THE BOTTOM LINE

Volume 5, Issue 3 **Fall 2003**

Dear Colleagues,

Happy Fall! As you will see in this issue, we've had several organizational changes in the Controller's Office. We are all settling in to the changes and are available to assist you as needed. This issue should provide a good resource for you.

The fiscal year that ended 6/30/2003 was completed and audited successfully. The university's balance sheet reported assets of over $1.3 billion including an endowment market value of $997 million. The statement of revenue and expenses reported a net increase in unrestricted operations of $3.5 million which was an increase over the prior year.

The budget process to build the fiscal year 2005 budget has begun right on the heels of closing the 2003 fiscal year.

Several members of the Controller's Office led a session at this year's Professional Enrichment Conference on the topic of various financial policies and procedures. If you attended, I hope you found it helpful. As always, contact us with questions or concerns.

Jenni Sauer
Controller
jsauer@richmond.edu

THE NEWSLETTER STAFF

Valerie Cemprola	*X8150*
Sharon Condrey	*X8828*
Susan Galvin	*X8537*
Tammy Hicks	*X8752*
Jean Hines	*X8181*
Suzanne Kalligan	*X6562*
Natolyn Quash	*X8173*
Lynn Spencer	*X8882*

RICHMOND
UNIVERSITY OF RICHMOND
FOUNDED 1830

Did You Know......................

American Express is now accepted at the following locations on campus: Bookstore, Athletic Ticket Office, Bursar's Office, SCS, Alumni Office, Advancement, Modlin Center, Management Institute, Cellar, Edible Bites, and 8:15 at Boatwright.

Payroll on the Move!
This summer the Payroll Office moved not only to a new physical location but also to a new spot on the University organizational chart. We are now residing in the G-12 suite of Maryland Hall as the newest department to join the Controller's Office.

The University Catering Office has a list of approved caterers to be used on campus. Please contact the Business Office in the Heilman Dining Center for more information about this list.

ACCOUNTS PAYABLE & PAYROLL

Hot Topic- Affecting Payroll and A/P
Employee/Independent Contractor

Departments are responsible for making an initial assessment of the employment status of individuals they hire; departments are encouraged to contact the Office of Human Resources with specific questions prior to finalizing arrangements with the individual. If an employer/employee relationship is found to exist between the worker and the University, the worker must be considered an employee, and payments for services are handled through the Payroll system with applicable taxes withheld. If the individual is an independent contractor, payments for services are handled through Accounts Payable on a check requisition form.

Guidelines to Use When Hiring an Independent Contractor:

A. Do not establish a work schedule.

B. Do not provide office space or training.

C. Do not furnish tools and materials.

D. Do not require the independent contractor to provide regular verbal or written reports.

E. Payment for the assignment should be based generally on one fee for performing the service rather than by the hours spent on that assignment**.**

F. The independent contractor may need to provide proof of liability coverage.

G. Incidentals such as travel, meals and materials should be included in the fee, or should be stated, for example, "as not to exceed ten percent of the fee." Any other arrangements for reimbursement of travel or other expenses must be reviewed in advance with Corporate Accounts and should be specified in the agreement as well; otherwise the university will not be liable for travel expenses.

H. Do not include an independent contractor's name in the university's telephone directory or request the issuance of a regular parking permit.

I. Be mindful that independent contractors who earn more than $10,000 a year from a single employer and who do not perform services for any other employer are likely to be considered employees by the Internal Revenue Service.

More information regarding the classification of independent contractor vs employee can be found at the following IRS websites:

http://www.irs.gov/govt/fslg/article/0,,id=110344,00.html

http://www.irs.gov/pub/irs-pdf/p15a.pdf

PAYROLL

Holiday Payroll Schedule
The following adjustments should be made to the normal payroll schedule during the Holiday Season:

Student Payrolls

Thanksgiving week is a student payroll week. Because November 28th is not a bank holiday, student checks will still be dated 11/28.

For the student pay period ending 12/21/03, please submit time cards in advance not later than 12/18/03. However, if you have students who will be working after the 18th, make sure the cards are in the Payroll Office no later than Monday, Dec. 22nd at 10:00 a.m. Checks will be dated 12/26 and mailed to the permanent address.

Biweekly Staff Payrolls

On Thanksgiving week, all biweekly staff should submit time cards or web time entry to the Payroll Office by the Wednesday prior to the Thanksgiving holiday.

December 12th **!!!**—On December 12th all biweekly staff should submit **both** the time for the current pay period as normal **and** the time for the next pay period in advance.

Monthly Payrolls

All monthly check requests are due on December 12th.

Monthly paychecks for the pay period of December will have a check date of January 2nd.

