



FISCAL SERVICES

ANNUAL REPORT

FY 2008



Fiscal Services

Fiscal Services is a team of accountants, analysts, buyers, cashiers, customer service representatives, technicians and warehouse workers who support and maintain the financial infrastructure at the university. We seek to safeguard the university's assets and reputation by ensuring compliance with fiscal regulations and other requirements of the Commonwealth and the federal government. In addition, we seek to provide the university community with excellent customer service through timely, reliable and efficient financial policies, procedures, and guidance.

Message from the Controller

Pausing to reflect on the collective accomplishments within Fiscal Services during fiscal year 2008, I commend the individual and team performances described in this report. As the workload and its complexity grows, opportunities for doing things better, faster and cheaper continue to present themselves and are met through technology, creativity and discipline. We have a long list of unmet opportunities and challenges, which serve as a reminder that we have ample room to learn and improve. I am confident we have the motivation, skills and abilities to continue meeting our obligations for fiscal stewardship and building our capacity to serve the mission of higher education in these changing times.

We are fortunate to support an Executive Administration that delivers a 'tone at the top' message of responsible financial and ethical decision making. I feel honored to serve with so many colleagues in Fiscal Services and throughout the university who demonstrate on a daily basis the passion, drive, and dedication to make such a significant difference at Mason.

Assessment of Institutional Performance

These are the financial measures that the State Council of Higher Education uses to annually assess and certify institutional performance. Financial benefits provided to each institution are evaluated in light of the university's performance on these and other education-related and administrative management measures.

Performance Measure	Reported Performance
An unqualified audit opinion from the Auditor of Public Accounts	An unqualified opinion was issued.
No significant audit deficiencies attested to by the Auditor of Public Accounts	Auditors identified a deficiency in internal control over financial reporting considered to be a significant deficiency under auditing standards, but not under state performance measures. (See Auditing Standards Update)
Substantial compliance with all financial reporting standards approved by the State Comptroller	State Comptroller's office reported substantial compliance with financial reporting directive.
Substantial attainment of accounts receivable standards approved by the State Comptroller, including, but not limited to any standards for outstanding receivables and bad debt <ul style="list-style-type: none"> a. A past due rate of 10% or less on all receivables regardless of fund, excluding Perkins b. A past due rate of 10% or less on federal student loans (Perkins Default Rate) 	<ul style="list-style-type: none"> a. Past due rate = 6.85% b. Perkins Default Rate (as of June 30, 2008) = 8.55%
Substantial attainment (90% of payments and dollars in compliance) of accounts payable standards. The standard, Prompt Pay, requires vendors to be paid within 30 days of receipt of invoice or goods or services.	99.3% of payments in compliance; 99.24% of dollars in compliance
Complete no less than 75% of all non-exempt purchase transactions through the Commonwealth's enterprise-wide Internet procurement system (eVA) and make no less than 75% of dollar purchases from vendors and suppliers who are registered with eVA	80% of total orders processed through eVA; 95% of the total dollars issued to eVA registered vendors.
Institution completes no less than 75% of dollar purchases from leveraged cooperative contracts	Virginia Partners in Procurement (VaPP) contracts are 80% of VaPP potential.

Auditing Standards Update

The American Institute of Certified Public Accountants issued Statement on Auditing Standards (SAS) 112, *Communicating Internal Control Related Matters Identified in an Audit*, effective beginning with the FY07 audit, which was conducted in FY08. SAS 112 introduced the terms ‘control deficiency’ and ‘significant deficiency’ and changed the definition of the term ‘material weakness’. SAS 112 defines these terms as follows:

- **Control deficiency:** "A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis." The significance of a control deficiency depends on the *potential* for a misstatement, not whether a misstatement actually has occurred.
- **Significant deficiency:** A significant deficiency is "a control deficiency, or combination of control deficiencies, that adversely affects the entity’s ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity’s financial statements that is more than inconsequential will not be prevented or detected."
- **Material weakness:** A material weakness is "a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected."

