

Council of the University of Idaho Business Officers
Meeting Minutes
March 10, 2011

- **Hiring Dates- Cretia Bunney**

Cretia discussed considerations that need to be taken into account when hiring employees. She asked that when it is possible, please hire employees at the beginning of a pay period. Also, when an employee is changing employee classifications from one job to another, they must be hired at the beginning of a pay period. An employee cannot be two different employee classifications in one pay period due to benefits available for each. If you have any questions, please contact Payroll.

- **Budget Update- Trina Mahoney/Janice Todish**

The Gen Ed budget has been cut \$2,985,300. Initial notice for Student fee increase request went out this last week and UI is asking the State Board for an 8.4% increase for full-time undergraduate fees, 8% increase in non-resident, and a 15% increase in graduate fees. Other special programs have also received cuts.

The deadline for your FY12 budget changes this year will be May 9th for everything that is not Gen Ed or centrally allocated which is the Y accounts (U3 & U7) and 7 and 8 accounts. Information on the estimated amount of F&A returns for 6 accounts will be given to the Budget office by OSP like they were last year. The only information you need to look at for the 6 accounts is any salary changes so that the FWRTBSR report is correct in the FY12 Budget Books.

Janice will be contacting all of the fiscal officers to set up meetings to start cleaning up FY11 and budget for FY12. All carry forward issues for the 6, 7 and 8 accounts will be cleaned up by the end of FY11 also. If you have a date you want to meet with Janice, please let her know.

- **Lag Pay Correction FY11- Dan Stephens**

A correcting journal entry will be done soon to reverse the deferred/lag pay entry that posted to FY11 instead of FY10. This should correct any issues concerning pay and benefits charged to the wrong Fiscal Year. If you have any questions, please contact Dan or John Keatts.

- **P-Card Processes/Internal Controls- Dan Stephens**

U.S. Bank representative, Sandi Hampton, was a guest attendee at the meeting. An open discussion of issues/problems that people were having concerning the P-Card and its processes occurred between the group, Sandi, and Linda Keeney. Sandi will be presenting at the next CUIBO meeting and showing the group how to use the US Bank system more effectively. Sandi will also be presenting US Bank p-card system functionality that will allow for additional administrators (with limited authority) to better manage the routine/day to day issues surrounding card usage within their specific departments and colleges.

Data is being gathered from US Bank to provide historical user monthly spending levels (past 24 months). This information will help the fiscal officers within each key segment of the university the opportunity to determine new authorized spending limits per user within their area of responsibility or oversight. This information combined with sub-administrator rights will allow for improved faculty & staff p-card customer service while still accomplishing the desired control objective of limiting the financial exposure of unauthorized p-card expenditures. Marlana will be forwarding out a spreadsheet over the next few weeks that properly sorts this historical card expenditure history into the various depts. / colleges. Because of confidential reporting matters, you will only receive historical spending patterns of your specific card users.

- **Ending Comments**

There are still some departments that need to send Marlana their P-Card Master user list. Please do so as soon as possible.

These are summary notes of the general topics discussed and do not reflect all of the details.