GOVERNMENT OF THE DISTRICT OF COLUMBIA

OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO)

UNIVERSITY OF THE DISTRICT OF COLUMBIA

FINANCIAL POLICIES AND PROCEDURES MANUAL

UNIVERSITY OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER

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GENERAL

FINANCIAL OPERATIONS - OVERVIEW

THE OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO)

The departments and staff of the Office of the Chief Financial Officer (OCFO) contribute to the University of the District of Columbia's mission by providing financial services and support. OCFO is responsible for all aspects of financial management of the flagship, law school and community college. Responsibilities include oversight on accounting and financial controls, tax compliance, and financial auditing. The OCFO comprises of the following departments:

ACCOUNTING OPERATIONS

With direct oversight and management authority for General Ledger, Grants, Accounts Payable and Financial Reporting, Accounting Operations is the backbone of the University's financial processing and reporting infrastructure.

Accounting Operations encompasses a variety of specialized financial services and maintains a highly visible role in areas such as, Investments, Banking, Grant Billing, Accounts Payable, Fixed Assets, Inventory Management, Reporting, and Financial Statement preparation.

Daily operational tasks include a myriad of account and transaction analysis, banking reconciliations, grant draw-downs, invoice-to-check processing, customized reporting and the completion of special projects and other deliverables required for remediation of audit findings as mandated by executive management and the University's Board of Trustees.

The Accounting Operations is staffed by an Accounting Manager, Senior Accountants, and Accountants.

BUDGET OPERATIONS

Budget Operations comprises of Financial Managers, Senior Budget Analyst, Budget Analysts, and a Budget Officer. The Budget Office pilots the annual budget formulation process for operating, capital, grants, intra-district and federal grants. This unit leads the program community through the budget cycle for developing departmental spending-plans and any required reprogramming adjustments.

The Budget Office also manages the financial review process and provides executive management with objective, accurate and timely analyses to assess any ongoing budget and financial planning pressures that may negatively impact the University's long-term strategic planning process.

ACCOUNTS PAYABLE

Accounts Payable is an integral component of financial operations. It involves nearly all aspects of the University's payment processing platform with the exception of

payroll. Accounts Payable main charge is to provide accurate and timely processing and disbursement of valid payments to Vendors, Contractors, Students, Faculty and Staff. All payments are processed in accordance with applicable compliance standards and legislative authority as established under the District Quick Payment Act (QPA) to promote efficient and effective disbursement administration and assist in the reliable reporting of disbursement related transactions.

The Accounts Payable department is supported by an Accounts Payable Supervisor and Accounts Payable Specialists.

STUDENT ACCOUNTS

Operationally, Student Accounts is responsible for student billing. The office also serves as a quick-guide of sorts that directly assists a culturally diverse student population with navigating a roadmap of University policies and procedures in an effort to provide the student with a better understanding of topics related to both financial services and financial aid.

CASHIER'S OFFICE

The Cashier's Office is a crossover unit that works in tandem with the respective Finance and Student Accounts offices to record the payment and receipt of miscellaneous transactions in the Banner Finance system. Although officially a part of the DC Treasury, they receive/process various types of payments for tuition, fees, room and board, and other charges related to University operations and auxiliary services. They are also responsible for the recordation of deposits on behalf of campus departments and many student organizations.

Additionally, the unit works closely with Accounts Payable to prevent fraud by adhering to strict guidelines for managing the release of checks designated as hold-for-pickup by students, faculty, staff, and vendors as well.

Source http://www.udc.edu/cfo/departments_cfo

FINANCIAL OPERATIONS- RESPONSIBILITIES

CHIEF FINANCIAL OFFICER (CFO)
  The CFO is responsible for the budget formulation and control, financial management for allocation and control of resources, fiscal accounting for the establishment and maintenance of accounting systems. This also includes supervision and monitoring of the operating and capital budgets, grants management and financial management programs for UDC. Intercedes as necessary in complex issues and maintains an awareness of all on-going assignments. The CFO oversees the supervision of UDC's financial staff involving a combination of professional, technical, administrative and clerical positions. The CFO participates with the OCFO, ACFO, University President, University Board of Trustees, Mayor-Administrator, City Council, and Congressional Budget hearings, to assist in the presentation and justification of the budget, and advises on the effects modifications will potentially have on operations. The CFO examines and reports work progress on the budget and grants management program accomplishments. Lastly, the CFO reviews the proposed capital budget and works closely with the staff of UDC in order to remain informed as to the plans, cost estimates and schedules of UDC's capital projects.

PROGRAM SYSTEMS MANAGER
  The Program Systems Manager is responsible for designing, creating, and maintaining procedures, scripts, reports and functions for Banner Enterprise Resource Planning (ERP) System and related information systems. The Program Systems Manager must provide technical support for the Banner Finance System Modules to include General Ledger, Finance Operations, Stores Inventory, Purchasing and Procurement, Accounts Payable, and Accounts Receivable. The Program Systems Manager must maintain an understanding of new Banner releases and provides supplemental training, advice and information to technical and functional personnel within the University, as needed.

PROGRAM SYSTEMS SPECIALIST (PSS)
  The Program Systems Specialist assists in the development of Banner standards, guides and other appropriate documentation required for the OCFO Staff. The PSS provides classroom, ad-hoc, on-line and other types of tutorials and training for Banner as required by the OCFO.

STAFF ASSISTANT (SA)
  The Staff Assistant works directly under the Chief Financial Officer. The SA manages the Chief Financial Officer's calendar and schedules meeting for the CFO. The Staff Assistant processes invoices, scans and uploads invoices in the Accounts Payable Specialist folder, and sorts mail. The SA receives office visitors and telephone inquiries and using knowledge of office mission and functions.

SPECIAL ASSISTANT

The Special Assistant participates fully with the ACFO and the executive staff in the formulation, planning, implementation, coordination, and evaluation of policies, program development, courses of action, and operations. The Special Assistant serves as a key member of the senior planning and management staff, making substantial contributions to overall planning and program development and evaluation, operating policy, and internal and external coordination. The Special Assistant also provides expert advice, counsel, and balance to be achieved among the staff, and the availability of resources. Pinpoints areas requiring improvement and develops comprehensive plans and timetables for improvements.

CONTROLLER'S OFFICE

ACCOUNTING OFFICER

The Accounting Officer works under the general direction of the Chief Financial Officer. The Accounting Officer is responsible for independently carrying out the overall financial plans of the University. The Accounting Officer participates with the President and other senior officers in institutional planning, policy development, and problem resolution. The Accounting Officer ensures that all accounts and sub-accounts are properly reviewed and reconciled on a monthly basis. The Accounting Officer is responsible for the overall management of accounting operations, including general ledger, accounts payable, financial reporting, and auxiliary services accounting. The Accounting Officer oversees a staff of accountants and supporting staff.

ACCOUNTING MANAGER

The Accounting Manager reviews new accounting control systems and procedures, which are introduced to UDC/OCFO and ensures implementation through a thorough training and certification process. Interprets and implements regulatory guidelines emanating from Federal and District authorities relative to accounts payable practices and the impact on procedures and departmental protocols. The Accounting Manager authorizes the recording of transactions for the department in the city's financial database, ensuring compliance with applicable laws, polices, and procedures. The Accounting Manager recommends procedures for improving internal accounting controls relating to varied types of contracts, grants and agreements. The Accounting Manager also assists in the establishment of accounting, general and subsidiary records with respect to a solid knowledge of accounting principles and procedures.

SENIOR ACCOUNTANT

The Senior Accountant participates in development of new and improved programs, which interface with the accounting system to serve the needs of administration and management. Reviews and analyzes various cash receipts and revenue transactions to ensure that they are properly charged to the correct accounts and if necessary, makes recommendations for the proper adjustments. The Senior Accountant maintains accounting records of financial transactions for various operating programs of the University. The Senior Accountant also analyzes and interprets accounting financial reports to ascertain accuracy and adequacy of

data and recommends management action when the documents analyzed indicate a trend that could lead to an underpayment or overpayment of services provided.

ACCOUNTANT

The Accountant directs, coordinates the execution of and/or personally performs accounting functions. The Accountant prescribes formats and procedures in the development of reports. The Accountant develops and maintains detailed accounting and financial records of expenditures of federal funds and grants as well as appropriated funds in order to be in compliance with federal reimbursement requirements. The Accountant prepares appropriate reports and statements to assure management a complete financial picture of expenditures. Examines and reviews the accounting, reporting and disbursing system for continuing improvements of financial practices and recommends modification of the system when needed.

FINANCIAL MANAGER

The Financial Manager is responsible preparing invoices/billings for sponsored programs. The Financial Manager computes, prepares and submits the annual indirect cost rate and assists in the closing of UDC's fiscal year end books.

ACCOUNTS PAYABLE

ACCOUNTS PAYABLE SUPERVISOR (APS)

The Accounts Payable Supervisor reviews scheduled invoices for proper and timely payments and release of payments in the Banner System. The Accounts Payable Supervisor also reviews current processes to ensure compliance with policies and procedures and makes recommendations for improvement when necessary. The Accounts Payable Supervisor also provides and reports on accounts payable status and material issues to UDC's CFO. The APS plans, directs, coordinates and controls the activities and functions performed by Accounts Payable Specialist. The APS interprets and implements regulatory guidelines emanating from Federal and District authorities relative to accounts payable practices and the impact on procedures and departmental protocols. The APS also maintains and periodically updates vendor information file/data base of all vendors doing business with the Department.

ACCOUNTS PAYABLE SPECIALIST

The Accounts Payable Specialist is responsible for ensuring the timely execution of all accounts payable functions in the Accounting, Accounts Payable, and Accounts Receivable Sections. The Accounts Payable Specialist performs a monthly reconciliation and recapitulation of vendor accounts to ensure the basic accounting, payment data and computerized and manual reports are in balance.

BUDGET OFFICE

BUDGET OFFICER

The Budget Officer reviews completed budget reports and correspondence prepared within the

various departments for consistency with exiting practices and policies, and opportunity for improvement of format, cogency, and presentation. The reviews extend to all phases and aspects of the Agency's operations. The incumbent revises the finished product in such a manner as may be necessary to effect a logical, reasoned presentation. Upon assignment from the CFO, serves as representative and liaison officer for the University by attending meetings and conferences held between Departments of the Agency or by other District agencies. The Budget Officer reports matters discussed and decisions reached at such meetings to the CFO. The Budget Officer also assists with developing and implementing budget standard operating procedures and guidelines regarding the mission of the CFO.

SENIOR BUDGET ANALYST

The Senior Budget Analyst reviews complex apportionments to assure adherence to instructions and to established budgetary practices and procedures, adequacy of fund distribution for program requirements, proper reflections of fund transfers and adequate justification. The Senior Budget Analyst analyzes requests for reprogramming or program adjustments to determine whether funds are available. The Senior Budget Analyst collects, analyzes and projects cost and obligation data for UDC reimbursable programs.

BUDGET ANALYST

The Budget Analyst analyzes requests for reprogramming or program adjustments to determine whether funds are available and to verify the legal basis for using funds for this purpose. Helps develop alternative means of financing as appropriated. The Budget Analyst establishes and maintains various personal contacts for the purpose of providing advisory services on budgetary problems; advising management personnel in the preparation of estimates, the development of statistical summaries or other material necessary for adequate justification of budget requests; and negotiates with other organizational program personnel in resolving budgetary differences and in meeting unpredictable requirements. The Budget Analyst also makes recommendations on reprogramming actions through his/her supervisor to the Budget Officer.

STUDENT ACCOUNTS SERVICES

DIRECTOR OF STUDENT ACCOUNTS

The Director of Student Accounts oversees all financial student account activities and reports directly to the Accounting Officer. The Director runs the day-to-day operation that includes student accounts. The Director of Student Accounts also directs the formulation and implementation of University policy and procedures related to registration and all student financial transactions.

STUDENT ACCOUNTS SPECIALIST

The Student Accounts Specialist responds to phone calls and on-site visits and inquiries. The Student Accounts Specialist is responsible for coordinating the end-to-end registration process of students financed by outside agencies, creating, correcting and maintaining automated accounts for all UDC students. The Student Accounts Specialist is responsible for processing

tuition and financial aid refunds and notifying students regarding uncollected checks. The Student Accounts Specialist facilitates student, agency or third party billings, enrolls students in the installment plan, and maintains files relative to agency billings, installment plan and student loans. The Student Accounts Specialist ensures that all payments are posted promptly and correctly.

CASHIERS OFFICE

HEAD CASHIER/ CASHIER SUPERVISOR
The Cashier Supervisor is responsible for the processing of cash items, disbursing of cash monies, and reconciliation of documents, register totals and preparation of processed cash, checks, money orders and credit cards for deposit. The Cashier Supervisor monitors procedures and exercises judgment in making decisions as deviation from normal routine which may present the need for immediate attention and on-the-spot decision making. Stays alert to detect counterfeit money, and exercises extreme care in the custody of all monies. Lastly, the Cashier Supervisor is responsible for weekly vault audits and weekly Cashier/Teller audits of all individual banks.

CUSTOMER SERVICE REPRESENTATIVE
The Customer Service Representative is responsible for providing customer service and responding to customer inquiries and concerns. The Customer Service Representative is also responsible for providing courteous and timely customer service to the various customers serviced by the OCFO. The Customer Service Representative scans documentation and payments into multiple systems. Obtains payments and performs daily settlement of monies collected to customer-presented documents and reconciles daily transactions to locate and correct errors.

FINANCIAL OPERATIONS- ORGANIZATIONAL CHART
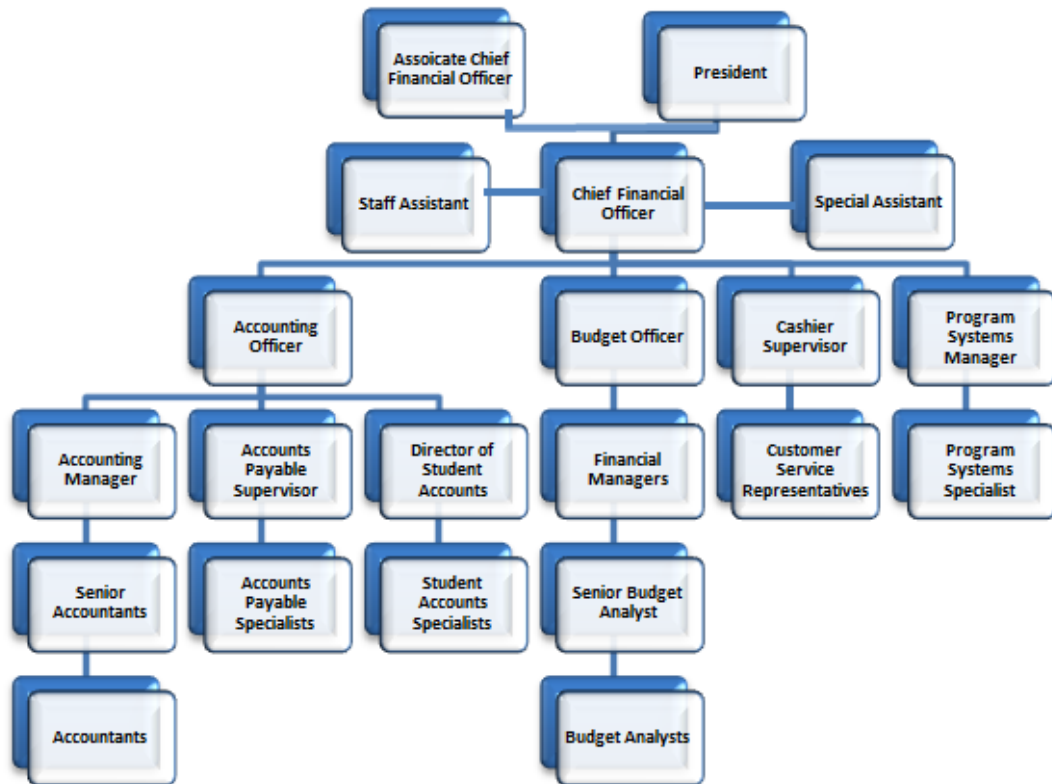
CHART OF ACCOUNTS - OVERVIEW

The chart of accounts serves as the foundation for UDC's financial record keeping system and outlines the accounts that UDC has identified and made available for recording transactions in its general ledger. An account is a unique record for each type of asset, liability, revenue and expense. The chart of accounts provides a logical structure that facilitates the addition of new accounts and deletion of old accounts.

One of the most important purposes of the chart of accounts is to segregate asset, liability, revenue and expense so UDC management and investors can quickly obtain a sense of UDC's financial health. It also assists UDC to be in compliance with financial reporting standards. UDC's chart of accounts is configured in Banner Finance in order to facilitate Accounts Payable, Budget Development, General Ledger, Student Charges and Payments Financial Aid disbursements, and grants management

The chart of accounts is generated from the Account Hierarchy Report (FGRACTH) in Banner. In order to generate the Chart of Accounts:
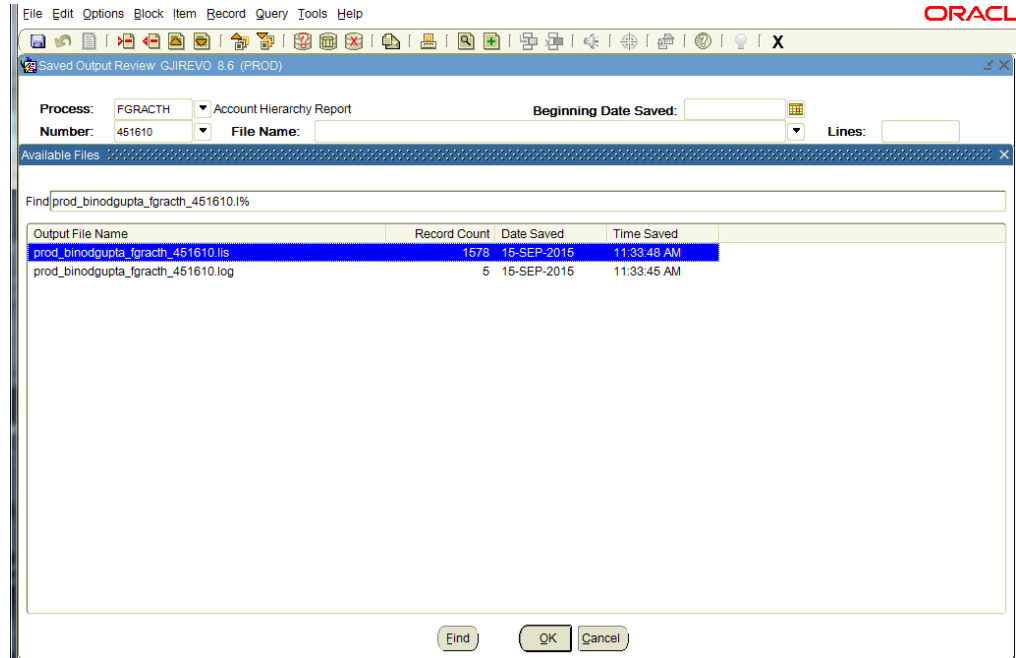
1.60.1   Enter FGRACTH for Process column

1.60.2   Click Options tab and click the Output File Name and click OK.

1.60.3   The Chart of Accounts will be displayed.

SUB LEDGER TO GENERAL LEDGER RECONCILIATION (TGRRCON)

XXXXXXXX.10:   **TASK DESCRIPTION**
The sub ledger is reconciled to the general ledger monthly by the Accounting Officer in order to identify and correct any posting errors. Any identified discrepancies are resolved in Banner and errors which are attributable to incorrect Banner detail code configuration, is further corrected by the Accounting Officer.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedures on reconciling the Sub Ledger to the General Ledger in order to identify and correct any posting errors which apply to the University of the District of Columbia.

XXXXXXXX.30:   **POLICIES**
1.30.1 Each General Ledger and Sub ledger account shall be reconciled within 15 calendar days of the end of each month. All adjusting and correcting entries resulting from posting and other similar discrepancies will be communicated to the Senior Accountant within 10 days of reconciliation for correction in Banner.

XXXXXXXX.40:   **RESPONSIBILITIES**
1.40.1   The Accounting Manager/Accounting Officer reconciles the sub ledger to the general ledger on a monthly basis.

1.40.2   The Accounting Officer is responsible for updating the Banner detail codes.

XXXXXXXX.50:   **AUTHORIZATION**
1.50.1   The Accounting Officer is authorized by the CFO and OCFO to reconcile UDC's accounts on an ongoing basis.

XXXXXXXX.60:   **PROCEDURES**
1.60.1   The Accounting Officer obtains the TGRRCON report (see Exhibit A: TGRRCON Report) from UDC's shared drive (\\udcbat6\banjobsprod). The report is generated nightly via an automated script and is automatically saved on the shared drive.

Note: The Accounting Officer can also manually generate the TGRRCON report to confirm the General Ledger balance agrees with the subsidiary ledger's balance.

1.60.2   The Accounting Officer accesses the General Ledger Trial Balance Page (FGITBAL) (see Exhibit B: General Ledger Trial Balance

Page) in Banner to verify that the Trial Balance and the Sub Ledger report agrees.

Note: This is done by verifying the ADJ FED TOTAL balance on the TGRRCON report agrees with the FUND and ACCT fields on the General Ledger Trial Balance Page (FGITBAL).

1.60.3 If a discrepancy is observed, the Accounting Officer goes to the FGITBAL page in Banner, clicks on Options and then clicks on Query General Ledger Activity Information.

1.60.4 If the error cannot be identified from the Query General Ledger Activity Information page, the Accounting Officer accesses the Account Detail Query Page (TGIACCD) (see Exhibit C: Account Detail Query Page (TGIACCD)).

1.60.5 Once the error is identified, the Accounting Officer prepares Journal Entries and/or changes the accounting associated with the detail code such as the Index, Fund, or ACCT (see Exhibit D: Setup of New Detail Code) to adjust the General Ledger and Sub Ledger (See General – Journal Entries for process details).

Note: The Student Accounts Director is advised of the necessary changes to which must be made to the student ledger (see Student Accounts for process details).

XXXXXXXX.70: INTERNAL CONTROLS
    1.70.1 <u>Internal controls applicable to ensuring reconciliation reports are accurately updated on a timely basis.</u>
        1.70.1.1 A secondary review of the reconciliation is performed by the Accounting Manager.

XXXXXXXX.80:   EXHIBITS
1.80.1 Exhibit A: TGRRCON Report

```
                                      prod_banworx_tgrrcon_448190
09-07-2015 10:02:04 PM                          UDC                               PAGE 1
                                       A/R Reconciliation Report                  TGRRCON 8.4.3

THE FOLLOWING DETAIL CODES HAVE NO CHART OF ACCOUNTS

 DETAIL CODE    DESCRIPTION
 MS74           Student Account Adjustment
09-07-2015 10:02:04 PM                          UDC                               PAGE 2
                                       A/R Reconciliation Report                  TGRRCON 8.4.3

DESIGNATOR ERROR REPORT FOR ACCOUNT DETAIL

 DETAIL CODE    DESCRIPTION            DESIGNATOR        TYPE
09-07-2015 10:02:04 PM                          UDC                               PAGE 3
                                       A/R Reconciliation Report                  TGRRCON 8.4.3

DESIGNATOR ERROR REPORT FOR MISCELLANEOUS TRANSACTIONS

 DETAIL CODE    DESCRIPTION            DESIGNATOR        TYPE
 09-07-2015 10:02:04 PM                          UDC                              PAGE 4
                                       A/R Reconciliation Report                  TGRRCON 8.4.3
                            RECONCILIATION STATISTICS - ACCOUNT DETAIL
OPEN CHARGES-RECEIVABLES (ACCOUNT A:)

COAS  FUND   ACCT  DETAIL PERCENTAGE     TOTAL FED      APPLIED NOT FED    ADJ FED TOTAL     TOTAL NOT FED        A/R BALANCE
1    103110 103111 FE03                                                                             .00
                   FE03                                                                             .00
                   FE03                                                                             .00
                   FE04                                                                             .00
                   FE04                                                                             .00
                   FE04                                                                             .00
                   FE09                                                                             .00
                   FE09                                                                             .00
                   FE09                                                                             .00
                   FE10                                                                             .00
                   FE10                                                                             .00
                   FE10                                                                             .00
                   FE11                                                                             .00
                   FE13                                                                             .00
                   FE13                                                                             .00
                   FE14                                                                             .00
                   FE15                                                                             .00
                   FE23                                                                             .00

                                              Page 1
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1.80.2   Exhibit B: General Ledger Trial Balance Page (FGITBAL)

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1.80.3   Exhibit C: Account Detail Query Page (TGIACCD)

1.80.4   Exhibit D: Setup of New Detail Code

       1.80.4.1   Go to TSADETC screen in Banner
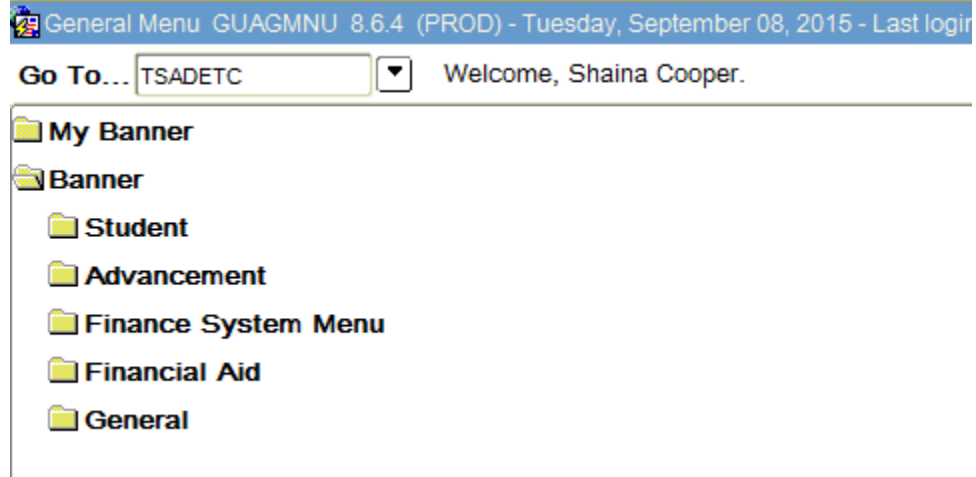
       1.80.4.2   This screen is to be ignored by hitting the X in the top right corner.
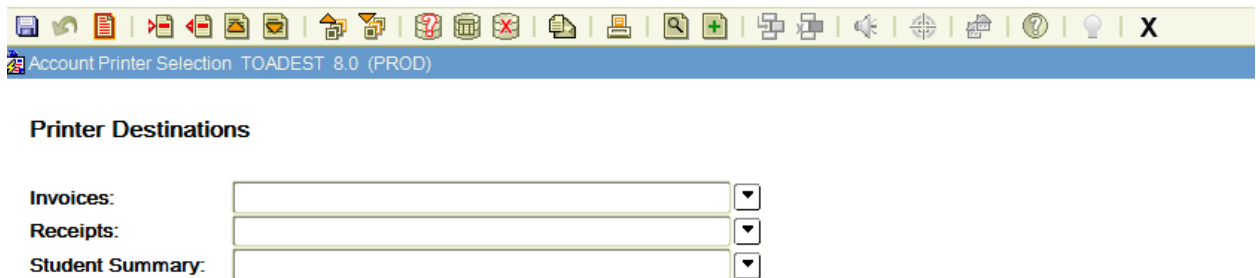
1.80.4.3   Once screen appears listing all detail codes, insert record by going to the menu screen "Record" and "Insert"

1.80.4.4   All applicable fields should be entered and the document saved.

Note: Transaction Complete would be illustrated at the bottom of the screen.

Detail Code:	ATH2	Athletcis Rental Fee Test			Term Based	Pay Type:	N ▼
Type:	C		Refund Code:	▼	Aid Year Based	Tax Type:	▼
Category:	MSC ▼	☐ Direct Deposit			☐ Like Term	☐ Title IV	
Grant Type:	▼	☐ Refundable			☐ Like Aid Year	☐ Institutional Charges	
Priority:	999	☐ Receipt			☐ Like Period	☐ Exclude Invoice Print	
		☑ Active			☐ GL Enterable	☐ Payment History	

Detail Code:	ATH4	Misc. Athletics			Term Based	Pay Type:	N ▼
Type:	C		Refund Code:	▼	Aid Year Based	Tax Type:	▼
Category:	MSC ▼	☐ Direct Deposit			☐ Like Term	☐ Title IV	
Grant Type:	▼	☐ Refundable			☐ Like Aid Year	☐ Institutional Charges	
Priority:	999	☐ Receipt			☐ Like Period	☐ Exclude Invoice Print	
		☑ Active			☐ GL Enterable	☐ Payment History	

FRM-40400: Transaction complete: 1 records applied and saved.
Record: 2/?   ...   <OSC>

1.80.4.5	Once saved, go to menu screen "Options" and "Create GL Interface" and then Next Block (on tool bar).

1.80.4.6	All applicable fields should be entered. Once entered, save the document. Note: bottom screen will show "Transaction Complete:"

XXXXXXXX.90: FLOWCHARTS

1.90.1   Flowchart A: Sub Ledger to General Ledger Reconciliation
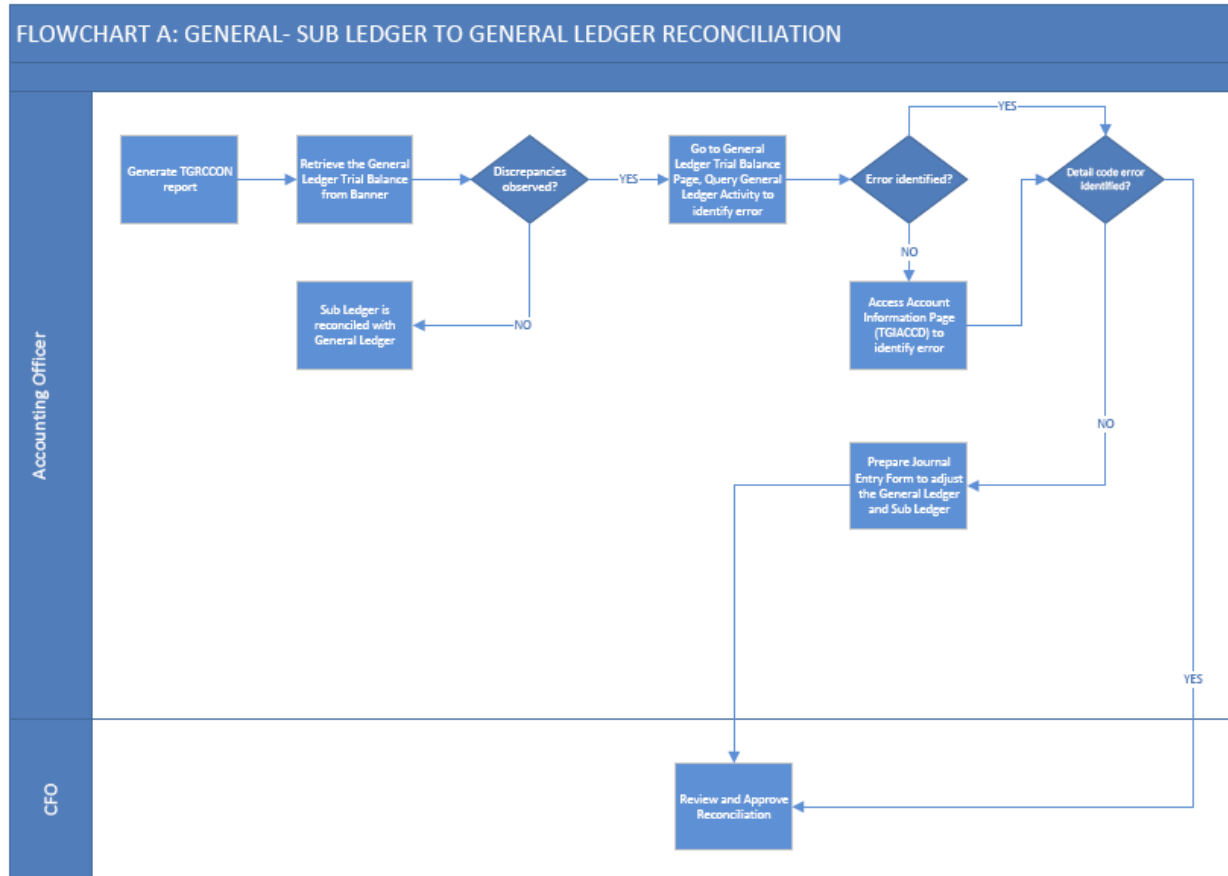
FLOWCHART A: GENERAL- SUB LEDGER TO GENERAL LEDGER RECONCILIATION

JOURNAL ENTRIES

XXXXXXXX.10: **TASK DESCRIPTION**

Journal Entries are created in order to record or correct a business transaction and are posted throughout the fiscal calendar. At UDC, Journal Entries are posted to their financial management system, Banner.

XXXXXXXX.20: **PURPOSE**

This directive outlines the policies and procedures for journal entry posting to outline the specific accounts affected by the day to day transactions and reclassification of accounts that have been classified in the wrong group which apply to the University of the District of Columbia.

XXXXXXXX.30: **POLICIES**

1.30.1 According to Generally Accepted Accounting Principles (GAAP), it states that it is required for each journal entry to include an equal amount of debits and credits. A journal entry is recorded for every transaction that occurs.

XXXXXXXX.40: **RESPONSIBILITIES**

1.40.1 The Accountant or Senior Accountant is responsible for the identification of the account, index, fund, program number and organization which must be adjusted.

1.40.2 The Accountant or Senior Accountant is responsible for the preparation of the Journal Entry Form and entering Journal Entries into Banner.

1.40.3 The Senior Accountant is responsible ensuring journal entries that are posted incorrectly are reclassified.

1.40.4 The Accounting Manager or Accounting Officer is responsible for reviewing and approving the Journal Entry Form and posting Journal Entries in Banner.

XXXXXXXX.50: **AUTHORIZATION**

1.50.1 The Senior Accountant and Accounting Officer are authorized by the Chief Financial Officer to post journal entries in Banner.

XXXXXXXX.60: **PROCEDURES**

Journal Entry Posting

1.60.1 The Accountant or Senior Accountant completes the Journal Entry Form (see Exhibit E: Journal Entry Form) after determining the

necessary debit and/or credit account adjustments. The Journal Entry Form is updated with the Index, Fund, Organization, Account Number and Program Number.

Note: In order to determine the associated Index, Fund and Organization numbers, the Index Report (FGRACCI) (see Exhibit F: Index Report (FGRACCI)) is generated from Banner.

1.60.2 The Senior Accountant reviews the Journal Entry Form for accuracy and signs off on the Journal Entry Form.

1.60.3 The Accounting Manager or Accounting Officer reviews the Journal Entry Form for accuracy and signs off on the Journal Entry Form.

1.60.4 The Accountant or Senior Accountant enters the Journal Entry into Banner (see Exhibit G: JE Posting Process in Banner).

1.60.5 The Accounting Manager or Accounting Officer reviews and approves the Journal Entry in Banner.

Journal Entry Reclassification

1.60.1 Senior Accountant receives a Journal Entry Reclassification Form (see Exhibit H: Journal Entry Reclassification Form) requesting to reclassify a journal entry which was posted incorrectly. Included in the email is a screen print of the incorrect post in Banner.

1.60.2 Senior Accountant verifies the requested entry, completes and signs the Journal Entry Reclassification Form.

1.60.3 The Accounting Manager or Accounting Officer reviews and approved the Journal Entry Reclassification Form.

1.60.4 The Senior Accountant corrects the Journal Entry in Banner. In Banner, the Senior Accountant outlines the reason for reclassification, scans all supporting documents and uploads it into Banner.

1.60.5 Accounting Manager or Accounting Officer approves the journal entry reclassification in Banner.

XXXXXXXX.70:   INTERNAL CONTROLS

1.70.1 Internal controls applicable to ensuring Journal Entries are

authorized prior to entering into Banner.

    1.70.2.1 All journal entries must be supported by the appropriate documentation justifying the adjustment.

    1.70.2.2 All journal entries must be approved and signed by the Senior Accountant, Accountant and Accounting Officer prior to entering into Banner.

1.70.2   Internal controls applicable to ensuring separation of duties

    1.70.2.1 The preparation and approval of Journal Entries is conducted independently by three different personnel, the Accountant, the Senior Accountant and Accounting Officer.

1.70.3   Internal controls applicable to documentation retention of approved Journal Entry forms.

    1.70.3.1 All Journal Entries are scanned and saved to the shared drive along with the associated supporting documentation by the Accountant or Senior Accountant.

XXXXXXXX.80 EXHIBITS

    1.80.1 Exhibit E: Journal Entry Form

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1.80.2   Exhibit F: Index Report
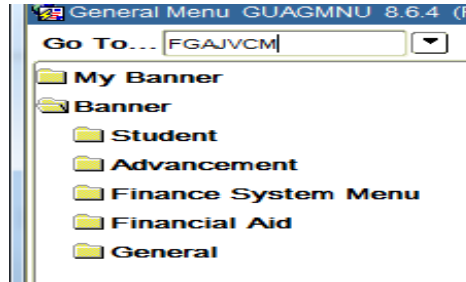
```
REPORT FGRACCI                                    UDC                              RUN DATE: 09/10/2015
CHART: 1                                  Account Index Report                           TIME: 05:15 PM
                                            AS OF 10-SEP-2015                             PAGE: 1

