

Dear Colleagues,

We are all hoping for spring to come soon, and for most of us, not a day too soon! This winter has seemed colder than usual.

I hope you find this issue helpful to you. We try to keep you informed about new procedures and policies. I'm sure it seems that the Controllers Office has been spending too much time developing new policies! But I think you will find that having the policies and procedures in writing will help all of us do a better job.

You will see that one of our most exciting projects recently is the introduction of monthly budget reports by electronic distribution. We hope you will find this as exciting as we do!

The FY05 budget development has just been completed, and the Board of Trustees will be asked to approve the budget of \$147,806,000 at the March meeting. This budget includes continuing program improvements of \$2,910,538, of which \$1,778,000 is for both merit and need-based financial aid. A notebook of all program improvement requests has been placed at the circulation desk of Boatwright Library.

As always, please let us know how we can help you, or suggest an article for this newsletter. Remember that there is a lot of information available on our website which you may find helpful.

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### THE NEWSLETTER STAFF

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UNIVERSITY OF RICHMOND  
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## Did You Know.....

Accounts Payable is offering direct deposit of employee reimbursements. This can save you time, as well as prevent lost checks. If you have not signed up yet for direct deposit of your reimbursements, please download the authorization form from our website, <http://oncampus.richmond.edu/administration/controller/forms/directdep.doc>. Forward the completed form, along with your voided check, to Ginny Emigh in Accounts Payable. You'll be glad you did!

## GENERAL ACCOUNTING OFFICE

### Monthly Budget Reports

Starting in March, you will begin receiving your monthly budget reports by email. We have tested this process with a few departments and have had great success. You will continue to receive a paper copy of your budget report for a couple of months. Once we know that all departments are receiving the reports by email without errors, we will discontinue the paper reports. If you happen to receive a report that you no longer need, please contact Deanna Janss, [djanss@richmond.edu](mailto:djanss@richmond.edu), immediately so she may make the correction to the distribution list. If you have previously received multiple copies of a monthly budget report, you will now only be receiving one copy by email. You may print as many copies as you need or forward the report to as many people as you want. We recommend that you create a folder for these documents on your computer and save the reports. If you ever need to re-print a report, you will be able to refer to your folder and print the report needed. This will be much quicker than to have Accounting send you another copy through campus mail.

### Interest Free Computer Loans

Alisia Jones-Stone will now be processing all Interest Free Computer Loans. If you have any questions concerning these loans, please contact Alisia on extension 8178 or [ajonesst@richmond.edu](mailto:ajonesst@richmond.edu).

### Do You Need Help Understanding Your Reports?

Do you have problems reading or understanding your Monthly Budget Report? Do you want to know who to call when you see an error on your report? Would you like some help with filling out a journal voucher form to correct Budget Report errors or to transfer some funds or expenses? If so, please contact Tammy Hicks, extension 8752 or [thicks@richmond.edu](mailto:thicks@richmond.edu), to set up an appointment for a one on one training on how to read your reports, who to call when you find an error and how to fix that error. Along with some personal instruction, you will also receive some helpful handouts that you can refer to once you return to your office.



## ACCOUNTS PAYABLE OFFICE

### New Job Duties in Accounts Payable

As many of you may know, Lynn Spencer has accepted a new position in the Athletics Office and is no longer a part of the Controller's Office. With Lynn's leaving, the job functions associated with Lynn's department, Corporate Accounts, have been disseminated to several different people. Some of those functions have been given to the Accounts Payable Office. Please bear with us as we adjust to the new work load. Also, because of the new job duties, some functions within the office have been reassigned. Please contact the appropriate person, as listed below.

#### Jean Hines, Accounts Payable Manager **Extension 8181**

Oversees all functions of AP.  
Contact for Purchasing Card and Travel Card payment questions.

#### Linda Pembelton, AP Taxation Specialist **Extension 8177**

Vendors starting with letters A thru L.  
Contact for 1099 questions.  
Contact for questions regarding our Gift Reimbursement Policy.

#### Ginny Emigh, AP Banking Specialist **Extension 8179**

Vendors starting with letters M – U.  
Contact for employee direct deposit reimbursements.  
Contact to find out if a check has cleared the bank or to place a Stop Payment on a check.

