



**Council of the University of Idaho Business Officers
Summary Notes
October 13, 2011 10 a.m. – 12 p.m. pac**

Food and Alcohol Policy Compliance – Linda Keeney

Currently common practice across the university is that if a travel authorization is signed and approved the traveler is authorized to take donors out and purchase food or alcohol. Going forward alcohol purchases will need to have a completed Entertainment Expense Approval Form prior to the event. Discussion centered on the likelihood that an employee would be able to forecast food and alcohol purchase in every situation. Also, it could be extremely time consuming to complete a form every time administrators or advancement employees take a donor out. Modification to the travel authorization form was discussed as a possible solution.

It was also suggested that Linda flow chart the process to allow everyone to review the process changes and provide input prior to implementation. The food and alcohol policy does need to be revised and clarified. Linda asked that people review the handout she provided and let her know if they have concerns or questions. Nothing in the handout provided is in effect yet we are just in the process of looking at policy at other institutions in order to improve our food and alcohol policy.

Itemized receipts are required according to the APM. Currently if you don't have an itemized receipt the charge has to go on a gift account. The reasoning behind this rule is that without an itemized receipt you cannot be sure that alcohol was not purchased. Accounts Payable relies on the budget person if they are approving a transaction without a detailed receipt. If the budget person submitting the transaction says that it is an allowable work-related charge then Accounts Payable assumes this is the case.

Updated PAF Form – Jill Robertson

Please use the PAF form on the Provost's website every time you fill out a PAF in order to ensure you are using the most up-to-date form. Please do not save the form to your computer. It is recommended that you save the PAF link: <http://www.uidaho.edu/provost/policyguidelines/appointmentletters>, first link under FORMS.

Banner Forms: NBIPINC, NWRVACT and NWREMP

NBIPINC is used to verify if a PCN is active. You are also able to see who held the position in the past and how is currently assigned to the PCN. Make sure to use the current date as the query date. The Budget Office asks that everyone check this screen prior to filling out a PAF. If the PCN is inactive, make sure the reactivate PCN box is marked on the PAF.

NWRVACT shows all vacant positions/PCNs in your area. The report can be printed by budget number/org, midlevel and by fund type. Make sure to use the current date as the query date.

NWREMP shows you when positions will terminate. Use the current date to see all upcoming positions that will terminate from the current date forward. If you use a future date you may miss one.

OSP review of PAFs and Additional Comp/Temp Salary Increase Forms– Polly Knutson

The Provost's office is sending all PAFs, Additional Compensation/Temporary Salary Increase Forms being paid on grant funds to OSP for review prior to approval. OSP reviews the ROJD and proposal to ensure the request is in compliance with the grant. Currently OSP is working with HR to try and loop OSP into the process at an earlier stage. Polly reminded everyone that you cannot have grant writing as part of a faculty member's position description if they are being paid 100% from grant funds. If the faculty member is split on two funds, the grant writing portion of their position description can go on non-grant funds.

New IRS Guidance re: Elimination of Taxation on Employee Stipends for Business Cell Phones-Dan Stephens

The IRS recently sent a notice saying that going forward they will not view cell phone stipends as taxable as long as business purpose rules still apply. Dan is currently working with tax advisors and the payroll department to look at the employees this may impact and how to make the change smoothly in the new year. More information will be available in a few weeks.

Payroll Cost Transfer Process Improvements - Polly Knutson

Polly and Dan are working on a joint memo regarding payroll cost transfers to grants which should be out soon. There was a significant increase in payroll cost transfers being done onto grants after the fiscal year has closed. It was determined that the web time entry system was responsible for a portion of this increase, and lack of fiscal management was responsible for most of the remaining transfers. UI risks losing funding if our payroll cost transfer processes are not cleaned up. Effective January 1, 2012 payroll cost transfers will no longer be allowed onto a closed fiscal year on a grant budget without written approval from Vice President Jack McIver. Payroll cost transfers past 90 days will be denied if they are going back onto the closed fiscal year.

Banner forms FWRITEM and FWRSUMR are being sent to all PIs in order to allow them to appropriately track their grant expenses. Fiscal personnel are encouraged to work with PIs to look at their grant budgets in November and December and make any transfers necessary. Currently the access rate to FWRITEM and FWRSUMR is very low and PIs need to be encouraged to use these easy-to-use reports in order to appropriately manage their grant budgets. OSP is able to determine who has accessed the reports and will provide that information to fiscal personnel if requested to allow them to work with their faculty PIs.

A question was raised during discussion, how is UI approaching training for support staff if the university is moving to become more entrepreneurial? People are worried about problems created with rapid expansion without the needed infrastructure to support that growth.

FY2011 Financial Statement Audit Summary – Dan Stephens

The FY2011 Financial Statement Audit is complete. However, the audit must be reviewed and officially accepted by the State Board prior to any information being released to the public. The audit is on the agenda for the December meeting. After the State Board meeting in December the audit will be placed on the Controller's website.