                                                                          ********* DATES *********
INDEX     DESCRIPTION          FUND  O  ORGN  O  ACCT  O  PROG  O  ACTV  O  LOCN  O STATUS  EFF          TERM         NEXT
                                                                                                                      CHANGE
10912   PARCC-Higher Education Engag   10P12  N 3130   N       Y P01030 N       Y       N  I  24-MAR-2015 24-MAR-2015 31-DEC-2099
10F12   PARCC-Higher Education Engag   10F12  N 3130   N       Y P01030 N       Y       N  A  01-OCT-2012             31-DEC-2099
10P12   PARCC-Higher Education Engag   10P12  N 3130   N       Y P01030 N       Y       N  A  01-OCT-2011             31-DEC-2099
10P13   PARCC-Higher Education Engag   10P13  N 3130   N       Y P01030 N       Y       N  A  01-OCT-2011             31-DEC-2099
110E7   Title III Technology Infrast   110E7  N 1100   N       Y FB7201 N       Y       N  A  06-JUN-2011             31-DEC-2099
110E8   Title III Technology Infrast   110E8  N 1100   N       Y FB7201 N       Y       N  A  06-JUN-2011             31-DEC-2099
110E9   Title III Technology Infrast   110E9  N 1100   N       Y FB7201 N       Y       N  A  06-JUN-2011             31-DEC-2099
110G9   TITLE III CCRAA GRANT          110G9  N 1100   N       Y FZ7201 N       Y       N  A  01-OCT-1950             31-DEC-2099
110H9   Title III CCRAA Grant          110H9  N 1100   N       Y FS7201 N       Y       N  A  01-OCT-1950             31-DEC-2099
110X7   Title III                      110X7  N 1100   N       Y FX7200 N       Y       N  A  06-SEP-2012             31-DEC-2099
110X8   Title III -Retention           110X8  N 1100   N       Y FX7200 N       Y       N  A  06-JUN-2011             31-DEC-2099
110Y7   Title III - Faculty Developm   110Y7  N 1100   N       Y FY7200 N       Y       N  A  06-JUN-2011             31-DEC-2099
110Y8   Title III - Faculty Developm   110Y8  N 1100   N       Y FY7200 N       Y       N  I  24-MAR-2015 24-MAR-2015 31-DEC-2099
110Y9   Title III - Faculty Developm   110Y9  N 1100   N       Y FY7200 N       Y       N  A  13-JUN-2011             31-DEC-2099
110Z7   Title III Academic Programs    110Z7  N 1100   N       Y FZ7200 N       Y       N  A  06-JUN-2011             31-DEC-2099
110Z8   Title III Academic Programs    110Z8  N 1100   N       Y FZ7200 N       Y       N  A  06-JUN-2011             31-DEC-2099
110Z9   TITLE III ACADEMIC PROGRAMS    110Z9  N 1100   N       Y FZ7200 N       Y       N  A  01-OCT-1950             31-DEC-2099
11100   Cable Television               101105 N 1110   N       Y 600    N       Y       N  A  01-OCT-1950             31-DEC-2099
1110B   Cable Television               103110 N 1110   N       Y 300    N       Y       Y  A  09-FEB-2011             31-DEC-2099
1110C   Cable Television               103115 N 1110   N       Y 300    N       Y       N  A  01-OCT-1950             31-DEC-2099
11600   Office Of The President        101105 N 1160   N       Y 600    N       Y       N  A  01-OCT-1950             31-DEC-2099
1160B   Office Of The President        103505 N 1160   N       Y 600    N       Y       N  A  01-OCT-1950             31-DEC-2099
1160D   Office Of The President        103115 N 1160   N       Y 600    N       Y       N  A  01-OCT-1950             31-DEC-2099
11620   COMMUNITY COLLEGE OFFICE OF     101105 N C101   N       Y 400    N       Y       N  I  24-MAR-2015 24-MAR-2015 31-DEC-2099
1162D   COMMUNITY COLLEGE OFFICE OF     103115 N C224   N       Y 100    N       Y       N  I  24-MAR-2015 24-MAR-2015 31-DEC-2099
11630   Board of Trustees (Office of    101105 N 1163   N       Y 600    N       Y       N  A  01-OCT-2014             31-DEC-2099
1163C   Board Of Trustees (Office Of    103110 N 1163   N       Y 600    N       Y       N  A  01-OCT-1950             31-DEC-2099
1163D   Board Of Trustees (Office Of    103115 N 1163   N       Y 600    N       Y       N  A  01-OCT-1950             31-DEC-2099
1170D   Quality Improvement            103115 N 1170   N       Y 600    N       Y       N  A  01-OCT-1950             31-DEC-2099
```

1.80.3   Exhibit G: JE Posting Process in Banner

1.80.3.1   Logon Banner, type in FGAJVCM   in Go To colum. The click next block

1.80.3.2   Choose the date the journal entry is being posted

1.80.3.3   Insert the total of the document for the journal entry being entered. Enter the Type, Bank, and Description. Then enter the tab that says BLOCK on the Header.

1.80.3.6 Notice that journal entry is completed and forwarded to approval is displayed. If a message does not appear, an error was made.

1.80.3.7   Enter Values and click on save.

1.80.3.8   Click OK to save the parameters and values

1.80.3.9   Click the OPTIONS button

1.80.3.10   Select Review Output and click OK

1.80.3.11   Select 'Show Document'.

1.80.3.12 Click YES

1.80.3.13 Print the Journal Voucher Listing report and attach it to the
Journal Entry Form.

1.80.4   Exhibit K: Journal Entry Reclassification Form

XXXXXXXX.90: FLOWCHARTS

1.90.1 Flowchart B: Journal Entry Posting
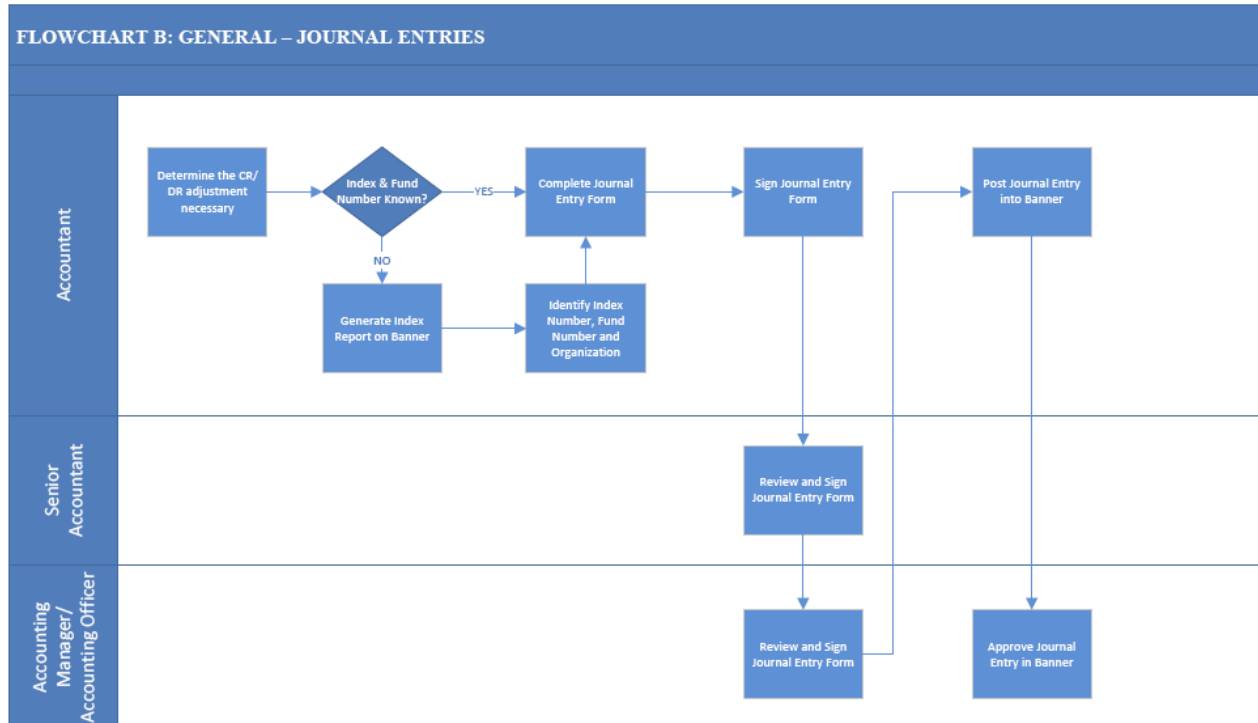
FLOWCHART B: GENERAL – JOURNAL ENTRIES

Accountant					

Accountant
- Determine the CR/DR adjustment necessary
- Index & Fund Number Known? — YES → Complete Journal Entry Form
- NO → Generate Index Report on Banner → Identify Index Number, Fund Number and Organization → Complete Journal Entry Form
- Sign Journal Entry Form
- Post Journal Entry into Banner

Senior Accountant
- Review and Sign Journal Entry Form

Accounting Manager/Accounting Officer
- Review and Sign Journal Entry Form
- Approve Journal Entry in Banner

1.90.2 Flowchart C: Journal Entry Reclassification
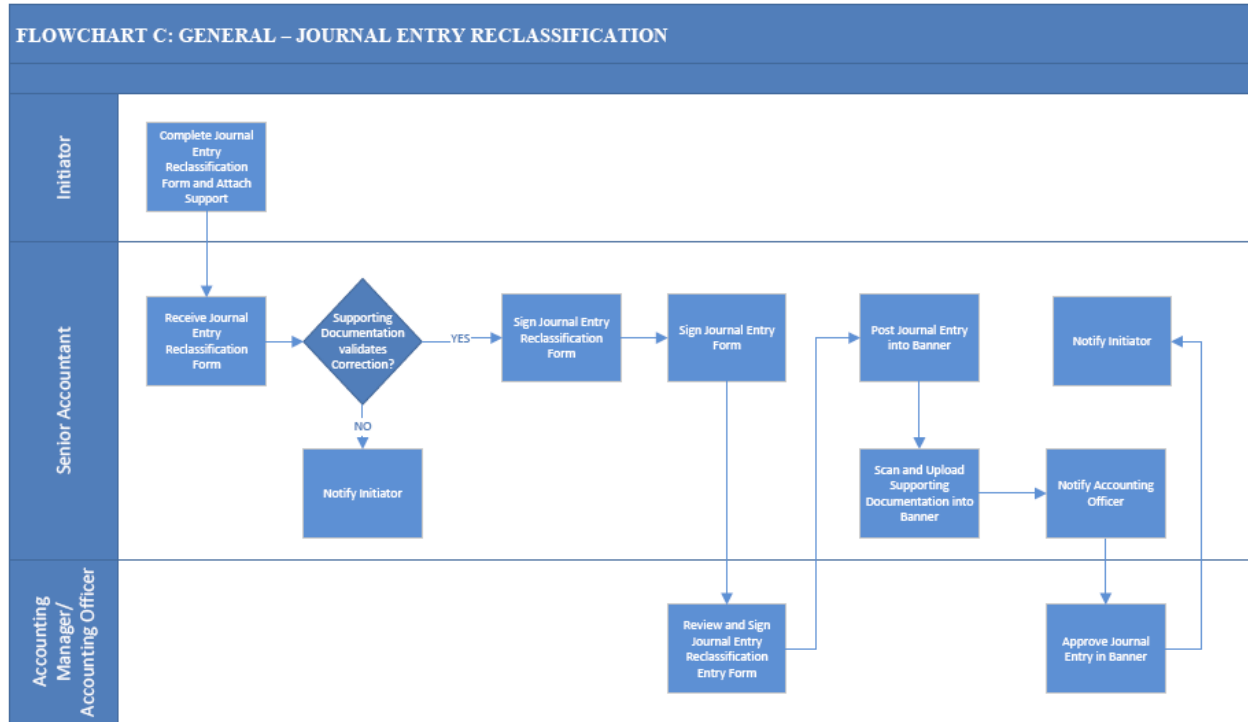
FLOWCHART C: GENERAL – JOURNAL ENTRY RECLASSIFICATION

Initiator	Complete Journal Entry Reclassification Form and Attach Support
Senior Accountant	Receive Journal Entry Reclassification Form → Supporting Documentation validates Correction? — YES → Sign Journal Entry Reclassification Form → Sign Journal Entry Form → Post Journal Entry into Banner → Notify Initiator; NO → Notify Initiator; Scan and Upload Supporting Documentation into Banner → Notify Accounting Officer
Accounting Manager/ Accounting Officer	Review and Sign Journal Entry Reclassification Entry Form; Approve Journal Entry in Banner

CLOSING ENTRIES

XXXXXXXX.10: **TASK DESCRIPTION**
The Accounting Officer is responsible for ensuring all temporary accounts that are affected during the year are closed out. Closing entries are conducted in order to ensure that each revenue and expense account will begin the next accounting year with a zero balance. In order to facilitate the timely reporting of financial statements, this is conducted prior to the deadlines as outlined in the Closing Schedule (see Exhibit I: Month End Closing Schedule).

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedures required to close the financial accounts. Closing entries are necessary to bring the temporary account balances to zero for the next accounting period which is essential for keeping the accounts reconciled which are applicable to the University of the District of Columbia.

XXXXXXXX.30: **POLICIES**
1.30.1 UDC uses accrual basis accounting as required by GASB Statement No. 35 which states that accrual accounting matches expenses with the revenues that fund them by recording revenues in the fiscal year in which they are earned regardless of when payments are received, and expenses in the fiscal year in which they are incurred, regardless of when payments are made.

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 The Senior Accountant is responsible for closing all temporary accounts to permanent accounts.

1.40.2 The Accounting Officer is responsible for reviewing and approving closing entries prepared by the Senior Accountant.

XXXXXXXX.50: **AUTHORIZATION**
1.50.1 The Accounting Officer and Senior Accountant are authorized by the Chief Financial Officer and UDC to close accounts.

XXXXXXXX.60: **PROCEDURES**
Prepaid Expenses
1.60.1 The Senior Accountant analyzes and reviews invoices to determine the period, service, and related expense or future benefit.

1.60.2 The Senior Accountant creates a Journal Entry Form (See Journal Entry process) to each prepaid account based on the analysis made.

Student Receivable

1.60.3   The Accounting Manager reviews the Aging Report to establish an allowance for uncollectible accounts based on Aging.

Note: The Aging Report is saved on the shared drive (T:\Nightly Feed FY15).

1.60.4   The Senior Accountant prepares a journal entry:
- DR Bad Debt Expense
- CR Allowance for Doubtful Account

Note: The journal entry prepared for deductions of the allowance is:
- DR Allowance for Doubtful Account
- CR Bad Debt Expense

Grants

1.60.5   On a weekly basis, the Senior Accountant obtains the Grants Select Balance Sheet and reviews the receivables balances.

1.60.6   The Senior Accountant creates a Journal Entry Form (See Journal Entry process) to adjust the deferred revenue balances with the receivable balance.

1.60.7   The Senior Accountant prepares a schedule that consists of beginning balances plus collection in order to derive the revenue collected.

1.60.8   The Grants Billing Process is performed by the Senior Accountant weekly, private and local monthly. Banner System entry is:
- DR Grant Receivable
- CR Grant Receivable Unbilled

Notes Receivable

1.60.9   For uncollectable receivables, the Senior Accountant records a year end entry to record write offs:
- DR Allowance for Doubtful Account
- CR Receivable

Long-Term Receivable

1.60.10   The Senior Accountant reviews and analyzes the security deposits Maadi Egypt, and restitution accounts at year-end.

Accounts Payable Accrual

1.60.11 The Senior Accountant generates the Disbursement Report and reviews select invoices to verify service period, receipt of current goods, and services received to determine whether an accrual journal entry is necessary. The journal entry prepared is:

- DR Expense
- CR Yearend Accrual

Compensated Absences

1.60.12 The Senior Accountant reviews the Compensated Absences Report from Human Resources to determine the necessary accrual journal entries to make for vacation and sick leave.

Contingent Liabilities

1.60.13 The CFO receives a report of Litigation Contingencies from the General Counsel. The Senior Accountant prepares a journal entry at year end to record the lower end of expenses to be incurred:

- DR Settlement/Litigation Contingent Expense
- CR Claims and Judgments Liability

XXXXXXXX.70:   INTERNAL CONTROLS

1.70.1 Internal controls applicable to ensuring Journal Entries are authorized prior to entering into Banner.

    1.70.1.1 All journal entries must be supported by the appropriate documentation justifying the transaction.

    1.70.1.2 All journal entries must be prepared by Accountant, reviewed/signed by the Senior Accountant and approved by the Accounting Officer prior to entering into Banner.

1.70.2 Internal controls applicable to documentation retention of approved Journal Entry forms.

    1.70.2.1 All Journal Entries are scanned to the shared drive along with the associated supporting documentation by the Senior Accountant or Accountant.

XXXXXXXX.80   EXHIBITS

1.80.1   Exhibit I: Month End Closing Schedule

Office of the Chief Financial Officer
University of the District of Columbia

FY 2015 Banner Finance - Month End Closing Schedule

PERIOD	MONTH	INCOMPLETE DOCUMENTS All requisitions, PO's and journal entries must be cleared.		HARD CLOSE	BOARD REPORT
1	10/31/2014	Thur	11/6/2014	11/7/2014	11/10/2014
2	11/30/2014	Mon	12/8/2014	12/9/2014	12/10/2014
3 - 1st Quarter	12/31/2014	Thur	1/8/2015	1/9/2015	1/12/2015
4	1/31/2015	Fri	2/6/2015	2/9/2015	2/10/2015
5	2/28/2015	Fri	3/6/2015	3/9/2015	3/10/2015
6 - 2nd Quarter	3/31/2015	Wed	4/8/2015	4/9/2015	4/10/2015
7	4/30/2015	Thur	5/7/2015	5/8/2015	5/11/2015
8	5/31/2015	Mon	6/8/2015	6/9/2015	6/10/2015
9 - 3rd Quarter	6/30/2015	Wed	7/8/2015	7/9/2015	7/10/2015
10	7/31/2015	Thur	8/6/2015	8/7/2015	8/10/2015
11	8/31/2015	Tues	9/8/2015	9/9/2015	9/10/2015
12 - 4th Quarter	9/30/2015	Year-End Closing Schedule will follow in August 2015			
14 - Accrual Period	9/30/2015	Year-End Closing Schedule will follow in August 2015			

XXXXXXXX.90: FLOWCHARTS

n/a

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RECORD RETENTION

XXXXXXXX.10:   **TASK DESCRIPTION**
This policy sets forth the requirement for effectively retaining and managing records and ensuring access to records is granted in accordance with applicable law, regulation, and policy.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedures for record retention which is to ensure that UDC retains its official records in accordance with the requirements of all applicable schedules established by the District of Columbia and to ensure that the official records that's no longer needed by UDC are discarded at the proper time. These policies apply to the University of the District of Columbia.

XXXXXXXX.30:   **POLICIES**
1.30.1   The Office of the Chief Financial Officer is guided by DC's Policy on Record Retention Schedule (see Exhibit J: DC Policy on Record Retention Schedule). As stated in DC's policy, "a record may be destroyed, sold, transferred, or disposed of as prescribed by law, by records retention schedules, or by other authorization approved by the Committee; provided, that an authorization approved by the Committee shall not be effective until 45 days after its publication in the District of Columbia Register".

XXXXXXXX.40:   **RESPONSIBILITIES**
1.40.1 All OCFO staff is responsible for adhering to the Policy on Record Retention as it relates to the saving and securing all significant financial records on UDC's file server or file cabinet.

XXXXXXXX.50:   **AUTHORIZATION**
1.50.1 OCFO staff is authorized to access UDC's financial records which are required in order for them to perform their assigned duties by the CFO.

XXXXXXXX.60:   **PROCEDURES**
1.60.1   The Accountant, Senior Accountant and Accounting Officer save UDC's financial records on their assigned shared T drive and the Budget Office saves their files on the I drive.

1.60.2   On a yearly basis, the Senior Accountant archives all files older than three (3) years.

1.60.3   On a yearly basis, the Accounting Officer verifies files stored on

the shared file server are no older than three (3) years.

1.60.4   On a yearly basis, the Accounting Officer verifies files stored on the Finance Department's off site facility, Taylor Street Warehouse, is within the UDC's required retention policy timeframe.

XXXXXXXX.70:   INTERNAL CONTROLS

1.70.1   <u>Internal controls applicable to ensuring access to financial documentation are limited to authorized personnel.</u>

    1.70.1.1   Access to financial records is limited to users of the Finance group on the UDC shared file server. Budget employees are only authorized to share on the I drive while the Accounting department is authorized to share on the T-drive.

XXXXXXXX.80   EXHIBITS

1.80.1   Exhibit J: DC Policy on Record Retention Schedule

ITEMS	RENTENTION PERIOD
Accident reports and claims (settled cases)	7 yrs
Accounts payable ledgers and schedules	7 yrs
Audit reports of accountants	Permanently
Bank reconciliations	1 yr.
Capital stock and bond records	Permanently
Cash books	Permanently
Chart of accounts	Permanently
Checks (cancelled, but see exception below)	7 yrs
Checks (cancelled, for important payments, i.e. taxes, purchases of property, special contracts, etc.(checks should be filed with the papers pertaining to the underlying transaction)	Permanently
Contracts and leases (expired)	7 yrs
Contracts and leases still in effect	Permanently
Correspondence general	3 yrs.
Correspondence (legal and important matters only)	Permanently
Deeds, mortgages, and bills of sale	Permanently
Duplicate deposit slips	1 yr.
Employee personnel records (after termination)	3 yrs.
Employment applications	3 yrs.
Expense analyses and Expense distribution schedules	7 yrs
Financial statements (end-of-year trial balances)	Permanently
General Ledgers (end-of-year trial balances)	Permanently
Insurance policies (expired)	3 yrs.
Insurance records, current accident reports, claims, policies, etc	Permanently
Inventories of products, materials, and supplies	7 yrs
Invoices to customers	7 yrs
Invoices from vendors	7 yrs
Journals	Permanently
Minute books of directors and stockholders, including bylaws and charter	Permanently
Notes receivable ledgers and schedules	7 yrs
Payroll records and summaries	7 yrs
Petty cash vouchers	3 yrs.
Physical inventory tags	7 yrs
Plant cost ledgers	Permanently

Property appraisals by outside appraisers	Permanently
Property records-including costs, depreciation reserves, depreciation schedules, blueprints and plans	7 yrs
Purchase orders	1 yr.
Receiving sheets	1 yr.
Requisitions	7 yrs
Sales records	3 yrs.
Savings bond registration records of employees	7 yrs
Stock and bond certificate (cancelled)	1 yr
Stockroom withdrawal forms	7 yrs

Subsidiary ledgers	7 yrs
Tax returns and worksheets, revenue agents' reports and other documents	Permanently
Time books	7 yrs
Voucher register and schedules	7 yrs
Voucher for payments to vendors, employees, etc. (includes all allowances and reimbursement of employees, officers)	7 yrs

Sales and receivables

Sales journals	7 yrs.
Shipping tickets	3 yrs.
Accounts receivable ledgers and trial balances	7 yrs.
Invoices	7 yrs.
Uncollectable accounts and write offs	7 yrs.
Expired contracts and notes receivable	7 yrs.

Purchases and payables

Purchase journals	7 yrs.
Bills of lading	3 yrs.
Accounts payable ledgers and trial balances	7 yrs.
Purchase orders	3 yrs.
Paid bills and vouchers	7 yrs.
Expired purchase contracts	7 yrs.

Payroll

Payroll journals	7 yrs.
Time cards	7 yrs.
Payroll reports (federal & state)	7 yrs.
Assignments & garnishments	3 yrs.
Forms W-4	7 yrs.

Accounting Firms

Tax Files	In Office	In Storage
Present clients	3 yrs.	Permanent
Former clients	3 yrs	7 yrs.

Workpaper Files	In Office	In Storage
Auditor's reports, compiled or reviewed reports	Present clients	Permanent
Former clients	3 yrs	7 yrs
Correspondence files	3 yrs	7 yrs

General and financial

Capital stock records	Permanent
Corporate records and minutes	Permanent
Property titles and mortgages	Permanent
Federal, state and local tax returns	Permanent
Fixed asset records and appraisals	Permanent
Accountant's audit reports	Permanent
Interim and year-end financial statements and trial balances	Permanent
Monthly trial balances	Permanent

Cash

Cash receipts and disbursements	7 yrs.
Bank statements, cancelled checks, and deposit slips	7 yrs.
Bank reconciliations	7 yrs.
Petty cash vouchers	7 yrs.

XXXXXXXX.90: FLOWCHARTS

n/a

ANNUAL AUDIT

XXXXXXXX.10:   TASK DESCRIPTION
The annual audit involves the District sending out an auditor to conduct an audit at the University. The auditor shall request all supporting documents to complete the audit and conduct interviews to ensure that the employees of UDC are in compliance with the policies and procedures of UDC.

XXXXXXXX.20:   PURPOSE
This directive outlines the policies and procedures of the execution of the annual audit which ensures that the organization is being operated within the bounds of integrity and sound business practices which apply to the University of the District of Columbia.

XXXXXXXX.30:   POLICIES
1.30.1   The audit must follow guidelines and principles established by the American Institute of Certified Public Accountant (AICPA) and Financial Accounting Standard Board (FASB) - The Federal Government through its various agencies imposes various requirements upon the University such as Internal Revenue Regulations, Higher Education Financing Act, and principles for determining costs applicable to Grants, Contracts and other agreements with Educational Institutions.

1.30.2   The audit must follow Governmental Accounting Standards Board (GASB) guidelines.

XXXXXXXX.40:   RESPONSIBILITIES
1.40.1   As stated in the Statements on Accounting Standards (SAS), UDC Management is responsible "...to provide the auditor with access to all information of which management and, when appropriate, those charged with governance are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters."

1.40.1   The independent auditor's objective and responsibility, under generally accepted auditing standards (GAAS), are to express an opinion on whether the financial statements are fairly presented in conformity with generally accepted accounting principles, and that the related supplemental information is presented fairly, in all material respects, when considered in conjunction with the financial statements taken as a whole (aicpa.org).

1.40.2 The District is responsible for providing an auditor to the University of the District of Columbia.

XXXXXXXX.50:   AUTHORIZATION

1.50.1 The auditor is authorized by the District and the Chief Financial Officer to conduct annual audits of the University.

XXXXXXXX.60:   PROCEDURES

1.60.1 The Auditor requests documents from the OCFO which may include previous audit reports, original bank statements, receipts and ledgers, and organizational chart, etc.

1.60.2 After reviewing the documents requested, the auditor prepares an audit plan.

1.60.3 The auditor will set up an open meeting which the auditor will discuss the scope of the audit and set a time frame for the audit.

1.60.4 The auditor takes information gathered from the open meeting and uses it to finalize the audit plan and the fieldwork is conducted by interviewing with staff members and reviewing procedures and processes.

1.60.5 The auditor tests for compliance with policies and procedures and internal controls are evaluated to make sure they're adequate.

1.60.6 The auditor prepares a report detailing findings of the audit which includes: mathematical errors, posting problems, payment authorized but not paid and other discrepancies, and other audits concerns.

1.60.7 The auditor implores a response from management that indicates whether it agrees or disagrees with problems in the report.

XXXXXXXX.70:   INTERNAL CONTROLS

n/a

XXXXXXXX.80:   EXHIBITS

n/a

XXXXXXXX.90:   FLOWCHARTS

n/a

FINANCIAL REPORTING

CASH, CASH EQUIVALENTS AND INVESTMENTS

XXXXXXXX.10: **TASK DESCRIPTION**
Cash, cash equivalents are defined as cash on-hand, demand deposits, certificates of deposit with financial institutions, and all highly liquid investments with an original maturity of three months or less; except those deposits and investments representing endowments and amounts in the IBM stock to be investments.

Investments are reflected at fair value using quoted marketed prices. Realized and unrealized gains and losses are included in the Statement of Revenues, Expenses, and Changes in Net Position as a component of investment income, net.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedures on cash, cash equivalents, and investments. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30: **POLICIES**
1.30.1 The District requires that all cash be deposited with the District Treasurer except for endowments and miscellaneous income funds which are deposited in a post-secondary education fund bank account. However, the University is allowed to maintain funds generated from its own operation in separate bank accounts. The ongoing of Program B are processed centrally by the District.

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 The Accountant and Senior Accountant are responsible for performing the bank reconciliations for all cash and investment accounts and ensuring the balances are accurate and properly stated on the financial statements.

XXXXXXXX.50: **AUTHORIZATION**
1.50.1 The Accounting Officer is authorized by the Office of the Chief Financial Officer analyzed the Trial Balance on a monthly basis.

XXXXXXXX.60: **PROCEDURES**
1.60.1 The Accounting Officer logs in Banner and retrieves the Trial Balance and details regarding the Cash, Cash Equivalents, and Investments accounts (see Endowment Funds and Investment section for detailed journal entries related to investments.

Note: On a monthly basis, he Accounting Officers reviews the activities of the accounts on the Trial Balance and checks

for unreasonable activity referencing the Fund and Acct amounts.

1.60.2 If a discrepancy is observed, the Accounting Officer retrieves the associated Invoices and Journal Entry forms to verify the validity of the assets (see Asset Accounts- Cash sections for detailed journal entries related to cash and cash equivalents).

XXXXXXXX.70: INTERNAL CONTROLS

1.70.1 <u>Internal controls applicable to verifying the correct entry are recorded</u>

1.70.1.1 The Accounting Officer monitors the activities of the Balance Sheet accounts on a monthly basis and checks for reasonableness.

XXXXXXXX.80 EXHIBITS

n/a

XXXXXXXX.90: FLOWCHARTS

n/a

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CASH - RECEIPT AND DEPOSIT OF CHECKS

XXXXXXXX.10:   **TASK DESCRIPTION**
The collection of tuition, fees and other charges is handled by the Office of the Chief Financial Officer and Cashier's Office. The Cashier's Office reports all checks deposited daily to the Office of the Chief Financial Officer (OCFO) and Student Accounts. The OCFO enters the applicable Banner Journal Entries for account recording purposes.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedures on depositing checks from students and vendors. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30:   **POLICIES**
1.30.1 The Accountant is administratively assigned to the Finance Department within UDC to deposit checks daily.

1.30.2 Per UDC policies, check deposits are recorded in detail on the Daily Cash Report and Daily Activity Report.

XXXXXXXX.40:   **RESPONSIBILITIES**
1.40.1 The Staff Assistant is responsible for the receipt of checks from postal couriers.

1.40.2 The Accountant is responsible for retrieving checks from the Secretary and physically delivering the checks to the Cashier's Office.

1.40.3 The Accountant is responsible for determining the intended recipient of the check and identifying their associated detail code.

1.40.4 The Cashier is responsible for depositing the check to Wells Fargo and inputting check details into Banner.

XXXXXXXX.50:   **AUTHORIZATION**
1.50.1 The Cashier's Office is authorized by the Office of the Chief Financial Officer to deposit checks.

XXXXXXXX.60:   **PROCEDURES**
1.60.1 The Accountant receives checks via the mail daily from the Staff Assistant, Accounts Payable, Human Resources and Procurement.

1.60.2 Using the Banner Detail Code sheet (see Exhibit K: Detail Code

Sheet), the Accountant identifies the check recipient and writes the associated Banner detail code on the check.

1.60.3   The Accountant physically gives the checks to the Cashiers Office, 2nd floor, Building 39.

1.60.4   The Cashier logs into TouchNet application with their assigned username and password.

1.60.5   The Cashier enters the following details into TouchNet:
    1.60.5.1   Description
    1.60.5.2   Form of Payment
    1.60.5.3   Check Amount
    1.60.5.4   Detail Code

1.60.6   The Cashier endorses the check and places it in their assigned cash drawer.

1.60.7   At the end of the day, each Cashier generates their Cashier Transaction List (see Exhibit L: Cashier Transaction List) from TouchNet.

1.60.8   Following a dual control process, the Head Cashier and Cashier retrieves all checks from the all the cash drawers.

1.60.9   The Head Cashier compiles all the Cashier Transaction Lists and verifies the amount listed against the checks held in each cash drawer. The Head Cashier completes the Daily Reconciliation Worksheet (see Exhibit M: Daily Reconciliation Worksheet) and notes any variances.

1.60.10 The Head Cashier logs into Wells Fargo's Commercial website with their assigned credentials, scans and deposits all checks.

1.60.11 The Head Cashier prints and signs the following reports and gives a hard copy as well as a scanned copy to the Accountant:
    1.60.11.1   Packet Cover sheet (see Exhibit N: Packet Cover Sheet)
    1.60.11.2   Daily Reconciliation Worksheet
    1.60.11.3   Credit Card Summary and Copy of Deposit Slip (see Exhibit O: Credit Card Summary and Copy of Deposit Slip)
    1.60.11.4   Wells Fargo Confirmation sheet (see Exhibit P: Wells Fargo Confirmation)
    1.60.11.5   Cashier Transaction List

1.60.11.6   Banner Report from each cashier (see Exhibit Q: Banner Report from each cashier)

XXXXXXXX.70:   INTERNAL CONTROLS

1.70.1   Internal controls applicable to verifying the correct check amount deposited

1.70.1.1   The Accountant verifies the check amount against the Wells Fargo Confirmation sheet.

1.70.1.2   The Head Cashier verifies the check amount against the TouchNet Cashier Transaction List on the Daily Reconciliation Worksheet.

1.70.2   Internal controls applicable to verifying that the correct detail code is written on the check

1.70.2.1   The Accountant verifies the detail code and underlying accounts from the Banner Detail Code sheet.

1.70.3   Internal controls applicable to verifying all checks are accurately deposited

1.70.3.1   The Head Cashier verifies the Wells Fargo Confirmation against the Banner Report on the Daily Reconciliation Worksheet. Any variances are resolved.

XXXXXXXX.80   EXHIBITS

1.80.1   Exhibit K: Banner Detail Code sheet

TBBDETC_DETAIL	Index Old	Index New	TBBDETC_DESC	TBRACCT_A_FUND	TBRACCT_A_ORGN	TBRACCT_A_ACCT_C	TBRACCT_A_PROG
ATH1			Athletics Rental Fee	103110		103215	
ATH4			Misc. Athletics	103110		103215	
ATHE			ATHLETIC SEASON TICKETS	103110		103215	
ATHF			ATHLETIC TICKET SALES	103110		103215	
BK01			FOLLET BOOKSTORE FOR UDC	103110		103116	
BK01			FOLLET BOOKSTORE FOR UDC	103110		103116	
BK01			FOLLET BOOKSTORE FOR UDC	103110		103116	
BK01			FOLLET BOOKSTORE FOR UDC	103110		103116	
BK01			FOLLET BOOKSTORE FOR UDC	103110		103116	
BK02			FOLLET BOOKSTORE FOR CCDC	103110		103116	
BK02			FOLLET BOOKSTORE FOR CCDC	103110		103116	
BK02			FOLLET BOOKSTORE FOR CCDC	103110		103116	
BK02			FOLLET BOOKSTORE FOR CCDC	103110		103116	
BK02			FOLLET BOOKSTORE FOR CCDC	103110		103116	
BK05			FOLLET BOOKSTORE FOR AGENCIES	103110		103116	
BK05			FOLLET BOOKSTORE FOR AGENCIES	103110		103116	
BK05			FOLLET BOOKSTORE FOR AGENCIES	103110		103116	
BK05			FOLLET BOOKSTORE FOR AGENCIES	103110		103116	
BK05			FOLLET BOOKSTORE FOR AGENCIES	103110		103116	
BK0A			FOLLET BOOKSTORE -LAW DEBIT	103110		103120	
C010			US VETERANS AFFAIRS	103115		213270	
C020			VA. ARMY NAT'L GUARD	103115		213270	
C021			VENEZUELA SCHOLARSHIP PROGRA	103115		213270	
C022			VERIZON	103115		213270	
C024			VIRGINIA COLLEGE SAVINGS PLAN	103115		213270	
C025			VIRGINIA DEPT OF REHAB SERVICE	103115		213270	
C027			WALTER REED ARMY MED CENTER	103115		213270	
C028			WALTER REED ARMY MEDICAL CTR	103115		213270	
C029			WASH METRO AREA TRANSIT AUTHO	103115		213270	
C030			WASH SUBURBAN SANITARY COMM	103115		213270	
C034			WASHINGTON DIX ST ACADEMY	103115		213270	
C035			WASHINGTON HOSPITAL CENTER	103115		213270	
C036			WASHINGTON POST	103115		213270	
C037			WEST VIRGINIA EMPLOYMENT PROG	103115		213270	
C039			WORLD AFRICA CHAMBER OF COMM	103115		213270	
C042			YELLOW RIBBON VETERANS AFFAIR	103115		213270	
C043			YOUTHBUILD PUB CHARTER SCHOO	103115		213270	

1.80.2 Exhibit L: Cashier Transaction List

Summary Report
Reporting on 145 transactions for 08/21/2015 - 08/21/2015

Revenue by Payment Type						
Cash (33)	Discover (1)	Visa (82)	MasterCard (12)	Paper Check (12)	Cashiers Check (1)	Money Order (3)
10,708.35	410.22	31,051.66	2,990.14	44,003.08	370.00	370.00

Cashiering Transaction List											
Row	Date	Time	Cashier	Account ID	Account Name	TPG Ref.	Receipt #	Host Ref.	Tender	Tendered Amt	Cash Back	Amount

1.80.3 Exhibit M: Daily Reconciliation Worksheet

8/21/2015	Cash	Chk/MO	Bank Deposit	Credit Cards	Manual Credit Cards	Manual Cash/Check/ Money Order	Total Manual Credit Card/Cash/ Check/ Money Order	Touchnet Amt	Banner Amt	Difference *	WEB	Daily Total - Web, Bank Deposits and Credit Card
504	$3,571.70	$43,708.06	$47,279.76	$21,071.49		$0.00	$0.00	$68,351.25	$68,351.25			
430	$1,540.00		$1,540.00	$6,997.50	$0.00	$0.00	$0.00	$8,537.50	$8,537.50	$68,351.25		
902	$5,596.65	$1,035.00	$6,631.65	$6,383.03	$0.00	$0.00	$0.00	$13,014.68	$13,014.68	$0.00		
809	$0.00	$0.00	$0.00	$0.00				$0.00	0.00			
Totals	$10,708.35	$44,743.06	$55,451.41	$34,452.02	$0.00	$0.00	$0.00	$89,903.43	$89,903.43	$68,351.25	$35,376.09	$125,279.52

*Difference: Cashier#

1.80.4 Exhibit N: Packet Cover Sheet

Date:

This packet includes the following circle item listed below....

- Chargebacks: $

- Account Adjustments:

- Check Copies: $

Prepared by: _____

1.80.5 Exhibit O: Credit Card Summary and Copy of Deposit Slip

1.80.6 Exhibit P: Wells Fargo Confirmation

1.80.7 Exhibit Q: Banner Report from each cashier

XXXXXXXX.90: FLOWCHARTS

1.90.1   Flowchart D: Receipt and Deposit of Checks
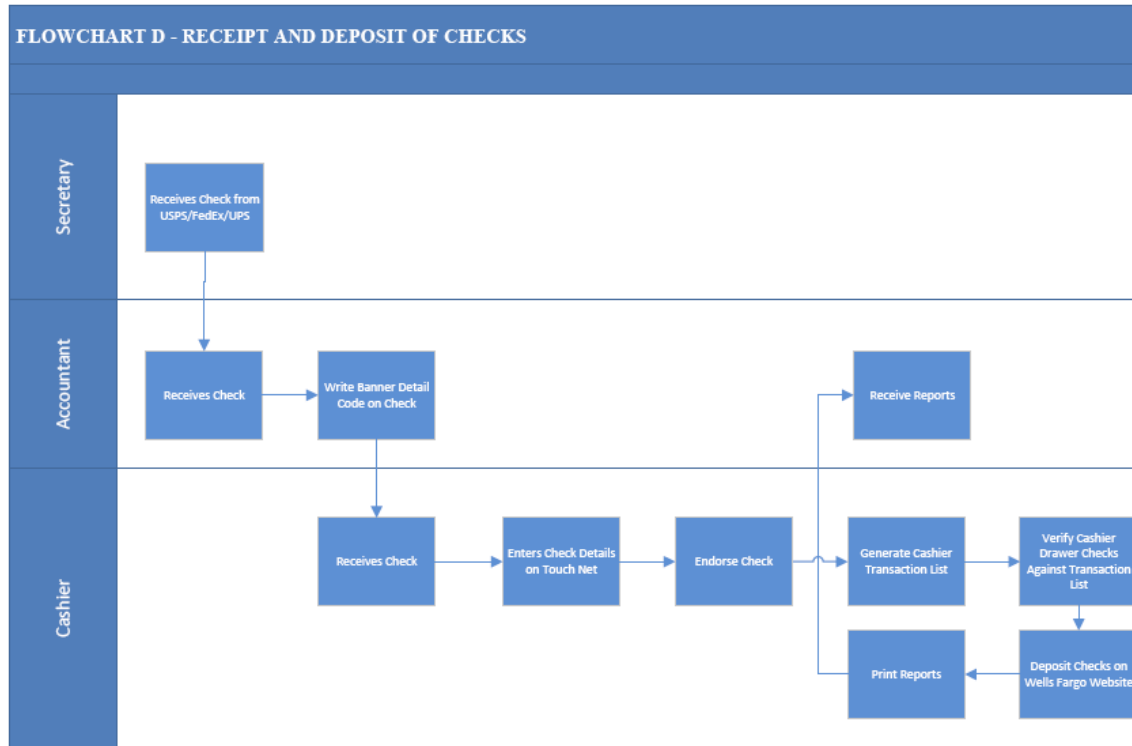
FLOWCHART D - RECEIPT AND DEPOSIT OF CHECKS

_____

CASH - CASH BALANCE MAINTENANCE

XXXXXXXX.10: **TASK DESCRIPTION**
Accounts Payable confirms that cash is available with the Senior Accountant in order to fulfill payment requests. In addition to monitoring the Wells Fargo bank balance online, a Cash Balance Sheet is maintained by the Senior Accountant in order to obtain a true balance of available funds.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedures on maintaining a true reflection of available cash via the Cash Balance Sheet.

XXXXXXXX.30: **POLICIES**
1.30.1 Daily, the Senior Accountant should be updating the Cash Balance Sheet to reflect its true balance.

1.30.2 If the Balance in the account falls below the 1 million dollar threshold, the Accounting Officer should be advised of this matter.

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 The Accounts Payable Supervisor is responsible for verifying available funds to process payments due to vendors.

1.40.2 The Senior Accountant is responsible for updating the Cash Balance Sheet with checks issued, deposits and other daily transactions.

XXXXXXXX.50: **AUTHORIZATION**
1.50.1 The Senior Accountant is authorized by the Office of the Chief Financial Officer to review UDC's Wells Fargo bank account and advice of its current balance.

XXXXXXXX.60: **PROCEDURES**
1.60.1 Accounts Payable Supervisor inquires of the Senior Accountant of the availability of funds in order to pay bills that are due to vendors.

1.60.2 The Senior Accountant logs into Wells Fargo's website (www.wellsfargo.com) with their assigned credentials and checks the bank statement to determine if funds requested are available.

1.60.3 The Senior Accountant manually verifies Cash Balance Sheet (see

Exhibit R: Cash Balance Sheet) to determine if funds are available by analyzing daily transactions of checks issued and funds received.

Note: If funds are below the 1 million dollar threshold, the Senior Accountant emails the Accounting Officer advising of the low balance.

1.60.4 The Senior Accountant advises the Accounts Payable Supervisor that funds are available to make the desired payments via the Check Run process (see Vendor Payments procedure).

1.60.5 The Senior Accountant updates the Cash Balance Sheet with the following details:
1.60.5.1   Date of Transaction
1.60.5.2   Amount of Money Deposited (if applicable)
1.60.5.3   Payment Amount (if applicable)
1.60.5.4   Balance to date

XXXXXXXX.70:   INTERNAL CONTROLS
1.70.1 Internal controls applicable to verifying funds are available prior to withdrawal
1.70.1.1 The Accounts Payable Supervisor must verify with the Senior Accountant the availability of funds prior to processing any payments.

XXXXXXXX.80   EXHIBITS
1.80.1   Exhibit R: Cash Balance Sheet

Wells Fargo Concentration – Real Cash

Date	Debit	Credit	Balance

XXXXXXXX.90: FLOWCHARTS

1.90.1   Flowchart E: Cash Balance Maintenance
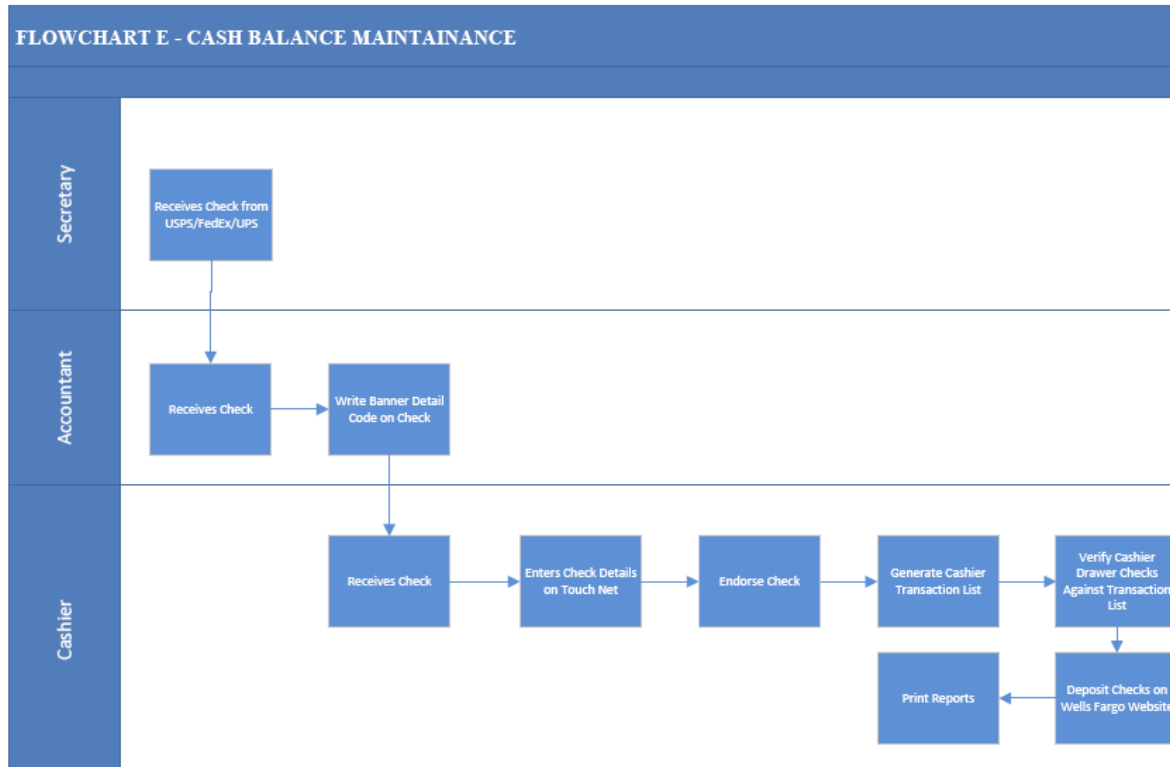
FLOWCHART E - CASH BALANCE MAINTAINANCE

Secretary
- Receives Check from USPS/FedEx/UPS

Accountant
- Receives Check → Write Banner Detail Code on Check

Cashier
- Receives Check → Enters Check Details on Touch Net → Endorse Check → Generate Cashier Transaction List → Verify Cashier Drawer Checks Against Transaction List → Deposit Checks on Wells Fargo Website → Print Reports

_____

CASH - BANK RECONCILIATION

XXXXXXXX.10:   **TASK DESCRIPTION**
Applies to all bank accounts for which the University of the District of Columbia (UDC) is responsible and provide principles and guidelines for reconciling bank accounts to UDC's financial accounts.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedures for bank reconciliations where the bank balance is compared against UDC's book balances. Discrepancies are identified during this procedure.

XXXXXXXX.30:   **POLICIES**

1.30.1   Bank reconciliation is a policy established by UDC to maintain appropriate controls over cash accounts. In order to safeguard cash and ensure accuracy, consistency, and timely reporting of transactions related to cash accounts maintained by UDC staff, UDC shall prepare bank reconciliations for all cash accounts.

1.30.2   As per the closing schedule, each bank account shall be reconciled within 15 calendar days of the end of each month. All adjusting and correcting entries resulting from posting and other similar discrepancies are communicated to the Accounting Officer within 10 days of reconciliation for inclusion (correction).

XXXXXXXX.40:   **RESPONSIBILITIES**

1.40.1   The Cashier's Office is responsible for emailing the Daily Activities' Report to the Accountant.

1.40.2   The Senior Accountant and Accountant are responsible for the reconciliation of all cash accounts.

1.40.3   The Accountant is responsible for preparing the journal entries.

1.40.4   The Senior Accountant is responsible for reviewing the journal entries for accuracy.

1.40.5   The Accounting Officer is responsible for providing the final review and sign off of the journal entries.

XXXXXXXX.50:   **AUTHORIZATION**

1.50.1   The Senior Accountant and Accountant are authorized by the Chief Financial Officer to review UDC's bank account statements and financial accounts.

_____

XXXXXXXX.60: **PROCEDURES**

Bank Statement vs. Daily Cashier's Reports

1.60.1 On a daily basis, the Accountant receives the Daily Cashier's Report (see Exhibit S: Daily Cashier's Report) via email from Cashier's Office.

1.60.2 The Accountant copies the details of the Daily Cashier's Report into the UDC Daily Cash Report (see Exhibit T: UDC Daily Cash Report).

1.60.3 The Senior Accountant logs into the Global Payment website (https://businessviewglobal.com/eradmin/) with their assigned credentials and retrieves the Global Payment Report - Cashiers Receipt (see Exhibit U Global Payment Report - Cashiers Receipt)

1.60.4 The Accountant receives the Global Payment Report - Cashiers Receipt from the Senior Accountant.

1.60.5 The Accountant reconciles the Global Payment Report against the UDC Daily Cash Report by comparing the Net Deposit amount on the statement against the cash report balance.

Note: Any discrepancies identifies are investigated further and resolved by the Accountant.

1.60.6 The Accountant completes the Journal Entry Form (see Exhibit V: Journal Entry Form) for each transaction in the Daily Report

1.60.7 The Senior Accountant reviews the Journal Entry Form and supporting documentation for accuracy and signs off on the Journal Entry Form.

1.60.8 The Accounting Officer reviews the Journal Entry Form and supporting documentation for accuracy and signs off on the Journal Entry Form.

1.60.9 The Accountant enters the Journal Entry into Banner and an email notification in Banner is sent to the Accounting Officer indicating a journal entry has been entered and is ready for approval (see General, Month end and Yearend Closing – Journal Entries for procedures).

1.60.10 The Accounting Officer approves the Journal Entry in Banner.

Receivable Account Reconciliation

1.60.11 On a monthly basis, the Senior Accountant logs into Wells Fargo's website (www.wellsfargo.com) with their assigned credentials and retrieves the bank statement.

1.60.12 The Senior Accountant identifies the various transaction types: (grant wire, veteran payment).

1.60.13 The Senior Accountant records the transaction on the Wells Fargo Receivable Account form (see Exhibit W: Wells Fargo Receivable Account form).

1.60.14 The Senior Accountant completes the Journal Entry Form in order to record the receipt of cash and reduction of the receivable:
   • DR Wells Fargo cash Account
   • CR Grants Receivable Billed Account

1.60.15 The Accounting Manager reviews the Journal Entry Form and supporting documentation for accuracy and signs off on the Journal Entry Form.

1.60.16 The Accounting Officer reviews the Journal Entry Form and supporting documentation for accuracy and signs off on the Journal Entry Form.

1.60.17 The Senior Accountant enters the Journal Entry into Banner and an email notification from Banner is sent to the Accounting Officer indicating a journal entry has been entered and is ready for approval (See General, Month end and Yearend Closing – Journal Entries for procedures).

1.60.18 The Accounting Officer approves the Journal Entry in Banner.

1.60.19 The Senior Accountant prints the Balance Sheet and General Ledger from Banner in order to verify a zero balance and attaches it to the Wells Fargo bank statement.

1.60.20 The General Ledger, Balance Sheet and Wells Fargo bank statements are scanned and saved on the shared drive (T:\BANK\Wells Fargo).

Concentration Account Reconciliation

1.60.21 On a monthly basis, the Senior Accountant logs into Wells Fargo's website (www.wellsfargo.com) with their assigned credentials and

retrieves the bank statement.

1.60.22 The Senior Accountant identifies all payments on the bank statement and copies it to an Excel spreadsheet in order to sort by DR and CR.

1.60.23 The Senior Accountant sorts the payments further by type: Global Payments, Interest, Transfer from Receivable, Global Payments Charge, Client Service Charge, Refund or AP transfer.

1.60.24 The Senior Accountant updates the Wells Fargo Concentration Account Form (see Exhibit X: Wells Fargo Concentration Account Form)

Global and Bank Fees

1.60.25 The Senior Accountant completes the Journal Entry Form in order to reconcile the Bank account to the General Ledger by preparing the following journal entry:
- DR Bank Charges and Fees
- DR Billing and Collection Services
- CR Wells Fargo Concentration Cash

1.60.26 The Accounting Manager reviews the Journal Entry Form and supporting documentation for accuracy and signs off on the Journal Entry Form.

1.60.27 The Accounting Officer reviews the Journal Entry Form and supporting documentation for accuracy and signs off on the Journal Entry Form.

1.60.28 The Senior Accountant enters the Journal Entry into Banner and an email notification is sent to the Accounting Officer indicating a journal entry has been entered and is ready for approval (See General, Month end and Yearend Closing – Journal Entries for procedures).

1.60.29 The Accounting Officer approves the Journal Entry in Banner.

1.60.30 The Senior Accountant prints the Balance Sheet and General Ledger from Banner in order to verify a zero balance and attaches it to the Wells Fargo bank statement.

1.60.31 The General Ledger, Balance Sheet and Wells Fargo bank statements are scanned and saved on the shared drive

(T:\BANK\Wells Fargo).

Disbursement Account Reconciliation

1.60.32 On a monthly basis, the Senior Accountant logs into Wells Fargo's website (www.wellsfargo.com) with their assigned credentials and retrieves the bank statement. The bank statement includes ACH returns, checks paid, invoices paid and transfer in from Concentration account.

1.60.33 The Senior Accountant transposes the transactions to an Excel spreadsheet in order to sort by DR and CR.

1.60.34 The Senior Accountant logs into Banner with their assigned credentials and generates the General Ledger Detail Transaction report (FRGRLTA).

Note: Enter 101106 in the From Acct Code and To Acct Code fields in order to generate the disbursement account.

1.60.35 The Senior Accountant generates the Check Register report (FTICHKS) from Banner.

Note: Enter the desired month under 'check date'

1.60.36 In order to determine outstanding checks for the month, remove the list of outstanding checks from the list of all checks.

1.60.37 The Senior Accountant compares the Check Register Banner report against the Wells Fargo statement.

Note: Wells Fargo payments must be summed by date in order to compare to Banner payments.

1.60.38 The Senior Accountant updates the Wells Fargo Disbursement Account Form (see Exhibit Y: Wells Fargo Disbursement Account Form)

1.60.39 The Senior Accountant completes the Journal Entry Form in order to move all funds from the Wells Fargo account to the Accounts Disbursement Account:
- DR Wells Fargo Disbursement
- CR Wells Fargo Concentration Cash

1.60.40 On a quarterly basis, JP Morgan commission is received and

recorded:
- DR Wells Fargo Disbursement Cash
- CR Miscellaneous Revenue

1.60.41 The Accounting Manager reviews the Journal Entry Form and supporting documentation for accuracy and signs off on the Journal Entry Form.

1.60.42 The Accounting Officer reviews the Journal Entry Form and supporting documentation for accuracy and signs off on the Journal Entry Form.

1.60.43 The Senior Accountant enters the Journal Entry into Banner an email is sent to the Accounting Officer indicating a journal entry has been entered and is ready for approval (see General, Month end and Yearend Closing – Journal Entries for procedures).

1.60.44 The Accounting Officer approves the Journal Entry in Banner.

1.60.45 The Senior Accountant prints the Balance Sheet and General Ledger from Banner in order to verify a zero balance and attaches it to the Wells Fargo bank statement.

1.60.46 The General Ledger, Balance Sheet and Wells Fargo bank statements are scanned and saved on the shared drive (T:\BANK\Wells Fargo).

XXXXXXXX.70: INTERNAL CONTROLS

1.70.1 Internal controls applicable to ensuring daily reports are reconciled with the bank statements correctly

1.70.1.1 The Accounting Officer approves all Journal Entries created and entered by the Accountant and Senior Accountant

XXXXXXXX.80   EXHIBITS
1.80.1   Exhibit S: Daily Cashier's Report

