Analyst (State funds)
- Adriana Laws is now serving as the General Fund Budget Analyst
- The Budget Analyst/New York Loft Coordinator position has been posted and closes on Sunday, May 14th. In the meantime, Adriana will continue to manage the NY Loft operations until the position has been filled.

Budget Office: General Reminders

Fund Reconciliations

- Required to be completed online by the 30th of the following month to be considered timely (ex. April reconciliation is due by May 30th)
- Required to be approved by the 15th of the next month in order to be considered timely (ex. April approval is due by June 15th)
- When completing fund reconciliations, please remember to address overbudget memos and encumbrance reports
- Banner Finance [training](#) is offered monthly (except June and July)
 - Register at workshops.appstate.edu
- Contact the Budget Office for additional training (budgetoffice@appstate.edu)

Fund Authority Form

Fund Authority Form can be found on the Budget Office website:

<https://businessaffairs.appstate.edu/budget-office-home/forms>

- Form instructions/example can be found in the **Banner Finance Training Manual**

<https://businessaffairs.appstate.edu/budget-office-home/resources>

- Submit to budgetoffice@appstate.edu

- *For funds managed by Special Funds Accounting, please follow SFA's established procedures.*

Fund Authority Form

- **Fund/Org Activations (new funds/orgs or changes to existing funds/orgs/positions)**
 - Page 1:
 - Please specify an effective date
 - Backdating to 7/1 is allowed for new funds only
 - Specify which users will need access to the new fund
 - Designated Financial Manager: include position number if possible
 - Must be assigned

 - Page 2:
 - NEW required section - include the purpose of the position action
 - Must include name and phone number of contact person

Fund Authority Form

- **Fund/Org Activations (new funds/orgs or changes to existing funds/orgs/positions)**
 - Page 3:
 - **Sales Questionnaire is only required for recharge funds**

Definition of Recharge Fund:

Recharge centers are entities within the university that provide a service or good to other departmental units (academic/administrative), students, & sometimes the community on an ongoing/recurring basis. A recharge operation can be a facility, center, operation, function, or activity whose output can be measured on a workload or quantitative basis. The costs associated with these activities are separately accounted for and charges users in proportion to services rendered.

- **Please contact SFA if you have any questions regarding recharge funds.**

Fund Authority Form

- **Fund Deactivations:**

Prior to submitting request(s), be sure to —

- Close all POs
 - Contact Purchasing if assistance is needed
- Submit journal entry request(s) to Controller's Office, if needed
 - Transfer current year activity to active fund (*General Fund only*)
 - Transfer existing fund balance (*Trust funds only*)
- Submit budget revision(s) to Budget Office, if needed
 - Transfer current year budget to active fund (*General Fund only*)
 - Permanent budgets need to be zeroed out (*General Fund and Trust funds*)
- Confirm all fund reconciliations have been submitted and approved
 - Must be completed for any month in which activity occurred

Fund Authority Form

Appalachian State University		Page 1
FUND AUTHORITY FORM		
New Fund:	<input checked="" type="radio"/> YES <input type="radio"/> No	Change Fund: <input type="radio"/> YES <input type="radio"/> NO
Please complete and return to the Special Funds Accounting or the Budget Office, whichever is applicable.		
Desired Title of Fund: <u>Biology Dept Seminar Series</u>		
Effective Date and/or Duration of Fund: <u>7/1/2022</u>		
What is the Purpose of the Fund (including Organization #, restrictions, conditions, etc.)?		
<u>This fund will be used for revenue and expense activity associated with the Biology Department Seminar Series. Revenues will be received from corporate sponsorships. Expenses will be used for, but not limited to, speaker expenses, seminar refreshments, and other operational needs.</u>		
<i>*If this is a change to an existing fund, will it involve changes to University positions? If so, please complete Page 2.</i>		
Source of Revenue: <u>corporate sponsorships</u>		
<i>*If this fund meets the criteria of a Recharge Fund, please complete Page 3.</i>		
What should be done with monies remaining in the fund at the end of the program?		
<u>revert to Departmental Activities/Operations</u>		
Amount of Grant/Contract Award (if applicable): <u>n/a</u>		
Name(s) and User ID(s) Authorized to access the fund or process deposits and expenditures:		
<u>Talana Bell (belltj), Sandi Jones (jonesso), Alice Fisher (fisheraa), Sharon Huntley (huntleysl)</u>		
Designated Financial Manager (required): <u>Ava Udvadia (udvadiaaj, posn #987654)</u>		

Finance and Administration Confluence Page



Questions?

We hope to see you at the next meeting at the end of
May!