Inclement Weather

In the event that the University is closed due to inclement weather, the following guidelines apply to all nonessential personnel:

If the University closes, then pay for this day will be provided according to the number of hours the Employee was scheduled on that day or for his/her regularly scheduled hours, whichever is less. However, if an Employee is on holiday or vacation leave when the University closes due to inclement weather, then pay for that day must still be charged to his/her holiday or vacation leave. No additional pay will be given.

Only essential personnel are paid additional hours for working during an inclement weather closure. If you are unsure of your status, please confirm with Human Resources.

For additional information regarding this policy, please refer to Staff Guidelines found on the Human Resources Webpage. Requests for special exceptions to the policy must be authorized by the Department of Human Resources.

Preparing for Calendar Year End

Please assist the Payroll Department with year-end preparations for W-2s. Notify us in writing regarding changes in your permanent address or legal name that have not yet been updated on Banner.

PAYROLL
continued

A Special Thank You

The Payroll Office would like to extend a special thank you to the Department of Information Services Operations Group, represented by Clovis Khoury and Tony Faucette, Cheryl Richards, programmer and Lee Parker, database administrator. During the Tuesday power outage, we managed to finish the processing of the biweekly payroll only with their assistance, their patience, and some generator power! Because of their outstanding effort, they are definitely "Friends of the Controller's Office."

ACCOUNTS PAYABLE OFFICE

There are several new policies that Accounts Payable is in the process of implementing. These new policies are detailed below:

Backup for Check Requests

Effective immediately, all check requests submitted for payment, must include supporting documentation. If a payment is to be made for an honorarium or any other type of service, please include a copy of your contract/invitation letter as your supporting documentation. Check requests without proper supporting documentation cannot be processed.

Employee-Independent Contractor Checklist

As mentioned in an early section of this newsletter, the University now has an employee - independent contractor checklist. All check requests for **payments** to individuals for services must have either the independent contractor checklist attached to the check request form, or the form must have previously been submitted and is on file with Accounts Payable or Payroll. Please access this link to the Controller's Office website,
http://oncampus.richmond.edu/administration/controller/guidelines/indcontractors.html.
to view these new guidelines. The new checklist is also available on the website.

If the checklist is not attached to your check request form, the check request will be returned to you, along with a blank checklist, so that you may complete it. This will slow down the processing of your payments.

ACCOUNTS PAYABLE
continued

Payments to Foreign Nationals

The Controller's Office, in conjunction with International Education, are in the process of drafting guidelines for payments to foreign visitors. Once completed, these guidelines will be distributed to University Deans, Directors, and Department Heads.

With the event of September 11th, the federal government is paying closer attention to visitors who enter our country. Our guidelines will ensure that the University is in compliance with federal rules and regulations regarding payments to our foreign visitors.

Because of the implementation of these new guidelines, it may take as long as 30 days to process payments to foreign visitors. Also, the tax withholding requirements on these payments may be as much as 30%. Please be aware of this as you contract with your foreign visitors, scholars, and performers.

More information about foreign visitor payments will be forthcoming.

Purchase Order Payment Processing

When Accounts Payable receives invoices which reference a purchase order number, we send out a notification to the department to let them know we have received the invoice from the vendor. When we send this notification, please respond as soon as possible. If you do not want us to pay the invoice, please indicate that on the form we send you, and send it back to us. In this way, we will know what to tell your vendor when they call us.

Holiday Check Run Schedule

There will be 3 major holidays, before our next newsletter. The revised check run schedules for those holidays are listed below. Please plan accordingly.

Thanksgiving **-** We will have only one check run the week of November 24th. Checks will be issued Tuesday morning, November 25th, for distribution that afternoon. If you must have a check by our November 25th check run, it is imperative that we receive your request by 5:00 Friday, November 21st. The request MUST be marked "RUSH", in order to ensure the check is issued on Tuesday.

Christmas **-** We will have only one check run the week of December 22nd. Checks will be issued Tuesday morning, December 23rd for distribution that afternoon. Since the University is closed for Winter Break from December 24th – January 1st, our December 23rd check run will be the last one for the calendar year. If you must have a check issued by December 31st (perhaps for tax reasons), we MUST have your request in our office by 5:00 Thursday, December 18th in order to ensure the check is issued in our December 23rd check run.

New Year's Day **-** The University will reopen from Winter Break on Friday, January 2nd. We will resume our normal Tuesday / Thursday check runs on Tuesday, January 6th.

CORPORATE ACCOUNTS OFFICE

TRAVEL

Travel Cards

If you are a US Bank Travel cardholder, you should already know that the account is a personal liability. However, delinquencies are reported to the University monthly.