The State performance measure, “No significant audit deficiencies attested to by the Auditor of Public Accounts” was codified prior to SAS 112, when “significant deficiency” was not used as an audit reporting term. The Auditor of Public Accounts has stated that he will use judgment to determine whether an audit finding or findings results in the failure of an institution to meet this performance measure.

Fiscal Services Cross-Departmental Accomplishments

Employee Retention

Employee retention is a key challenge in organizations today. Employee turnover comes with measurable costs such as recruiting and training and other costs like lost production time and a loss of organization knowledge. Fiscal Services has benefitted from low turnover as indicated in the comparison to university turnover rates. On average, Fiscal Services employees have 7.1 years of service with George Mason; that average is on par with the average for the university.

	Fiscal Services	University
Classified Turnover Ratio	11.7%	17.5%
Admin Faculty Turnover Ratio	0.0%	14.5%

Employee Recognition

Four Fiscal Services employees were recognized for their contributions to the university. **Quyen Le, Assistant Director, Accounts Payable**, received the Outstanding Achievement Award. Quyen reorganized the workflow in the department and created written procedures to improve completeness and accountability for processing. Quyen's leadership improved the department's performance and resulted in the smoothest year end close in many years. Quyen takes ownership of all that comes across her desk and is committed to providing excellent customer service.

Jim Russell, Assistant Director, Purchasing, received the Outstanding Achievement Award. Jim is the primary purchasing compliance officer for the university, which includes monitoring adherence to State regulations in order for the university to maintain its status as a decentralized agency. Jim has a sound foundation in what is required and demonstrates diplomacy and creativity in solving problems. Jim also implemented a departmental reorganization; both he and each of his staff have grown professionally as a result.

Larry Atienza, Cash Office and ALM Manager, received the Outstanding Achievement Award. Larry played a crucial role in the implementation of new payment software; he answered numerous parent inquiries and implemented additional account reconciliation work to ensure a smooth transition. Larry and his staff provide exemplary customer service with a focus on minimizing wait times, assisting students and families with the payment process and ensuring transactions are processed with minimal errors.

Beth Brock, Controller, received the David W. Rossell Quill Award. This award recognizes an individual who displays leadership and works on projects or initiatives, outside the realm of normal work duties, resulting in the advancement of the university's mission. In addition to her leadership of Fiscal Services, Beth was recognized for her contributions to the University Process Improvement Council.

eVA Banner Integration

eVA is the Commonwealth of Virginia's (COVA) electronic purchasing system, and its use is mandated by the State. The eVA Banner Integration project is part of a COVA initiative to directly integrate eVA purchase orders into a widely used ERP system called Banner. Mason is one of seven schools participating in the project and serves as the lead institution. When eVA Banner Integration is implemented an eVA order replaces a purchase requisition for purchases over \$2,000, funds are immediately encumbered for all purchases except those made with credit cards regardless of dollar value, and users record receipt of goods and services electronically in eVA.

The integration eliminates paper by transmitting orders electronically, applying approvals electronically and scanning supporting documents to attach them to the purchase requisition. In addition, integration improves accuracy and efficiency by eliminating duplicate data entry and provides for better budget monitoring because eVA integrated purchase orders are encumbered.

FAST, Purchasing and Fiscal Policy and Communications have spent thousands of hours on this project. They developed specifications for the code that runs the integration, conducted extensive testing, wrote comprehensive training materials, and continue to support units that have implemented integration. Purchasing and Facilities Management were the first units to implement because they each have an established approval structure. More units will adopt integration during FY09, with university-wide adoption scheduled for FY10.

Distributed Accounts Payable Processing

Distributed accounts payable processing decentralizes the input and processing of invoices from Accounts Payable to the unit receiving the goods and services. ITU and Energy Management have demonstrated their capability to be held accountable for decentralized processing and are processing their own invoices. Accounts Payable reviews each payment entry and completes the Banner record. While some thought this change might result in more work at the department level, the time spent entering invoices into Banner is offset by eliminating much of the necessary back-and-forth communication between Accounts Payable and a department that is not decentralized.