#### Lynn Gibbons, AP Travel Specialist **Extension 8180**

Vendors starting with letters V – Z.  
Contact for ALL travel reimbursements.

### 1099 Processing

The Accounts Payable Office is responsible for sending out the 1099 tax forms to the vendors we pay for you. The forms were sent out before January 31. If you receive a call from your vendor regarding the 1099 form, please direct them to contact Linda Pembelton at 289-8177.

## ACCOUNTS PAYABLE

Continued

### **Travel Reimbursement Processing**

As mentioned in another section of this newsletter, Accounts Payable has taken over the responsibility of processing your travel reimbursements. There are a few things you can do to ensure that your reimbursement is processed as quickly as possible:

- Provide original receipts. We cannot process reimbursements with photocopied receipts. If you need a receipt for your records, please make a copy for yourself.
- Please provide all receipts. If a receipt is missing and is for \$25 or less, please include a note explaining what was purchased and why the receipt is unavailable. If the missing receipt is for more than \$25, a *Missing Receipt Form* must be completed and attached to your reimbursement request. The *Missing Receipt Form* will be available on our website in the near future.
- Tape/glue all receipts smaller than 5”x 7”, so that the documents can be scanned into our filing system.
- For foreign travel, provide a copy of the currency conversion chart you used to determine the amount you should be reimbursed. There are several different currency conversion sites on the Internet. We currently use <http://www.oanda.com/convert/classic> when reviewing reimbursements for foreign travel.
- Attach receipts in the same order as outlined on the Travel Expense Report form, for example: Section 1 is for transportation expenses, so receipts related to transportation should be the first page of your receipts; Section 2 is for lodging and meal expenses, so receipts related to lodging and meals should follow, and so on.

We are in the process of drafting new travel policies which will aid you in knowing exactly what is required of you. Once these policies are completed, we will make them available to you.

We have updated the Travel Expense Report form on our website. The new form now has a place to indicate “direct deposit” for your reimbursement. The form is available at <http://oncampus.richmond.edu/administration/controller/forms/travel.xls>

### **Travel and Cash Advances**

We have created a new form for advances. The form will be available on our website in the near future. Please *do not* use the check request form when requesting an advance.

Travel and cash advances are only allowed in certain instances, for example, International travel, travel for a group, cash advances for students. If you receive an advance, please remember to keep your receipts in order to “settle” or “clear” the advance.

IRS regulations state that advances that are not substantiated within an appropriate period of time, may be considered taxable income to the recipient. Therefore, we are asking that all advances be cleared within 30 days of the completion of a trip or event. No other advances will be issued to you until the delinquent advance has been cleared.

## ACCOUNTS PAYABLE

Continued

If your advance is not cleared within 90 days, the advance may be reported to the Payroll Office to either be added to your W2 as taxable income or deducted from your paycheck. Once we report this advance to Payroll, we will not recall it.

If you approve advances for your students, please let them know that a financial hold will be placed on their student records if the advance is not cleared within 30 days of the completion of the trip or event.

### **New Purchasing and Travel Cards**

The University has recently contracted with another vendor for our purchasing and travel card accounts. Effective, March 31st, your current US Bank travel / purchasing card will no longer be valid. We have contacted all previous cardholders to notify them of this change and have told them if they need to do anything. If you have not been contacted or if you have questions about receiving the new purchasing or travel card, please contact Elaine Pierpont in University Services. Elaine’s extension is 8161.

### **Purchasing Card Processing**

When you receive your purchasing card statement, please remember that the cardholder, as well as the dean, director, or dept head, must sign the statement before forwarding to Accounts Payable. Forward the approved statement to Jean Hines in Accounts Payable, by the deadline specified in the email you receive. Please include all receipts with your statement and please give a detailed explanation of any missing receipts. All receipts smaller than 5”x7” must be taped or glued in order to accommodate our filing system.

If you approve your purchasing transactions in Banner, please remember to do this before the deadline specified in your email. If you have not completed your changes and approval by the deadline, we will approve the document for you and no changes to the accounting distribution will be allowed. We must have all documents completed in a timely manner in order to download the new charges from the bank each month.

If you have questions regarding payment of your purchasing card account, please contact Jean Hines, ext. 8181.