```
                    Cashier Balance Report
                    ----------------------

Cashier:
Station:
Session ID:
Start Date:
Start Time:
End Date:
End Time:

   Payment Method -- Cash
   --------------------------------------------
   Computed Amount:
   Cashier Amount:

   Payment Method -- Discover
   --------------------------------------------
   Computed Amount:
   Cashier Amount:

   Payment Method -- Visa
   --------------------------------------------
   Computed Amount:
   Cashier Amount:

   Payment Method -- MasterCard
   --------------------------------------------
   Computed Amount:
   Cashier Amount:

   Payment Method -- POP Check
   --------------------------------------------
   Computed Amount:
   Cashier Amount:

   Payment Method -- Paper Check
   --------------------------------------------
   Computed Amount:
   Cashier Amount:

   Payment Method -- Cashiers Check
   --------------------------------------------
   Computed Amount:
   Cashier Amount:

   Payment Method -- Travelers Check
   --------------------------------------------
   Computed Amount:
   Cashier Amount:

   Payment Method -- Money Order
   --------------------------------------------
   Computed Amount:
   Cashier Amount:

   Total Computed Amount:
   Total Cashier Amount:
   Over/Short:
```

1.80.2   Exhibit T: UDC Daily Cash Report

WF -6/2015	UDC DAILY CASH REPORT						
				BOOK			
DAY	Total by Date	Date in Bank	Global	Date	Deposit	Date in Bank	
1							
WF PSEF ACCOUNT Deposits in Transit -							
Total							

1.80.3   Exhibit U: Global Payment Report – Cashiers Report

1.80.4 Exhibit V: Journal Entry Form

UNIVERSITY OF THE DISTRICT OF COLUMBIA
JOURNAL ENTRY FORM

FY & Period: _____
Transaction Date: _____
Entry Date: _____
Entered by: _____
Document Total _____ –

Journal Entry Number: _____

SEQ	ACCOUNT DISTRIBUTION					Account Description	Debit	Credit
	INDEX	FUND	ORGN	ACCT	PROG			
1								
2								
3								
4								
5								
6								
7								
						Total		

Short Description: _____

Explanation: _____
_____
_____
_____
_____

Title: Date:

Accounting Officer   Prepared By: _____ _____

Senior Accountant   Reviewed By: _____ _____

Senior Accountant   Approved By: _____ _____

1.80.5   Exhibit W: Wells Fargo Receivable Account Form

University of the District of Columbia
Wells Fargo Receivable Account

Account #		
Banner #		
Bank Balance As of		0
Additions:	Deposits	
Deductions:		
	Transfer to Concentration	
	Adjusted Bank Balance	0.00
	G/L Balance as of	
	Student A/R	
	Student A/R	
	Wire received	
	Adjusted G/L as of	0.00
	Difference G/L VS. Bank	0.00
Prepared by :		
Reviewed by:		
Approved by:		

1.80.6   Exhibit X: Wells Fargo Concentration Account Form

University of the District of Columbia
Wells Fargo Concentration Account
Account number

Account #	
Banner #	
Bank Balance As of	0.00
Adjustments:	
Sweep Credits	
Sweep Debits	
Monthly Activity	
Adjusted Bank Balance	0.00
G/L Balance as of	
Adjustments:	
Monthly Activity	-
Adjusted G/L as of	-
Prepared by :	Sr. Accountant
Review by:	
Approved by:	Accounting Officer

1.80.7   Exhibit Y: Wells Fargo Disbursement Account Form

University of the District of Columbia Wells Fargo Disbursement		
Account #		
BANNER Account Number		
BANK BALANCE	Bank Balance	0
	Outstanding Checks/ Wire ACH Return ACH in Transit	
ADJUSTED BANK BALANCE		-
BANNER BALANCE	Banner Account #	
BANNER BALANCE - TOTAL		-
DIFFERENCE BANNER vs BANK		-
Prepared by:		
Reviewed by:		
Approved by:		

XXXXXXXX.90: FLOWCHARTS
1.90.1 Flowchart F: Bank Statement vs. Daily Cashier's Reports

FLOWCHART F: BANK STATEMENT VS. DAILY CASHIER'S REPORTS

Accountant: Receive Daily Cashier's Report → Copy details of the Report into UDC Daily Cash Report → Receive Global Payment Report from Senior Accountant → Reconcile the Global Payment Report against UDC Daily Cash Report → Complete Journal Entry Form → Enter journal entry in Banner

Senior Accountant: Log into Global payment website to retrieve Global Payment Report; Review Journal Entry Form and supporting documentation and sign it

Accounting Officer: Review Journal Entry Form and supporting documentation and sign it → Approve the journal entry in Banner

1.90.2 Flowchart G: Accounts Receivable Account Reconciliation

FLOWCHART G: RECEIVABLE ACCOUNT RECONCILIATION

Senior Accountant: Log into Wells Fargo's website to retrieve bank statement → Identify various transaction types → Record the transaction on the Wells Fargo Receivable Account Form → Complete Journal Entry Form → Enter journal entry in Banner → Print Balance Sheet and General Ledger to verify zero balance → Scan and save all documents to the shared drive

Accounting Manager: Review Journal Entry Form and supporting documentation for accuracy and sign it

Accounting Officer: Review Journal Entry Form and supporting documentation for accuracy and sign it → Approve journal entry in Banner

1.90.3 Flowchart H: Concentration Account Reconciliation

FLOWCHART H: CONCENTRATION ACCOUNT RECONCILIATION

Senior Accountant

Log into Wells Fargo's website to retrieve bank statement → Identify all payment on the bank statement and copy to excel spreadsheet → Sort the payments by type → Update Wells Fargo Concentration Account Form → Complete Journal Entry Form to reconcile the bank account to General Ledger → Enter journal entry in Banner → Print the Balance Sheet and General Ledger to verify a zero balance → Scan and save all documentation in shared drive

Accounting Manager

Review the Journal Entry From and supporting documentation and sign off

Accounting Officer

Review the Journal Entry From and supporting documentation and sign off → Approve journal enter in Banner

1.90.4 Flowchart I: Disbursement Account Reconciliation

FLOWCHART I: DISBURSEMENT ACCOUNT RECONCILIATION

Senior Accountant

Log into Wells Fargo's website to retrieve bank statement → Transpose the transactions to an excel spreadsheet → Generate the General Ledger Detail Transaction report in Banner → Generate the Check Register Report from Banner → Remove the list of outstanding checks from the list of all checks → Compares the Check Register Banner report against the Wells Fargo statement → Update the Wells Fargo Disbursement Account Form → Complete Journal Entry Form to remove all funds from the Wells Fargo account to the Accounts Disbursement Account → Receive JP Morgan commission and record the transaction → Enter the journal entry in Banner → Print Balance Sheet and General Ledger to verify a zero balance → Scan and save all documentations to the shared drive

Accounting Manager

Review Journal Entry Form and supporting documentation and sign off

Accounting Officer

Approve journal entry in Banner   Review the Journal Entry Form and supporting documentation and sign off

_____

CASH- GLOBAL PARKING RECONCILIATION

XXXXXXXX.10: **TASK DESCRIPTION**
Revenues earned from the UDC parking garage located on 4200 Connecticut Ave NW, Washington, DC 20008 are captured via a third party, Global Payments. Parking revenues are automatically credited to the Wells Fargo Concentration Account and are reconciled monthly by the Senior Accountant in the Office of the Chief Financial Officer.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedures for the reconciliation of the Global Parking report against the Concentration Account.

XXXXXXXX.30: **POLICIES**
1.30.1 Bank reconciliation is a policy established by UDC to maintain appropriate controls over cash accounts. In order to safeguard cash and ensure accuracy, consistency, and timely reporting of transactions related to cash accounts maintained by UDC staff, UDC shall prepare bank reconciliations for all cash accounts.

1.30.2 As per the closing schedule, each bank account shall be reconciled within 15 calendar days of the end of each month. All adjusting and correcting entries resulting from posting and other similar discrepancies are communicated to the Accounting Officer within 10 days of reconciliation for inclusion (correction).

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 The Senior Accountant is responsible for the retrieval of the Global Parking report from the Global Payments website.

1.40.2 The Senior Accountant is responsible for reconciling the Global Parking Report against the Wells Fargo Bank statement.

1.40.3 The Accounting Officer is responsible for verifying and approving the reconciliation statements.

XXXXXXXX.50: **AUTHORIZATION**
1.50.1 The Senior Accountant is authorized by the Chief Financial Officer to reconcile the parking revenues.

XXXXXXXX.60: **PROCEDURES**
1.60.1 On a monthly basis, the Senior Accountant logs into Wells Fargo bank account (www.wellsfargo.com) with their assigned credentials and retrieves the bank statement.

1.60.2 The Senior Accountant downloads the bank statement into Excel and extracts the 'Global Payment' transactions (see Exhibit Z: Global Parking Reconciliation).

1.60.3 The Senior Accountant logs into the Global Payment website (https://businessviewglobal.com/eradmin/) with their assigned credentials and retrieves the Parking Credit Card Merchant Statement (see Exhibit AA: Global Payment Report - Parking)

1.60.4 The Senior Accountant reconciles the transactions from the bank statement and Global Payment Report on the Global Parking Reconciliation report. Any noted discrepancies are usually 'in transit' from the prior month.

1.60.5 The Senior Accountant prepares and signs the Global for Parking Reconciliation Cover Form (see Exhibit AB: Global for Parking Reconciliation Cover Form).

1.60.6 The Senior Accountant completes the Journal Entry Form in order to reconcile the Bank account to the General Ledger. The journal entry prepared is:
- DR Wells Fargo Concentration Cash
- CR Interest- Wachovia Sweep Revenue
- CR- Parking Garage Interest Daily- Revenue

1.60.7 The Accounting Manager reviews the Journal Entry Form and supporting documentation for accuracy and signs off on the Journal Entry Form.

1.60.8 The Journal Entry, Global Parking Reconciliation report and Global for Parking Reconciliation Cover Form is reviewed and signed by the Accounting Manager.

1.60.9 The Senior Accountant enters the Journal Entry into Banner and an email notification is sent to the Accounting Officer indicating a journal entry has been entered and is ready for approval (See General, Month end and Yearend Closing – Journal Entries for procedures).

1.60.10 The Accounting Officer approves the Journal Entry in Banner.

XXXXXXXX.70:   INTERNAL CONTROLS
1.70.1 Internal controls applicable to ensuring Global Payments reports

<u>are reconciled with the bank statements correctly</u>

    1.70.1.1   The Accounting Officer approves all Journal Entries created and entered by the Accountant and Senior Accountant.

XXXXXXXX.80   EXHIBITS

    1.80.1   Exhibit Z: Global Parking Reconciliation

Commercial Checking Acct Public Funds

Wells Fargo Concentration Account

UDC PARKING SERVICES

4200 CONNECTICUT AVE NW

WASHINGTON, DC 20008

Electronic deposits/bank credits

Deposits

Date

GLOBAL

Date	Amount	Transaction detail	Day	Ref No	Items	$ Sales	$ Credits	$ Disc	Deposit

1.80.2   Exhibit AA: Global Payment Report- Parking

WebFOCUS Report

globalpayments

Credit Card Merchant Statement

Merchant :
DBA :   UDC PARKING SERVICES

UDC PARKING SERVICES
UDC
4200 CONNECTICUT AVE NW
WASHINGTON, DC 20008

Information Advice

Deposits

Day	Ref No	Items	$ Sales	$ Credits	$ Disc	$ Net Deposit
01						
01						
01						

Deposit Item Summary

Sales :			DB Adj :		
Credits :			CR Adj :		
Total :			Total :		

Settlement / Discount

Description	Items	$ Amount	Avg Ticket	Disc Rate	Item Rate	Fee Amount

Surcharges

Description	Items	$ Amount	Fee Amount

Other Fees

Card	Charge	Description	Number	Rate	Fees
For outlet 00000					

1.80.3 Exhibit AB: Global for Parking Reconciliation Cover Form

**Global for Parking
RECONCILIATION
JUNE 2015**

Account #
Banner #

Total Collection per Global Statement
Less: In Transit June
-                                    **Ref #**   **Amount**

Additions:
In Transit May   **Ref #**   **Amount**

Total Global

Total Collection per Bank statement

Difference

Prepared by :

Reviewed by:

Approved by:

XXXXXXXX.90: FLOWCHARTS

1.90.1 Flowchart J: Global Parking Reconciliation
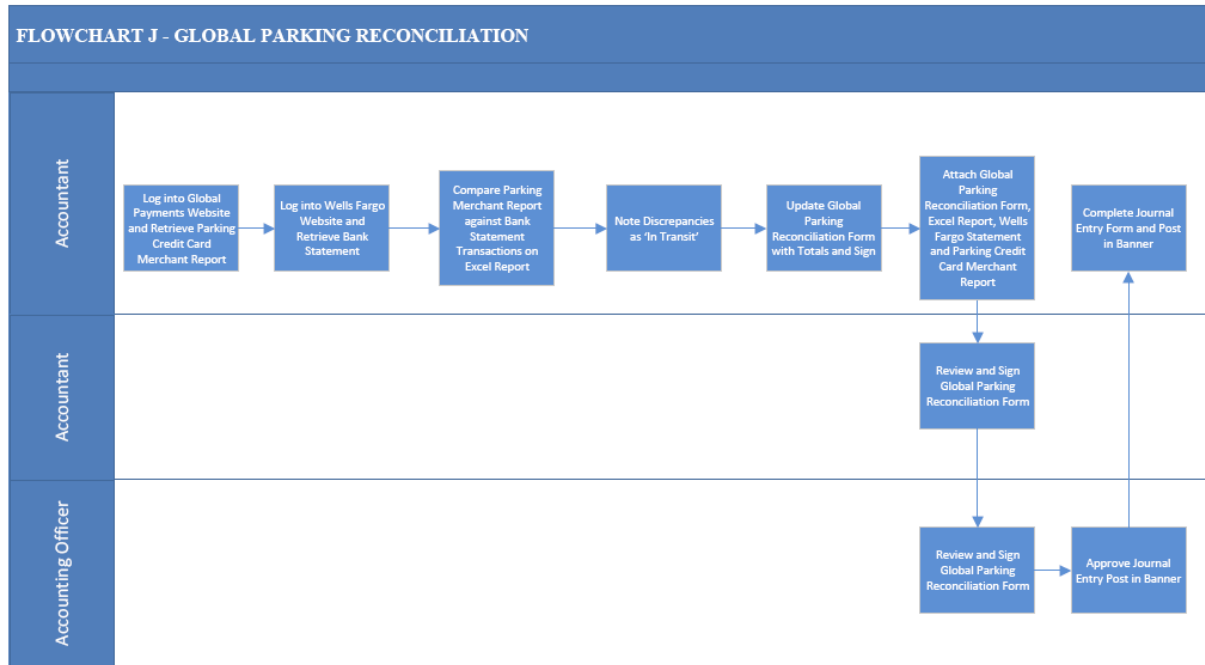
RECEIVABLES - STUDENT TUITION AND FEES

XXXXXXXX.10:   **TASK DESCRIPTION**
A student account receivable is recognized (recorded in the University's financial records) when:
- A student has enrolled for classes at the University or has been registered for classes by the University;
- A student has incurred charges for costs associated with attendance (tuition, fees, housing charges, book purchases, etc.) from which a benefit to the student is derived;
- Payment is due to the University from the student or a third party;
- The revenue from the transaction has been recognized in the University's books and records; and,
- Payment has not been received (collected) by the University from the student or third party.

An account receivable is recorded in the financial records automatically by the registration and billing process. These entries credit the appropriate revenue accounts and debit the appropriate account receivable accounts in the University's Banner Financial System.

In the event that a student withdraws during the semester, the accounts receivable outstanding balance is reduced by the appropriate percentage refund rate relevant at the time of withdrawal for tuition charges only. Note: all fees are nonrefundable.

Student Receivables in Banner
The Banner Financial System contains a module to manage student receivables. This module is called the Student Accounts System.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedures for recording receivables for student tuition and fees. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30:   **POLICIES**
1.30.1   Receivables for student tuition and fees are presented net of doubtful accounts allowances applied to student accounts.

XXXXXXXX.40:   **RESPONSIBILITIES**
1.40.1 The Senior Accountant is responsible for reconciling the student receivable records in the Banner Student Accounts System module to the Banner Financial System general ledger. (Refer to the

TGRRCON reconciliation).

XXXXXXXX.50:   AUTHORIZATION

    1.50.1 The Senior Accountant is authorized by the Office of the Chief Financial Officer to reconcile the receivables for student tuition and fees.

XXXXXXXX.60:   PROCEDURES

    1.60.1 See sub ledger to general ledger reconciliation (TGRRCON) reconciliation for performing reconciliations between the receivable subsidiary ledger (Banner Student Accounts System) and the controls in the Banner Financial System general ledger.

    1.60.2 The Accounting Officer generates the Trial Balance report from CFO$olve to report the student tuition and fees net receivable amount.

XXXXXXXX.70:   INTERNAL CONTROLS

    1.70.1 <u>Internal controls applicable to verifying the student receivable balances recorded</u>

        1.70.1.1 The Accounting Officer monitors the activities of the student receivable balance accounts on a monthly basis and checks for reasonableness.

XXXXXXXX.80   EXHIBITS

    n/a

XXXXXXXX.90: FLOWCHARTS

    n/a

_____

RECEIVABLE- ALTERNATIVE LOANS

XXXXXXXX.10:   **TASK DESCRIPTION**
Alternative loans are available to creditworthy borrowers to meet the cost of education after other sources of aid have been depleted or when federal loan limits have been reached. Alternative student's loans are customarily provided by outside vendors through the use of ELM Resources. Some lenders may cover additional educational expenses including previous outstanding balances; however most lenders only cover the cost of tuition. Before a student applies for an alternative student loan, the student should apply for financial aid.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedures related to alternative loan options for students of UDC. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30:   **POLICIES**
1.30.1   Financial aid is posted to the student's account in accordance with amounts approved by lenders immediately after the attendance verification.

XXXXXXXX.40:   **RESPONSIBILITIES**
1.40.1   Attendance verification is completed by the professors to ensure the student is attending classes. Office of Financial Aid verifies the student balance and cost attendance before certifying and disbursing loan proceeds to the student's account.

1.40.2   The Accountant is responsible for recording ELM cash receipts to the alternative loan receivable account #103118.

XXXXXXXX.50:   **AUTHORIZATION**
1.50.1   Student Accounts is authorized by the CFO to post approved alternative loan amounts to the student's account.

1.50.2   Senior Accountants are authorized to record ELM cash receipts to the alternative loan receivable account.

XXXXXXXX.60:   **PROCEDURES**
1.60.1   The student applies for a loan from a third party lending institution.

1.60.2   The lending institution contacts ELM Resources to administer the loan proceedings.

1.60.3   ELM Resources, through the use of the online data exchange system ELM NET (see Exhibit ED: ELM Authorization Screen print), notifies the Office of Financial Aid that an application is pending certification.

1.60.4   Office of Financial Aid confirms through ELM NET (see Exhibit EC: ELM Screen print) the student's eligibility based upon enrollment, cost of attendance and other eligibility requirements.

1.60.5   ELM NET provides a disbursement report (see Exhibit EE: ELM NET Disbursement Report) to Office of Financial Aid detailing the students approved loan amounts to be applied to the student's account.

1.60.6   Office of Financial Aid applies the amount of the expected disbursement to the student's receivable balance using detail code LO01.
- DR. 103118- Student Acc. Rec- Alternative Loan
- CR. 213207- Unapplied Financial Aid

1.60.7   Office of Financial Aid provides a listing of the ELM NET disbursement to the Senior Accountant, as well as potential checks that will need to be returned to ELM Resources.

1.60.8   The Senior Accountant reconciles actual cash receipts to the expected student accounts receivable balance, and prepares a journal entry to record cash receipts.
- DR. 101112- Wells Fargo- Post Secondary
- CR. 103118- Student Acc. Rec- Alternative Loan

XXXXXXXX.70:   INTERNAL CONTROLS

1.70.1   Internal controls applicable to ensuring loans are issued to qualified applicants

1.70.1.1   Office of Financial Aid verifies that the student is an active student attending the University before loans are approved for disbursement by ELMNET.

1.70.2   Internal controls applicable to ensuring adherence to Generally Accepted Accounting Practices.

1.70.2.1   Student Accounts and the Senior Accountants perform a monthly reconciliation between ELM cash receipts and Alternative Loans receivable.

XXXXXXXX.80   EXHIBITS
Exhibit EC: ELM NET screen Print

Exhibit ED: ELM NET Authorization Screen print

Exhibit EE: ELM Disbursement Report