The decentralized departments prefer being in control of payment processing and are in a better position to track spending. Departments that remain centralized may apply for decentralized status.

FAST created the approval cues in Banner and developed the 'behind the scenes' structure necessary to implement the process. Accounts Payable developed a memorandum of understanding and distributed detailed processing procedures for departments. The university has significant financial incentives to meet state prompt pay requirements, so responsibilities are clearly documented and the process is monitored closely.

Remote Deposit

General Accounting, FAST and the Cash Office implemented remote deposit capture of check deposits. Instead of using an armored car service to send checks to the bank for processing, the Cash Office scans the checks into a secure bank web site and destroys the physical checks after a brief retention period. The new way of processing generates more interest revenue on deposits because funds get into the bank faster. Service to students is improved because insufficient funds checks are identified earlier, allowing refunds to be processed within days instead of weeks of check presentment.

FAST modified Banner configurations necessary to make the change. General Accounting administered the contract changes with the bank, coordinated the project and revised its process for recording deposits. The Cash Office installed new equipment, attended training on the new process, and implemented the conversion seamlessly. The Freedom Center also converted their deposits, and Fiscal Services thanks the Freedom Center staff for their flexibility and assistance. We also thank Mail Services for rescheduling courier delivery between SUB I and Commerce to accommodate the process change.

General Accounting

General Accounting is responsible for maintaining the general ledger and daily interfaces with the Commonwealth Accounting and Reporting System (CARS), producing the university's annual financial statements and tri-annual Facilities and Administrative Cost proposal to the federal government, and maintaining the accounting records for fixed assets. Managing the university's financial transactions and developing required financial reports requires an abundant amount of daily, weekly, monthly and annual tasks be completed. Although this doesn't leave a lot of time for project work, the staff concentrates on continuous improvement.

FY07 Financial Statements

FY07 financial statements are prepared in FY08. There are three financial statements presented: the Statement of Net Assets; the Statement of Revenues, Expenses and Changes in Net Assets; and the Statement of Cash Flows.

The Statement of Net Assets presents the assets, liabilities and net assets of the university as of the end of the fiscal year; its purpose is to present readers a fiscal snapshot of George Mason. The university's financial position remained strong at the end of the fiscal year 2007. Total assets were \$745 million and net assets (total assets less liabilities of \$379 million) amounted to \$366 million; the university's net asset position increased by \$63 million.

The purpose of the Statement of Revenues, Expenses and Changes in Net Assets is to present the university's operating revenues, expenses incurred and all other revenues, expenses, gains and losses for the fiscal year. Operating revenue, consisting mostly of tuition and fees, grants and contracts, and auxiliary enterprises, increased by \$25.2 million or eight percent from the prior year. Student tuition and fees, net of scholarship allowances, increased by \$15.3 million. Most of this growth is attributable to increases in out-of-state and premium tuition revenue generated from law and graduate programs.

The Statement of Cash Flows presents information about the cash activity of the institution during the year. The university generates 76 percent of its operating cash through its educational, research and service programs, with the remainder being provided in the form of appropriations from the Commonwealth of Virginia. All three statements taken together indicate that the university's financial position is strong.

Equipment Inventory

Financial Reporting implemented a number of control activities related to equipment inventory to improve the accuracy of capital assets reported on the financial statements. The controls are designed to ensure that all purchased assets meeting the capitalization threshold are recorded in TraQ, improve security by limiting access to TraQ and establish more accountability in the financial statement preparation for capital assets.

A new report was developed to track all purchase orders charged to capital asset accounts. A cumulative record for the fiscal year is maintained containing each purchase order and its resolution (assigned barcode number or explanation as to why item was not recorded in TraQ). A coordinated effort by all Financial Reporting staff is made to actively seek out the possible occurrence of capital asset donations made directly to the university (not through the Foundation) that might go unreported, by regularly scanning the Mason Gazette and its archives, and actively seeking information from persons who might be aware of donations.