If your account becomes 60 days past due, you should call the Corporate Accounts office (X8882) to discuss the situation and any steps that you are taking to correct the problem. If you do not call and report the delinquency, when the "Past Due Accounts" report is received from US Bank, an email notification will be sent to you **and your immediate supervisor**. We will request assistance from your supervisor in resolving any issues related to the delinquency. Travel Card delinquencies of 120 days or more are reported to the Credit Bureau and will obviously impact the individuals personal credit rating. Your delinquency also has a negative effect on the University's credit rating and our reputation with US Bank. For this reason we are taking a more proactive approach and ask your cooperation in dealing with this unpleasant situation.
Please make sure that each US Bank Travel cardholder in your department is aware of this change.

Receipts

When attaching receipts to 8 ½ x 11 paper, please DO NOT staple the receipts!! Staples must be removed for scanning into our filing system. **Please make sure that the receipt is secure and that it is legible. Do not tape over the amount that you are requesting reimbursement for**. Invisible tape erases the ink on most receipts and they become impossible to read. Whenever possible, please tape multiple receipts to each sheet of paper. Receipts larger than 5 X 7 do not need to be taped.

Loosely taped receipts get caught in the scanner and must be removed and taped properly. And, again, ***it is not necessary to tape an 8 ½ x 11 receipt to an 8 ½ x 11 sheet of paper.***

Only one receipt is required for each expense. It is not necessary to submit multiple copies of airline tickets, hotel bills and car rentals for reimbursement. Please keep the additional copies for your own records.

PURCHASING CARDS

Approval Reminder

In November 2002, the Controller's Office issued a memo outlining changes in the Purchasing Card program.

The cardholder and the cardholder's immediate supervisor, dean or department director must approve Purchasing Card statements. If the card is in a supervisor's or manager's name but processed by someone else, both the cardholder and the person processing the charges in Banner must sign the statement. Purchasing Card statements should only be signed after the supervisor, manager or

dean has reviewed it. Your signature indicates that the charges are legitimate and appropriate use of University of Richmond funds.

Please remember that personal use of the Purchasing Card is strictly prohibited. If you "accidentally" use the card for a personal expense, please attach a check and forward to the Corporate Accounts office immediately with an explanation. As stated in the application signed by each cardholder, personal use of the card is considered misappropriation of University funds and could result in disciplinary action against the cardholder.

Banner Approval

If you would like to learn how to do your own purchasing card approval in Banner, please call Lynn Spencer (X8882) for instructions. Approvals must be submitted by the deadline indicated in the email reminder message each month. Printed instructions are available on the University's Blackboard website at http://blackboard.richmond.edu/?bbatt=Y. Log in and click on Banner Library and then click on UR Resources.

Sometime in the near future, you will be able to access your purchasing card account through the Internet. Information about the changes will be sent out in early 2004. We are very excited about these changes because it will give the cardholder access to real-time entries, on-line approval, the ability to dispute charges as soon as they appear and many other features. An email announcement will be sent to individual cardholders when we are ready to implement the changes.

GRANT & SPECIAL FUNDS ACCOUNTING

Where's Natolyn? Many of you have come to Maryland Hall and found that I am no longer in the office where I spent the last 13 ½ years. I have a new position in the Controller's Office: the Director of Grant and Special Funds Accounting. Some of my duties include the managing of external funding to the University, which includes federal, state, local and private grants and contracts. I review restricted/discretionary funds and I am learning about the University endowment. I work very closely with faculty members and the Office of Foundation, Corporate and Government Relations. If your index is a five-digit number that begins with a "2", then I'm your contact. Presently, I'm located on the ground floor of Maryland Hall in room G18B. Feel free to stop by and see me!

FRIENDS OF THE CONTROLLER'S OFFICE

Lee Parker

Lee Parker is officially leaving the University at the end of October. Lee has been our friend, supporter, resident Rock musician and Mathematics expert for almost nine years.
Lee was originally hired by SCT to support their Regional Data Center on the UR campus in January of 1995. The University chose to reclaim their IS departments on April 1, 1997 and it was no joke! Lee has supported almost all of the Banner areas, including Finance and Imaging, during his tenure.

In 2002, Lee became the University's Jr. DBA, under Mitch Coak. This excellent opportunity allowed Lee to expand and utilize his many years of programming experience. After multiple years of implementing Banner upgrades and point releases, Lee has become a master of the all-nighter.

Lee is a graduate of Washington and Lee. (Why is that our sister school?) He and his wife Kara have two daughters, Hannah, 3 years old and little Nora, who is 10 months old. Lee's parting words to us is this selection from Kahlil Gibran's The Prophet: "How shall I go in peace and without sorrow? Nay, not without a wound in the spirit shall I leave this city." We wish Lee well in all of his endeavors.