```
ELBW401DET                                 DISBURSEMENT REGISTER                    PAGE:           1
SCHOOL:    00144100   UNIVERSITY OF THE DISTRICT OF    DISB. DATE:    2015-10-01    DATE:    09/30/2015
                                                                                   GROUP ID:     ELM CDA

FUNDING TYPE:     EFT
SOC SEC/DISB       GUARANTEE    BORROWER NAME    LN TYPE STUDENT NAME STUDENT SSN  DISB AMT  GNTE FEE  ORIG FEE  NET AMT  LENDER
-------------------------------------------------------------------------------------------------------------------------------
A/A FORM           GNTR/AMT    SCHOOL ID         LN BEG         LN END
-------------------------------------------------------------------------------------------------------------------------------
Alt Ln Pgm Cde:  091    Name:  Smart Option Loan
          /3                              ALTER                                      0.00      0.00             SALLIE
                  /                       08/24/15       05/11/16

Sub-Total
```

XXXXXXXX.90:   FLOWCHARTS
Flowchart CA: Alternative Loans
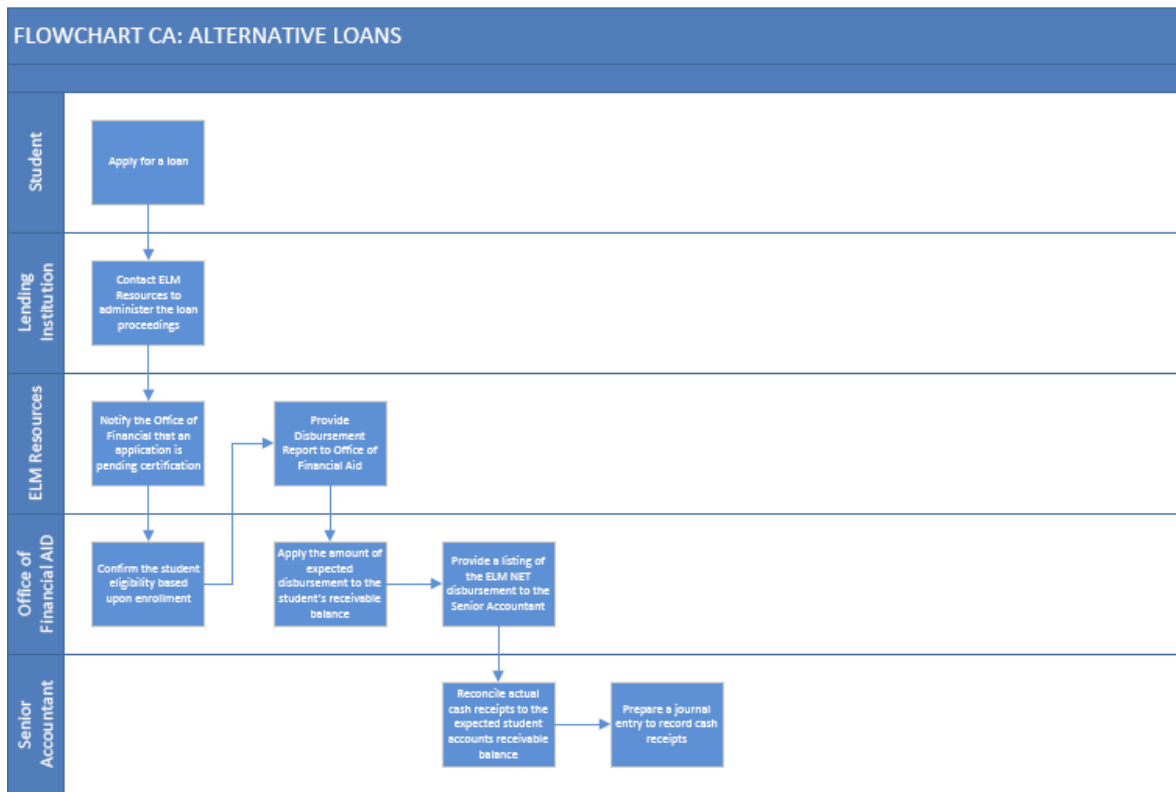
_____
RECEIVABLE- CENTRAL COLLECTION UNIT

XXXXXXXX.10: **TASK DESCRIPTION**
The mission of the Central Collection Unit is to support the Office of the Chief Financial Officer through effective and efficient administration of District government non-tax debt collection. The Central Collection Unit collects delinquent debts through the different third party agencies.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedures related to the Central Collection Unit (CCU) of OCFO. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30: **POLICIES**
1.30.1 When an account is delinquent for more than 120 days, the student is notified that the account is being transferred to the District Central Collection Office (CCU) for referral to an external collection agency.

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 The CCU is responsible for placing accounts with collection agency.

1.40.2 The CCU is responsible receiving all payments made by student and send electronic file to UDC of students making payment.

1.40.3 Student Accounts and the Accounting Officer are responsible for reconciling the receivable balance with the Treasury Office.

XXXXXXXX.50: **AUTHORIZATION**
1.50.1 The CCU is authorized by the OCFO to collect payments on behalf of the University.

XXXXXXXX.60: **PROCEDURES**
See Student Accounts- Collections and Reconciliation.

XXXXXXXX.70: **INTERNAL CONTROLS**
n/a

XXXXXXXX.80 **EXHIBITS**
n/a

XXXXXXXX.90: **FLOWCHARTS**
n/a

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RECEIVABLES- GRANTS AND CONTRACTS

XXXXXXXX.10: **TASK DESCRIPTION**
Grants and Contracts (noncapital) that are classified as exchange transactions are reported as operating revenues. Grants and contracts (capital and noncapital) classified as non-exchange transactions are reported as non-operating revenues on the financial statements.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedures for requesting and collected funds related to grants and contracts. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30: **POLICIES**
1.30.1   When new grants are received by the University, the Financial Manager reviews the award documentation and how funds will be received. The Financial Manager also monitors to ensure timely collection of funding and follows up as appropriate.

1.30.2   The University records the grants revenues when all applicable time and eligibility requirements are met. Expenses are recorded as expenditures are incurred. Expenditure-driven (reimbursement type) grant revenues are recorded after related expenditures are incurred and in amounts equals to the expenditures.

1.30.3   The University considers exchange transactions to include charges for services rendered and the acquisition of goods and services. As such, if the grant or contract requires services to be rendered by the University then revenue will be recognized when the services have been rendered.

1.30.4   GASB Statement No. 24, Accounting and Financial Reporting for Certain Grants and Other Financial establishes accounting and financial reporting standards for pass-through grants

1.30.5   GASB Statement No. 33, Accounting and Financial Reporting for Non-exchange Transactions establish accounting and financial reporting standards for non-exchange transactions involving financial or capital resources (for example, most taxes, grants, and private donations).

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1   The Accounting Officer, Senior Accountant, and Accountant are

responsible for the monitoring and adjustment of the grants and contracts revenue amounts.

1.40.2 The Financial Manager is responsible for preparing and sending timely invoices and providing timely Accounts Receivable funding for awards involved.

1.40.3 The Accounting Officer is responsible for overseeing and ensuring the collection of grants funds.

XXXXXXXX.50:   AUTHORIZATION

1.50.1 The Accounting Officer is authorized by the Chief Financial Officer to oversee and ensure the collection of grants funds and communicates to the grantor when payments or invoicing issues arise.

XXXXXXXX.60:   PROCEDURES

1.60.1 Systemically, expenditures are processed during normal day to day operations.

1.60.2 The Accounting Officer generates the Revenue report from CFO$olve (see Exhibit AC: Grants Select Balance Sheet Accounts) to report the Grants and Contracts revenues distinguishing between operating and non-operating.

1.60.3 The Pell grant revenues are deducted from the federal grant revenue account detail be reviewing the drawdowns done throughout the year.

1.60.4 Systemically, FRRGRNT recognizes revenue and records unbilled expenses in Banner. The journal entry entered is:
- DR Unbilled Accounts Receivable
- CR Revenue

1.60.5 Systemically, a bill is generated in Banner in FRRBILL screen. The journal entry entered is:
- DR Billed Accounts Receivable
- CR Unbilled Accounts Receivable

XXXXXXXX.70:   INTERNAL CONTROLS

1.70.1   Internal controls applicable to ensuring separation of duties

1.70.1.1   The Accounting Officer monitors the grant receivables balances to ensure that the billing of grant funds prepared by the Financial Manager is performed and

collections of payments are recorded.

XXXXXXXX.80   EXHIBITS

1.80.1   Exhibit AC: Grant Select Balance Sheet Accounts

GrantCode	GrantDescription	FundCode	FundCode4Description	Account	Account (4) Description	Beg Bal Dr/(C	Debits	(Credits)	End Bal Dr/(C
6F0100	DC COOPERATIVE EXT. SERVICE	39F14	CES	105106	Federal Grant Receivable-unbilled				
				105206	Federal Grant Receivable-billed				
		39F15	CES-CRD	105106	Federal Grant Receivable-unbilled				
				105206	Federal Grant Receivable-billed				
		39G12	CES - CRD	105206	Federal Grant Receivable-billed				
		39G13	CES-CRD	105206	Federal Grant Receivable-billed				
		39Z13	CES	105206	Federal Grant Receivable-billed				
		39Z14	CES	105206	Federal Grant Receivable-billed				
6F0200	SENIOR COMPANION PROGRAM	32G16	Senior Companion Non-Volunteers	105206	Federal Grant Receivable-billed				
		32J13	Senior Companion Prgram	105206	Federal Grant Receivable-billed				
		32J14	Senior Companion Program	105106	Federal Grant Receivable-unbilled				
				105206	Federal Grant Receivable-billed				
		32J15	Senior Companion Program	105206	Federal Grant Receivable-billed				
		32J16	Senior Companion Program	105206	Federal Grant Receivable-billed				
		3J211	Senior Companion Program	105206	Federal Grant Receivable-billed				
6F0400	FEDERAL DIRECT LOAN PROGRAM	26D14	FEDERAL DIRECT LOAN PROGRAM	105206	Federal Grant Receivable-billed				
		26D15	FEDERAL DIRECT LOAN PROGRAM	105206	Federal Grant Receivable-billed				
6F0450	FEDERAL DIRECT LOAN PROGRAM	83D14	FEDERAL DIRECT LOAN -LAW SCHOOL	105206	Federal Grant Receivable-billed				
		83D15	FEDERAL DIRECT LOAN PROGRAM	105206	Federal Grant Receivable-billed				
6F1600	REHABILITATION CAPACITY BUILDING AT	36K12	REHABILITATION CAPACITY BUILDING AT	105206	Federal Grant Receivable-billed				
		36K13	Rehabilitation Capacity Building	105206	Federal Grant Receivable-billed				
		36K15	Rehabilitation Capacity Building	105206	Federal Grant Receivable-billed				
6F1700	EDUCATIONAL TALENT SEARCH	21B12	Educational Talent Search	105206	Federal Grant Receivable-billed				
		21B13	Educational Talent Search	105206	Federal Grant Receivable-billed				
		21B14	Educational Talent Search	105206	Federal Grant Receivable-billed				
		21B15	Educational Talent Search	105206	Federal Grant Receivable-billed				
6F1800	UPWARD BOUND PROGRAM, VI	21D10	UPWARD BOUND PROGRAM	105206	Federal Grant Receivable-billed				
		21D11	TRIO - Upward Bound	105206	Federal Grant Receivable-billed				
		21D12	TRIO - Upward Bound	105206	Federal Grant Receivable-billed				
		21D13	TRIO - Upward Bound	105206	Federal Grant Receivable-billed				
		21D14	TRIO - Upward Bound	105206	Federal Grant Receivable-billed				

XXXXXXXX.90: FLOWCHARTS

1.90.1   Flowchart K: Grant and Contract Receivable
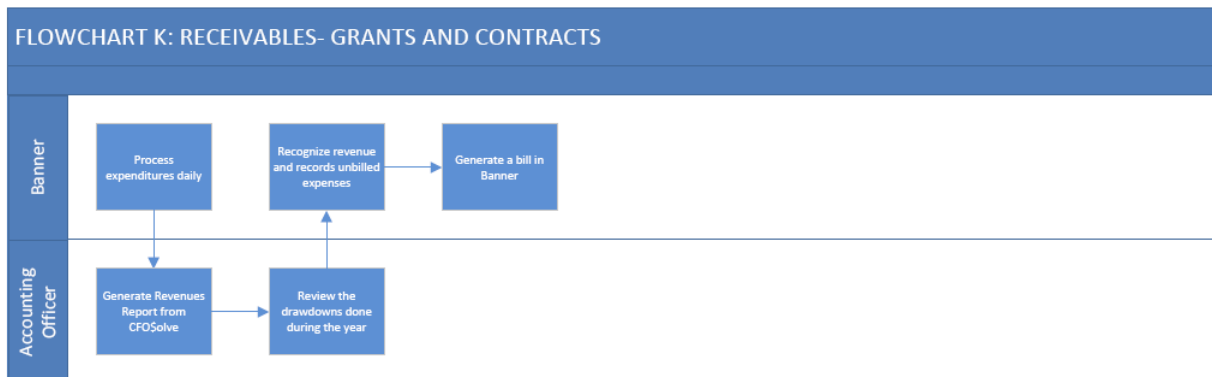
FLOWCHART K: RECEIVABLES- GRANTS AND CONTRACTS

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RECEIVABLES- DUE FROM THE DISTRICT (CAPITAL APPROPRIATION)

XXXXXXXX.10:   **TASK DESCRIPTION**
The District of Columbia appropriates funds to the University on an annual basis. Appropriations are recognized as revenue/ receivable in general. A receivable is established at the time an invoice is submitted to the District for which payment has not been recorded.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedures for recording revenues due from the District of Columbia for capital appropriations. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30:   **POLICIES**
1.30.1 When authorization is recorded and reported as capital appropriation when used for capital projects.

XXXXXXXX.40:   **RESPONSIBILITIES**
1.40.1 The Accounting Manager is responsible for reconciling the receivables due from the District of Columbia and recording the journal entry to record the receivable.

1.40.2 The Senior Budget Analyst is responsible for submitting the monthly report of capital expenditures to the Office of Budget and Planning.

1.40.3 The Accounting Officer is responsible for reviewing and approving the Journal Entry and supporting documentation and approving in Banner.

XXXXXXXX.50:   **AUTHORIZATION**
1.50.1 The Accounting Officer is authorized by the Chief Financial Officer and UDC to ensure the receivables due from the District are accurate.

XXXXXXXX.60:   **PROCEDURES**
1.60.1 On the first of the month or the first working day of the month, the Senior Budget Analyst generates the Open Encumbrances Report (FGROPNE) (see Exhibit AD: Open Encumbrance Report) and the Budget Status report (FGRBDSC) (see Exhibit AE: Budget Status report) in Banner to ensure that the totals match the total expenditures for the month.

1.60.2   The Senior Budget Analyst prepares a monthly report by using the Open Encumbrance Report and Budget Status report.

1.60.3   The Accounting Officer generates the extracts the General Ledger activities for the month from Banner and sorts the expenses by index.

1.60.4   The Accounting Officer runs a Check Register Disbursement Report (see Exhibit AF: Check Register Disbursement).

1.60.5   The Accounting Officer sends the Check Register Disbursement Report, Memorandum and General Ledger to the District. A memo is also submitted identifying the amount requested for payment.

1.60.6   The Senior Budget Analyst completes the monthly reports and sends to Office of Budget and Planning.

1.60.7   The Senior Accountant prepares a Journal Entry Form to record a receivable and revenue from the District for capital appropriations:
- DR Due From the District
- CR Subsidy advance from District- capital projects

1.60.8   The Accounting Manager reviews the Journal Entry form and supporting documentation for accuracy and signs the journal entry form.

1.60.9   The Accounting Officer reviews the journal entry and supporting documentation for accuracy and signs off on the journal entry form.

1.60.10 The Senior Accountant enters the Journal Entry into Banner and an email is sent to the Accounting Officer indicating a journal entry has been entered and is ready for approval.

1.60.11 The Accounting Officer approves the Journal Entry in Banner.

XXXXXXXX.70:   INTERNAL CONTROLS
1.70.1   <u>Internal controls applicable to ensuring Journal Entries are authorized prior to entering into Banner.</u>
  1.70.1.1   All journal entries must be supported by the appropriate documentation justifying the transaction.

  1.70.1.2   All journal entries must be approved and signed by the Senior Accountant, Accounting Manager and

Accounting Officer prior to entering into Banner.

1.70.2   Internal controls applicable to documentation retention of approved
         Journal Entry forms.
         1.70.2.1   All Journal Entries are scanned to the shared drive
                       along with the associated supporting documentation by
                       the Senior Accountant.

XXXXXXXX.80   EXHIBITS
         1.80.1   Exhibit AF: Check Register Disbursement
         1.80.1.1   Upon login to Argos, click on the UDC folder
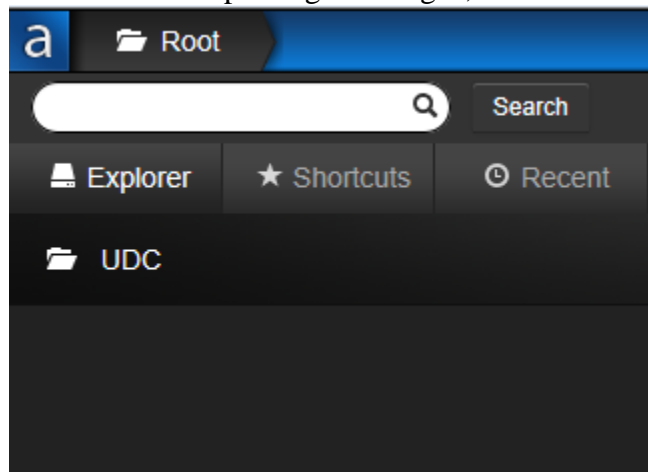
         1.80.1.2   Click on Final
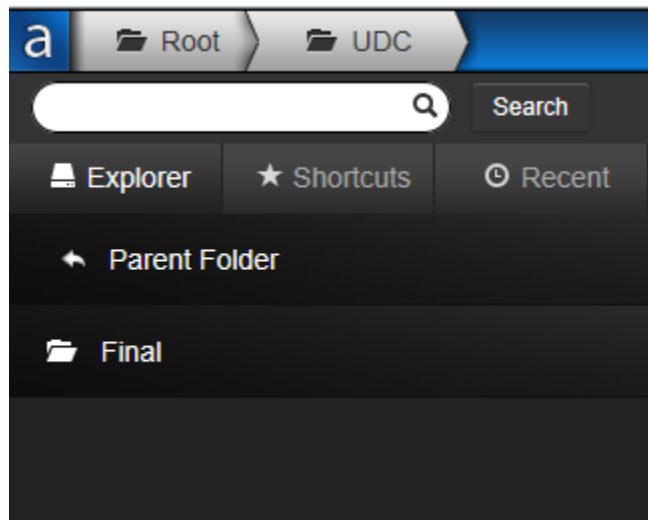
1.80.1.3   Click on OFCO
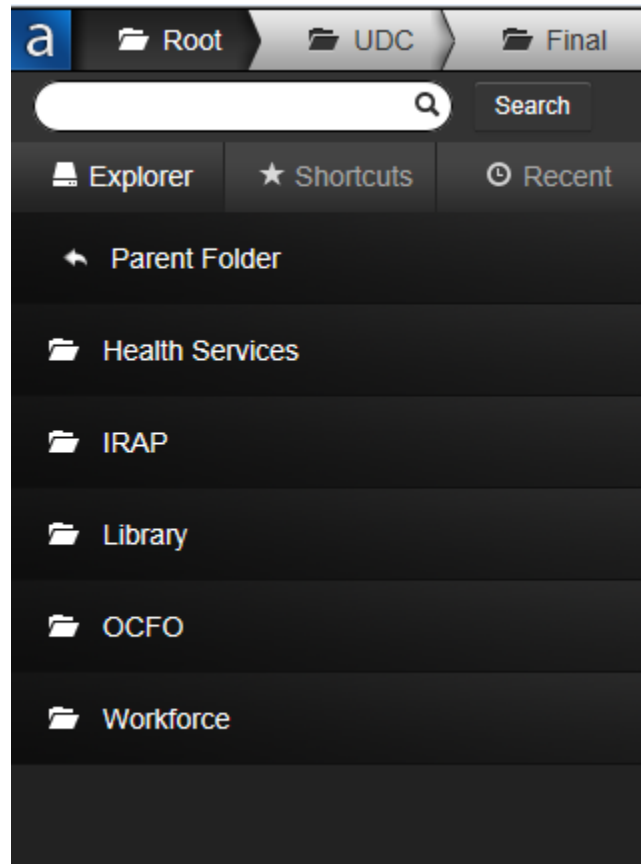
1.80.1.4   Click Accounting
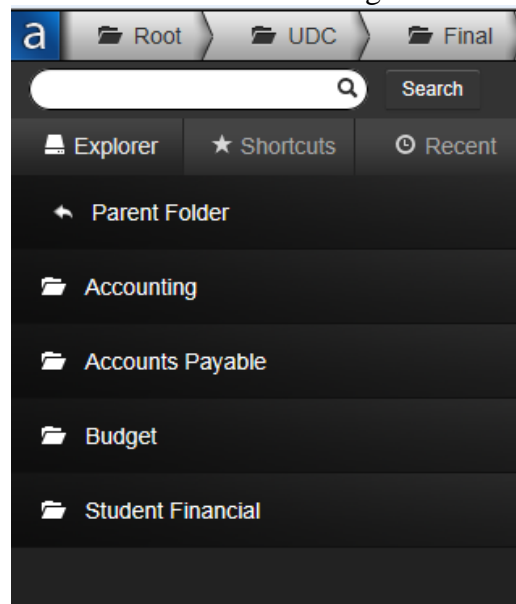
1.80.1.5   Click on Check Register Disbursement
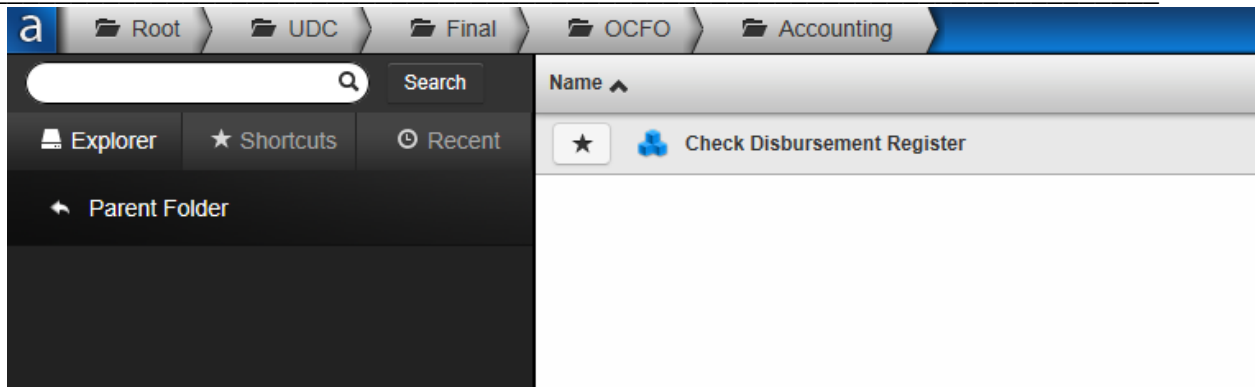
1.80.1.6   Select the transaction date parameters to run the Report (usually Organization Code = CP00 or HEBOH). Report can also be run by Fiscal Year and Period.

1.80.1.7   Once parameters are selected, select Reports at the top on the Menu Bar, Disbursement Register Report, and then run.

1.80.1.8   After the report has completed loading, the option to open in PDF appears.

1.80.2   Exhibit AE: Budget Status
1.80.2.1   In the Process column enter FGRBDSC and click submit.

1.80.2.2   Select the file name and click review report

1.80.2.3   Click the save button

1.80.3   Exhibit AD: Open Encumbrances Report

1.80.3.1   In the process column, enter FGROPNE

1.80.3.2   Click the file you want and click review output

1.80.3.3   Click save output

XXXXXXXX.90: FLOWCHARTS

1.90.1   Flowchart L: Due from the District (Capital Appropriations)
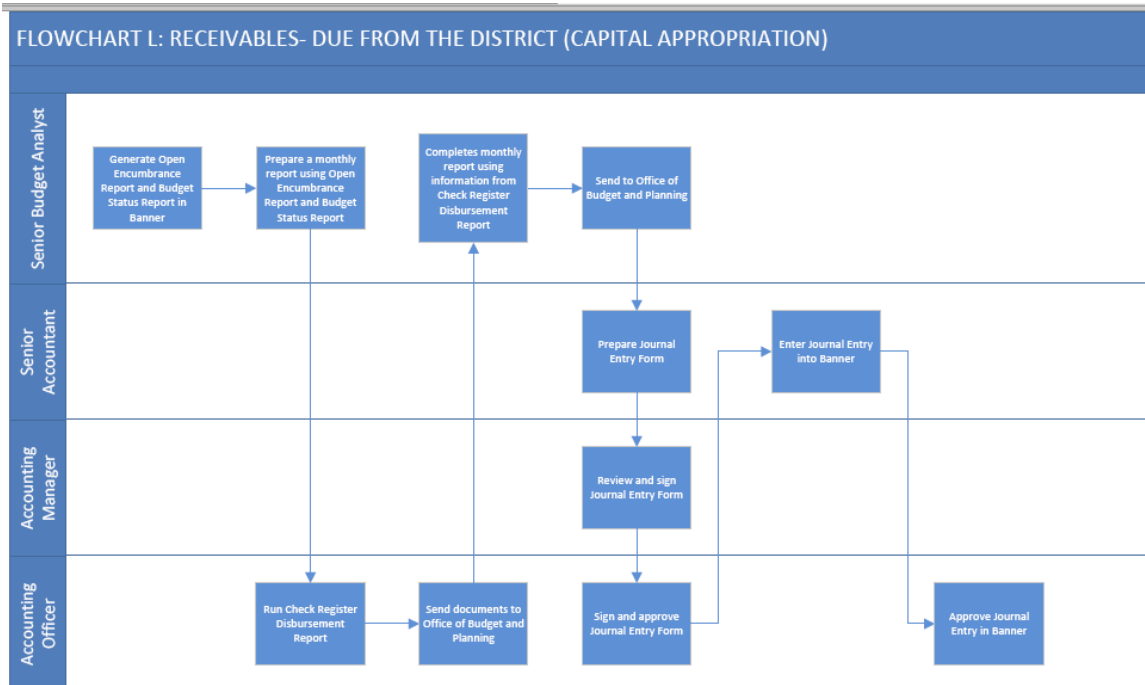
OTHER RECEIVABLES

XXXXXXXX.10: **TASK DESCRIPTION**
Other receivables consist of notes receivable and refundable advances, and long- term receivables. Notes receivable and refundable advances are the Federal Perkins and Nursing Loans Programs reported as notes receivable are agency transactions; no revenue or expense are recognized and the Statement of Net Position contains only assets or liabilities for these programs. These programs were previously reported as loan programs with revenues, expenses, and net position. However , any cash, investment, and receivable balances are earned in these programs at the end of the fiscal year are considered to represent a fundable grant liability to the Federal government, as they must be repaid to the government if they are not continually loaned out to the students. At a minimum, an allowance for portion of notes receivable deemed uncollectible in the Perkins or Nursing loan program is requested for GAAP purposes. On an ongoing basis, only the incremental changes in the allowance from the prior year to current year. The journal entry is debit Refundable Advances and credit Notes Receivable.

Long- term receivables consist of receivables related to the Maadi Egypt Program, security deposits, and restitution payments. These receivables are reported as non-current long-term receivables because the University does not consider these assets to be current.

XXXXXXXX.20: **PURPOSE**
This directive documents the accounts composition of other receivables (long-term receivable and notes receivable). These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30: **POLICIES**
n/a

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 The Accounting Officer, Senior Accountant, and Accountant are responsible for the monitoring and adjustments of the other receivables accounts.

XXXXXXXX.50: **AUTHORIZATION**
n/a

XXXXXXXX.60: **PROCEDURES**
n/a

XXXXXXXX.70:   INTERNAL CONTROLS

    1.70.1   <u>Internal controls applicable to verifying the correct amounts are present on the financial statements</u>

        1.70.1.1   The Accounting Officer monitors the activities of the Balance Sheet accounts on a monthly basis and checks for reasonableness.

XXXXXXXX.80   EXHIBITS

    n/a

XXXXXXXX.90:   FLOWCHARTS

    n/a

_____
ALLOWANCE FOR DOUBTFUL ACCOUNTS, STUDENT TUITION AND FEES

XXXXXXXX.10:   **TASK DESCRIPTION**
Annually, towards yearend, an analysis is completed to determine the adequacy of the Allowance for Doubtful Accounts for student receivables. An allowance for doubtful accounts is established to offset the accounts receivable which may be uncollectible for student tuition and fees.

The effectiveness of collections and adequate provision for the allowance for uncollectible accounts receivables must be reviewed, analyzed and calculated at least quarterly prior to fiscal yearend.

XXXXXXXX.20:   **PURPOSE**
This directive documents the policies and procedures for establishing an allowance for uncollectible accounts at the University of the District of Columbia.

XXXXXXXX.30:   **POLICIES**
1.30.1   In accordance with generally accepted accounting principles (GAAP), the University records an allowance for doubtful accounts on past due accounts for all accounts that have not been written off. Prior to closing each fiscal year's books, the Accounting Officer analyzes and adjusts the allowance for doubtful accounts, with offsets to the appropriate revenue accounts or bad debt expense. An allowance for doubtful accounts is set up as a contra-receivable in each appropriate general ledger.

XXXXXXXX.40:   **RESPONSIBILITIES**
1.40.1 The Accounting Officer and the Director of Student Accounts are responsible for monitoring and adjusting the receivables accounts and writing off of the accounts when necessary.

1.40.2 The Senior Accountant is responsible for preparing journal entries to adjust the allowance for doubtful account balances.

XXXXXXXX.50:   **AUTHORIZATION**
1.50.1 The Accounting Officer and the Director of Student Accounts are authorized by the CFO to establish an allowance and write off uncollectible accounts.

XXXXXXXX.60:   **PROCEDURES**
1.60.1 At yearend, the Director of Student Accounts runs the Banner Financial System report titled TGRAGES. This is an aging report

of all student receivables which are aged from 0 to 90 days, 91 to 120 days, 121 to 360 days, and older than 360 days.

1.60.2   The Accounting Officer reviews the report and determines the appropriate allowance for doubtful accounts based on the aged receivable categories:
- 121 to 360 days, 50% is estimated uncollectible
- More than 360 days, 100% is estimated uncollectible

1.60.3   The sum of the amounts is used to properly reserve for the uncollectible receivables. This amount is reduced by the current allowance for doubtful accounts to determine the increment (or decrement) for the current fiscal year. This current increment or decrement amount is used for the journal entry prepared by the Senior Accountant.

1.60.4   See Student Accounts Manual for the monthly running of the TGRAGES report and write offs performed by the Director of Student Accounts.

XXXXXXXX.70:   INTERNAL CONTROLS

1.70.1   <u>Internal controls applicable to ensuring that an Allowance for Doubtful Accounts is established</u>

1.70.1.1 The Senior Accountant prepares a journal based upon the calculation of the calculated uncollectible amount.

XXXXXXXX.80   EXHIBITS
n/a

XXXXXXXX.90:   FLOWCHARTS
n/a

PREPAID EXPENSES

XXXXXXXX.10:   **TASK DESCRIPTION**
Prepaid expenses are goods or services paid for and recorded in advance of their use or consumption in the course of business, which represent expenses for the next fiscal year, and therefore, should properly be reported as a current assets at year end. Typical types of prepaid expenses include insurance, rent, and multi-period service contracts.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedures for recording prepaid expenses. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30:   **POLICIES**
1.30.1 GASB Statement No. 34 (Basic Financial Statements and Management's Discussion and Analysis for state and local government, paragraph 225 and appendix D covers the reporting and treatment of expenses including prepaid insurance.

XXXXXXXX.40:   **RESPONSIBILITIES**
1.40.1 The Senior Accountant is responsible for amortizing the beginning prepaid expenses for the portion consumed or used during the current fiscal year and identifying and recording expenses for goods or services paid in the current fiscal year with future economic benefits as prepaid expenses.

XXXXXXXX.50:   **AUTHORIZATION**
1.50.1 The Senior Accountant is authorized by the CFO to perform an analysis necessary to record prepaid expenses on the Statement of Net Position.

XXXXXXXX.60:   **PROCEDURES**
1.60.1 At year end, the Senior Accountant performs an analysis to prepare a journal entry to record prepaid expenses on the Statement of Net Position. The journal entry prepared is:
- DR Expense (various by functional and natural classification)
- CR Prepaid Expense

1.60.2 The Senior Accountant properly records prepaid expenses for those expenses prepaid as of yearend but not used or incurred. The journal entry prepared is:
- DR Prepaid Expense
- CR Expense (various by functional and natural classification)

XXXXXXXX.70: INTERNAL CONTROLS

  1.70.1 <u>Internal controls applicable to verifying the correct entry is recorded</u>

    1.70.1.1 The Accounting Officer monitors the activities of the Balance Sheet accounts on a monthly basis and checks for reasonableness.

XXXXXXXX.80 EXHIBITS

  n/a

XXXXXXXX.90: FLOWCHARTS

  n/a

ENDOWMENT/INVESTMENT BACKGROUND AND INTRODUCTION

XXXXXXXX.10: **TASK DESCRIPTION**
The purpose of the Endowment/Investment Policy is to provide direction for the management of endowment and investment funds and the recording of investment revenues for the University of the District of Columbia ("UDC") consistent with the best interests of the University and the philosophy of the Chief Financial Officer of the District of Columbia ("OCFO"), and in compliance with all applicable laws and regulations.

Investment and Management of Funds
UDC published a revised Endowment Policy on June 26, 2015 which principles are incorporated in this document. Because additional updates or amendments may have been made to this policy, the latest version of the Policy must be referenced to ensure compliance.

UDC'sendowment funds include land grant funds appropriated by Congress under the First Morrill Act; gifts; bequests; other funds directed to be held to support University programs/activities; and funds assigned by the Board of Trustees (the "Board") to function as an endowment. Endowment funds are to be used to support the mission of the University and can be restricted or unrestricted.

The Board, as the governing body of the University, is responsible for determining how the income from the University's endowment funds should be spent. In conjunction with the preparation of the proposed annual budget, the Board approves the proposed expenditures of the University's endowment funds for the coming fiscal year.

The President of the University of the District of Columbia ("President") is ultimately responsible for adhering to the District laws, regulations, and requirements for managing the endowment funds.

The Office of the Chief Financial Officer for the District of Columbia ("OCFO") is ultimately responsible for adhering to laws and regulations regarding the investment of endowment funds, and adhering to financial requirements for recording and reporting on endowment funds.

The OCFO is responsible for managing all endowment investments and endowment-related accounts of the University, and establishing and maintaining the governing policies for all endowment investment activity.

The OCFO has delegated to the Office of the Treasurer of the

District Columbia ("Treasurer") the authority to manage the investments and invested funds of the University.

The UDC Accounting Officer supervises the recordkeeping and accounting procedures for endowment funds. Some of these responsibilities are assigned to a Senior Accountant.

General Ledger Accounts
This chapter covers entries to the following general ledger accounts. None of these accounts have sub-ledger systems:

Acct Type 2	Account (4)	Account (4) Description	Debits	(Credits)	End Bal Dr/(Cr)
	101168	Barclays			

Acct Type 2	Account (4)	Account (4) Description	Beg Bal Dr/(Cr)	Debits	(Credits)
1Q Investments	117105	IBM Stock			
	117110	Barclays			

A/C Typ 1	A/C Typ 2	Account 3	Account 3 Desc	Account 4	Account 4 Desc
	5V Investment income	522001	Dividends	522105	IBM dividends
		522001	Dividends	522111	Barclays
		522002	Gains and losses on investments	522230	Unrealized gains and losses
		522002	Gains and losses on investments	524115	AmeriCorps national services
		522003	Gains and losses on investments	524123	Thurgood Marshall Foundation
		522003		524140	L. E. A. P.

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RECEIVING NEW ENDOWMENT/INVESTMENT FUNDS

XXXXXXXX.10:   TASK DESCRIPTION

The Endowment Investment Fund is an investment fund set up to receive funds, donations, or assets specifically designated for the endowment. This task addresses when UDC is notified and receives new funds that should be added to the endowment.

In addition, UDC may accept donations for long term investment that are not designated as endowment funds, and may manage those funds separately from the Endowment Fund.

XXXXXXXX.20:   PURPOSE

This directive outlines the policies and procedures for receiving new additions to the endowment or investment funds of UDC. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30:   POLICIES

1.30.1   New endowment or investment funds must be identified as restricted or unrestricted.

1.30.2   If the funds are restricted, the restrictions imposed by the donor must be in writing and must be adhered to. Restricted Funds may be placed in the Endowment Account or they may be held separately as designated by the donor. Documentation must be maintained showing the restrictions on these funds.

1.30.3   New endowment or investment funds that are unrestricted may also be placed in investment pools or they may be held separately.

1.30.4   See Endowment Policy dated 26, 2015

XXXXXXXX.40:   RESPONSIBILITIES

1.40.1   Any member of the UDC management team who receives information that an endowment donation is about to be made must report this gift to the President and to the CFO.

XXXXXXXX.50:   AUTHORIZATION

1.50.1 This Policy was prepared pursuant to the District's Home Rule Act, section 424(d) and the District of Columbia's Public Postsecondary Education Reorganization Act Amendments ("Act") effective January 2, 1976 (D.C. Law 1-36; D.C. Official Code §§ 38-1202.01(a)), Title 8, DCMR("DCMR 8").

1.50.2 This policy was also prepared pursuant to a University of the District of Columbia Board of Trustees resolution and is consistent with the District of Columbia laws and regulations and Office of the Chief Financial Officer guidelines.

XXXXXXXX.60: **PROCEDURES**

1.60.1 Any member of the UDC management team who receives information that an endowment donation is about to be made must report this donation to the President who accepts the gift on behalf of UDC. The donation is forwarded to the CFO for deposit into the correct fund and recordation into the financial records. The donor identifies whether the funds are to be restricted or unrestricted, and whether or not the donation is for the Endowment Fund.

1.60.2 Upon notification of the donation, the CFO informs the OCFO for the District of the donation, the restrictions, and the anticipated amount or value.

1.60.3 The CFO obtains a written Statement of Restrictions identifying the wishes of the donor.

