

Fiscal Affairs User Group Meeting

January 20, 2016

HSS154

2 - 4 pm

Agenda

- Introduction AVP Maureen Pasag
- Budget & Risk Management Michael Beatty & Dao VanQuate
 - Insurance Coverage for Faculty Travel
- Fund Code equal Fund ID Accounting
 - Bon Bitonio
 - Common Account Usage Guidelines
 - Updated Trust Fund Agreement
- Accounts Payable David Chelliah
 - Travel Policy Update
- Procurement Stephen Smith
 - Honorarium vs. Independent Contractor vs. Special Consultant
 - Managed Print Services
 - Campus Marketplace
- Accessible Technology Initiative (ATI) Avi Chandiramani
- University Corporation Tammie Ridgell
 - Special Events
- Business Intelligence Report Bon Bitonio/Corazon Wong
 - OBIEE 11g Finance Reporting

Accounting

- Common Account Usage Guidelines
- Updated Trust Fund Agreement

Account Usage


Account	Descr	Use/purpose
606890	Travel Prepaid Expense	Travel advance for international travel.
607009	Capital Proj Equip-Deprec	For total cost of equipment funded by project funds (e.g. Capital Outlay/Group II Funding) \$5K and above.
607800	Capital Proj Equip-NonDeprec	For the total cost of equipment funded by project funds (e.g. Capital Outlay/Group II Funding) less than \$5K.
613001	Contractual Services	This account is used to record expenditures made pursuant to contracts or service agreements executed between the SF State and its vendors. This account would also be used for non-repair/maintenance related Blanket PO's for which there will be <u>regular repetitive payments</u> . (Examples: uniform rentals, laundry services, monthly pest control services, consulting agreement with regular monthly payments).
613805	Reprographic Expenses	Expenses based on the reprographics contract with the current vendor.
613806	Reprographic Recharges	Recharges from users of the reprographics program.
616001	I/T Communications	For the total costs for communications equipment, such as routing equipment, and network software. It may also include tax, maintenance and related training costs; \$5K and above.
616002	I/T Hardware	Total costs for non-communication equipment, including, printers, monitors, servers, etc. \$5K and above.
616003	IT-Software Expenses	To record expenditures for IT software, including maintenance costs related to the use of the software; with an amount \$5K and above.
616005	Misc Info Tech Costs	Total cost for IT-related transactions when more detailed object codes (see 616001 to 616004) are not appropriate; \$5K and above. Account 616004 I/T Infrastructure is currently not in use.
616802	IT Hardware Non-Capital	Total cost for non-communication equipment, including, printers, monitors, servers, etc.; less than \$5K.
616803	Software Non-Capital	Total cost for IT software, including maintenance costs related to the use of the software; less than \$5K.
619001	Deprec Equipment-Non Instr	For non-IT and non-instructional equipment. Includes all costs associated with the acquisition, including taxes, shipping and handling, and installation charges that is \$5K and above.
619800	Non-Deprec Equipment-Non Instr	For non-IT and non-instructional equipment. Includes all costs associated with the acquisition, including taxes, shipping and handling, and installation charges that is less than \$5K .
619002	Instr Replace Equip-Deprec	Equipment which is an integral part of providing classroom instruction to students with a total cost of \$5K and above. Does not include general use equipment (i.e. not dedicated to instructional purposes), nor does it include computer equipment used in libraries and computer labs. The cost of equipment includes item purchase price, plus all costs associated with the acquisition, including taxes, shipping and handling, and installation charges.

Account Usage

619801	Instr Replace Equip-Non-Deprec	Equipment which is an integral part of providing classroom instruction to students but with a total cost of less than \$5K. Does not include general use equipment (i.e. not dedicated to instructional purposes), nor does it include computer equipment used in libraries and computer labs. The cost of equipment includes item purchase price, plus all costs associated with the acquisition, including taxes, shipping and handling, and installation charges.
660003	Supplies and other services	This account is used to record the purchase of supplies and certain services. These services would involve a <u>single or short term purpose</u> where there will not be multiple repetitive payments. (Examples: one time carpet cleaning, one time document translation service). This account should <u>not</u> be used when there will be recurring charges such as a blanket PO or service agreement. Instead use one of the accounts discussed above
660009	Professional Development	Used to record fees paid for staff training, workshops, conferences and seminars. This account is used <u>only</u> for registration fees associated with these events and not for related travel expenses incurred by <u>employees</u> . The account numbers 606001/606002 should be used for employee travel costs (air fare, lodging, etc.) if such costs are identifiable and quantifiable. If, however, there is an obligation to reimburse travel expenses of individuals engaged to provide staff training, this account should be charged for those expenses.
660017	Advertise and Promotional Publication	For any kind of advertisements, including routine personnel vacancy announcements.
660021	Repairs and maintenance	This account is used to record costs related to the repair and maintenance of campus equipment, buildings and grounds, including <u>routine maintenance and repairs or deferred maintenance</u> . This account will be used regardless of whether the service is a one-time occurrence or ongoing in nature. (Examples: Copy machine or other equipment maintenance agreements, sidewalk repairs, fire/security alarm system maintenance). Do not use expense accounts 660003 or 613001 for repair and maintenance related requisitions.
660041	Space Rental	To record off-campus space rental costs, for example space rental for classrooms and other facilities. Account 621001 should be used if the space rental is related to Sponsored Program.
660042	Staff/Faculty Relocation Exp.	To record costs associated with employee recruitment, such as fees charged by recruiting firms, travel costs of candidates and costs to relocate successful candidates, including new executives or faculty members. Vacancy advertising should be recorded in account 660017, Advertising and Promotional Publications.
660800	Space Rental	Re-purpose account: This account should be used to record the recharges related to space/facility rental. Description will be modified.
660813	Reprographics	Not to be used; see account 613805.
660890	Membership Dues	Membership fees/subscriptions other than library subscriptions.