The creation of TraQ user groups in Financial Reporting with graduated rights based on job requirements enhances system security. Previously all users in the department had full rights to all functionality. The Financial Statement checklist for capital assets was expanded to include additional data points making it easier to keep track of who does what and when, plus any contingencies or pending items affecting completion of a task, thereby making the process easier to manage and reducing the chance of a task falling through the cracks.

ARMICS

Comptroller's Directive No. 1-07, *Agency Risk Management and Internal Control Standards (ARMICS)* required each agency head to certify to the State Comptroller that they had established, maintained and evaluated their agency's internal control framework by June 30, 2008. The Controller, Fiscal Projects Director, and several CPAs in General Accounting comprise the ARMICS team responsible for ensuring certification requirements are met.

One ARMICS requirement was to develop a risk control matrix to identify risks and then describe the controls in place to address each risk. Each risk element was classified according to its likelihood and impact, and the associated control was evaluated for its objective, activity, type and frequency. Over 200 risks were identified and each risk had from 1-5 control activities associated with it. In addition to meeting the certification requirements, the preparation and review of the risk control matrix helped identify opportunities to enhance controls in certain areas.

Account Reconciliations

Internal Controls and Cost Accounting examined all funds, organizations and accounts to determine which needed to be reconciled on a regular basis. In cases where a reconciliation wasn't being completed, the responsible person was identified and notified. In addition, a reviewer was identified. The additional reconciliations and reviews are an improvement in internal controls and should reduce clean up entries at year end.

Accounts Payable, Central Receiving and Purchasing

Accounts Payable is responsible for processing all vendor payments, either by check or electronic payment, to meet Commonwealth of Virginia requirements which stipulate that payments are made 30 days after receipt of invoice or goods or services. Purchasing delivers value-added customer support for the purchase of required products and services from appropriate sources of supply. Central Receiving receives goods for the university expedites the inspection and delivery of those goods to university departments, and manages the surplus property program.

Imaging

Accounts Payable has converted from paper files to imaging for all invoices beginning with FY07. A repository was created on MESA with assistance from FAST and ITU, allowing end-users to access paid invoices directly, rather than through a request to Accounts Payable staff. The Assistant Director of Accounts Payable grants individual access to the folders to ensure that confidentiality of information is not compromised. Imaging saves a tremendous amount of staff time in Accounts Payable while meeting customers needs more quickly. In addition, physical storage space was converted into a much needed conference room, and the university moved one step closer to a paperless environment.

Automated Check Run

Another change that has resulted in better utilization of Accounts Payable staff time is the automated check run process. FAST helped test and implement the technical solution. Checks are now run twice a week rather than daily. Staff can devote more time to processing invoices, making sure they are input accurately, and less time setting up for check runs.

Data mart

Purchasing and Accounts Payable, with significant assistance from FAST and ITU, have completed phase I of the Procurement Pipeline data mart. A data mart is a subset of information relevant to a group of users that is structured in a manner to facilitate data access, reporting and decision making. Phase I was limited to internal users in Accounts Payable and Purchasing plus a few individuals who are heavy users of the data. Users are able to access, structure and analyze information that was inaccessible or unmanageable prior to the data mart's development and as a result, they can present more accurate data. In addition, the data mart has made it easier to extract the data for the required Small, Women and Minority business reporting. In phase II security will be added, making the Procurement Pipeline data mart available to the user community.

SWaM

The university's outreach to small businesses and businesses owned by women and minorities (SWaM) continues to expand the number of our SWaM suppliers. George Mason, as an active participant in the Virginia Association of Schools, Colleges, and University Procurement Professionals (VASCUPP), continued its support for the annual SWaMFest, which was hosted by Mason the prior year. The conference is a networking tool where contractors and representatives from the construction related trades meet, learn about the Governor's SWaM Initiative and have the opportunity to speak with buyers from State Universities about the steps necessary to become a SWaM certified vendor, and the unique business opportunities available as a result.