1.60.4 If the funds are for the Endowment Fund, the CFO forwards the donation to the Treasurer for deposit to the Endowment Fund.

1.60.5 If the funds are for a separate investment, the Accounting Officer deposits the funds in a manner consistent with the donor's intentions and maintains documentation showing the wishes of the donor.

1.60.6 For non-liquid donations, the CFO takes all necessary steps to change the ownership of the asset (a donation of shares of stock, a piece of artwork, etc.) into the name of UDC. Stocks are forward to the investment bank to become a part of the endowment portfolio or to become a separately managed asset. Other non-liquid gifts are managed according to the wishes of the donor.

XXXXXXXX.70: **INTERNAL CONTROLS**

1.70.1 Internal controls applicable to securing cash donations

1.70.1.1 All new cash endowment donations are immediately deposited into the Endowment Fund and are managed by the investment manager.

1.70.1.2 All new cash non-endowment donations are immediately

deposited into an investment account according to the wishes of the donor.

1.70.2 <u>Internal controls applicable to ensuring accurate record keeping</u>

    1.70.1.1   All stock donations are immediately transferred into the name of UDC and are managed according to the donor's wishes. All ownership documents for new non-cash donations are immediately changed to show ownership by UDC and are maintained by the CFO.

XXXXXXXX.80   EXHIBITS

    n/a

XXXXXXXX.90:   FLOWCHARTS

    1.90.1   Flowchart M: Receiving New Endowment/Investment Funds.
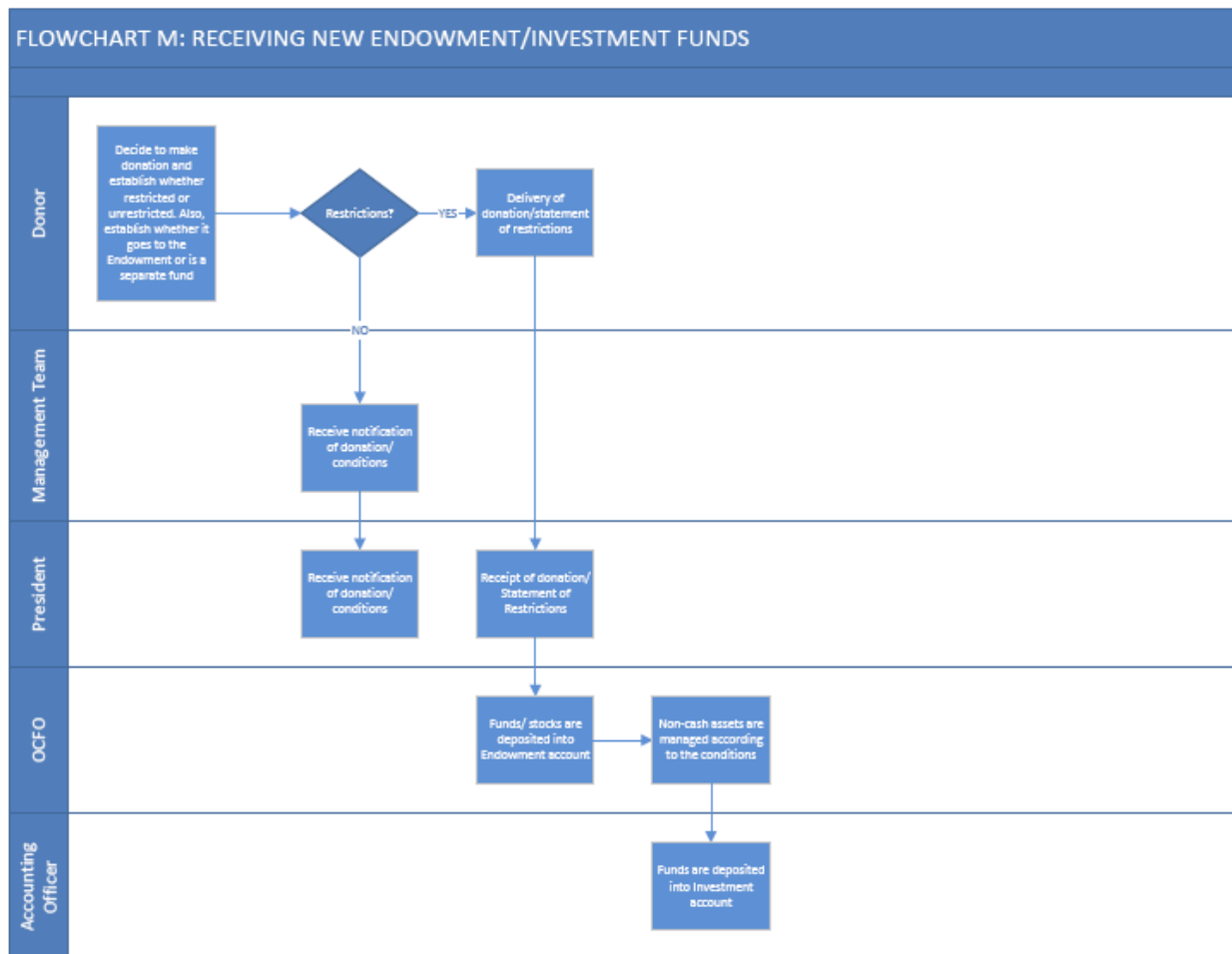
FLOWCHART M: RECEIVING NEW ENDOWMENT/INVESTMENT FUNDS

ENDOWMENT/INVESTMENT FUNDS MANAGEMENT

XXXXXXXX.10:   TASK DESCRIPTION
The Endowment Investment Fund is an investment fund set up to receive funds, donations, or assets specifically designated for the endowment. This task addresses when UDC is notified and receives new funds that should be added to the endowment.

In addition, UDC may accept donations for long term investment that are not designated as endowment funds, and may manage those funds separately from the Endowment Fund.

XXXXXXXX.20:   PURPOSE
This directive outlines the policies and procedure to provide effective management of the endowment and other investment funds of UDC. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30:   POLICIES
1.30.1   The University's Endowment Funds are to be invested and managed with the intention of obtaining the highest possible long-term total return with a prudent level of investment risk, as identified in the Endowment Policy published on June 26 or as amended. The objectives and policies for these funds are stated in this policy and may be amended from time to time.

1.30.2   Other invested funds are invested and managed outside of the endowment policy in a manner consistent with the policies of the Board.

1.30.3   See Endowment Policy dated 26, 2015

XXXXXXXX.40:   RESPONSIBILITIES
1.40.1   The CFO approves the Endowment Policy for the investments of the endowment.

1.40.2   Investment managers are required to routinely submit performance/status reports to the Treasurer and to the University's CFO.

1.40.3   The Board is responsible for establishing an investment policy for funds other than the Endowment Investment Funds.

XXXXXXXX.50:   **AUTHORIZATION**

1.50.1   This Policy was prepared pursuant to the District's Home Rule Act, section 424(d) and the District of Columbia's Public Postsecondary Education Reorganization Act Amendments ("Act") effective January 2, 1976 (D.C. Law 1-36; D.C. Official Code §§ 38-1202.01(a)), Title 8, DCMR("DCMR 8").

1.50.2   This policy was also prepared pursuant to a University of the District of Columbia Board of Trustees resolution and is consistent with the District of Columbia laws and regulations and Office of the Chief Financial Officer guidelines.

XXXXXXXX.60:   **PROCEDURES**

1.60.1   The CFO consults with the Treasurer regarding the spending of the University's Endowment Funds and other investments.

1.60.2   The CFO serves as the primary point of contact between the Board and the Treasurer regarding both Endowment Funds and other investments.

1.60.3   The DC Treasurer manages the University's Endowment Investment Funds.

1.60.4   The Treasurer transfers funds for investment purposes consistent with the Endowment Policy and directs fund transfers related to approved spending needs requested from UDC management.

1.60.5   The outside investment managers submit performance/status reports to the Treasurer, OCFO, and the CFO.

1.60.6   The Treasurer provides investment reports regarding the Endowment Funds to the Board of Trustee's Finance and Budget Committee.

XXXXXXXX.70:   **INTERNAL CONTROLS**

1.70.1   Each investment manager acknowledges and agrees in writing to its fiduciary responsibility to comply fully with the Investment Policy and any subsequent modifications.

1.70.2   Each investment manager manages the portfolio under its care in accordance with the objectives and guidelines set forth in the Endowment Policy.

1.70.3   Upon gaining knowledge of any significant or material matter or

change, the investment manager immediately notifies the appropriate individuals of all significant or material matters and changes as required by the Endowment Policy.

1.70.4 The Treasurer reviews and approved all contracts, agreements, and other documents related to the endowment activity.

1.70.5 The Treasurer, on an annual basis, maintains an updated list of authorized signatories for all investment accounts.

1.70.6 The Treasurer, on an annual basis, obtains a SSAE16 report from each investment manager to ensure that the investment managers have not experienced material control weaknesses which could impact the University's Endowment Fund.

1.70.7 The CFO verifies that the proceeds are used in accordance with the spending restrictions outlined for all restricted funds.

1.70.8 The CFO, or designee, reviews all journal entries and supporting documents to ensure accuracy, completeness, and validity of recorded investment transactions.

1.70.9 The investment managers keep detailed records of any brokerage fees from endowment assets and will provide those records to the CFO.

XXXXXXXX.80   EXHIBITS
n/a

XXXXXXXX.90:   FLOWCHARTS

1.90.1 Flowchart N: Endowment/Investment Funds Management.
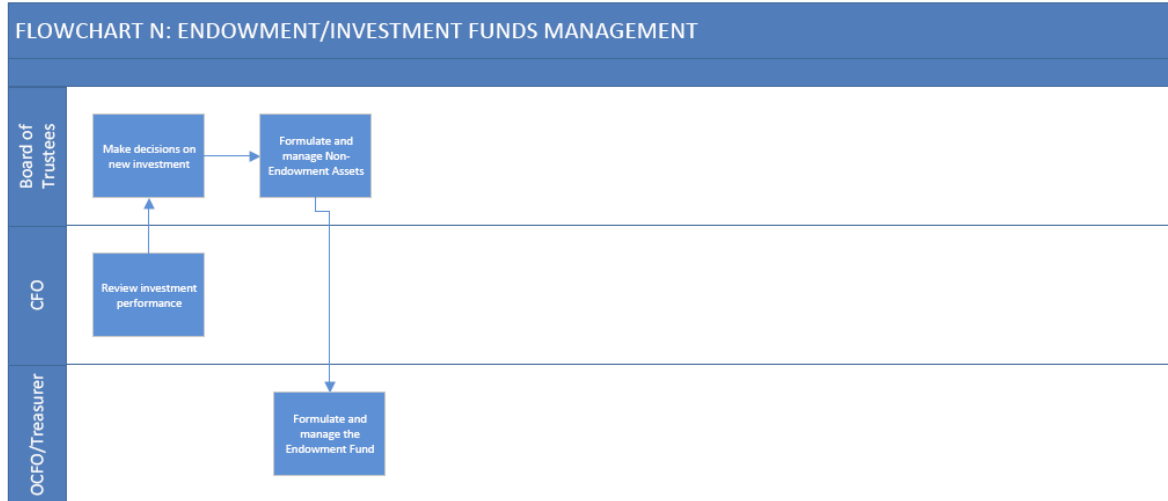
FLOWCHART N: ENDOWMENT/INVESTMENT FUNDS MANAGEMENT

Board of Trustees	Make decisions on new investment → Formulate and manage Non-Endowment Assets
CFO	Review investment performance
OCFO/Treasurer	Formulate and manage the Endowment Fund

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RECONCILIATION AND ENTRY OF ENDOWMENT/INVESTMENT FUNDS

XXXXXXXX.10: **TASK DESCRIPTION**
The Endowment Fund is an investment fund set up to receive funds, donations, or assets specifically designated for the Endowment Fund. Other investments include funds which are designated as long term investments. This task is the monthly reconciliation of both of these funds and the entry of changes into the accounting records of UDC.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedure to reconcile the investment records with the accounting records of UDC. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30: **POLICIES**
1.30.1 The monthly financial report on the endowment fund is to be reconciled each month and the additions and subtractions from the account are to be recorded in the general ledger of the UDC.

1.30.2 See Endowment Policy 26, 2015

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 The Senior Accountant is responsible for downloading the investment reports and making entries of the current month transactions.

1.40.2 The Accounting Officer is responsible for reviewing and approving the investment accounts to confirm the balances.

XXXXXXXX.50: **AUTHORIZATION**
1.50.1 This Policy was prepared pursuant to the District's Home Rule Act, section 424(d) and the District of Columbia's Public Postsecondary Education Reorganization Act Amendments ("Act") effective January 2, 1976 (D.C. Law 1-36; D.C. Official Code §§ 38-1202.01(a)), Title 8, DCMR("DCMR 8").

1.50.2 This policy was also prepared pursuant to a University of the District of Columbia Board of Trustees resolution and is consistent with the District of Columbia laws and regulations and Office of the Chief Financial Officer guidelines.

XXXXXXXX.60: **PROCEDURES**

1.60.1 The monthly financial statement from the investment account is downloaded by the Senior Accountant by the 5th of the following month.

1.60.2 The monthly investment report for non-endowment funds is downloaded by the Senior Accountant by the 5th of the following month.

1.60.3 The Senior Accountant reviews the cash account portion of each statement and determines the changes in the account, and completed a journal entry to record the changes in cash.

1.60.4 The Senior Accountant reviews the investment portfolio and determines the non-cash changes in the account, usually gains and losses, and completes a journal entry to record the changes in the value of investments.

1.60.5 The Senior Accountant records these entries, and confirms that the balances shown in the general ledger reflect the balances shown on the monthly investment statement. Any discrepancies are immediately corrected.

1.60.6 The Accounting Officer reviews the reconciliation of the investment account and confirms the accuracy of the entries.

XXXXXXXX.70: **INTERNAL CONTROLS**

1.70.1 There is no access to either the Endowment Funds or the other investment funds by individuals who don't have authority to manage the funds.

XXXXXXXX.80 **EXHIBITS**

n/a

XXXXXXXX.90: FLOWCHARTS

1.90.1 Flowchart O: Reconciliation of Endowment/Investment Funds
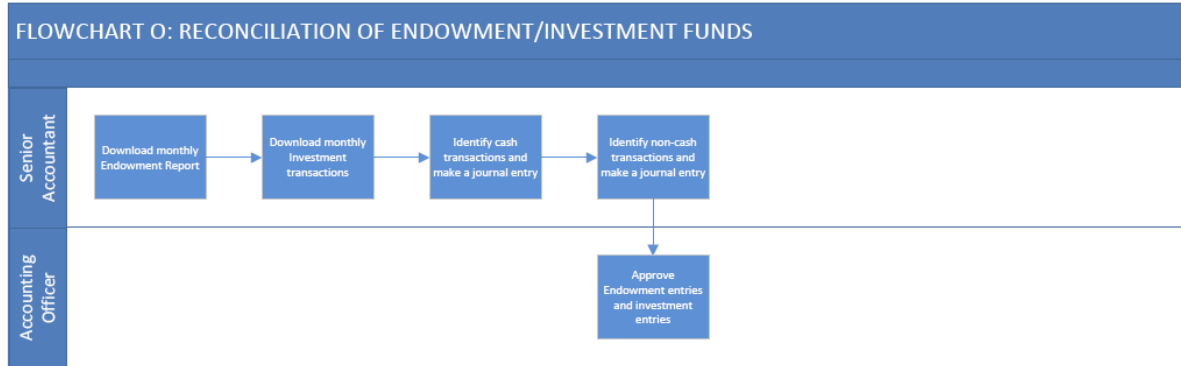
FLOWCHART O: RECONCILIATION OF ENDOWMENT/INVESTMENT FUNDS

Senior Accountant	Download monthly Endowment Report → Download monthly Investment transactions → Identify cash transactions and make a journal entry → Identify non-cash transactions and make a journal entry
Accounting Officer	Approve Endowment entries and investment entries

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USES OF ENDOWMENT/INVESTMENT FUNDS

XXXXXXXX.10: **TASK DESCRIPTION**
The Endowment Fund is an investment fund set up to receive funds, donations, or assets specifically designated for the Endowment Fund. This fund has specific restrictions on spending. This task addresses situations when UDC spends approved and allotted amounts of the investment income. Each of these policies is more fully explained in the Endowment Policy statement issued on June 26, 2015.

Other investments owned by the UDC are also available to be used according to specific investment policies as developed.

Spending decisions for both the Endowment Fund and other investments are made by the Board.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedure to identify the process for spending approved endowment and investment income of UDC. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30: **POLICIES**
1.30.1 The University may obligate and expend annually no more than five percent (5%) of the prior fiscal year's investment income generated in the endowment funds. This spending policy is more fully described in the Endowment Policy dated June 26, 2015.

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 The Treasurer, as the designated manager of the Endowment Funds, is responsible for ensuring that the spending plan for the Endowment Fund is maintained.

1.40.2 The Board, as the governing body of UDC, is responsible for ensuring that a spending plan is in place for the non-endowment investments.

XXXXXXXX.50: **AUTHORIZATION**
1.50.1 This Policy was prepared pursuant to the District's Home Rule Act, section 424(d) and the District of Columbia's Public Postsecondary Education Reorganization Act Amendments ("Act") effective January 2, 1976 (D.C. Law 1-36; D.C. Official Code §§ 38-1202.01(a)), Title 8, DCMR("DCMR 8").

1.50.2 This policy was also prepared pursuant to a University of the District of Columbia Board of Trustees resolution and is consistent with the District of Columbia laws and regulations and Office of the Chief Financial Officer guidelines.

XXXXXXXX.60: PROCEDURES

1.60.1 When it is determined that a disbursement is to be made from Endowment Funds, the funds are withdrawn from the endowment cash account and transferred into the regular disbursements account for UDC. This disbursement is authorized by the CFO.

1.60.2 The approved disbursement is made through the regular Accounts Payable process for UDC.

XXXXXXXX.70: INTERNAL CONTROLS

1.70.1 When it is determined that funds will be spent from the endowment, the amount must be verified as being within the spending limit in the endowment policy.

1.70.2 The actual disbursement must be authorized by the CFO.

XXXXXXXX.80 EXHIBITS

n/a

XXXXXXXX.90: FLOWCHARTS

1.90.1 Flowchart P: Uses of Endowment/Investment Funds
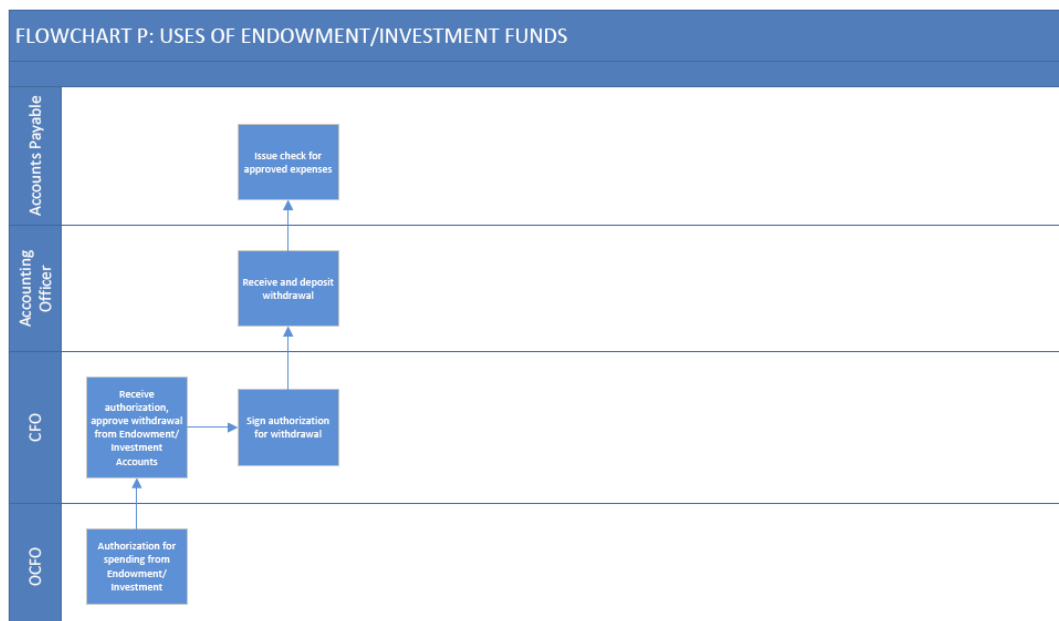
FLOWCHART P: USES OF ENDOWMENT/INVESTMENT FUNDS

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ANNUAL REVIEW OF ENDOWMENT/INVESTMENT FUNDS

XXXXXXXX.10: **TASK DESCRIPTION**
The Endowment Fund is an investment fund set up to receive funds, donations, or assets specifically designated for the endowment. Other investments include funds which are designated as long term investments. This task addresses the annual review of the performance of the manager of the invested funds.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedure to provide for an annual review of the endowment and investment funds and compliance with the Endowment Policy and other investment policies of UDC. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30: **POLICIES**
1.30.1 As indicated in the Endowment Policy of June 26, 2015, the allocation policy will be reviewed at least annually and the target asset allocation and the related ranges will be revised as deemed appropriate.

1.30.2 The investment advisor will review and propose portfolio tactical rebalancing at least annually. In order to minimize transaction costs, new cash flows will be applied first toward meeting spending requirements and then toward rebalancing the portfolio.

1.30.3 For separate investments, the CFO must review the investment performance annually with the Board.

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 The Treasurer has the responsibility of submitting endowment investment reports to the Board of UDC as designated in the Endowment Policy of June 26, 2015.

1.40.2 The CFO has the responsibility of submitting annual performance reports on the separate investments to the Board of UDC.

XXXXXXXX.50: **AUTHORIZATION**
1.50.1 This Policy was prepared pursuant to the District's Home Rule Act, section 424(d) and the District of Columbia's Public Postsecondary Education Reorganization Act Amendments ("Act") effective January 2, 1976 (D.C. Law 1-36; D.C. Official Code §§ 38-1202.01(a)), Title 8, DCMR("DCMR 8").

1.50.2 This policy was also prepared pursuant to a University of the District of Columbia Board of Trustees resolution and is consistent with the District of Columbia laws and regulations and Office of the Chief Financial Officer guidelines.

XXXXXXXX.60: **PROCEDURES**

1.60.1 On an annual basis, the Treasurer presents a report to the Board on the endowment performance for the past year.

1.60.2 On an annual basis, the CFO, or designate, presents a report on the performance of the separate investments for the past year.

XXXXXXXX.70: **INTERNAL CONTROLS**

1.70.1 Internal control ensuring the accurate reporting of funds
  1.70.1.1 All funds are managed in accordance with policy and there is no un-authorized access.

XXXXXXXX.80 **EXHIBITS**

n/a

XXXXXXXX.90: **FLOWCHARTS**

1.90.1 Flowchart Q: Annual Review of Endowment/Investment Funds
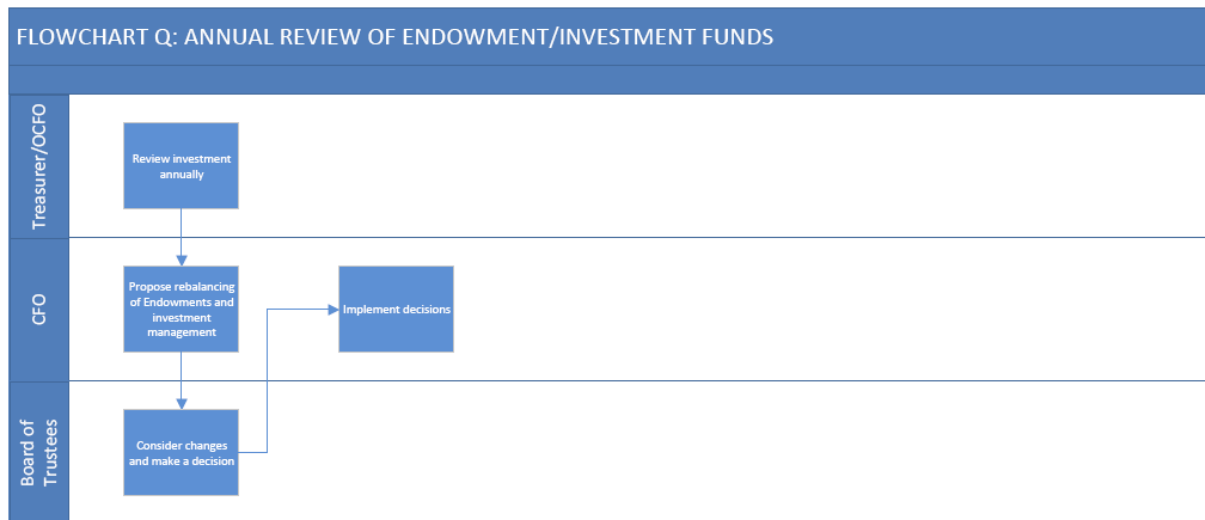
FLOWCHART Q: ANNUAL REVIEW OF ENDOWMENT/INVESTMENT FUNDS

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CAPITAL ASSETS OVERVIEW

XXXXXXXX.10: **TASK DESCRIPTION**

Capital assets are long-lived tangible items that provide an economic benefit for a number of future periods. In addition, any assets that agencies intend to hold or continue to use over a long period of time are considered capital assets. Assets which are purchased, constructed, or donated that meet or exceed established capitalization thresholds are recorded by the University of the District of Columbia (UDC).

Capital assets are initially recorded at historical cost which is defined as cash or a cash equivalent cost of obtaining the asset and bringing it to the location and condition necessary for its intended use.

Donated assets are recorded at fair market value at the date of acquisition, generally defined as "consideration given or consideration received, whichever is more clearly determinable".

When donating, or disposing of assets, the department responsible for the asset must complete the Property Disposal Form (PDA). This form should be sent to the Accountant notifying the Finance Office of the department's disposition of the asset.

Assets are reported on the financial statements at net book value, which is the asset's historical cost less the accumulated depreciation.

UDC reports capital assets based on asset class and include buildings and building improvements, library holdings, furniture and fixtures, equipment and machinery, vehicles, and land and land improvements that have initial useful lives extending beyond a single reporting period.

A capital asset is capitalized only if it meets all of the following conditions:

>   Owned or considered owned by the University
- Held for operations (not for resale)
- Has a useful life that exceeds three years or more
- Meets the capitalization threshold

Assets that do not meet these criteria are expensed and not depreciated for financial reporting purposes.

Buildings and building improvements - A building is a structure that is permanently attached to the land, has a roof, is partially or completely enclosed by walls, and is not intended to be transportable or moveable.

Building improvements are capital events that materially extend the useful life of a building, increase the value of a building, or both. A building improvement should be capitalized if the improvement is at the capitalization threshold. For a replacement to be capitalized, it must be a part of a major repair or rehabilitation project, which increases the value, and/or useful life of the building. A replacement may also be capitalized if the new item/part is of significantly improved quality and higher value compared to the old item/part such as complete replacement of an old roof with a new roof.

Any maintenance-related expenses or repairs which do not increase the value of the building are expensed when it occurs and are not capitalized as an asset.

Library holdings - Library holdings are general collections of an institutional library (not departmental library). Library holdings include all library textbooks and encyclopedias.

Furniture and fixtures - Furniture and fixtures include desks, chairs, tables, file cabinets, and cubicles.

Equipment and machinery - Equipment and machinery include tools, copiers, and computer equipment.

Vehicles - Vehicles include automobiles, forklifts, graders, trucks, snowplows, sprayers, police vehicles, and other vehicles.

Land and land improvements – Land is the surface of the earth, which can be used to support structures, and may be used to grow grass, shrubs, and trees. Land is characterized as having an unlimited life. Donated land should be treated like other donated assets. Site improvements (other than buildings) that prepare land for its intended use are added to the cost of the land.

Land improvements are assets, other than buildings, which are built, installed, or established to enhance the quality or facilitate the use of land for a particular purpose.

Capital Assets in Banner
The Banner Financial System contains a module to manage capital assets. This module is called the Fixed Asset System (FAS). Capital asset records in FAS are entered, updated and maintained by the Accountant.

XXXXXXXX.20: **PURPOSE**

This directive outlines the policies and procedures for the physical and reporting control of the University's assets, including accountability over the assets, meeting financial reporting needs, and generating asset management information.

XXXXXXXX.30: **POLICIES**

1.30.1 Reporting requirements have been established by the Governmental Accounting Standards Board (GASB) Statements No. 34 Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments, and as amended by GASB Statement No. 35, Basic Financial Statements and Management's Discussion and Analysis for Public Colleges and Universities.

1.30.2 Additionally, the University is required to comply with the District OCFO Financial Policies and Procedures Manual relative to capital assets.

XXXXXXXX.40: **RESPONSIBILITIES**

1.40.1 The Office of the Vice President for Real Estate, Facilities Management, and Public Safety, is responsible for receiving, tagging, and delivering all capital assets.

1.40.2 Deans and Department Heads for each department or school are responsible for the physical management of capital assets within their control, and each employee is responsible for exercising reasonable care of UDC property.

1.40.3 The Warehouse Manager is responsible for ensuring that all received property is properly accepted and that receiving documents are compared to purchase orders, and all documents are sent to the Accountant.

1.40.4 The Accountant is responsible for ensuring the fixed asset module is being properly maintained, including the identification of capital assets, accurate use of codes, determination of useful lives and reconciliation to the general ledger. The Accountant is responsible for changing the status of records when the disposition of assets occurs. In general, surplus or obsolete equipment may be disposed of by transferring to another department, discarding/scrapping, trading-in or donating the asset.

1.40.5 All Department Heads are responsible for:

- Reading and understanding the Fixed Assets Policy.
- Maintaining current inventory records for all in-use fixed assets within their assigned department.
- Assuring property is given proper care and protection and is used for official purposes only.
- Ensuring that University property is used only in the conduct of official University business.
- Notifying the Accountant of any changes in the index coding of an asset.
- Notifying the Accountant whenever fixed assets are transferred/acquired, donated, destroyed, stolen, lost or otherwise disposed of by using the Property Disposal Form found on the Finance and Planning website.
- Identifying and reporting to the Accountant along any surplus property which is useable but not needed in his/her area, or which is beyond economic repair and therefore to be disposed of.
- Assisting in taking physical inventories.

1.40.6 Budget/Accounts Payable ensures account codes are classified correctly for capital assets on purchase requisitions and invoices.

XXXXXXXX.50: AUTHORIZATION

1.50.1 The Accountant is authorized by the Chief Financial Officer to record all capital assets into FAS.

XXXXXXXX.60: PROCEDURES

See Capital Assets section.

XXXXXXXX.70: INTERNAL CONTROLS

1.70.1 Internal controls applicable to ensuring capital assets are accurately recorded.

1.70.1.1 The Accounting Officer and Accountant monitor the activities of the capital assets on a monthly basis and check for reasonableness.

XXXXXXXX.80 EXHIBITS

n/a

XXXXXXXX.90: FLOWCHARTS

n/a

ACQUISITIONS

XXXXXXXX.10: **TASK DESCRIPTION**
Acquisition, within the context of this document, encompasses the various methods by which the University obtains, receives, and becomes accountable for property. The most common method of acquisition for University property is through purchases. Other methods include donations (or gifts), and leases.

Assets acquired by University funds must follow the University's Purchasing Policy and are subject to fund availability and budget limitations. The acquisition of assets starts with the creation of the purchase requisition. All requisitions must be submitted to the Office of Contracts and Procurement via the Banner Financial System through an online requisition. A purchase order number can only be obtained by submitting an online requisition.

Donations (Gifts) to the University
Any donated capital asset is reported to the Accountant if it has an estimated fair market value of $5,000 or more individually or as an operating unit. The Foundation has the responsibility of obtaining fair market value of the item(s) and reporting the value to the Accountant, along with a full description of the property, date received, number of donated items, and the name of the person making the donation. These donated assets will be capitalized as a capital asset in the Banner General Ledger and Fixed Asset System (FAS) and tagged for inventory purposes.

Occasionally gifts are received directly by University departments and the fair market value is determined at the time of receipt. Title to the property will then be transferred to the University and will be entered in FAS if the equipment meets the capitalization threshold. Donations are not considered personal property of faculty or staff although they may have been a primary contact for the donation.

Leases
The University classifies all leases in which the University is the lessee as either operating or capital leases.
Operating – Agreements using an asset for a short period of time and ownership will not transfer or use up most of the assets worth. Operating leases are recorded at the minimum lease payments.

Capital – If an asset is essentially being paid for or used most of its life, then the lease is classified as capital whether ownership is acquired or not. Capital leases must meet one or more of four tests as described in

Statement of Financial Accounting Standards No. 13, Accounting for Leases. Capital leases are recorded at the lower of the present value of the minimum lease payments or the fair market value of the leased asset.

See Leases section for further details.

XXXXXXXX.20: **PURPOSE**

This directive outlines the policies and procedures for purchasing capital assets and ensuring that the purchases are accurately coded.

XXXXXXXX.30: **POLICIES**

1.30.1 OMB Circular A-21: Cost Principles for Educational Institutions
http://www.whitehouse.gov/omb/circulars/a021/a021.html

1.30.2 Office of Contracts and Procurement's Purchasing Policy.

XXXXXXXX.40: **RESPONSIBILITIES**

1.40.1 Each department/school must designate a position which is responsible for preparing Purchase Requisitions. For purposes of this description, this position is known as the Department Designee. The Budget Office must have a current list of all Department designated positions.

1.40.2 A designated position in each department/school is responsible for approving the Purchase Requisition and the Reprogramming requests. For purposes of this description, this position is known as the Department Approver. The Budget Office must have a current list of all Department approver positions.

1.40.3 The Senior Budget Analyst in the Budget Office is responsible for reviewing the Purchase Requisition and ensuring that the department/school has designated sufficient funds in the appropriate budget account and verify that all budget codes are applicable and valid for the request purchase. These funds can be in either the operating budget or the capital budget.

1.40.4 A Contract Specialist in the Office of Purchasing and Contracting is responsible for reviewing the Purchase Requisition and preparing the Purchase Order.

1.40.5 A Manager in the Office of Purchasing and Contracting is responsible for processing the Purchase Order before the items are ordered.

XXXXXXXX.50:   **AUTHORIZATION**

1.50.1 The Accountant is authorized by the Office of the Chief Financial Officer to ensure acquisitions meet the requirements of a capital asset as defined and all accompanying invoices, purchase requisitions and/or purchase orders are attached and the asset is added into FAS.