Updated Trust Fund Agreement

URL for the updated Trust and Special Project Agreement:<http://fiscaff.sfsu.edu/content/trust-and-special-project-agreement-0>



**SAN FRANCISCO
STATE UNIVERSITY**

Fiscal Affairs
1600 Holloway Ave ADM 358

TRUST AND SPECIAL PROJECT AGREEMENT

Part 1: General Information

<input type="text"/> Project Title	<input type="text"/> Project Id	<input type="text"/> Fund#	<input type="text"/> Expiration Date
<input type="text"/> Project Director (First Name, Last Name)	<input type="text"/> Project Director ID	<input type="text"/> Project Director Email Address	
<input type="text"/> Project Dean (First Name, Last Name)	<input type="text"/> Project Dean/Chair ID	<input type="text"/> Project Dean Email Address	
<input type="text"/> College/Unit	<input type="text"/> Department/Division	<input type="text"/> PSFT Dept. ID	

Account Purpose (be specific):

Part 2: FUNDING SOURCES (Check all that apply)

<input type="checkbox"/> Cost Allocation (specify if appropriate) <input style="width: 100%;" type="text"/>	<input type="checkbox"/> Reimbursement & Recovery <input style="width: 100%;" type="text"/>
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Accounts Payable - Travel Policy Update

- IRS has made changes to the standard mileage rates for travel occurring on or after January 1, 2016.
- 54 cents per mile for business miles driven, down from 57.5 cents for 2015
- 19 cents per mile driven for moving purposes, down from 23 cents for 2015.

Accounts Payable - Travel Policy Update

- Departmental travel cards can now be used for registration, airline charges and lodging. Lodging payments should be supported by the receipt provided from the hotel at the end of the stay.
- CSU issued an updated travel policy and once the President cabinet approves the changes, a travel bulletin will be sent out.

Procurement

- Honorarium vs. Independent Contractor vs. Special Consultant
- Managed Print Services
- Campus Marketplace

Non-regular worker Employment

Types of Non-Regular Workers

- Honorariums
- Special Consultants
- Independent Contractors

Honorariums

- Non-SFSU & SFSU employees
- Indicated as one time, flat rate payment. (No hourly or daily rate shall be reflected on request form)
- Not considered additional work or overload
- Must be outside normal duties and responsibilities; performed outside scheduled work hours;
- All requests must be reviewed by HR, regardless of amount; requests \$500 and above reviewed by Executive Director of HR

Special Consultants

- Are considered SFSU employees
- Hired for special/professional assignments
- Present with unique knowledge/abilities
- Never part of a bargaining unit (non-bargaining unit work)
- Paid via regular SCO payroll at a daily rate
- Appointed for up to 12 months (should NOT go beyond, to abide by IRS parameters)
- Could be sourced either internally or externally, although an internal assignment is unusual

Independent Contractors

- Are NOT SFSU employees
- Paid after invoice; tax document is a 1099 distributed by Accounts Payable
- Determined according to the IRS 3-test rules regarding the degree of control and independence:
 - Facts that provide evidence of the degree of control and independence fall into three categories:
 - Behavioral: Does the company control or have the right to control what the worker does and how the worker does his or her job?
 - Financial: Are the business aspects of the worker's job controlled by the payer? (these include things like how worker is paid, whether expenses are reimbursed, who provides tools/supplies, etc.)
 - Type of Relationship: Are there written contracts or employee type benefits (i.e. pension plan, insurance, vacation pay, etc.)? Will the relationship continue and is the work performed a key aspect of the business?
- Is engaged in a distinct occupation not regularly a part of university business
- Agree to do a specific body of work for an agreed-upon fee (cannot exceed \$50K without going for bid)
- Must typically have additional clients
- Supply their own tools, materials, space, insurance
- Requires HR and Purchasing review; minimum 5-day lead time; additional time required for advertising and bidding processes.

