

MONTHLY FISCAL OFFICER MEETING
1/20/2016 | 2PM – 3PM

Members Present: Andrea Morello, Nichole Bigley, Ralph Brown, Roger Cusworth, Jennie Kenney, Pattie Nichols, Tressa Constantineau Ries, ?

Members absent:?

Meeting Host: Andrea Morello

Next Meeting Host: Jennie Kenney, February 17, 2016, Location TBD

Information Items:

Office of Research Administration – Ralph Brown

- Hired a new Administrative Assistant, Gretchen Wodniak, extension X3411
- Monica Hansen, Financial Coordinator, has resigned and the internal search for this position was closed on 1/18/2016
- Elizabeth Sanders is the new Contrasts Administrator, extension X2302
 - Her “load” is still TBD, however an announcement will be made when that is determined
- Automated IDC return is now being generated, the most recent available is through December 2015
- ORA is looking into how to allocate department PI IDC return, effective July 1st
- It is not possible to automate the center PI IDC because there are too many variables in play
- The PI checkbook report is moving forward by Andi Niess and CCIT
- Calendar reports for the previous year are as follows:
 - Award Reports
 - Proposal Reports
- The Expenditures report is proving to be a challenge

Human Resources - ?

- Make sure that Winter Research contracts are turned in on time!
- Using E-Path to increase student wages
- Working on the electronic approval queues

Controller – Roger Cusworth

- There has been an increase in requests for a cash transfer to gift funds
 - It is highly unusual that this is approved
 - Call Roger or Tressa to discuss the details of your situation
- If you are moving expense from an account to official functions, you must have back-up documentation to support this journal entry
- Policy Change:

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- Capitalized equipment
 - Sell – must first contact CSM faculty/staff to see if they need it
 - Junk
 - Can NOT donate
- Tips
 - Will only be reimbursed 20% of the **pre-tax** total
- Tax
 - You will not be reimbursed for sales tax, effective July 1st
- Uniforms
 - Defined as: Clothing that you cannot wear on the “street”
 - Clothing allowance will be taxable or not allowed
- Signature policy
 - In the final draft
 - Two approval “types”
 - Substance approval – should we buy this?
 - Financial approval - Where will we pay this from?
 - No signature stamps unless there is obvious documentation that the approving authority has reviewed and approved (i.e. email chain)