XXXXXXXX.60:   **PROCEDURES**

1.60.1 Departments/schools that anticipate the purchase of assets during a fiscal year should ensure that the budget for these items is allocated prior to the beginning of the fiscal year in order to prevent delays when reprogramming requests must be processed.

1.60.2 The Department Designee for the department/school determines if sufficient funds are available via the Banner Financial System. If funds are not available, a Reprogramming Request must be completed and entered before the item can be ordered. A Reprogramming Request is filled out and approved by the Department Approver and submitted to the Senior Budget Analyst.

1.60.3 When a Reprogramming Request is submitted, the Senior Budget Analyst makes the necessary change in the departmental/school budget. Reprogramming procedures are discussed in the Capital Budget section. The Department Designee is notified when the reprogramming is complete.

1.60.4 Upon notification that the reprogramming process is complete, the Department Designee completes the Purchase Requisition (see Exhibit AH: Purchase Requisition) and submits it for approval.

1.60.5 The Department Approver approves the Purchase Requisition and electronically submits it to the Senior Budget Analyst for formal approval.

1.60.6 The Senior Budget Analyst reviews the coding. These costs are initially charged as follows for purposes of matching the cost to the budget category:

1.60.7 The Senior Budget Analyst checks the budget accounts in the Banner Financial System as a final determination that the fund, index code and account number has sufficient funds in its budget to cover the requested amount.

1.60.8 Once it is determined that the coding is correct, the Purchase Requisition is approved and forwarded to the Office of Contracts and Procurement.

1.60.9 A Contract Specialist in the Office of Contracts and Procurement reviews the Purchase Requisition and addresses any identified issues. When complete, the analyst issues a Purchase Order.

1.60.10 The Accountant matches the Purchase Order to the posted invoices. If the general ledger records indicate an invoice with no receiving information, the Accountant researches the invoice and determines whether additional non-tangible capital assets have been purchased and whether the assets have been received. If so, the Accountant obtains documentation and enters the non-tangible items into the Capital Assets sub-ledger.

1.60.11 The Accountant reviews the Purchase Order and delivery documents and creates a property number and manually enters into the Capital Assets sub-ledger. In some situations, an intangible item for a small amount is not capitalized.

XXXXXXXX.70:   INTERNAL CONTROLS

1.70.1 Internal controls applicable to ensuring all purchases are approved.
1.70.1.1 The Purchase Order (see Exhibit AH: Purchase Order) is prepared and approved by the Office of Contracts and Procurement before the item is ordered.

1.70.2 Internal controls applicable to ensuring the accurate receipt and payment of goods ordered.
1.70.2.1 All capital asset items are received by the Warehouse and are matched with the Purchase Order.

1.70.2.2 Delivery tickets are compared with Purchase Orders to ensure that ordered quantities are actually received.

1.70.2.3 Capital Assets are tagged with permanent property numbers when received at the Warehouse before delivery to the department/school.

XXXXXXXX.80   EXHIBITS

1.80.1   Exhibit AH: Purchase Requisition

Purchase Order	Change#	Order Date	Trans Date	Delivery Date	Print Date	Total
Upload Documents						

Origin:	BANNER				
Complete:	Y	Approved:	Y	Type:	Regular
Cancel Reason:				Date:	
Requestor:				Engineering & Aerospace Technology	
Phone Number:					
E-mail:					
Accounting:					

Ship to:	Campus Services
	4200 Connecticut Avenue, NW
	38 C-01

Attention:	
Contact:	
Phone Number:	

Vendor:	

Phone Number:	
Fax Number:	
Currency:	

Document Text	

Purchase Order Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1	4904300	Laboratory and Scientific Equipment	EA				
		Refurbished Karl Suss Exposure Mask					
		Aligner - UV Curing #59510					
		Karl Suss MJB3					
Total:							

Purchase Order Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	1	15	35W15	35W15	3510	717315	P03511				N		N	
Total of displayed sequences:														

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
May 14, 2015	Fixed Assets	T00061803	
Apr 24, 2015	Invoice	I0043212	Paid

XXXXXXXX.90:   FLOWCHARTS

1.90.1   Flowchart R: Acquisitions
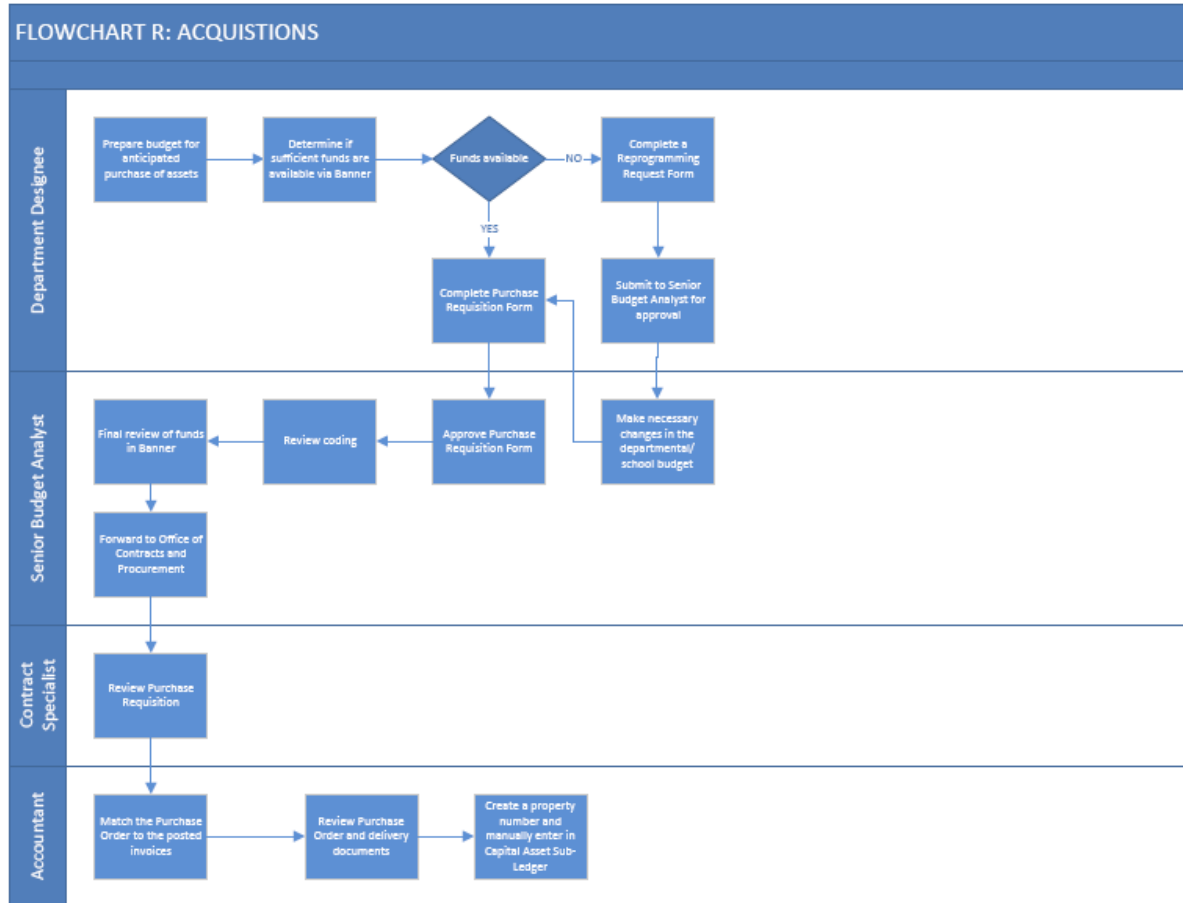
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LEASES AND RENTALS

XXXXXXXX.10:   **TASK DESCRIPTION**

UDC leases certain equipment and facilities under operating leases expiring at various dates. The University uses several buildings owned by the District and Federal governments, as well as several privately owned buildings. At the present time, the University does not have any capital leases; all leases are operating leases.

The University also receives revenues from the lease of buildings, offices, conference rooms, or rentals.

Operating Leases
An operating lease is a lease of personal or real property that does not meet the criteria for a capital lease and is recorded as an expense. Operating leases are not recorded as assets or liabilities in the Banner Financial System general ledger accounting records. All leases that are classified as operating leases are accounted for as expenses in the period in which the obligation to make a lease payment is incurred.

Capital Leases
A capital lease is a lease that meets one or more of the following criteria: 1) ownership of the property is transferred to the lessee (the University) at the end of the lease; 2) the lease contains an option ("bargain purchase option") to purchase the property for less than fair market value; 3) the lease term is greater than 75% of the property's estimated economic life; or 4) the present value of the lease payments exceeds 90% of the fair market value of the property. If a lease meets at least one of these criteria, and meets or exceeds the $5,000 capitalization threshold at the inception date of the lease, the lease must be capitalized.

Capital leases are considered a form of debt financing and must be accounted for as such. All leases that are classified as capital leases shall be treated as fixed asset additions to the University. As such, upon the inception of a capital lease, the Accountant shall record a capital asset and a liability under the terms of the lease, based on the net present value of the minimum lease payments (or the fair market value of the leased asset, if it is less than the present value of the lease payments).

XXXXXXXX.20:   **PURPOSE**

This directive outlines the policies and procedure correctly record leases. This task establishes both financial policies and operational procedures and the appropriate internal control structure for ensuring that UDC adheres to all applicable laws and regulations. These policies apply to the

University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30:   **POLICIES**

1.30.1   The University utilizes the criteria described in Statement of Financial Accounting Standards No. 13, *Accounting for Leases,* in determining whether a lease is capital or operating in nature.

1.30.2   The University is required by Generally Accepted Accounting Principles to disclose total current year, total prior year and total future minimum lease payments relating to the non-cancelable portion of operating leases in the notes to the annual financial statements. To meet these reporting requirements, institutions are required to maintain a schedule of all operating leases and the expected non-cancelable future payments of those operating leases, including any scheduled rent increase, if known.

XXXXXXXX.40:   **RESPONSIBILITIES**

1.40.1   The Accountant is responsible for recording leases correctly in FAS and reporting lease disclosures in the financial statements

XXXXXXXX.50:   **AUTHORIZATION**

1.50.1   The Accountant is authorized by the Office of the Chief Financial Officer to report on leases and record checks of rental revenues.

XXXXXXXX.60:   **PROCEDURES**

1.60.1   Accounting for an operating lease is fairly straight forward in that each lease payment is a current year expense as it occurs. If a lease contains scheduled rent increases, the University must spread the expense evenly over the life of the lease. This may result in the University recording a liability or a prepaid, depending on the situation.

1.60.2   The Accountant receives the checks from various tenants. (See the Cash – Receipt and Deposit of Checks section of the Manual for recording the rental revenue).

XXXXXXXX.70:   **INTERNAL CONTROLS**

1.70.1   <u>Internal controls applicable to verifying the correct entries are recorded</u>

    1.70.1.1   The Accounting Officer monitors the activities of the Expense accounts on a monthly basis and checks for reasonableness.

XXXXXXXX.80   EXHIBITS
n/a

XXXXXXXX.90:   FLOWCHARTS
n/a

CAPITALIZATION AND CONSTRUCTION IN PROGRESS

XXXXXXXX.10: **TASK DESCRIPTION**

Assets are recorded if they meet or exceed established capitalization thresholds. Capitalization thresholds for the University are as follows:

Classification	Threshold
Buildings and building improvements	Capitalize all
Library holdings	Capitalize all
Furniture and fixtures	$5,000 or more
Equipment and machinery	$5,000 or more
Vehicles	$5,000 or more
Land and land improvements	Capitalize all

Controllable property is all property that does not meet the University's capitalization criteria, but which the University is obligated to physically control (such as leased copiers or personal computers).

Construction in Progress

Construction in progress (CIP) is the cost of buildings or other capital projects that are under construction as of the balance sheet date. CIP represents a temporary capitalization of labor, materials, and equipment of a construction project. When the constructed asset is substantially complete (at least 85%) based on project spending or the University has received a certificate of occupancy, they are known as completed capital improvement projects. It is at this time that the costs in the CIP account are classified to one or more of the major asset categories, capitalized, and depreciation is set upon entry into the Banner Fixed Asset System (FAS) under the appropriate classification. Any expenses incurred thereafter are posted directly to the asset.

XXXXXXXX.20: **PURPOSE**

This directive outlines the policies and procedures for complying with the University's capitalization thresholds and accurately reporting the amounts related to CIP until the project is complete or until the equipment is placed in service.

XXXXXXXX.30: **POLICIES**

1.30.1 In accordance with Generally Accepted Accounting Principles, amounts related to assets are recorded in CIP until the project is complete or until the equipment is placed in service. Upon

completion the total cost is transferred to the appropriate capital asset.

XXXXXXXX.40:   RESPONSIBILITIES

1.40.1   The Senior Budget Analyst maintains the capital budget and tracks all capital projects.

1.40.2   The Capital Projects Manager maintains financial records on all capital projects in process.

1.40.3   The Accountant is responsible for capitalizing construction in progress assets to their appropriate capital asset categories when the capital project is substantially complete.

XXXXXXXX.50:   AUTHORIZATION

1.50.1 The Accountant is authorized by the Office of the Chief Financial Officer to prepare the journal entries related to CIP.

XXXXXXXX.60:   PROCEDURES

1.60.1   Costs that are accrued through the capital budget are classified as capital assets. These costs are charged to the Contractual Services expense account.

1.60.2   On a monthly basis, the Contractual Services expense account is reviewed to determine if any capitalized items have been incorrectly recorded.

1.60.3   A capital improvements project is authorized under the Capital Budget. When a project is authorized, purchases can be made toward the project. The Senior Budget Analyst maintains a list of projects in process. When capital projects are initiated, all costs are identified with a project code and manually charged to the Construction in Progress Account.

1.60.4   On a quarterly basis, the Senior Budget Analyst sends the Accountant a listing of the capital projects which is reviewed and sent to the Capital Projects Manager asking for an update on the status of projects.

1.60.5   On a quarterly basis, the Capital Projects Manager notifies the Accountant that a project has been completed. The Accountant reviews the CIP accounts and determines the costs associated with the project and prepares a journal entry to transfer the costs to the

appropriate asset account.   These entries are approved by the Accounting Officer.

1.60.6   The Accountant enters the asset information into FAS.

XXXXXXXX.70:   INTERNAL CONTROLS

1.70.1   <u>Internal controls applicable to verifying the correct entries are recorded.</u>

1.70.1.1   The Accounting Officer monitors the activities of the Balance Sheet accounts on a monthly basis and checks for reasonableness. Additionally, the Accounting Officer reviews and approves all journal entries.

XXXXXXXX.80   EXHIBITS

n/a

XXXXXXXX.90:   FLOWCHARTS

1.90.1   Flowchart S: Capitalization and Construction in Progress
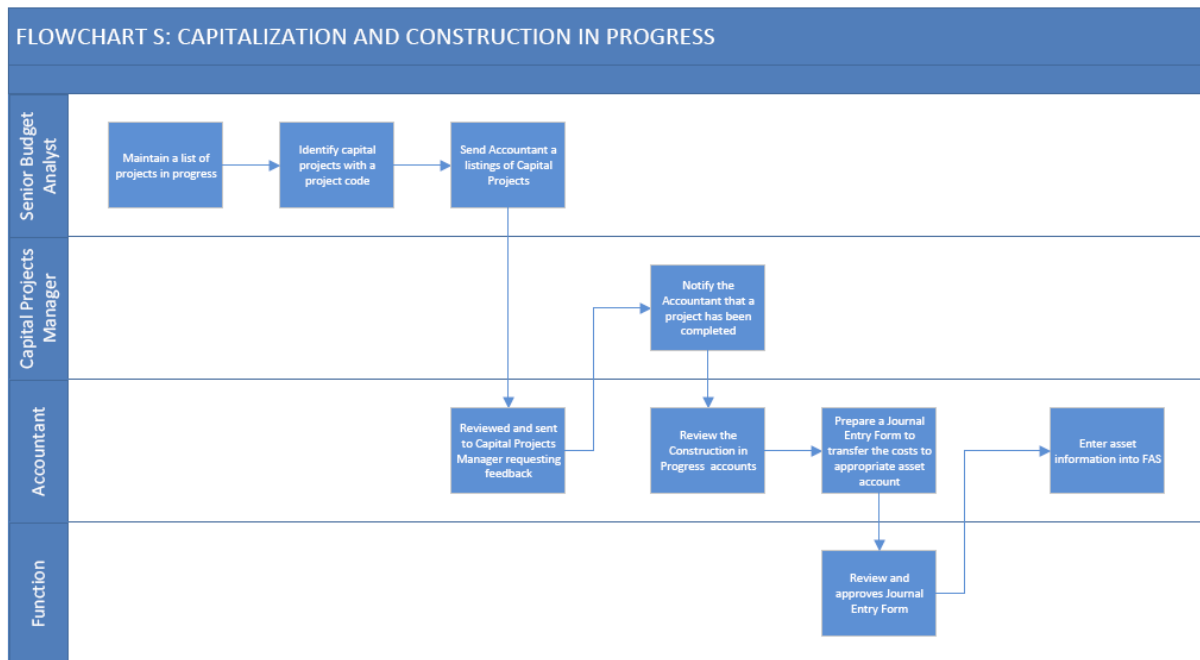
FLOWCHART S: CAPITALIZATION AND CONSTRUCTION IN PROGRESS

Senior Budget Analyst	Maintain a list of projects in progress → Identify capital projects with a project code → Send Accountant a listings of Capital Projects
Capital Projects Manager	Notify the Accountant that a project has been completed
Accountant	Reviewed and sent to Capital Projects Manager requesting feedback	Review the Construction in Progress accounts	Prepare a Journal Entry Form to transfer the costs to appropriate asset account	Enter asset information into FAS
Function	Review and approves Journal Entry Form

_____

 ASSET TAGGING

XXXXXXXX.10: **TASK DESCRIPTION**
Maintaining a positive identification of assets is the primary purpose of tagging. Tagging is important to:

- Provide an accurate method of identifying individual assets,
- Aid in the physical inventory,
- Control the location of all physical assets, and
- Aid in the maintenance of capital assets.

Tangible capital assets are received at the Warehouse. When received, the items are tagged with a permanent property tracking number (PTag).

The Warehouse manually compares the receiving documents and packing slip to the Purchase Order and a permanent property number, the PTag, is assigned. All of these documents are delivered to the Accountant in the Accounting Office.

Departments/schools are required to confirm delivery of a capital asset item before approving an invoice for payment. If the invoice is sent to the department/school for approval before the items are received, the department/school is required to contact the Warehouse or the vendor if the warehouse does not have the asset and confirm delivery before the invoice is approved.

Caution: Do not tag artwork, sensitive technical equipment, or other items where tagging will affect its function, value, or the ability to return it under warranty. A file for all untaggable capital assets must be maintained by the Warehouse Manager.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedures for tagging assets. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30: **POLICIES**
1.30.1 All capital assets must be received and tagged for inventory purposes and delivered to the requesting department.

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 The Warehouse receives all capital assets and ensures that appropriate receiving documentation is available. All receiving is performed by the Warehouse at the Connecticut Street campus.

1.40.2   The Warehouse counts all items received, and making appropriate notations whether the number of items received matches the number of items on the Purchase Order. All delivery documents must show any discrepancy.

1.40.3   The Warehouse assigns the permanent property code to the asset and affixing an inventory decal to the item.

1.40.4   The Warehouse Manager is responsible for ensuring that all received property is properly accepted and that receiving documents are compared to purchase orders, and all documents are sent to the Accountant within 5 working days so that the tagging process can be completed.

1.40.5   The Department/School that ordered a capital asset item is responsible for signing the delivery form, and for approving the invoice.

XXXXXXXX.50:   AUTHORIZATION

1.50.1   This Policy was prepared pursuant to the District's Home Rule Act, section 424(d) and the District of Columbia's Public Postsecondary Education Reorganization Act Amendments ("Act") effective January 2, 1976 (D.C. Law 1-36; D.C. Official Code §§ 38-1202.01(a)), Title 8, DCMR("DCMR 8").

1.50.2   This policy was also prepared pursuant to a University of the District of Columbia Board of Trustees resolution and is consistent with the District of Columbia laws and regulations and Office of the Chief Financial Officer guidelines.

XXXXXXXX.60:   PROCEDURES

1.60.1   The capital asset is delivered to the Warehouse.

1.60.2   The Warehouse Clerk receives the delivery, counts the number of items received, and signs, acknowledging the receipt of good.

1.60.3   Delivery documents are compared with the Purchase Order, and any discrepancies are noted.

1.60.4   All capital assets are tagged for Inventory with a permanent property tag.

1.60.5 Delivery documents and the purchase order are manually delivered to the Accounting Department.

1.60.6 The capital item is delivered to the department/school that placed the order.

1.60.7 When tagging a capital asset, consistently place asset tags in the same location on each similar type asset. If possible, the tags shall be accessible for viewing. Place the tag where the number can be seen easily and identified without disturbing the operation of the item, which will assist with the physical inventory.

XXXXXXXX.70:   INTERNAL CONTROLS
1.70.1 <u>Internal controls applicable to ensuring the accurate receipt and payment of goods ordered.</u>
1.70.1.1 All capital asset items are received by the Warehouse and are matched with the Purchase Order.

1.70.1.2 Packing slips are compared with Purchase Orders to ensure that ordered quantities are actually received.

1.70.1.3 Capital Assets are tagged with permanent property numbers when received at the Warehouse before delivery to the department/school.

XXXXXXXX.80   EXHIBITS
n/a

XXXXXXXX.90:   FLOWCHARTS

    1.90.1   Flowchart T: Asset Tagging
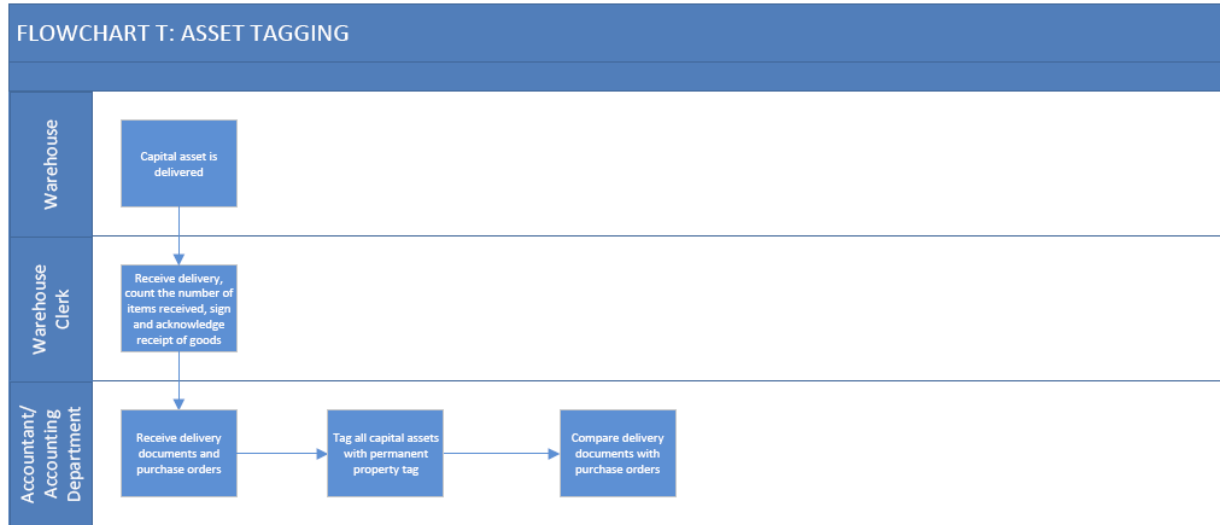
DISPOSALS AND TRANSFERS

XXXXXXXX.10: **TASK DESCRIPTION**
When an asset has been scrapped, sold, stolen, traded-in, donated, transferred, its value has been permanently impaired, or for any other reason the asset is no longer in service; any remaining value of the asset, net of accumulated depreciation, must be written off or written down to its net realizable value. If written off, this involves removing both the asset and associated accumulated depreciation from the Banner Fixed Asset System and General Ledger modules, and recognizing a gain or loss, if any, for the difference in the general ledger.

All capital assets that have been disposed, traded, donated or sold will also be disposed from FAS.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedure to record changes to the inventory of capital assets through disposals and transfers. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30: **POLICIES**
1.30.1 All property and equipment owned by UDC must be reported to the Accountant when the item is moved from one department or school to another location or when the item must be disposed of, or when the item is reported as lost or stolen.

1.30.2 All property and equipment that was initially on the Capital assets inventory must be formally removed from the list when the asset is no longer in use.

1.30.3 All capital assets which are discontinued or discarded must be processed through the Warehouse and removed from the listing in the Capital Asset Module maintained by the Accounting Department in the CFO office.

1.30.4 When new items are received and they are defective, they must be replaced immediately.

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 Department/School that has items that must be transferred, replaced or disposed of must contact the Warehouse to facilitate these actions.

1.40.2 The Warehouse is responsible for disposals and transfers of property for UDC. The Warehouse is also responsible for preparing documentation for all changes to the inventory records, and submits these documents to the Accounting Office for processing.

1.40.3 The Accountant is responsible for changing the status of records when the disposition of assets occurs.

XXXXXXXX.50: **AUTHORIZATION**

1.50.1 The Accountant is authorized by the Office of the Chief Financial Officer to record the disposal and transfer of assets.

XXXXXXXX.60: **PROCEDURES**

1.60.1 A removal of a capital asset must be initiated by the department/school that has (or had) possession of the item. This notification is made using a Property Disposal Action form (see Exhibit AJ: Transfer of Property Form). The form must be signed by the Agency Accountable Property Officer.

1.60.2 The warehouse manager is called to pick up the items. The form is signed by the warehouse manager when the items are picked up. The department keeps one copy and delivers the remaining copies to the Warehouse.

1.60.3 The form is delivered to the Accountant by the Warehouse Manager.

1.60.4 The Accountant removes the items from the Banner Fixed Asset System.

XXXXXXXX.70: **INTERNAL CONTROLS**

1.70.1 Internal controls applicable to ensuring the accurate recording and tracking of goods.

    1.70.1.1 All transfers of property are tracked through a Transfer of Property form.

    1.70.1.2 In the event an asset is to be moved from one location to another or from one department to another a Request for Transfer of property Form must be completed and submitted to the Accountant. Under no circumstances should any University owned property be moved without prior consent.

XXXXXXXX.80   EXHIBITS

1.80.1   Exhibit AJ: Request for Transfer of Property Form

XXXXXXXX.90:   FLOWCHARTS

1.90.1   Flowchart U: Disposals and Transfers of Capital Assets
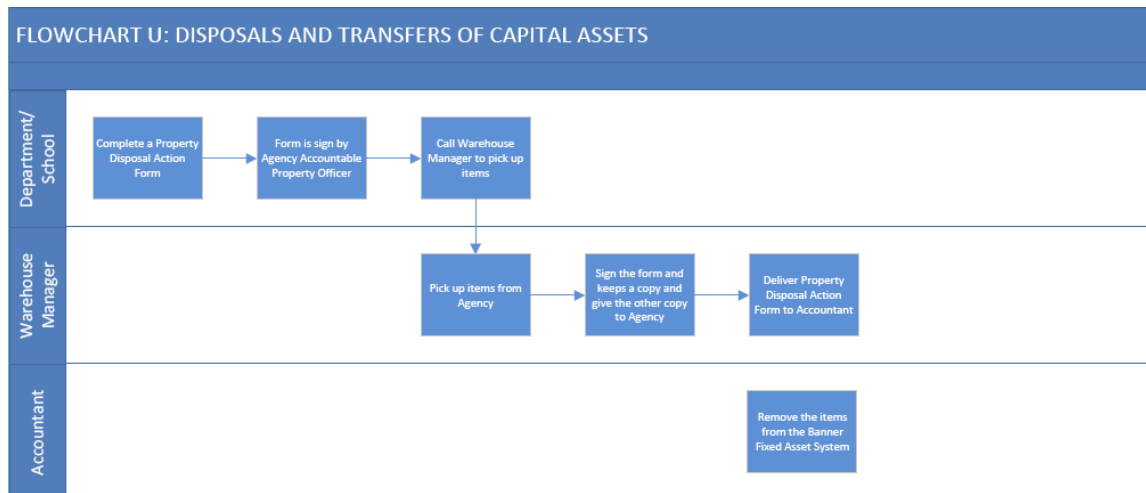
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DEPRECIATION

XXXXXXXX.10:   **TASK DESCRIPTION**
Depreciation is a system of accounting which aims to distribute the cost or other basic value of tangible capital assets over the estimated useful life of the asset in a systematic and rational manner.

Land and land improvements and construction in progress are not depreciated. Land is considered to have an unlimited useful life and its salvage value is unlikely to be less than its acquisition cost. Certain land improvements may be considered to have an unlimited useful life and therefore are not to be depreciated.

The University uses the straight-line method of depreciation, which accumulates depreciation uniformly over the asset's life. Depreciation of capital assets is computed for a full month in the month of acquisition as follows:

Classification	Useful life
Buildings and building improvements	50 years
Library holdings	5 years
Furniture and fixtures	5 years
Equipment and machinery	5 years
Vehicles	5 - 10 years

The use of depreciation affects the Universities financial statements. The recording of depreciation will cause an expense to be recognized; thereby lowering the stated change in net position on the Statement of Revenues, Expenses, and Changes in Net Position, while the net value of the asset will decline on the University's Statement of Net Position.

Depreciation is a non-cash expense, therefore; it will not directly affect the University's cash flow.

XXXXXXXX.20:   **PURPOSE**
The purpose is to document the internal policies and procedures to calculate and record depreciation on capital assets.

XXXXXXXX.30:   **POLICIES**
1.30.1   Depreciation is calculated on a monthly basis.

1.30.2 UDC must follow the depreciation policies of the District of Columbia

XXXXXXXX.40: **RESPONSIBILITIES**

1.40.1 The Accountant is responsible for assigning a useful based on the type of assets. The estimated useful life of a depreciable asset is the period over which services are expected to be rendered by the asset. Depreciation is calculated and recorded on a monthly basis for financial reporting purposes

XXXXXXXX.50: **AUTHORIZATION**

1.50.1 This Policy was prepared pursuant to the District's Home Rule Act, section 424(d) and the District of Columbia's Public Postsecondary Education Reorganization Act Amendments ("Act") effective January 2, 1976 (D.C. Law 1-36; D.C. Official Code §§ 38-1202.01(a)), Title 8, DCMR("DCMR 8").

1.50.2 This policy was also prepared pursuant to a University of the District of Columbia Board of Trustees resolution and is consistent with the District of Columbia laws and regulations and Office of the Chief Financial Officer guidelines.

XXXXXXXX.60: **PROCEDURES**

1.60.1 On a weekly basis, the Accountant reviews delivery documents and matches them with paid purchase orders.

1.60.2 When both are matched, the information for the items is entered into the Banner Fixed Asset System (FAS).

1.60.3 Depreciation is automatically assigned and calculated.

XXXXXXXX.70: **INTERNAL CONTROLS**

1.70.1 Internal controls applicable to ensuring the accurate application of depreciation procedures.

1.70.1.1 The District guidelines for depreciation are used for all UDC assets.

1.70.1.2 Depreciation is calculated and posted electronically.

XXXXXXXX.80 **EXHIBITS**

n/a

XXXXXXXX.90:   FLOWCHARTS
1.90.1   Flowchart V: Calculating Depreciation
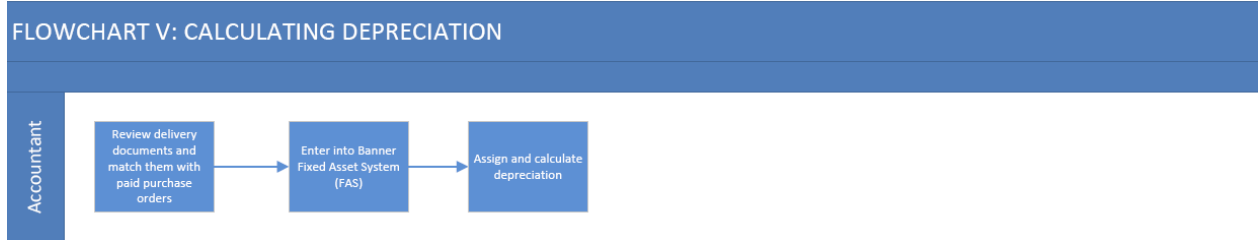
FLOWCHART V: CALCULATING DEPRECIATION

Accountant

Review delivery documents and match them with paid purchase orders → Enter into Banner Fixed Asset System (FAS) → Assign and calculate depreciation

_____

INVENTORY

XXXXXXXX.10:   **TASK DESCRIPTION**
OFOS conducts a physical inventory of personal property capital assets biennially (every 2 years) to ensure that adequate care is used in the control and accountability of District assets.

The inventory is conducted based upon the assets listed in the Banner Fixed Asset System (FAS) as of a given date.

UDC is responsible for insuring that the proper personnel are available to guide the inventory contractor to the location of the asset. The physical inventory must be carefully managed and supervised by the agency's Property Manager to ensure an effective and efficient inventory process.

If an item cannot be located, the Accountant is notified and the item is removed in FAS.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedure to verify   the   existence and condition of a capital asset and ensure the accuracy of University accounting records. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30:   **POLICIES**
1.30.1 The District's Office of Financial Operations and Systems (OFOS), Policy and Procedure Division, requires that a physical inventory be taken every two years.

1.30.2 All capital assets that have been acquired by UDC must be included in the listing of the Capital Assets maintained by the CFO office.

1.30.3 UDC must review the asset list and advise OFOS of any discrepancies as to location or asset status.

1.30.4 The inventory must record the presence of all items on the capital assets inventory as kept by the CFO office.

XXXXXXXX.40:   **RESPONSIBILITIES**
1.40.1 OFOS is the District Agency responsible for hiring the inventory contractor.

1.40.2 The Office of Information Technology is responsible for providing

a complete listing of all items in the current inventory.'

1.40.3 The Facilities office is responsible for providing access to the inventory contractor as needed.

XXXXXXXX.50: AUTHORIZATION

