



Memorandum

To: University Planning and Budget Committee
From: Charlene Casamento 
Date: February 1, 2017
Re: FISCAL DIVISION – NARRATIVE FOR FY 18 BUDGET REQUEST

Fiscal Division Overview

The Fiscal Division has 33 employees dedicated to the following functions:

- Accounting
- Accounts Payable/Pcards
- Budget
- Bursars
- Contracts/Purchasing
- Employee/Student Payroll
- Post-Award Grants
- Records Retention
- Travel

The Fiscal Division serves as a resource to the University and System Office, as well as performs many adhoc tasks such as serving as the audit liaison, providing expenditure information/analysis and serving on special projects. The following is a summary of more significant on-going special projects/initiatives for FY 2017 and FY 2018:

Banner Implementation

One of the System Office's priorities is to move Banner to the cloud, along with moving the 17 institutions to a common chart of accounts. The target date for the chart of account change is expected to be 7/1/2018. The implementation of a single chart of accounts will require significant resources to implement, as it will result in changes to processes and procedures across the University, as well as impact current and historical reporting.

Transition from Nelnet Online Billing Payment System to TouchNet

This system conversion will require a significant dedication of resources to implement, however, it offers the promise of efficiency for the Bursar's Office, as well as for our students. The investment will be worthwhile in that TouchNet will have enhanced functionality to support the University in offering on-line payment plans, acceptance of Visa and American Express, as well as automated debit payments.



Continue to Transition Departments to the new web-based travel system, Concur

The focus for the next couple of months will be to assist international travelers, as the system performs the currency conversion saving days' worth of manual effort to perform the conversion. We will also be rolling out training for Departments interested in using Concur's reporting functionality over the Spring.

FY 2018 Budget Request

Refill 7 positions as a result of upcoming retirements:

Of the 33 full-time employees, 9 or 27% are eligible to retire. Of the 9, it is likely 7 will retire prior to June 30, 2018.

- 3 have provided specific retirement dates between now and 10/17
- 4 have identified it as a possibility but have not provided a specific date

The Fiscal Division has been fortunate that our team members operate at a high level of efficiency, developed a store of knowledge and history of the University that will be difficult to replace. The on-going financial crisis has also exacerbated staffing resources, as we have been providing increased support across the University including the most recent implementation of historical expenditure web-site. In addition, to improve internal manual processes and internal controls, our goal is to move 100% of these requests to Concur by the end of the fiscal year.

Additional Information Related to Select Accounts

University Fiscal Operations Fixed Expenses (BSRV06)

This account is used for various University wide expenses. Some of the larger expenses would include bank charges, credit card fees, audit fees and the American Disabilities Act (ADA) expenses, which alone accounts for about 30% of the total budget. The expenses for ADA can vary from year to year, and by having these funds managed by the Fiscal Division rather than the Departments making the decision, it allows the University to ensure that these student centered decisions are made without worry of fiscal constraints. These costs have continued to grow as the University rises to the challenge in supporting students with significant needs.

Any remaining funds in this account at the end of the fiscal year goes towards the balancing of the overall University's budget.

To highlight some of the changes/initiatives that will effect this budget are as follows:

- The President has approved the transfer of up to \$150K in FY17 from BSRV06 to Institutional Advancement for advertising/marketing to support the President's initiative to increase enrollment.
- The new Concur Travel System expenses are bonded until FY19, however, after that we expect to see these expenditures increase in the Fiscal Operation Fixed Expenses account.
- Due to the fiscal crisis, the CFO office has been very conservative and has limited expenditures such as travel to assist in balancing the budget in an effort to reduce/mitigate the reductions required to be passed to the Divisions.