

MONTHLY FISCAL OFFICER MEETING  
3/16/2016 | 2PM – 3PM

Members Present: Ralph Brown, Roger Cusworth, Andrea Morello, Tressa Ries, Cherie Dardano, Jean Yeager, Anna Welscott, Beth Sjaastad, Lisa Goberis, Christine Monroe, Vicki Nichol, Annette Pilkington

Members Absent: Veronica Graves, Nichole Bigley, Jennie Kenney, Patti Nichols, Melody Francisco, Steph Moran, Vanessa Gonzalez, Lisa Kinzel

Meeting Host: Roger Cusworth

Next Meeting Host: Lisa Goberis, April 20, 2016, CCAC-Blaster Room

---

**Information Items:**

**Budget and Planning – Vicki**

- Working on budget requests for FY17
- Tight budget for FY17
- Contract position closes week of 3/21/16

**Office of Research Administration – Ralph**

- James Gleason, Financial Coordinator, responsible for close-outs;
- Open Billing Specialist position closes on 3/23/16;
- Automated IDC return for departments is planned for 5/1/16;
- COGNOS report for IDC is nearly finalized and should be available by the end of March;
- The Check Book report is a work in process, waiting for changes to be made to COGNOS financial packages;
- NSF site visit at the end of June.

**Controller's Office – Roger**

- Working on year end calendar and will provide with the minutes, hope to finalize at the next
- Policy Changes:
  - Capitalized equipment
    - Sell – must first contact CSM faculty/staff to see if they need it
    - Junk
    - Can NOT donate
    - Revenue goes back to original source
  - Tips
    - Will only be reimbursed 20% of the **pre-tax** total
  - Sales Tax
    - Employee will not be reimbursed for sales tax paid using non University purchasing methods, effective July 1<sup>st</sup>
    - Does not include reimbursements for purchases made by students

MONTHLY FISCAL OFFICER MEETING  
3/16/2016 | 2PM – 3PM

- Taxable Fringe Benefit for University Provided Clothing
  - Clothing allowance will be taxable, or
  - Value of clothing provided by University will be taxed to the employee
  
- Travel
  - \$25 early boarding charge (roundtrip) with no pre-approval
  - \$1,000 airfare travel agent requirement
    - Not for group travel
  
- Signature Policy
  - Will not go in effect as planned on 4/1/16
  - Two approval “types”
    - Substance approval – should we buy this?
    - Financial approval - Where will we pay this from?
  - Solicit feedback from Deans and departments; bring to next meeting
    - How many levels below the VP/Provost/Deans?
  
- Upcoming Policy/Procedural changes
  - Uniforms
    - Defined as: Clothing that you cannot wear on the “street”
    - Clothing allowance will be taxable or not allowed
    - Employee Fringe Benefit
    - Need to involve Lisa Goberis and Anna Welscott in procedural discussions
  - Sales Tax on PCard charges for items purchased in CO
    - Make every attempt to have sales tax removed
    - Ask for supervisor
    - Contact Roger