1.50.1 This Policy was prepared pursuant to the District's Home Rule Act, section 424(d) and the District of Columbia's Public Postsecondary Education Reorganization Act Amendments ("Act") effective January 2, 1976 (D.C. Law 1-36; D.C. Official Code §§ 38-1202.01(a)), Title 8, DCMR("DCMR 8").

1.50.2 This policy was also prepared pursuant to a University of the District of Columbia Board of Trustees resolution and is consistent with the District of Columbia laws and regulations and Office of the Chief Financial Officer guidelines.

XXXXXXXX.60: PROCEDURES

1.60.1 OFOS notifies UDC that an inventory will be conducted and the anticipated start date. The physical inventory will have a projected start date of August 1st.

1.60.2 The UDC Office of Information Technology issues a listing of its assets, by location, at least 30 days prior to the beginning of the inventory. This listing serves as the master schedule for the contractor performing the inventory. OFOS must be notified of any discrepancies or asset status.

1.60.3 The contractor performing the inventory tags the inventory with its own inventory tagging system with distinct codes.

1.60.4 The contractor scans the physical inventory into their own system and produces independent reports.

1.60.5 Discrepancies between the physical inventory and the UDC electronic inventory records are provided to OFOS. OFOS performs additional reconciliation procedures and reports the exceptions to UDC.

1.60.6 The exceptions report contains details on existing assets not located, as well as new assets found that have not been recorded. UDC reviews these exceptions, and reports their findings to OFOS.

1.60.7 Upon completion of the city-wide inventory, OFOS issues a final exception report. UDC has 72 hours to respond and resolve the final exception report.

1.60.8 Acceptable responses for assets recorded, but not located, are:
- Copies of disposition documents

- Certifications for located assets

- Contact information for the steward of the asset if the asset is no longer under the control of UDC.

1.60.9 Acceptable responses for assets found, but not recorded, are:
- The asset was donated, confiscated, court-awarded, or obtained through other non-purchase means, must have documentation showing the source and must be recorded in FAS.

- The fair market value ("FMV") of the asset must be determined. The FMV may be obtained by contacting a vendor who sells the item or by using the value as designated by the donor.

- If the FMV is $5,000 or more, and the asset has a useful life of at least three years, the asset is to be assigned a Property Identification Number and recorded.

XXXXXXXX.70: INTERNAL CONTROLS
1.70.1 Internal control to verify assets are on hand.
1.70.1.1 A periodic physical inventory count is conducted to assure UDC that the assets are on hand.

XXXXXXXX.80 EXHIBITS
n/a

XXXXXXXX.90:   FLOWCHARTS

1.90.1   Flowchart W: Periodic Inventory
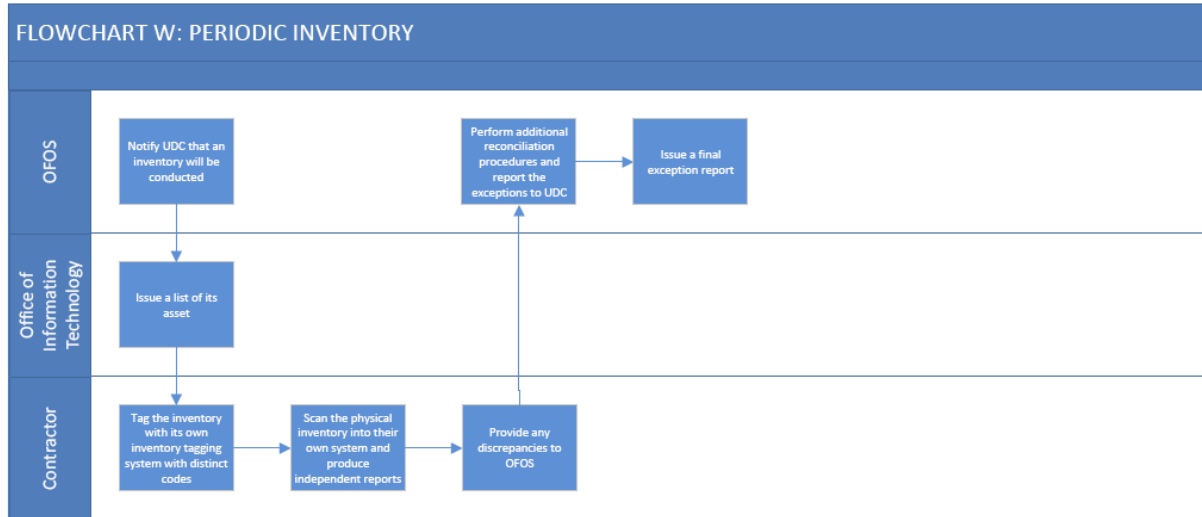
FLOWCHART W: PERIODIC INVENTORY

OFOS
- Notify UDC that an inventory will be conducted
- Perform additional reconciliation procedures and report the exceptions to UDC
- Issue a final exception report

Office of Information Technology
- Issue a list of its asset

Contractor
- Tag the inventory with its own inventory tagging system with distinct codes
- Scan the physical inventory into their own system and produce independent reports
- Provide any discrepancies to OFOS

VENDOR PAYMENTS

XXXXXXXX.10: **TASK DESCRIPTION**
Valid invoices are processed by the Accounts Payable Specialists in Banner within three (3) business days. The Accounts Payable Supervisor executes the Check Run process in Banner in order to issue payments due to vendors. ACH option for students, staff and vendors is available and are processed on an ad hoc basis.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedures related to the processing of vendor payments by the Accounts Payable staff within the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30: **POLICIES**

1.30.1 As stated in the Quick Payment Act, invoices shall be considered received by the designated payment officer on the date a proper invoice is actually received in the designated office.

1.30.2 As stated in the Quick Payment Act, to avoid paying interest, the University must pay vendors within 30 days of the receipt of a valid invoice with 15 days grace period.

1.30.3 As stated in the Quick Payment Act, interest shall be calculated at the rate of one percent per month and interest shall be computed from the day after the required payment through the actual payment date.

XXXXXXXX.40: **RESPONSIBILITIES**

1.40.1 The Staff Assistant is responsible for receiving invoices sent through the mail and invoices that are hand delivered.

1.40.2 The Accounts Payable Specialist is responsible for sorting invoices in the appropriate person folder according to area of responsibility.

1.40.3 The Accounts Payable Specialist is responsible for processing purchase orders and Direct Payment Vouchers Request in Banner.

1.40.4 The Accounts Payable Supervisor is responsible for reviewing and approving the processing of various payments in Banner.

1.40.5 The Senior Accountant is responsible for verifying and confirming the availability of funds for payments due to vendors.

1.40.6   The Accounts Payable Supervisor is responsible for executing the Check Run process in Banner.

XXXXXXXX.50:   AUTHORIZATION

1.50.1   The Accounts Payable Supervisor is authorized by the Chief Financial Officer to process invoices against purchase orders and Direct Payment Vouchers Request payments in Banner.

XXXXXXXX.60:   PROCEDURES

1.60.1   The Staff Assistant receives invoices that have been mailed to the University.

1.60.2   The Accounts Payable Specialist receives invoices electronically from Accounts Payable email address.

1.60.3   The Staff Assistant stamps and scans the invoices to the Accounts Payable Specialist folder upon receipt. The invoices are saved on the shared drive (FinanceFYXX-share (T)/ Accounts Payable/Invoices to be Processed) in folders by date daily

1.60.4   The Accounts Payable Specialist reconciles the scanned invoices against the hard copy invoices to verify all invoices are accounted for.

1.60.5   The Accounts Payable Specialist distributes the invoices among the Account Payable Specialist staff as outlined in the AP Specialist Responsibility Chart (see Exhibit AK: AP Specialist Responsibility Chart). The scanned invoices are copied into the appropriate personnel folder.

1.60.6   The Accounts Payable Specialist processes invoices that references purchase orders through the screen Invoice/Credit Memo (FAAINVE) (see Exhibit AL: Invoice/Credit Memo) in Banner.

1.60.7   The Accounts Payable Specialist processes invoices that are Direct Payment Vouchers Request Forms through Invoice Credit Memo screen (FAAINVE) (See Cash Disbursements - Direct Vouchers Payment and Refund) for guidance on the processing of Direct Voucher Payments).

1.60.8   The various departments complete an electronic approval upon the receipt of the processed invoice that verifies services and/or merchandise has been received.

1.60.9   The Invoice/Credit Memo screenshot is emailed to specific agencies for confirmation of invoice processing.

1.60.10   The Invoice/Credit Memo is routed to Accounts Payable Supervisor for approval.

1.60.11   The Accounts Payable Supervisor emails a screenshot of the total amount of Check Run to the Senior Accountant to verify the availability of funds based on FARINVS report.

1.60.12   Upon approval from Senior Accountant, the Accounts Payable Supervisor runs the Check Run process (see Exhibit AM: Check Run Process) in Banner.

> Note: The Account Payable Specialist monitors outstanding Banner approvals with Departments after five (5) days and follows up via email.

> Note: The Accounts Payable Supervisor receives the AP Approval Aging Alert report from the IT Department in order to monitor invoices awaiting approval by departments after 15 days.

XXXXXXXX.70:   INTERNAL CONTROLS

1.70.1   <u>Internal controls applicable to ensuring a separation of duties</u>

1.70.1.1   The Staff Assistant receives the invoices; the Accounts Payable Specialist processes the invoices; the Accounts Payable Supervisor reviews the input by the Accounts Payable Specialist; and the Senior Accountant approves of the payment.

1.70.2   <u>Internal controls applicable to ensuring supporting documentation for payment of purchase orders is retained</u>

1.70.2.1 The invoices are scanned and uploaded to payment voucher Banner system and saved to the T-drive.

XXXXXXXX.80   EXHIBITS
     1.80.1   Exhibit AK: AP Specialist Responsibility Chart

ACCOUNTS PAYABLE SPECIALISTS

AREA OF RESPONSIBILITY:

Employee Name   STIPENDS: -All
                         INVOICES: -Consultants
                                       -Catering

Employee Name   INVOICES: -Capital Projects & Facilities
                         -Travel
                         -Utilities
                         -Telecommunications
                         -A/P Email
                         -A/P Voicemail (274-5088)

Employee Name   SCAN INCOMING INVOICES
                         INVOICES: -Fixed Assets (Dell, VWR, Fisher Scientific)
                                      -Supplies
                                      -Direct payments

* Processing of Documents -
- Payment documents should processed within 3 days
- Banner approvals should be sent to Program after 5 days of processing
- NSF error messages should be sent by the COB that day
- Production Log submitted COB daily
- Issue Log updated daily (Every document not processed should be listed on this Log)

1.80.2   Exhibit AL: Invoice Credit Memo (FAAINVE)
          1.80.2.1   Enter Regular and Vendor number

1.80.2.2   Enter all requested information

1.80.2.3   Enter all requested information

1.80.2.4   Click complete

1.80.2.5   A notification that the document is complete is sent to approval process.

1.80.3   Exhibit AM: Screen prints of the Banner Check Run Process
1.80.3.1   Run FARINVS – Invoice Selection Report

- Next Block
- Next Block
- Hit Arrow Down to Line 2 – Bank code
- Tab to Values – column on Line 2
- Type – BG
- Next Block
- Submit
- Save
- Go to Options on the Menu Bar
- Select – Review Output
- Double click in the file name section
- Select the Lis. File
- Hit OKAY
- Hit SAVE on the Toolbar Menu – this should open up a new window showing the FARINVS Report.
- Save the report to T:\ACCOUNTS PAYABLE\Banner Check Registers
- Save as Invoice Selection Report (Check Run Date) BG

1.80.3.2 Review the FARINVS report to review the invoices to be paid, note the report total – this represents the Cash Requirement amount.

1.80.3.3   Run FTICHKS – Check Number Validation

- Tab to Bank Code – type BG
- Execute Query
- The first check number listed represents the last used check number
- Note the next check number to begin the CHECK RUN

1.80.3.4   Run FAABATC– Batch Checks Print

- Type BG – Bank code
- Next Block

- Review the Check Date (Banner automatically inputs the current date)
- Type in the starting check number, which you noted from FTICHKS. If you forgot run FTICHKS again.
- Tab
- Select – PRINT CHECK
- Select – OKAY
- Message will appear on screen stating that several check run form will begin
- Select – OKAY

1.80.3.5   Change the form to FABCHKS – Batch Checks Process

- Next Block
- Next Block
- Next Block
- Submit
- Save
- Go to Options on the Menu Bar
- Select – Review Output
- Double click in the file name section
- Once the Lis and Log File are displayed – it confirms that the process has completed.

- Select CANCEL

1.80.3.6   Change the form to FABCHKP – Check Print Process

- Next Block
- Next Block
- Next Block
- Submit
- Save
- Note the Lis file number at the bottom of the screen – This is to be sent to the IT Dept for check file transmission to Treasury.
- Go to Options on the Menu Bar
- Select – Review Output
- Double click in the file name section
- Select the Lis. File
- Hit OKAY
- Hit SAVE on the Toolbar Menu – this should open up a new window showing the Check Print Report.
- Save the report to T:\ACCOUNTS PAYABLE\Banner Check Registers
- Save as Check Copy Report (Check Run Date) BG

1.80.3.7   Change the form to FABCHKR – Batch Disbursement Register (Check Register)

- Next Block
- Next Block
- Next Block
- Submit
- Save
- Note the Lis file number at the bottom of the screen – This is to be sent to the IT Dept for check file transmission to Treasury.
- Go to Options on the Menu Bar
- Select – Review Output
- Double click in the file name section
- Select the Lis. File
- Hit OKAY
- Hit SAVE on the Toolbar Menu – this should open up a new window showing the Check Register Report.
- Review and ensure that Register total is the same as the total on the FARINVS total (Step 4).
- Save the report to T:\ACCOUNTS PAYABLE\Banner Check Registers

- Save as Check Register (Check Run Date) BG
- Print out copy of Register in Landscape format.

 1.80.3.8 Change the form to FABCHKA – Batch Check Accounting Process (Check Posting)

- Next Block
- Next Block
- Next Block
- Submit
- Save
- Go to Options on the Menu Bar
- Select – Review Output
- Double click in the file name section
- Select the Log. File
- Hit OKAY
- Hit SAVE on the Toolbar Menu – this should open up a new window showing the Check Posting completed successfully.
- Save the report to T:\ACCOUNTS PAYABLE\Banner Check Registers
- Save as Check Posting (Check Run Date) BG

XXXXXXXX.90: FLOWCHARTS

1.90.1   Flowchart X: Vendor Payments
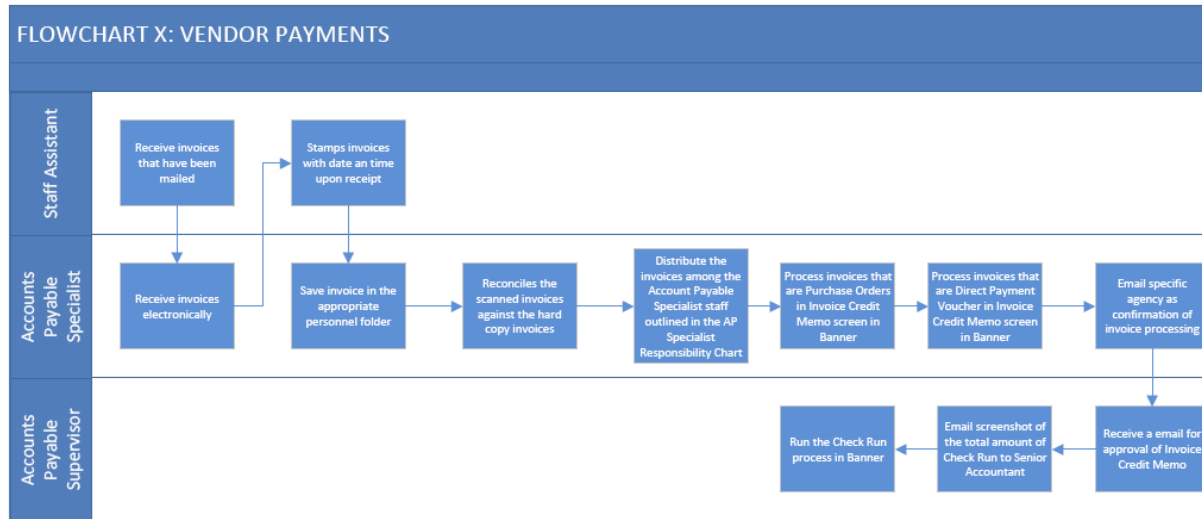
STUDENT PAYMENTS (STIPENDS)

XXXXXXXX.10: **TASK DESCRIPTION**
The University of the District of Columbia makes various payments to students for tuition and fees, teaching, research and other education-related activities. In awarding and processing such payments, care must be taken to classify these payments correctly. A stipend is paid to students as living allowance, and is paid through the Accounts Payable system in Banner.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedures student payment (stipends) which applies to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30: **POLICIES**
1.30.1 Stipend request must be approved by the Budget Office as well as the corresponding Departmental Dean and/or Vice President.

1.30.2 To receive a stipend payment, students must be registered for classes in the term for which the stipend has been awarded.

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 The Program that authorizes the payment is responsible for preparing the Direct Payment Voucher Request Form.

1.40.2 The Budget Office is responsible for approving budget availability the Direct Payment Voucher Request Form.

1.40.3 The Accounts Payable Supervisor is responsible for completing the Check Run in Banner.

XXXXXXXX.50: **AUTHORIZATION**
1.50.1 The Accounts Payable Specialist and Accounts Payable Supervisor are authorized by the Chief Financial Officer to process and approve Direct Payment Voucher Forms in Banner.

XXXXXXXX.60: **PROCEDURES**
1.60.1 The Program prepares and authorizes the student's Direct Voucher Request Form and Timesheet for the student. For awards, an excerpt from the Grant and memo outlining the request/reason of the stipend is also submitted.

1.60.2 The documents are submitted to the Budget Office for approval.

1.60.3 Accounts Payable Specialist processes the Direct Voucher Form by scanning and uploading the documents in Invoice/Credit Memo screen (FAAIVNE) (see Exhibit AM: Invoice/Credit Memo screen (FAAIVNE) above in Banner.

1.60.4 The Accounts Payable Supervisor reviews and approves the payment in Banner.

1.60.5 The Accounts Payable Supervisor completes the Check Run process (see Exhibit AL: Check Run process) in Banner in order to generate payments to vendors.
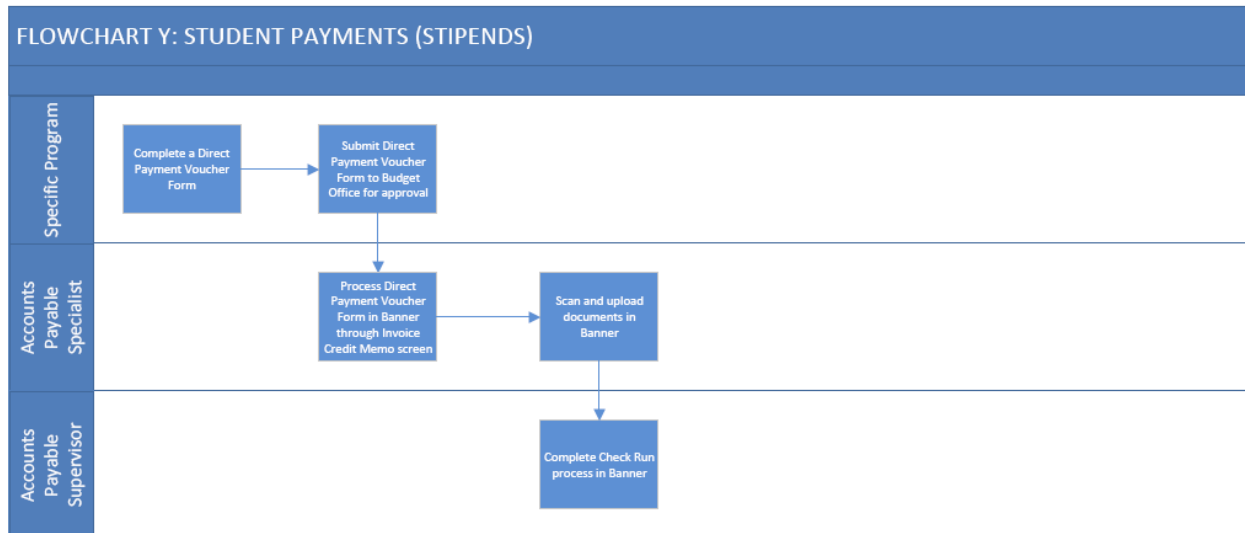
XXXXXXXX.70: INTERNAL CONTROLS
1.70.1 <u>Internal controls applicable to ensuring a separation of duties</u>
1.70.1.1 The Budget Office and Accounts Payable Specialist must approve of payment before generating the payment in Banner.

XXXXXXXX.80 EXHIBITS
n/a

XXXXXXXX.90: FLOWCHARTS
1.90.1 Flowchart Y: Student Payments (Stipends)

FLOWCHART Y: STUDENT PAYMENTS (STIPENDS)

Specific Program: Complete a Direct Payment Voucher Form → Submit Direct Payment Voucher Form to Budget Office for approval

Accounts Payable Specialist: Process Direct Payment Voucher Form in Banner through Invoice Credit Memo screen → Scan and upload documents in Banner

Accounts Payable Supervisor: Complete Check Run process in Banner

_____

QUARTERLY ENCUMBRANCE REPORT

XXXXXXXX.10:   TASK DESCRIPTION
On a quarterly basis the Accounts Payable Supervisor reconciles the Encumbrance Report by reviewing the outstanding purchase orders balances for each organization and notifying the specific organization of their outstanding purchase order balances and how to resolve the issue. The organization can either contact the vendor to request the invoice if it has not been received, cancel purchase order, or de-obligate the remaining balance or portion of balance.

XXXXXXXX.20:   PURPOSE
This directive outlines the policies and procedures accounts payable reconciliation which apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30:   POLICIES
1.30.1   Encumbrance Reports must be reconciled on a quarterly basis.

XXXXXXXX.40:   RESPONSIBILITIES
1.40.1   Accounts Payable Supervisor is responsible for generating Encumbrance report to using Argos reporting system.

1.40.2   The Accounts Payable Supervisor is responsible for communicating outstanding balances on the Encumbrance report to the responsible Department.

XXXXXXXX.50:   AUTHORIZATION
1.50.1   The Accounts Payable Supervisor is authorized by the Chief Financial Officer to receive Encumbrance Report from Argos and communicate all outstanding purchase orders for the quarter.

XXXXXXXX.60:   PROCEDURES
1.60.1   The Accounts Payable Supervisor generates the Encumbrance Report (see Exhibit AN: Encumbrance Report) on an as needed basis. The report on all purchase orders for the quarter and remaining balances.

1.60.2   The Accounts Payable Supervisor sorts the Encumbrance Report by organization.

1.60.3   The Accounts Payable Supervisor emails each organization their outstanding purchase order balances for the quarter for status (see Exhibit AO: Email Sent to Organization).

Note: The organization is responsible for contacting their respective vendors to request invoices, cancel the purchase order, or de-obligate the remaining balance.

XXXXXXXX.70: INTERNAL CONTROLS

1.70.1 Internal controls applicable to ensuring duties are segregated

1.70.1.1 The Accounts Payable Supervisor generates the Encumbrance Report to the Accounts Payable for verification of outstanding purchase orders and emails to organization to reconcile.

XXXXXXXX.80 EXHIBITS

1.80.1 Exhibit AN: Encumbrances Report

COA	Fund	Orgn	Account	Program	Index	PO Number	Vendor Id	Vendor Name	User Id	Blanket Number	Transaction Date	Encumbrance Amount	Remaining Balance
1	101105	1160	707115	600	11600								
1	101105	1160	711210	600	11600								
1	101105	1160	711510	600	11600								
1	101105	1160	713165	600	11600								
1	101105	1160	713165	600	11600								
1	101105	1160	717330	600	11600								
1	101105	1160	717330	600	11600								
1	103115	6400	711820	700	6400C								
1	101105	1200	713115	600	12000								
1	103505	6400	713165	700	6400E								
1	101105	1200	713165	600	12000								
1	32J15	3240	713165		F0A900								
1	101105	1200	717320	600	12000								
1	101105	2130	713165	500	21300								
1	101105	2130	713165	500	21300								
1	101105	2130	713165	500	21300								
1	101105	2130	713165	500	21300								
1	101105	2130	713165	500	21300								-

1.80.2 Exhibit AO: Email Sent to Organization

To:
Cc:
From:
Subject: Outstanding purchase orders

"In preparation for year-end closing, the attached spreadsheet is a list of your open encumbrance balances as of August 18, 2015. Please take a look at the remaining balances and if a de-obligation or cancellation of the purchase order is needed, please send an email request to the responsible Contract Specialist, with a carbon copy to Mary Ann Harris and myself. If a vendor has not been paid (services/good delivered), please request the invoice(s) and then submit to udcacctspay@udc.edu

Thank you in advance for your cooperation. Let me know if you have any questions."

Let me know if any additional information is needed.

Thanks

XXXXXXXX.90: FLOWCHARTS

1.90.1   Flowchart Z: Quarterly Encumbrances Report
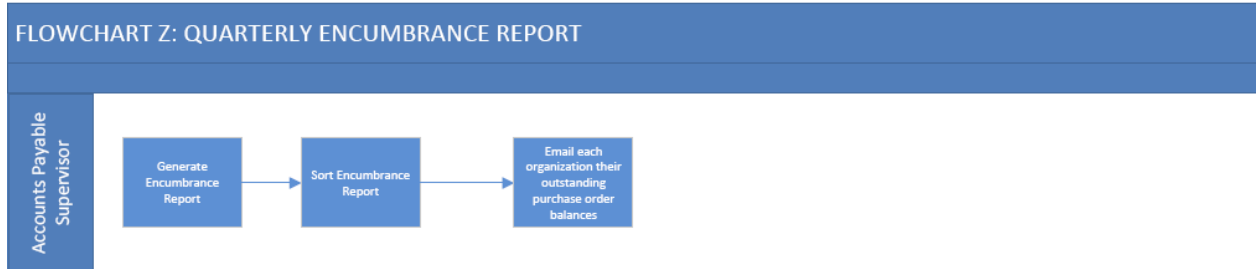
FLOWCHART Z: QUARTERLY ENCUMBRANCE REPORT

Accounts Payable Supervisor

Generate Encumbrance Report → Sort Encumbrance Report → Email each organization their outstanding purchase order balances

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ACCRUED PAYROLL AND DUE TO THE DISTRICT OF COLUMBIA

XXXXXXXX.10: **TASK DESCRIPTION**
The District of Columbia pays the payroll on behalf of the University. The University reimburses the District. The payroll accrual is based on the total expense incurred for the pay period.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedures regarding the payroll accrual for expenses paid on a weekly a bi-weekly basis. These policies apply to the University of the District of Columbia.

XXXXXXXX.30: **POLICIES**
1.30.1 GAAP requires UDC to recognize a liability for the amount owed to the employee when employees have performed services for UDC but have not yet been paid (http://www.fasab.gov/pdffiles/2014_fasab_handbook.pdf).

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 The Senior Accountant is responsible for reconciling the payroll for funds due to the District.

1.40.2 The Program Systems Specialist has the responsibility of uploading the payroll file into Banner.

1.40.3 The Financial Manager and Senior Budget Analyst are responsible for identifying the correct index code and communicating with the Senior Accountant the correct index code to be used.

1.40.4 The Senior Accountant is responsible for preparing Journal Entry Forms and reclassifying accounts in the PAYRL account.

1.40.5 The Accounting Officer is responsible for providing the final review and sign off on the journal entries.

XXXXXXXX.50: **AUTHORIZATION**
1.50.1 The staff at UDC is authorized by the Chief Financial Officer to access Banner in order to generate the necessary reports to upload Payroll. The Senior Accountant is also authorized by the Chief Financial Officer to prepare journal entries in Banner to accrue the payroll and record the amounts due to the District.

XXXXXXXX.60: **PROCEDURES**
1.60.1 Pay & Retirement emails the Program Systems Specialist the 485

report.

1.60.2 OFOS emails the Program Systems Specialist the DAFRIN text file which contains all employees who are on the payroll for the period.

1.60.3 The Program Systems Specialist reviews the 485 report against the DAFIN report ensuring that amount field (AMMTTOT) on the 485 report agrees with the TOTAL AGENCY CFO field on the DAFRIN report.

Note: The Programs Systems Specialist processes the files in Group 1 and Group 6 and Off Cycle Payments which combines as CFO.

Note: The Program Systems Specialist contacts Pay & Retirement (Special Pay Officer) if any discrepancies are noted.

1.60.4 The Program Systems Specialist saves the DAFRIN file and uploads the DAFRIN file to Banner (see Exhibit AP: Upload Payroll- DAFRIN File in Banner) via the FZRPAYR process.

1.60.5 The Programs Systems Specialist runs the Finance Feed Sweep Process (FURFEED) (see Exhibit AQ: Finance Feed Sweep Process) to collect the data from the table.

1.60.6 The Programs Systems Specialist runs the Interface Process (FGRTRNI) (see Exhibit AR: Interface Process).

Note: Document the output file name illustrated on the bottom left of the screen.

1.60.7 The Programs Systems Specialist reviews the log file to confirm the process was completed successfully by clicking options and review output; select output file name and clicks okay; then a note should appear confirming FGRTRNI was completed successfully.

1.60.8 The Program Systems Specialist emails a screenshot of the payroll journal entry Mass Journal Entry Screen (FGAJVCM) (see Exhibit AS: Mass Journal Entry Screen) to the Senior Accountant.

Note: If the note does not state completed successfully, the Program Systems Specialist generates a Transaction Error Report (FGRTRNR) (see Exhibit AT: Transaction Error Report) and saves the error report in .txt and emails to the

Senior Accountant to resolve the issue.

1.60.9 The Senior Accountant receives email from Program Systems Specialist regarding an error with the payroll upload.

1.60.10 The Senior Accountant emails the Financial Manager regarding the payroll upload errors.

1.60.11 The Financial Manager manually consolidates the 485 reports into one file, '485 Database Combined Grp1&Grp6-PAYROLL'.

1.60.12 The Financial Manager indicates or identifies the correct index code based on payroll default that has PAYRL and communicates it to the Senior Accountant where the new index code should be placed.

1.60.13 The Senior Accountant corrects the index code based off the correction given by the Financial Manager.

Note: If a new index code is assigned, the Financial Manager generates the Organization Budget Status (FGIBDST) (see Exhibit AU: Organization Budget Status process) and Budget Availability Screen (FGIBAVL) (see Exhibit AV: Budget Availability Screen process) in Banner and emails the screens to the Senior Accountant.

1.60.14 When the tape file is received from the District, the salary and fringe benefits expense and the accrual payroll is recorded. The journal entry prepared:
- DR Salaries and Fringe Benefit Expense
- CR Accrual Payroll

1.60.15 The Senior Accountant prepares a journal entry by checking the date of the pay period to reverse the payroll accrual and record the payable due to the District. The entry prepared is:
- DR Accrual Payroll
- CR Due to District

1.60.16 On an ad-hoc basis (at least quarterly), the Accounting Officer inquires of the Senior Accountant if funds are available in order to pay the District.

1.60.17 The Senior Accountant checks cash log to see if funds are available.

1.60.18 At the time of payment to the district, a journal entry is prepared by

the Senior Accountant:
- DR Due to District
- CR Cash account

1.60.19 The Accounting Officer prepares the Payments to the District for Payroll Disbursement Reconciliation spreadsheet (see Exhibit AW: Payments to District) and updates the spreadsheet when payments are made to keep track of all payments.

1.60.20 The Payments to the District for Payroll Disbursement Reconciliation spreadsheet is saved to the T drive and attached to the bank statement.

XXXXXXXX.70: INTERNAL CONTROLS

1.70.1 <u>Internal controls applicable to ensuring separation of duties</u>

1.70.1.1 The Program Systems Specialist uploads the file, the Senior Accountant prepares the journal entries, and the Accounting Manager and Accounting Officer approves of the journal entries before being posted in Banner.

1.70.2 <u>Internal controls applicable to ensuring the correct payroll amount is entered into Banner</u>

1.70.2.1 The Program Systems Specialist uploads the extract file that is received into Banner no changes are to be made.

XXXXXXXX.80 EXHIBITS

1.80.1 Exhibit AP: Load Payroll

1.80.1.1 Login into Banner, enter FZRPAYR for Finance Payroll Load

1.80.1.2   Review Output - Log and Lis file

1.80.1.3   Review Lis file - Option; Review Output

1.80.1.4   Review Log file - Option; Review Output

1.80.2   Exhibit AQ: Finance Feed Sweep Process
1.80.2.1   Run FURFEED

1.80.2.2   Review Output – Log and Lis file

1.80.2.3   Review Lis file - Option; Review Output

1.80.2.4   Review Log file - Option; Review Output

1.80.3   Exhibit AR: Interface Process
1.80.3.1   Run Interface Process FGRTRNI

1.80.3.2   Review Output - Log and Lis file

1.80.3.3   Review Lis file - Option; Review Output

1.80.3.4   Review Log file - Option; Review Output

File Edit Options Block Item Record Query Tools Help

Saved Output Review GJIREVO 8.6 (PROD)

Process: FGRTRNI   ▼ Interface Process   Beginning Date Saved: [   ]   Lines: [6]
Number: 442586   ▼   File Name: prod_mnkumbe_fgrtrni_442586.log   ▼