SWaMFest III, held in October 2007, focused on the potential to increase SWaM suppliers for both prime and sub-contracting opportunities and was a huge success. The conference drew some 350 vendors, majority contractors and purchasing officers who networked, gained new associations, and no doubt played a major role in helping to make 2007 a banner year for Virginia's construction industry.

Fiscal Year 2008 saw an increase in the dollars and percentage of SWaM expenditures once again.

	SMALL Business Enterprise Dollars	WOMEN Business Enterprise Dollars	MINORITY Business Enterprise Dollars	SBE%	WBE%	MBE%
FY08	\$26,813,873	\$5,537,819	\$10,559,487	21.18%	4.37%	8.34%
FY07	\$11,725,740	\$2,958,377	\$7,050,328	10.09%	2.55%	6.07%
FY06	\$5,709,681	\$1,247,270	\$3,109,969	5.48%	1.22%	2.98%

Surplus Property

Central Receiving manages Surplus Property which is a great resource for departments, particularly in difficult budget times. Those items which are not reused are sold on GovDeals.com, the Virginia Surplus property web site which has an efficient collection process that has assisted in promoting sales. Surplus property sales continue to grow; FY08 sales (\$41,025) increased by 55% over the previous year.

Student Fiscal Services

Student Fiscal Services is responsible for all student billing, accounts receivable processing, collections and managing the cash office where both student and departmental payments are processed.

Collections

Collections has reduced the write-off amount through improved processes such as targeted outreach toward students with large unpaid balances at the beginning of each semester, aggressive follow up on past due accounts, effective controls barring services when accounts are past due, and flexible payment plans when opportunities exist to collect on past due balances prior to assessing additional fees. The write off amount in November 2007 was \$507,652, down from \$517,125 the previous year. Taking into account the eight percent tuition increase, growth in enrollment, and an increase in accounts receivable due to a greater number of out of state students, the decreased write-off amount was a success. A clearly written and enforced "Never Attended" policy was developed and implemented to ensure that assessed penalties in such cases are fair, while still enforcing drop deadlines.

Reorganization and Cross-training

The Student Accounts Office reorganized, shifting duties and cross training for several positions. The changes enable staff to provide better phone and walk in coverage, and allowed for Student Accounts Office staff to cover for the unexpected departure of a Third Party Account Representative, resulting in the accurate posting of all Financial Guarantee Letters prior to the Spring due date. The Cash Office implemented a task rotation schedule to ensure all Cashiers are prepared and trained to take on whatever task necessary.

Student Communication

The Student Accounts Office has improved communication to students and thereby increased compliance with policies and deadlines and decreased phone calls. Most forms and notices have been redesigned, including the semester payment plan information sheet and form, payment plan reminder and payment information in the orientation book. In addition, an extensive FAQ was developed and is posted on the web site. Email messages that are sent to students regarding special requests, such as late schedule adjustments, retroactive registrations, and special registration requests, have been standardized which ensures complete and comprehensive information is sent to all students regarding these processes.

Wide Area Work Flow

The Wide Area Work Flow (WAWF) was successfully utilized for both Fall 2007 and Spring 2008 term. WAWF allows the use of online billing procedures to invoice federal agencies. The electronic submission of authorized student lists allowed Third Party Billing to efficiently track approximately 600 students. The online, electronic submission of information proved to be quick, secure, and efficient.

Finance Administrative Systems Team (FAST)

FAST supports Fiscal Services and its customers by automating processes, improving existing systems, and developing controls and reports that make the financial operations of the university more accurate and efficient. In addition, FAST provides Banner system access and monitors security. FAST applies a combination of functional and technical resources to analyze day-to-day functional needs and generate technology solutions, bridging the language and knowledge gap between accountants and the ITU. In addition, FAST is responsible for testing for all Banner upgrades and provides support to all Fiscal Services departments for technical applications.