### **Payments to Non-US Citizens**

We recently drafted a policy on payments made to non-US citizens. The policy has gone out to all deans, directors, and dept heads. The policy is also located on the web at <http://oncampus.richmond.edu/administration/hr/payroll/international/NRAmemo.doc>

In conjunction with this new policy, we have updated the check request form. The form now requires you to let us know whether or not the person being paid is a US citizen. This information is required in order to ensure that we are in compliance with IRS regulations. Please download the new check request form and start using it immediately.

The check request is available at

<http://oncampus.richmond.edu/administration/controller/forms/creq.doc>

## PAYROLL

### **Biweekly Staff move to Web Time Entry**

The transition to Web Time entry for hourly staff is continuing. Currently, 150 employees still need to be transitioned. The transition to having all clerical staff submitting time via the web should be completed by the start of the coming academic year. We appreciate the cooperation of all departments that have gone through the transition thus far. The decision to transition to Web Time Entry was made for several reasons. Obviously, we are thrilled because it saves payroll staff time in collecting, sorting, calculating, and data entry of time cards. However, there are other compelling reasons as well. Most importantly, Web Time Entry establishes a clearly defined “approver” and only the approver or the approver’s designated proxy can approve an employee’s time card. Time cards are more easily altered or otherwise falsified. Additionally, there is cost savings in not having to print and store time cards. Approvers benefit by having easy access to an employee’s Web Time history and in being able to approve time even from offsite via the Web. Employees as well can submit time via the web from any computer with internet access. With closings due to inclement weather, being able to still gather time via Web Time Entry is a part of Payroll’s inclement weather plan. We appreciate that the transitional period when changing procedures can be difficult. However, for all of the reasons mentioned above, we believe that it is in the best interest of the University and will be moving forward in Fall 2004 to transition monthly paid employees as well.

## SPOTLIGHT ON:

### **The Print Shop Staff**



Karen Pierce and the entire staff of Printing Services are this issue’s “Friends of the Controller’s Office”. Every year they help the Bursar’s office mail Advance Deposit Notices to all of the returning undergraduates. This is a major mailing that Karen and Staff have made seamless with their advice, suggestions and help in putting it all together. Also, special thanks for their help when the Bursar’s office needed to do an emergency mailing. They pulled it all together in less than 48 hours so that we were able to get the necessary information out to our students in a timely manner. Next time you’re in the Print Shop be sure to give them a pat on the back for all of their hard work.

## STUDENT ACCOUNTS/CASHIER

It is the intent of the Cashier at the University of Richmond to receipt all monies in a timely fashion. To expedite this process, please fill out **all** information on the Cash Receipt Form. This helps the cashier’s office with timely processing of deposits.

All information on the Cash Receipt Form should be printed clearly with all blocks filled in.

- A receipt cannot be processed without the department or organization’s index and account code.
- Each department/organization needs to endorse their checks. Deposit only stamps can be purchased from Boise and should include:
  - University of Richmond
  - Department/Organization Name
  - For Deposit Only

Deposits are receipted in the order they are received. Therefore, depending on work-flow, all offices should receive a receipt within 3 working days of delivering their deposits. If a Cash Receipt has not been received within 5 working days, it is the department’s responsibility to contact Bharati Jani at (804) 289-8143. The only situation where money would not be deposited in a timely fashion is when pertinent information is missing or incorrect on the Cash Receipt Form.

### **Basic Cash Handling Procedures**

Cash should be locked up and ***out of sight and out of reach***. This includes counting a drawer at the beginning or end of a shift, and any other time cash is being counted.

Cash should be locked in a file cabinet or a safe – ***with the key and/or combination not shared or in plain sight!*** Keys and combinations should be changed when employees with access terminate employment at the University, and whenever there is any concern about access.

***Only paid University employees*** should be handling cash.

***Deposit all funds received.*** Do not hold checks waiting to make one deposit. Most checks are only good for a certain amount of time and holding them reduces our chances of collecting the funds. Don’t use collected funds for reimbursing expenses.

Make deposits ***no less often than weekly*** and whenever the amount exceeds \$500. Remember that ***mailing deposits is risky to you;*** delivering them to the Cashier’s office and walking away with a receipt shifts the responsibility to us.

If you ever experience a robbery, do not make any attempt to chase or apprehend the suspect! Note any details you can, call University Police and follow their instructions.

If you have any questions, please do not hesitate to call me at X6562.