A NEW FACE IN THE ACCOUNTING OFFICE

Christie D'Amour joined the university as Director of Financial Operations on July 1, 2003. She and husband Jim, daughter Shannon and son Kyle relocated to Richmond from Long Island, NY where she held the position of Senior Accountant at Hofstra University. Please stop by G-12 Maryland Hall and welcome Christie!

STUDENT ACCOUNTS/CASHIER'S OFFICE

The holidays are fast approaching. The Cashier's office will be closed for the Thanksgiving Holiday on Thursday, November 27th and Friday, November 28th. For the Winter Break we will be closed from Wednesday, December 24th thru Thursday, January 1st. Please note these dates. We will be happy to accommodate any requests for extra change due to these closures.

Scanning

As we continue to scan petty cash and other documents, please remember:

- Original receipts only
- attached to a separate sheet,
- if the receipt is smaller than 5 x 7, please tape or glue to a separate 8x11 sheet of paper. Please, do not use staples.
- if receipt does not have vendor's name or item description, the requester must write the vendor's name and description on the receipt.

Please remember that all Petty Cash receipts must be within the last 30 days. Petty cash is void over $50.00 and cannot be used to reimburse ATM fees, cash advance fees, gas or mileage.

CASH MANAGEMENT OFFICE

Electronic Funds Transfers from Commonwealth of Virginia and Federal Agencies

Does your Department invoice State and Federal agencies for goods or services provided? If so, please make note of the following:

Both the Commonwealth of Virginia and the Federal government now make payments to the University of Richmond almost exclusively via Electronic Funds Transfers.

These payments are automatically deposited into our main bank account at Bank of America. To insure that the correct department on campus gets credit for these deposits, we ask that you do the following:

1. Send a copy of the invoice to Betty Lockhart, Cash Manager, at the time the invoice is prepared, via one of the following:
   - Campus Mail – 201-D Maryland Hall
   - Fax – (804) 287-1222
   - E-mail – blockhar@richmond.edu

2. Indicate the index and account code you wish to have the payment credited.

When payment is received, a journal entry will be made to credit your department with the payment. A copy of the invoice with the pertinent payment information noted will be sent to you upon request. The payment will be reflected on your monthly Banner printout.

Thank you for following the above instructions. As more and more payments are received in this manner, having a copy of the invoice in advance will reduce the amount of detective work required to track down which department on campus is expecting these payments.

GENERAL ACCOUNTING OFFICE

Budget Report Distribution Changes *****COMING SOON*****

The Controller's Office is excited to announce a change in the way you receive your monthly budget reports!!

Sometime in the early part of 2004 we will begin sending your budget reports via email, as an attachment. We are currently testing the process and we will be contacting several departments to participate in the testing process sometime next month.

It is extremely important that you contact us if you need to make any changes in our distribution lists. If you are currently receiving a budget report that you no longer want to receive, please contact Deanna Janss via email at djanss@richmond.edu. If you are not receiving a report that you need to see please let Deanna know. Please send her an email so that we will have documentation of the change. Be sure to include the index and your email address in your request.

GENERAL ACCOUNTING OFFICE

continued

When you receive your email notification at the beginning of the month, you will be able to view the budget report and save it in a folder. You will also have the option of printing it on 8 ½ X 11 paper. You will have to change your print option to "Landscape" to get all of the information on the sheet.

We understand that in some cases you may prefer to continue to receive the old "greenbar" reports. We hope to be able to give you a choice of receiving the reports via email or paper. Eventually, we expect that everyone will receive the report via email.

Information about the change will be sent out in December or January. We hope that you will like the new format as much as we do!

Month End Notification Email

Do you enter journal entries for your department? Do you want to know when to expect your Monthly Budget Report? Do you need to know when the Controller's Office will be closing the month? If you answered "yes" to any of these questions, then you need to be receiving the Month End Notification Email. Every month, approximately 10 days before closing, the Controller's Office notifies departments around campus by email letting them know when the month end closing will occur, the last day to get journal entries into Banner for the current month, and when they can expect to receive their Monthly Budget Status Reports. If you are not currently on this list, but would like to be included, please email Christie D'Amour cdamour@richmond.edu and ask her to add you to the Month End Notification Email.

TOP TEN REASONS TO HAVE FRIENDS IN THE CONTROLLER'S OFFICE

10. We have caller ID, and if you're our friend we will answer the phone…

9. You can get a Corporate Purchasing Card with no credit check…

8. We control the "Bottomline"…

7. We give you computer loans …interest free…

6. We can cash a personal check for you without charging a percentage…

5. Unlike a bank, if you overspend your budget, we only send a "nastygram", we don't charge you an overdraft fee…

4. If you mess up a journal entry we can fix it, and your boss will never know…

3. If we like you, your invoices will be paid on Tuesday, if we don't – they get paid on Thursday-of the following week…

2. We can save your ass-ets…

1. We Pay You!!!!