Independent Contractors less than \$50,000

- Scope of Work and Proposal
 - SOW should have deliverables
 - Firm Price vs. Hourly Rate; Hourly rate must include estimated total hours
- Vendor 204 Form
- Insurance
 - Commercial liability coverage is rare
 - Work with Risk Management
 - Homeowner's/Renters declaration; Auto policy declaration; copy of Health Insurance card; Vendor's Insurance Program
 - Do not send documents via e-mail or fax

Independent Contractors less than \$50,000

- Create a Requisition in CFS
 - Attach proposal and insurance verification from Risk Management (204 goes to Fiscal Services)
- Procurement will prepare the Independent Contractor agreement, send to the vendor for signature, then execute for the University
- Once executed Procurement will issue a Purchase Order to encumber funds for payment

Low Value Service Agreement

- Low Dollar (Generally <\$2500)
- Low Risk
- One time payment
- Individual not Inc., LLC, Partnership, Proprietorship

Low Value Service Agreement

- Simplified Terms and Conditions
- Exhibit A: Scope of Services
- Exhibit B: Hold Harmless
- Work with Risk Management on insurance documentation

Managed Print Services

- Contract with Xerox signed December 2015;
five (5) Year Term
- No change in CPC through June 2016; FY 16-17
TBD
- Machine Features
 - Identical Control Panels
 - Allow for future expansion
(authentication/cost accounting; mobile
print; document workflow)

Managed Print Services

- Program Features (Networked Equipment)
 - Monitoring of usage activity for monthly accounting activity
 - Proactive monitoring of consumables usage for just-in-time delivery
 - Proactive monitoring of device status for break/fix service delivery
- Configurable User Code accounting is built in
- Non-Xerox Equipment can be included

Managed Print Services

- Implementation
 - Phased roll out beginning February through April
 - Optimization/Right Sizing review
 - Xerox Tools not activated until roll out is complete; users will self-report meter activity; call for service and consumables
- Accessibility: Scan to OCR compatible format
- Sustainability: Green World Alliance consumables take back program
 - 143M pounds of spent consumables diverted from landfills over the past 12 years



SF State | ATI

PROCUREMENT OF ACCESSIBLE TECHNOLOGY

Avi Chandiramani
ATI Program Manager



ATI Background

- Accessible Technology Initiative (ATI) reflects CSU and SF State's ongoing commitment to provide equal access to information & communication technologies to individuals with disabilities.
- Three Areas
 - Web Accessibility
 - Instructional Materials
 - Procurement



Purchasing Accessible Technology

- SF State is required to purchase the *most accessible* product that *best meets* our needs
- SF State Procurement screens all Electronic & Information Technology (E&IT) purchases for accessibility



What products need ATI review?

- Most Electronic & Information Technology (E&IT)
 - Software and Operating Systems
 - Websites and Web Applications
 - Computer Hardware and office equipment (copiers, printers, etc.)
 - Others
- If unsure, please consult with DPRC or Procurement



Before Purchasing

- Two questions you should be able to answer
 1. What does the product do?
 2. Who will be interacting with this product?
- Answers will help determine **impact** and level of ATI review



Determining impact

- High impact products
 - Impacts a large audience or members of the public
 - Affects a critical program/service
 - Ex: Mandatory survey for all incoming freshman
- Low impact products
 - Impacts a small audience, not public-facing
 - Affects an optional program/service
 - Ex: Software for a specific graduate class



Reminder for 15/16

- ATI review applies to allowable P-Card purchases
- Request review *before* making a purchase
- P-card requester's responsibility to check with DPRC or Procurement before purchasing
- Examples: software licenses, surveys, etc.



Process for High Impact Products

1. Ask vendors for a VPAT (Voluntary Product Accessibility Template)
2. DPRC will work with you to validate VPATs and test product(s) for accessibility
3. DPRC will provide a report with recommendations
4. DPRC will assist you with form(s) for procurement



What if product is not accessible?

- Factors considered when deciding to move forward with an inaccessible product
 - Only product that meets the campus needs
 - Vendor commits to a remediation plan or timeline
 - Other factors
- Plan will be required to ensure equal access for people with disabilities



Thank you!

For assistance or further questions

- Email access@sfsu.edu
- Visit <http://access.sfsu.edu/ati/procurement>
- Call Avi directly at x86436

Budget & Risk Management

Insurance Coverage for
Faculty Travel

University Corporation

Special Events

A University Corporation event is one that falls outside of routine SF State campus activity. The event's activity must occur within the scope of a UCorp program or grant, be consistent with the mission of SF State and UCorp, and be funded by UCorp.

Events include, but are not limited to:

- Conferences and Workshops
- Field Trips
- Fundraising Events

University Corporation-Con't

- Lectures
- Performances
- Receptions

A Special Event Authorization and Summary form must be completed and submitted to Ucorp at least 30 days prior to an event for all events with anticipated expenditures exceeding \$1500.

<http://ucorp.sfsu.edu/sites/sites7.sfsu.edu.ucorp/files/documents/special-event-authorization-summary.pdf>

Financial Reporting - OBIEE 11g

- New url
- Retirement of 10G
- New Look and Feel
- Variance Reports

Questions and Answers



“When ending a day you should never say “I could have”, “I should have”, or “I would have”. At the end of the day you should always say “I did” .