Workflow

Workflow is a tool that is used to automate business processes and electronically route the right information to the right people at the right time. Workflow users are notified of pending work, which helps information move through the review process more quickly. FAST has implemented several workflows this year. Four were developed for the P-card waiver process and one for an organization title change. Each time a workflow is developed, a user guide is developed as well. This year the groundwork was laid for the tuition grant authorization workflow which provides an automatic upload from Financial Aid to Banner; this reduces the elapsed time for this process by seven or eight weeks. Because this transaction is semester based, it was implemented in Fall 2008.

MESA Migration

FAST, working as a liaison to the ITU university-wide effort, managed the migration of Fiscal Services to Mason Enterprise Services Architecture (MESA). MESA provides easier file sharing within the university as well as externally, remote access to centrally stored files from home or other off-campus location, and improved security. FAST communicated migration efforts from ITU to Fiscal Services staff, ensured that all computers were ready for the migration and handled troubleshooting when problems occurred. While some campus departments experienced difficulties, the Fiscal Services MESA migration was practically seamless.

Job Scheduling

AppWorx is a web-based program which allows Banner jobs and ad hoc queries to be scheduled in an automated fashion. The job output can be viewed in AppWorx, directed to ePrint for electronic distribution or emailed to stakeholders for review. FAST has been using the program in recent years to schedule jobs to be run on an automated basis so processes do not have to be started manually in Banner by a user. AppWorx is now being used to launch more queries and internal control verifications. For example, it is used to email stakeholders whenever there is an invoice or journal voucher over \$100,000 so the transaction receives the proper review and authorization. AppWorx has recently been employed to run a report to notify FAST of employee separations, so security for terminated employees can be removed in a timely manner. Next year, FAST staff will begin training other departments on how to leverage use of the AppWorx tool.

Banner Security

FAST revamped Banner security to limit access to the least amount necessary for individuals to do their job; access beyond ones' job responsibilities may be considered a security breach by auditors. FAST created more security classes in Banner to represent actual job functions so each function can be identified and properly secured to those responsible. In addition, query access was segregated from data entry in order to limit privileges where appropriate.

Another security project completed this year relates to eVA. FAST was granted access from the Commonwealth to establish eVA users locally. Previously, FAST would create a file and send it to the state weekly, the state would take 1-2 weeks to process the file and return it to FAST, which meant it took up to three weeks for new users to be granted access. Now, the turnaround can be less than 24 hours. The quicker turnaround has helped with training by eliminating the situation where an individual is enrolled for training but can not participate because they do not have access.

Fiscal Policy and Communications

Fiscal Policy and Communications provides support to Mason faculty, staff and students who are involved with fiscal processes. Support is provided through formal group training, individual assistance, procedure manuals, checklists and other aids.

Training

Fiscal Policy and Communications has both increased access to its training and made training promotions more efficient. A monthly training calendar was created and posted on the web site and distributed at all training sessions. The training calendar eliminated the expense of preparing, printing and distributing flyers for each scheduled workshop. In addition, a fiscal responsibilities guide was developed to help staff determine which training is relevant for them.

Weekly eVA walk-in assistance in Fairfax was so successful that its scope and venue were expanded; general fiscal services walk-in assistance is offered on all three Virginia campuses, weekly for Fairfax and monthly for Arlington and Prince William. In addition to the walk-in help, the department trained over 600 faculty and staff at 11 different types of workshops on a range of topics, from Banner Finance self-service to eVA purchasing, principal investigator (PI) reports and travel. The PI reports training is also offered in conjunction with departmental or college meetings.

eVA Resources

The eVA Basic Purchasing workshop continues to be the most popular training. The department provides additional eVA resources to faculty and staff. Posted on the web site are quick reference guides for various types of eVA ordering, such as from the punchout catalog, or for noncatalog or confirming orders. There is also a guide on how to order pizza to assist student clubs and organizations. Resources have been developed detailing approved caterers, the receiving process and credit card instructions; a sample order with screen shots is included as well. In addition, an eVA user's list serve has been established and is utilized to communicate program changes.

Travel

Travel is another area where the department offers an abundance of assistance. Workshops are offered on the travel policy and the travel request system and numerous individual questions are answered. Travel tips were run in e-files to increase awareness of university travel policies and procedures. The travel request system was seamlessly updated with Enterprise car rental and international trip information and to remove social security number display. System updates required no downtime and there were no errors as a result of implementation.

Partnering Efforts at Mason

Fiscal Services partners with other departments and engenders continuous improvement for the university. These efforts include:

1. Serving on, and in some cases chairing, various committees and subcommittees for the IT Governance efforts. This includes serving on the Portfolio Governance Council which oversees the implementation and adoption of the Banner applications suite, the Portfolio Evaluation Committee which is responsible for aligning the project management of the Banner suite with Mason's institutional objectives and the Architecture Standards Committee which is developing standards and criteria to support technology selection and use decisions about the Banner suite and related administrative applications.
2. Working with HR Training and Development to develop and deliver Financial Code of Ethics training to over 200 individuals in more than 10 departments.
3. Working with the Director, Office of Sponsored Programs and the Director, International Tax, who both have dotted line reporting to the Controller. This relationship ensures fiscal oversight and support of these two areas, which are responsible for critical federal compliance requirements.
4. Partnering with Human Resources and Payroll to rewrite the fringe allocation process which eliminated a time sensitive, error prone step in Banner during the payroll processing cycle (elimination of NZPFIN3).
5. Serving on the University Process Improvement Council (UPIC), including compiling most of the data for the biennial survey.

Administrative Policies and Procedures

The Controller chairs the Administrative Policies and Procedures committee which includes representatives from Fiscal Services, the Office of Budget and Planning, the Office of Sponsored Programs and HR Payroll. The committee provides administrative guidance to academic and administrative units and improves the efficiency, reliability and service of administrative policies and procedures. Often, the committee is able to quickly respond to specific questions that require input from two or more administrative units. Frequently meetings are used to communicate and make decisions about new initiatives, programs and Banner administration. FY08 accomplishments include:

- Inactivated numerous Banner funds and orgs after thorough review; new inactivate procedures were developed.
- New account set up to exclude participant support costs for NSF awards
- Developed new procedures and accounting for rent/facilities payments from affiliates
- Cleared and isolated in purpose fund 16111 – Unrestricted Pool Accounts
- Developed a new procedure and report to identify inactive position codes on sponsored funds
- Changed travel forms to improve OSP oversight
- Changed PI Banner access procedure to streamline process and improve security
- Developed a new procedure that detects fringe benefit errors before the HR feed to Finance posts
- Implemented a change to Banner to input EAs with end dates, rather than requiring the department to submit a hard copy form.
- Facilitated development of a process to adhere to eVA requirement to terminate access within 24 hours of employee leaving the university

Professional Outreach

Fiscal Services staff serves in leadership roles in their fields and are often asked to present at various conferences.

1. Bill Hardiman, Director of Purchasing and Accounts Payable, is the National Association of Educational Procurement (NAEP) representative to the National Council for Public Procurement and Contracting (NCPPC) and serves as Chair of the NAEP's Scholarship Committee.
2. Barbara Doane, Assistant Controller, presented eVA Banner Integration at the Mid-Atlantic Banner Users Group.
3. Linda Hatcher, Banner AR Coordinator, and Mike Lay, Revenue Accountant, presented AR Users Guide to Reconciling at the SunGard Higher Education Summit conference.
4. Trang Ngo, Applications Analyst, and Rhonda Baumgartner, Applications Analyst, presented Ensuring an Accurate Vendor Database at the SunGard Higher Education Summit conference.
5. Carol McGinnis, Associate Controller, facilitated the Financial Reporting Roundtable at the Fall and Spring FOCUS conferences.

In Fiscal Services, we are always open to feedback or suggestions from the campus community on how we can improve our processes and better serve campus needs. We continue to seek best practices from our colleagues throughout the university, in the higher education community, and from our counterparts in other industries.