```
Starting FGRTRNI (Release 8.10)
Starting FGPABAL (Rel 8.0)...
Run Sequence Number:
Connected.
fgrtrni completed successfully
33 lines written to d:\banjobs\prod\prod_mnkumbe_fgrtrni_442586.lis
```

1.80.4   Exhibit AT: Transaction Error Report
1.80.6.1   Run Transaction Error Report FGRTRNR

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 8.3.0.2 (PROD)

Process: FGRTRNR   ▼ Transaction Error Report   Parameter Set: [   ] ▼

Printer Control

Printer: DATABASE ▼   Special Print: [   ]   Lines: [55]   Submit Time: [   ]

Parameter Values

Number	Parameters ▼	Values ▼

Submission

☐ Save Parameter Set as   Name: [   ]   Description: [   ]   ○ Hold   ● Submit

1.80.6.2   Review Output - Log and Lis file

1.80.6.3   Review Lis file - Option; Review Output

1.80.6.4   Review Log file - Option; Review Output

1.80.5   Exhibit AS: Mass Journal Entry Screen

1.80.6   Exhibit AU: Organization Budget Status
1.80.7.1   Enter FGIBDST

1.80.7.2   Click any tab under the column Title

1.80.7.3 Enter the Organization and Index

1.80.7.4 Click the back button and enter the Organization and Index

1.80.7.5 Click the back button and enter the Organization and Index

1.80.7 Exhibit AV: Budget Availability Screen
1.80.7.1 Enter FGIBAVL

1.80.7.2   Enter the Organization and Index

1.80.7.3   Click the back button and enter the Organization and Index

1.80.7.4 Click the back button and enter the Organization and Index

1.80.7.5 Click the back button and enter Organization and Index

1.80.8   Exhibit AW: Payments to District

University of the District of Columbia
Payment to the District for Payroll Disbursements Reconciliation
as of 4/9/15

Account	Date	Type	Document Description	Amount	Group / PP
			Beginning Balance from FY20XX		
203105		PR1	PR141001 061920140915 SemiMonthly PayPeriod		Group 6, PP 19
203105		PR1	PRC14930 012120141004 Biweekly PayPeriod		Group 1, PP 21
203105		PR1	PR141016 062020140930 SemiMonthly PayPeriod		Group 6, PP 20
203105		PR1	PRB14104 012120141004 Biweekly PayPeriod		Group 1, PP 21
203105		PR1	PR141031 062120141015 SemiMonthly PayPeriod		Group 6, PP 21
203105		PR1	PR141028 012220141018 Biweekly PayPeriod		Group 1, PP 22
203105		PR1	PR141117 062220141031 SemiMonthly PayPeriod		Group 6, PP 22
203105		PR1	PR141110 012320141101 Biweekly PayPeriod		Group 1, PP 23
203105		PR1	PR141125 012420141115 Biweekly PayPeriod		Group 1, PP 24
203105		PR1	PR141201 062320141115 SemiMonthly PayPeriod		Group 6, PP 23
203105		PR1	PR141209 012520141129 Biweekly PayPeriod		Group 1, PP 25
203105		PR1	PR141212 GROUP 2 - PP25		Group 2, PP 25
203105		PR1	PR141216 062420141130 SemiMonthly PayPeriod		Group 6, PP 24
203105		PR1	YE141212 062420141211 SemiMonthly PayPeriod		Group 6, PPYE 2014
203105		PR1	PR141223 012620141213 Biweekly PayPeriod		Group 1, PP 26
203105		PR1	YE141223 062420141213 SemiMonthly PayPeriod		Group 6, PPYE 2014
203105		PR1	YE141216 062420141212 SemiMonthly PayPeriod		Group 6, PPYE 2014
203105		PR1	PR150102 060120141215 SemiMonthly PayPeriod		Group 6, PP 1
203105		PR1	PR150106 010120141227 Biweekly PayPeriod		Group 1, PP1
203105		PR1	PR150116 060220141231 SemiMonthly PayPeriod		Group 6, PP 2
203105		PR1	PR150120 010220150110 Biweekly PayPeriod		Group 1, PP2
203105		PR1	PR150202 060320150115 SemiMonthly PayPeriod - Partial		Group 6, PP 3
203105		PR1	PR150203 010320150124 Biweekly PayPeriod		Group 1, PP3
			Paid to District on XXX _____		
203105	7-Feb-15	PR1	PR150218 010420150207 Biweekly PayPeriod	_____	Group 1, PP4
			Paid to District on XXX _____		
203105	7-Feb-15	PR1	PR150218 010420150207 Biweekly PayPeriod	_____	Group 1, PP4
			Paid to District onXXX _____		
203105		PR1	PR150202 060320150115 SemiMonthly PayPeriod		Group 6, PP 3
203105		PR1	PR150217 060420150131 SemiMonthly PayPeriod		Group 6, PP 4
203105		PR1	PR150302 060520150215 SemiMonthly PayPeriod		Group 6, PP 5
203105		PR1	PR150306 Group 2 Pay Period 5		Group 2, PP 5
203105		PR1	PR150303 010520150221 Biweekly PayPeriod		Group 1, PP 5
203105		PR1	PR150316 060620150228 SemiMonthly PayPeriod		Group 6, PP 6
203105		PR1	PR150317 010620150307 Biweekly PayPeriod		Group 1, PP 6
203105		PR1	PR150401 060720150315 SemiMonthly PayPeriod		Group 6, PP 7
203105		PR1	PR150331 010720150321 Biweekly PayPeriod	_____	Group 1, PP 7
			Balance as of XXX		

XXXXXXXX.90: FLOWCHARTS

1.90.1   Flowchart AA: Accrued Payroll and Due to the District

FLOWCHART AA: ACCRUED PAYROLL AND DUE TO THE DISTRICT OF COLUMBIA

_____
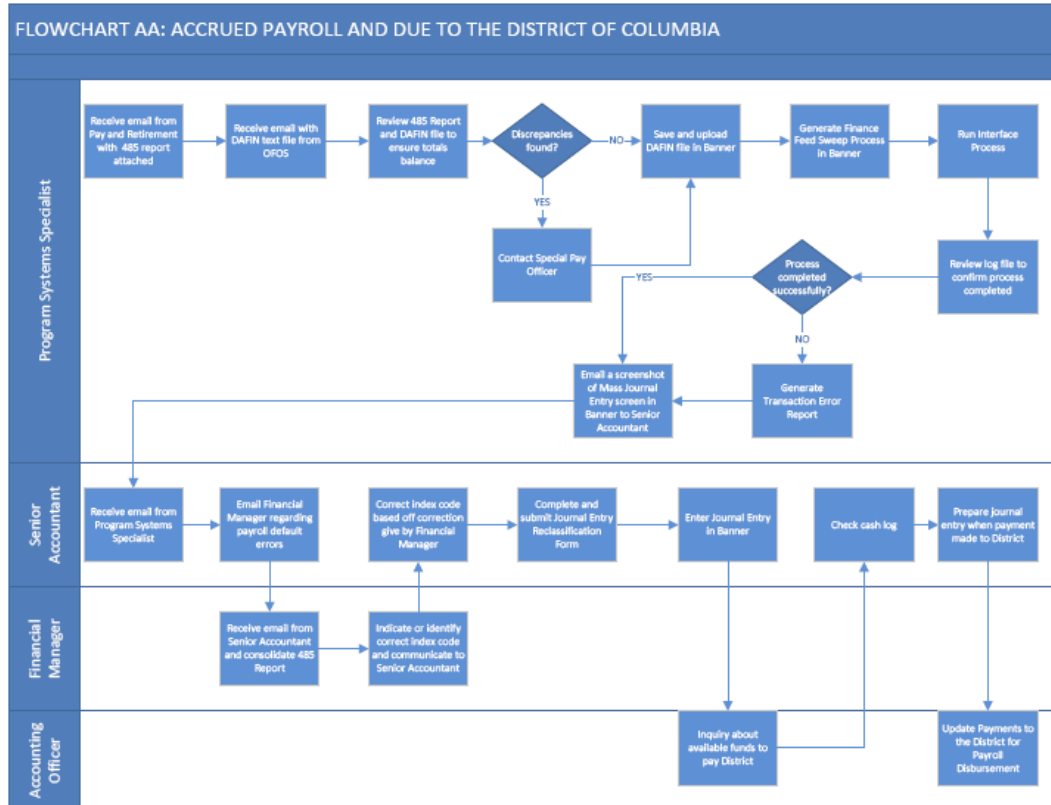
LITIGATION CONTINGENCIES

XXXXXXXX.10:   **TASK DESCRIPTION**
Liabilities are accrued for legal actions the University is a party to. The accrued liability is reported as litigation contingencies is based on estimates of the payment that will be made up for judgment or resolution of the claim.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedures for financial reporting of litigation contingencies which apply to the University of the District of Columbia.

XXXXXXXX.30:   **POLICIES**

1.30.1   According to Financial Accounting Standard Board (FASB) Accounting Standards Codification (ASC) 405 Contingencies (asc.fasb.org), UDC shall disclose qualitative and quantitative information about loss contingencies to enable the financial statement user to understand the nature of the loss contingencies, potential magnitude, and potential timing.

1.30.2   According to FASB, ASC 405 Contingencies (iasplus.com/en-us/standards/fasb/liabilities/asc450) states that an estimated loss from a loss contingency is recognized only if the available information indicates that it is probable that an asset has been impaired or a liability has been incurred at the reporting date and the amount of the loss can be reasonably estimated.

XXXXXXXX.40:   **RESPONSIBILITIES**

1.40.1 The Accounting Officer is responsible for identifying the amount used to prepare the journal entries.

1.40.2 The Accountants are responsible for preparing journal entries.

XXXXXXXX.50:   **AUTHORIZATION**

1.50.1 The Accounting Officer is authorized by the Chief Financial Officer to view and assess the list of outstanding lawsuits pending against the University.

XXXXXXXX.60:   **PROCEDURES**

1.60.1   The Chief Financial Officer receives an email with the outstanding lawsuits file attached from General Counsel.

1.60.2 The Chief Financial Officer forwards this email with the file to the Accounting Officer for review.

1.60.3 The Accounting Officer identifies the amount to be used for the journal entry by using the equation: beginning balance – probable minimum balance = amount used to make journal entry.

1.60.4 The Senior Accountant completes a Journal Entry Form for an increased amount:
- DR Settlement Litigation Contingencies Expense
- CR Claims and Judgment Liability

Note: A reversed journal entry is prepared for a decrease in the amount.

1.60.5 The Senior Accountant attaches the last page of the UDC Litigation Contingencies List to the Journal Entry Form and provides to the Accounting Officer for approval.

1.60.6 The Accounting Officer approves and signs off on the Journal Entry Form.

1.60.7 The Senior Accountant enters the Journal Entry into Banner and an email notification is sent to the Accounting Officer indicating a journal entry is ready for approval.

1.60.8 The Accounting Officer approves the Journal Entry in Banner.

XXXXXXXX.70: INTERNAL CONTROLS
    1.70.1 Internal controls applicable to verifying correct amounts are used when completing the Journal Entry Form
        1.70.1.1 The Senior Accountant attaches the last page of the UDC Litigation Contingence List to the Journal Entry Form for verification of the amount used.

XXXXXXXX.80 EXHIBITS
    n/a

XXXXXXXX.90: FLOWCHARTS

1.90.1   Flowchart AB: Litigation Contingencies

FLOWCHART AB: LITIGATION CONTINGENCIES

Chief Financial Officer
- Receive outstanding lawsuit file from General Counsel
- Email file to Accounting Officer

Accounting Officer
- Identify figures to use for journal entry
- Approve and sign Journal Entry Form
- Approve the Journal Entry in Banner

Senior Accountant
- Complete Journal Entry Form
- Attach last page of UDC Litigation Contingencies List to Journal Entry Form and give to Accounting Officer
- Enter Journal Entry in Banner
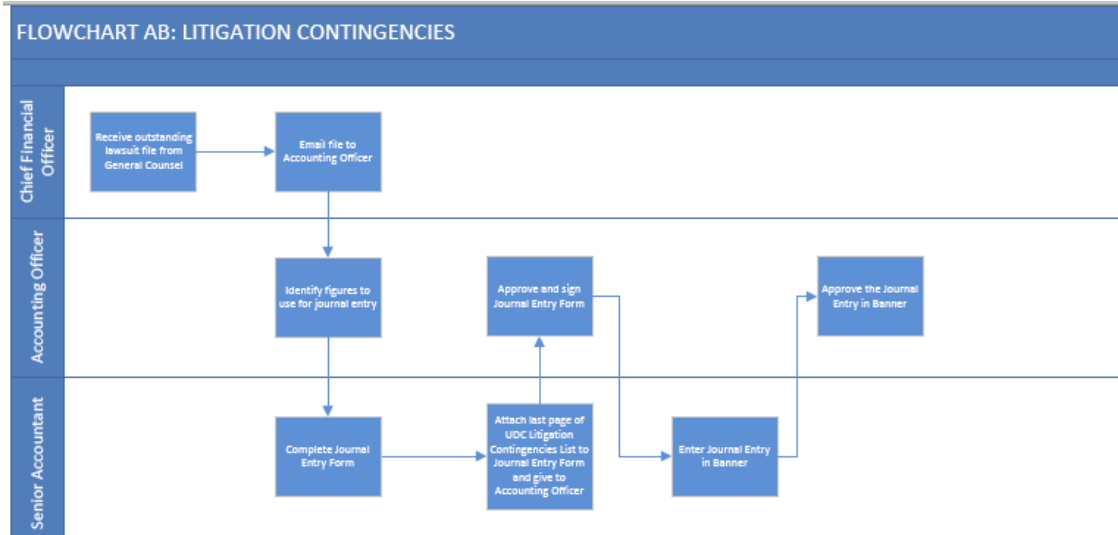
COMPENSATED ABSENCES

XXXXXXXX.10: **TASK DESCRIPTION**
Compensated absences liability refers to the amount the University owes its employees for leave balances. An example would be unused annual and sick as of the date of the financial statements.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedures for accounting and reporting of compensated absences liability which apply to the University of the District of Columbia.

XXXXXXXX.30: **POLICIES**
1.30.1 UDC complies with Governmental Accounting Standards Board (GASB) Statement 16, Accounting for Compensated Absences, to measure and report accrued compensated absences liabilities in their financial statements.

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 The Accounting Manager is responsible for requesting a Leave Liability Report from Human Resources (HR).

1.40.2 The Accounting Manager is responsible for sorting the Report based on short- and long term annual leave.

1.40.3 The Accounting Manager is responsible for determining the FICA and Medicaid portions.

1.40.4 The Senior Accountant is responsible for preparing the Journal Entry Form.

1.40.5 The Accounting Officer is responsible for reviewing and signing the Journal Entry Form.

XXXXXXXX.50: **AUTHORIZATION**
1.50.1 The Accounting Manager is authorized by the Chief Financial Officer to request the Leave Liability Report from HR to identify the sick and liability balance at year end.

XXXXXXXX.60: **PROCEDURES**
1.60.1 The Accounting Manager request from HR a Leave Liability Report (see Exhibit AX: Leave Liability Report) to identify the sick and liability balance at year end.

1.60.2 The Accounting Manager format the Leave Liability Report based on sick and annual leave.

1.60.3 For annual leave, the Accounting Manager sorts the report by short term and long term annual leave.

1.60.4 The Accounting Manager determines the FICA and Medicaid portion by multiplying the liability amount on the Leave Liability Report by the allocated percentage for FICA and Medicaid.

1.60.5 The Accounting Manager adds the liability amount to the FICA and Medicaid share tax to final leave liability balance.

1.60.6 The Accounting Manager uses the difference between the current and previous year liability balance to prepare the journal entry.

1.60.7 The Senior Accountant prepares a Journal Entry Form:
- DR Fringe Benefits Expense
- CR Short Term Annual Liability or
- CR Long Term Annual Liability or
- CR Long Term Sick Leave Liability

1.60.8 The Accounting Officer reviews and approves of the Journal Entry Form.

1.60.9 The Senior Accountant enters the journal entry in Banner.

1.60.10 The Accounting Officer approves of journal entry in Banner.

XXXXXXXX.70:   INTERNAL CONTROLS
1.70.1 Internal controls applicable to ensuring duties are segregated
    1.70.1.1 The Accounting Manager determines the balance for compensated absences, the Senior Accountant prepares the Journal Entry Form, and the Accounting Officer reviews and approves the Journal Entry Form.

XXXXXXXX.80   EXHIBITS
1.80.1   Exhibit AX: Leave Liability Report

XXXXXXXX.90: FLOWCHARTS
1.90.1   Flowchart AC: Compensated Absences
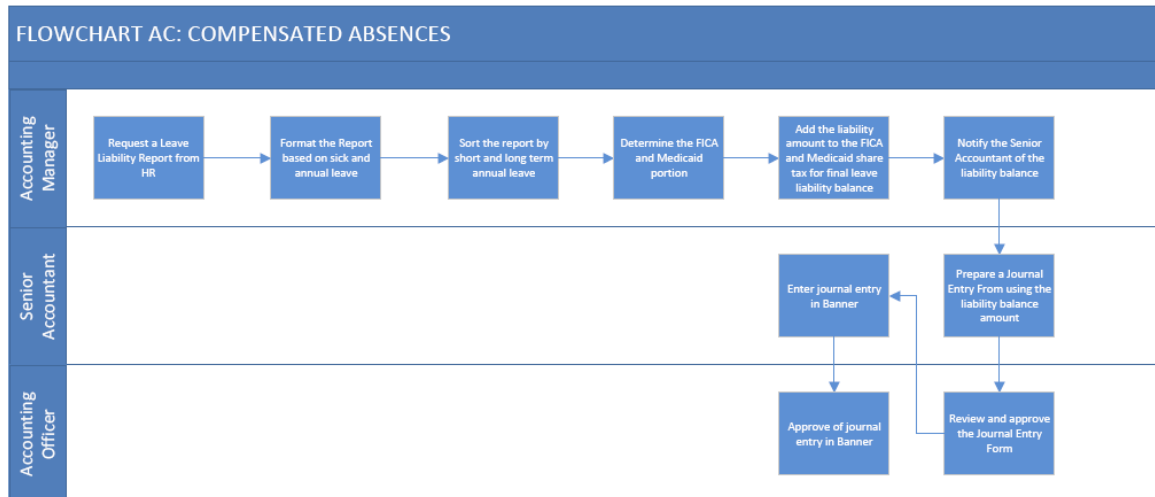
UNEARNED REVENUE

XXXXXXXX.10:   **TASK DESCRIPTION**

Unearned revenue consists primarily of fees collected in advance for the fall semester. Tuition and fees are billed and recorded at the beginning of each term. The University defers a portion of the revenue collected in the current year for the portion of tuition and fees relates to the subsequent fall year for the fall semester under this approach, 31% of the tuition for the fall semester is recorded as revenue in the current year at 69% in the subsequent year.

XXXXXXXX.20:   **PURPOSE**

This directive outlines the policies and procedures for financial reporting of revenues collected in advance (unearned revenue) which apply to the University of the District of Columbia.

XXXXXXXX.30:   **POLICIES**

1.30.1 On a Generally Accepted Account Principles (GAAP) basis, revenue must be recognized in the period in which it is earned. Therefore, when revenue is collected in advance, the portion related to future periods must be recorded as unearned revenue, a liability and recognized as revenue in the period in which the services are provided. The unearned revenue is considered a liability because it represents an obligation to perform a service in the future arising from a past transaction.

XXXXXXXX.40:   **RESPONSIBILITIES**

1.40.1 The Accountant is responsible for receiving payments via check or wire for any grant advances.

1.40.2 The Accountants are responsible for preparing Journal Entry Forms and entering Journal Entries into Banner.

XXXXXXXX.50:   **AUTHORIZATION**

1.50.1 The Accountant is authorized by the Chief Financial Officer to received payments for grants and student tuition.

XXXXXXXX.60:   **PROCEDURES**

1.60.1 The Financial Manager or Accountant receives payment via check or wire transfer for grant advances.

1.60.2 The Accountant completes a Journal Entry Form
- DR Cash
- Cr Deferred Revenue

1.60.3 When a receivable has been recorded for the grant, the advance was received from, the Accountant completes a Journal Entry Form:
- DR Deferred Revenue
- CR Receivable Billed

1.60.4 On October 1, the Accountant (69% entry) completes a Journal Entry Form to recognize the revenue related to the portion of unearned revenue recorded in the prior year for the fall semester, but earned in the current period:
- DR Deferred Revenue
- CR Tuition Revenue

Note: Banner records the proportionate tuition and fees revenues earned in the academic semester to which they relate based on the setup of the detail codes. For fall semester 31%:
- DR Accounts Receivable
- CR Tuition and Fees Revenue

For fall 69%:
- DR Accounts Receivable
- CR Deferred Revenue Other

Summer and spring semester:
- DR Accounts Receivable
- CR Tuition and Fees Revenue

1.60.5 The Senior Accountant logs into Banner and retrieves the General Ledger to review the feed documents to complete the 69/31 split analysis.

1.60.6 The Senior Accountant extracts the account details from the General Ledger for the month of August into an Excel spreadsheet. The data is sorted by the Account Description.

1.60.7 The Accounting Officer reviews the journal entry and supporting documents for accuracy and sign off on the journal entry form.

1.60.8 The Senior Accountant enters the Journal Entry into Banner and an email notification is sent to the Accounting Officer indicating a journal entry has been entered and is ready for approval.

1.60.9 The Accounting Officer approved the Journal Entry in Banner.

XXXXXXXX.70:   INTERNAL CONTROLS
1.70.1 <u>Internal controls applicable to ensuring journal entries are pre-authorized prior to entry into Banner.</u>

1.70.1.1   Senior Accountant records the Journal Entry and the Accounting Officer approves of the Journal Entry.

XXXXXXXX.80   EXHIBITS
n/a

XXXXXXXX.90:   FLOWCHARTS
1.90.1   Flowchart AD: Unearned Revenue
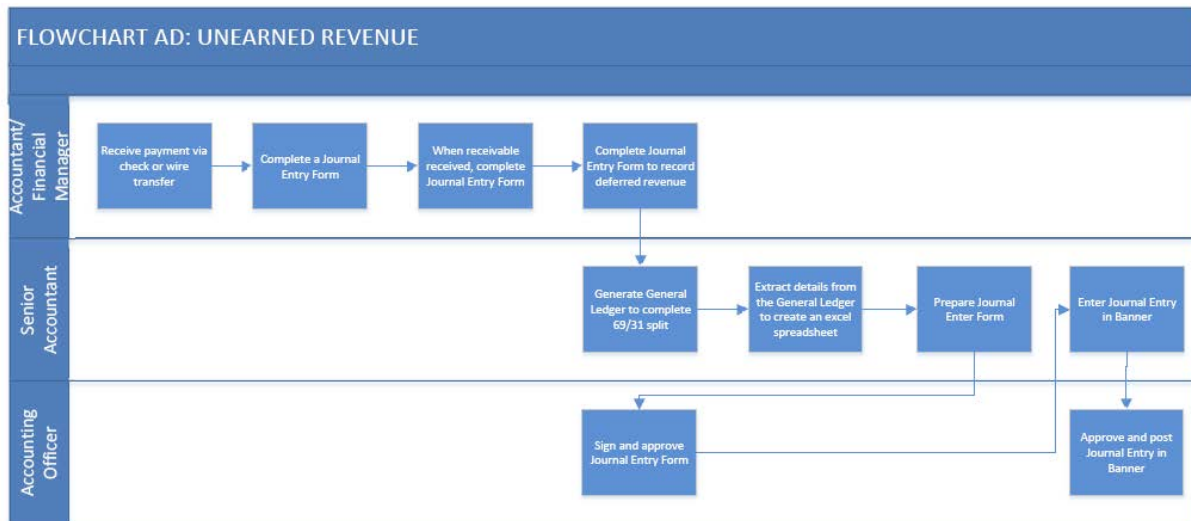
_____

AGENCY AND OTHER CURRENT LIABILITIES

XXXXXXXX.10:   **TASK DESCRIPTION**
Agency and other current liabilities consist primarily for bookstore vouchers, student health, and premiums, unapplied cash payments and financial aid and several clearing accounts. Bookstore voucher liabilities are used to record financial aid issued to, and utilized by students to purchase books.

The University requires that all students have health insurance. The charge is included in their registration fees and a corresponding liability is recorded. The health insurance is waived of evidence that the student is covered by another health insurance plan. Unapplied cash and financial aid liabilities are used for matching accounting transactions in the general ledger of Banner to transactions interfaced from the subsiding ledger of Banner (Student module).

Student refunds are posted to the student refunds clearing account, when processed, then claimed once the money is disbursed. P-cards claiming accounts is claims accounts for the P-card payments and Third party contract claiming accounts is claiming account for third party contract payments.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedures for financial reporting of agency and other current liabilities which apply to the University of the District of Columbia.

XXXXXXXX.30:   **POLICIES**
n/a

XXXXXXXX.40:   **RESPONSIBILITIES**
1.40.1 The Accounting Officer is responsible for monitoring the activities of the Balance Sheet on a monthly basis.

XXXXXXXX.50:   **AUTHORIZATION**
1.50.1 The Accounting Officer is authorized by the Chief Financial Officer to access Banner to view the activities of the Balance Sheet.

XXXXXXXX.60:   **PROCEDURES**
1.60.1 The Accounting Officer logs in Banner and retrieves the Balance Sheet and details regarding the Agency and Other Current Liabilities Account Details

Note: On a monthly basis, the Accounting Officers reviews the

activities of the accounts on the Balance Sheet and checks for unreasonable activity referencing the Fund and Acct amounts.

1.60.2   If a discrepancy is observed, the Accounting Officer retrieves the associated Invoices and Journal Entry forms to verify the validity of the liability.

XXXXXXXX.70:   INTERNAL CONTROLS
1.70.2   <u>Internal controls applicable to verifying the correct entry are recorded</u>
1.70.1.2   The Accounting Officer monitors the activities of the Balance Sheet accounts on a monthly basis and checks for reasonableness.

XXXXXXXX.80   EXHIBITS
n/a

XXXXXXXX.90:   FLOWCHARTS
1.90.1   Flowchart AE: Agency and other Current Liabilities
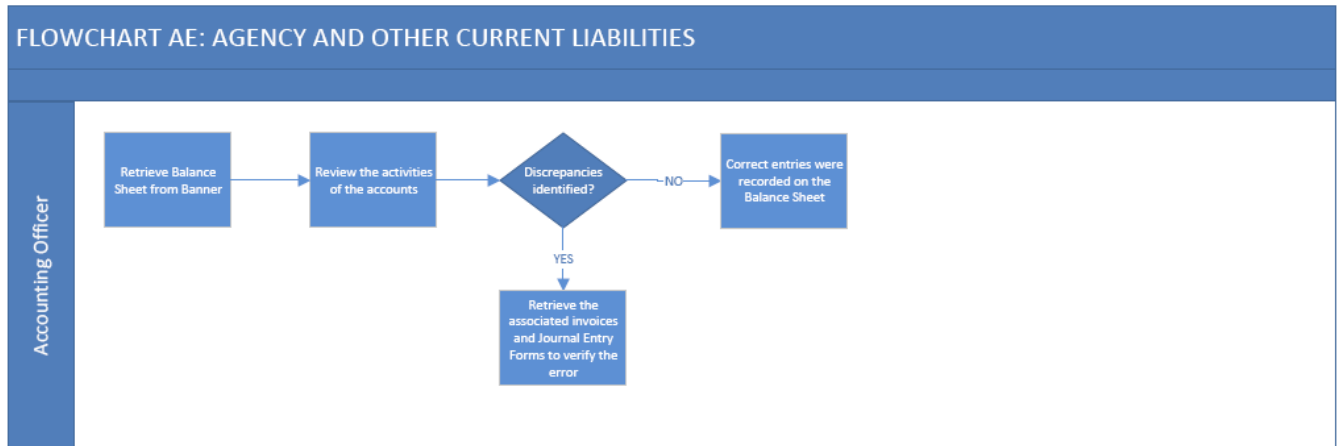
FLOWCHART AE: AGENCY AND OTHER CURRENT LIABILITIES

NET POSITION

XXXXXXXX.10:   **TASK DESCRIPTION**
The University's net position is classified into the following categories: Investment in capital, restricted: non-expendable, and restricted expendable. Investment in capital assets consists of capital assets, net of accumulated depreciation, and outstanding principal balances of debt attributable to the acquisition, construction or improvement of those assets and any related deferred outflows of resources.

Restricted: Non-expendable is made of the permanent endowment funds, the corpus of which many not be expendable. The principal in a permanent endowment fund can be invested to generate income, but the principal amount may not be spent. The non-expendable portion of the net position is the permanent principal that must be retained in perpetuity for the Land Grant, Endowment and two other small endowments, Department of Energy and the Kirkman Foundation, and also maintain a quasi-endowment called the Reinvestment Fund.

Restricted Expendable represents resources that are subject to external restriction on how they may be used. These externally imposed restrictions either expire by passage of time or can be fulfilled and removed by actions of the University. Such restrictions are primarily related to capital projects and pre- K enhancement.

Unrestricted presents all other net resources available to the University for general and educational obligations that are not subject to externally imposed stipulations.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedures for financial reporting of net position which apply to the University of the District of Columbia.

XXXXXXXX.30:   **POLICIES**
1.30.1   GASB Statement No. 63 Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources and Net Position (gasb.org), indicates that net position, rather than net assets, should be the residual amount in the equation. Net position should be displayed in three components: net investment in capital assets, restricted, and unrestricted. Anything that does not meet the definition of a net investment in capital assets or restricted component would be the unrestricted component of net position.

_____

XXXXXXXX.40:   **RESPONSIBILITIES**

1.40.1 The Accounting Officer is responsible for identifying the different components of the net position and to recognize the transactions in the appropriate net position category.

XXXXXXXX.50:   **AUTHORIZATION**

1.60.3 The Accounting Officer is authorized by the Chief Financial Officer to report on the different components of the net position.

XXXXXXXX.60:   **PROCEDURES**

Invested in Capital Assets

1.60.1 The Accounting Officer verifies the balance for invested in Capital Assets agrees to Capital Assets on the Balance Sheet.

Restricted (Nonexpendable Endowments)

1.60.2 The Accounting Officer identifies the principal balances of the Land Grant account, Department of Energy account, and the Kirkman Foundation account and adds the balances together to derive at the total Investments for Endowments amount.

Restricted Expendable (Capital Projects)

1.60.3 The Accounting Officer logs into CFO$olve and generates all revenue accounts details for student fees (see Exhibit AF: Generation of Revenues process).

1.60.4 For the Flagship and Community Center accounts listed below, the Accounting Officer adds the beginning balance and current revenue generated during the year derive the amount for capital projects.

Account Number	Account Name
501566	Student Center Fee CF
501567	Student Center Fee CS
501568	Student Center Fee CM
501713	Student Center Fee- CCDC CS
501719	Student Center Fee- CCDC CM

Restricted Pre-K Endowments

1.60.5 The Accounting logs into CFO$olve and generates the expenditures report (See Exhibit AG: Generation of Expenditures process) to identify the specific expenses amounts related to appropriated funds 101105.

1.60.6 The Accounting Officer creates a Pre-K spreadsheet taking the difference between the allocated amount of $850,000 and the

expenses identified on the expenditures report to get the remaining balances which is used as the restricted amount for the pre- k endowment.

Unrestricted

1.60.7 The sum of the invested in capital assets and restricted balance less the net position identified on the Trial Balance is the unrestricted amount that is reported on the financial statements.

XXXXXXXX.70:   INTERNAL CONTROLS

1.70.1 <u>Internal controls applicable to verifying the correct entry is recorded</u>

1.70.1.1 The Accounting Officer monitors the activities of the Balance Sheet accounts posted by the Senior Accountant on a monthly basis and checks for reasonableness.

XXXXXXXX.80   EXHIBITS

n/a

XXXXXXXX.90:   FLOWCHARTS

1.90.1   Flowchart AF: Net Position

FLOWCHART AF: NET POSITION

Accounting Officer: Verify that the balance for Invested in Capital Assets agrees to Capital Asset balance → Add the balances of Land Grant account, Department of Energy account, and Kirkman Foundation account → Generate all revenue accounts details in CFO$olve → Add Flagship and Community Center account's beginning and current revenue generated balances → Generate expenditures report from CFO$olve → Use the allocated amount of $850,00 less the expenses to get unrestricted amount

_____
OPERATING REVENUES- STUDENT TUITION AND FEES, NET

XXXXXXXX.10:   **TASK DESCRIPTION**
Student tuition and fees revenues are presented net of scholarships and discounts and doubtful accounts allowances applied to student accounts. Certain other scholarship amounts are paid directly to or refunded to the student and are reflected as scholarships and fellowships expenses. Tuition and fees collected in advance of fall terms are treated as unearned revenues as of fiscal year end.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedures recording student tuition and fees (net of scholarships and discounts). These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30:   **POLICIES**
1.30.1 Revenues are reported net of discounts and allowance with the discount or allowance disclosed on the financial statements.

XXXXXXXX.40:   **RESPONSIBILITIES**
1.40.1 The Accountant and Senior Accountant are responsible for performing the bank reconciliations for all cash and investment accounts and ensuring the balances are accurate and properly stated on the financial statements.

XXXXXXXX.50:   **AUTHORIZATION**
1.50.1 The Accounting Officer is authorized by the Office of the Chief Financial Officer analyzed the Trial Balance on a monthly basis.

XXXXXXXX.60:   **PROCEDURES**
1.60.1 The Accounting Officer generates the Revenues report from CFO$olve to identify the student tuition fees, net amount.

Note: The amount reported as scholarships and discounts are identified on the revenue report with the account description of tuition adjustment.

XXXXXXXX.70:   **INTERNAL CONTROLS**
1.70.1 Internal controls applicable to verifying the correct entry are recorded
     1.70.1.1   The Accounting Officer monitors the activities of the Balance Sheet accounts on a monthly basis and checks for reasonableness.

XXXXXXXX.80   EXHIBITS

n/a

XXXXXXXX.90: FLOWCHARTS

n/a

DEFERRAL OF FALL TUITION REVENUE

XXXXXXXX.10: **TASK DESCRIPTION**
Deferred revenue generally results when cash is received in advance of revenue being earned. Deferred revenue is liability on the Statement of Position until it is earned. Once earned, the liability is reduced and revenue is recorded in the Statement of Activities. Tuition revenue is recognized over the course of the term for which it is earned, regardless of when it is received. Tuition related to the Fall semester is recognized during July through December.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedures deferral of fall tuition revenue. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30: **POLICIES**
1.30.1 Revenue should be recognized based on accrual accounting in accordance with GAAP. Revenue should be recognized when it has been earned, regardless of the timing of cash receipts. Revenue is considered earned when the University has substantially met its obligation to be entitled to the benefits represented by the revenue.

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 The Accountant and Senior Accountant are responsible for performing the bank reconciliations for all cash and investment accounts and ensuring the balances are accurate and properly stated on the financial statements.

XXXXXXXX.50: **AUTHORIZATION**
1.50.1 The Senior Accountant is authorized by the Office of the Chief Financial Officer to prepare the journal entries related to deferred tuition revenue.

XXXXXXXX.60: **PROCEDURES**
1.60.1 The Accounting Officer generates the Revenues report from CFO$olve to identify the student tuition fees, net amount.

Note: The amount reported as scholarships and discounts are identified on the revenue report with the account description of tuition adjustment.

XXXXXXXX.70: **INTERNAL CONTROLS**
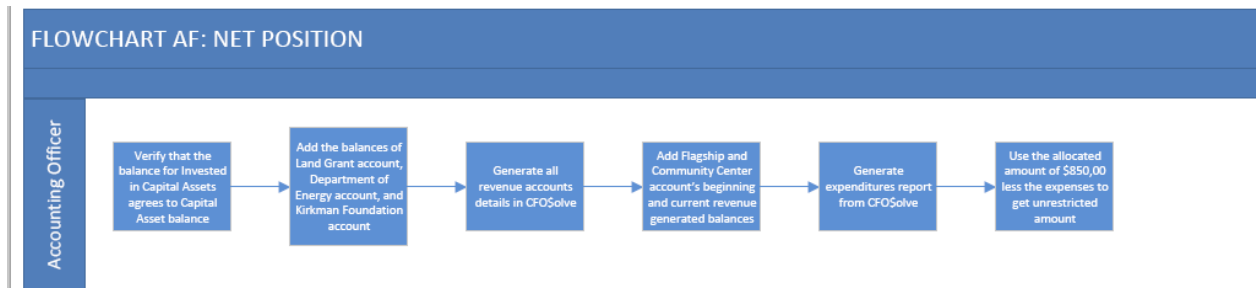1.70.1 Internal controls applicable to verifying the correct entry are

recorded

1.70.1.1   The Accounting Officer monitors the activities of the Balance Sheet accounts on a monthly basis and checks for reasonableness.

XXXXXXXX.80   EXHIBITS
n/a

XXXXXXXX.90: FLOWCHARTS
n/a

GRANTS AND CONTRACTS

XXXXXXXX.10:   **TASK DESCRIPTION**

Grants and Contracts (noncapital) that are classified as exchange transactions are reported as operating revenues. Grants and contracts (capital and noncapital) classified as non-exchange transactions are reported as non-operating revenues on the financial statements.

XXXXXXXX.20:   **PURPOSE**

This directive outlines the policies and procedures for requesting and collected funds related to grants and contracts. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30:   **POLICIES**

1.30.1   When new grants are received by the University, the Financial Manager reviews the award documentation and how funds will be received. The Financial Manager also monitors to ensure timely collection of funding and follows up as appropriate.

1.30.2   The University records the grants revenues when all applicable time and eligibility requirements are met. Expenses are recorded as expenditures are incurred. Expenditure-driven (reimbursement type) grant revenues are recorded after related expenditures are incurred and in amounts equals to the expenditures.

1.30.3   The University considers exchange transactions to include charges for services rendered and the acquisition of goods and services. As such, if the grant or contract requires services to be rendered by the University then revenue will be recognized when the services have been rendered.

1.30.4   GASB Statement No. 24, Accounting and Financial Reporting for Certain Grants and Other Financial states…

1.30.5   GASB Statement No. 33, Accounting and Financial Reporting for Non-exchange Transactions states.

XXXXXXXX.40:   **RESPONSIBILITIES**

1.40.1   The Accounting Officer, Senior Accountant, and Accountant are responsible for the monitoring and adjustment of the grants and contracts revenue amounts.

1.40.2   The Financial Manager is responsible for preparing and sending

timely invoices and providing timely Accounts Receivable funding for awards involved.

    1.40.3   The Accounting Officer is responsible for overseeing and ensuring the collection of grants funds.

XXXXXXXX.50:   AUTHORIZATION

    1.50.1   The Accounting Officer is authorized by the Chief Financial Officer to oversee and ensure the collection of grants funds and communicates to the grantor when payments or invoicing issues arise.

XXXXXXXX.60:   PROCEDURES

    1.60.1 Systemically, expenditures are processed during normal day to day operations.

    1.60.2 The Accounting Officer generates the Revenue report from CFO$olve (see Exhibit AY: Grants Select Balance Sheet Accounts) to report the Grants and Contracts revenues distinguishing between operating and non-operating.

    1.60.3 The Pell grant revenues are deducted from the federal grant revenue account detail be reviewing the drawdowns done throughout the year.

    1.60.4 Systemically, FRRGRNT recognizes revenue and records unbilled expenses in Banner. The journal entry entered is:
- DR Unbilled Accounts Receivable
- CR Revenue

    1.60.5 Systemically, a bill is generated in Banner in FRRBILL screen. The journal entry entered is:
- DR Billed Accounts Receivable
- CR Unbilled Accounts Receivable

XXXXXXXX.70:   INTERNAL CONTROLS

    1.70.1   <u>Internal controls applicable to ensuring proper separation of duties</u>

        1.70.1.1   The Accounting Officer monitors the grant receivables balances to ensure that the billing of grant funds prepared by the Financial Manager is performed and collections of payments are recorded.

XXXXXXXX.80   EXHIBITS
1.80.4   Exhibit AY: Grant Select Balance Sheet Accounts

GrantCo	GrantDescription	FundCod	FundCode4Description	Account	Account (4) Description	Beg Bal Dr/(C	Debits	(Credits)	End Bal Dr/(C
6F0100	DC COOPERATIVE EXT. SERVICE	39F14	CES	105106	Federal Grant Receivable–unbilled				
				105206	Federal Grant Receivable–billed				
		39F15	CES-CRD	105106	Federal Grant Receivable–unbilled				
				105206	Federal Grant Receivable–billed				
		39G12	CES - CRD	105206	Federal Grant Receivable–billed				
		39G13	CES-CRD	105206	Federal Grant Receivable–billed				
		39Z13	CES	105206	Federal Grant Receivable–billed				
		39Z14	CES	105206	Federal Grant Receivable–billed				
6F0200	SENIOR COMPANION PROGRAM	32G16	Senior Companion Non–Volunteers	105206	Federal Grant Receivable–billed				
		32J13	Senior Companion Prgram	105206	Federal Grant Receivable–billed				
		32J14	Senior Companion Program	105106	Federal Grant Receivable–unbilled				
				105206	Federal Grant Receivable–billed				
		32J15	Senior Companion Program	105206	Federal Grant Receivable–billed				
		32J16	Senior Companion Program	105206	Federal Grant Receivable–billed				
		3J211	Senior Companion Program	105206	Federal Grant Receivable–billed				
6F0400	FEDERAL DIRECT LOAN PROGRAM	26D14	FEDERAL DIRECT LOAN PROGRAM	105206	Federal Grant Receivable–billed				
		26D15	FEDERAL DIRECT LOAN PROGRAM	105206	Federal Grant Receivable–billed				
6F0450	FEDERAL DIRECT LOAN PROGRAM	83D14	FEDERAL DIRECT LOAN –LAW SCHOOL	105206	Federal Grant Receivable–billed				
		83D15	FEDERAL DIRECT LOAN PROGRAM	105206	Federal Grant Receivable–billed				
6F1600	REHABILITATION CAPACITY BUILDING AT	36K12	REHABILITATION CAPACITY BUILDING AT	105206	Federal Grant Receivable–billed				
		36K13	Rehabilitation Capacity Building	105206	Federal Grant Receivable–billed				
		36K15	Rehabilitation Capacity Building	105206	Federal Grant Receivable–billed				
6F1700	EDUCATIONAL TALENT SEARCH	21B12	Educational Talent Search	105206	Federal Grant Receivable–billed				
		21B13	Educational Talent Search	105206	Federal Grant Receivable–billed				
		21B14	Educational Talent Search	105206	Federal Grant Receivable–billed				
		21B15	Educational Talent Search	105206	Federal Grant Receivable–billed				
6F1800	UPWARD BOUND PROGRAM, VI	21D10	UPWARD BOUND PROGRAM	105206	Federal Grant Receivable–billed				
		21D11	TRIO – Upward Bound	105206	Federal Grant Receivable–billed				
		21D12	TRIO – Upward Bound	105206	Federal Grant Receivable–billed				
		21D13	TRIO – Upward Bound	105206	Federal Grant Receivable–billed				
		21D14	TRIO – Upward Bound	105206	Federal Grant Receivable–billed				

XXXXXXXX.90: FLOWCHARTS
1.90.1   Flowchart AG: Grant and Contract
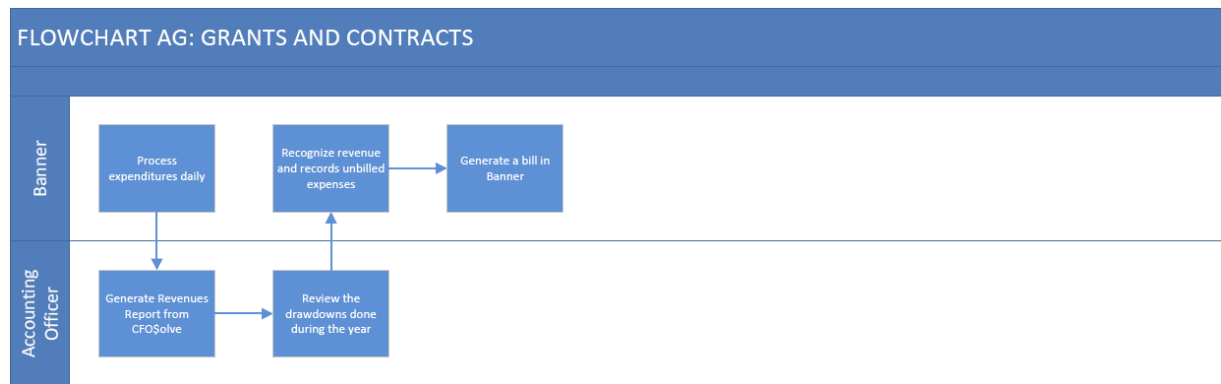
FLOWCHART AG: GRANTS AND CONTRACTS

OPERATING REVENUE- SALES AND SERVICES OF EDUCATIONAL DEPARTMENTS

XXXXXXXX.10: **TASK DESCRIPTION**

Sales and Services of Educations Departments are revenue accounts at UDC. The revenues are related incidentally to the conduct of construction, research, and public services, and revenues for activities that expected to provide instructional and elaborating experience for the students that incidentally create goods and services that may be sold to faculty, students, staff, and the general public. The accounts are categorized and the balances are shown on the financial statements. The accounts included in the Sales and Services of Educational Department are Nursing &allied health stand training, Nursing assistance, License practical nurse program, Cont. education-DC small business development, cont. education-workforce development, CES Homeowners program, UDC Health Services, Sales SVCS- P Accounts, and Lacrosse (see Exhibit AZ: Trial Balance- Revenues).

XXXXXXXX.20: **PURPOSE**

This directive documents the account composition of Sales and Services of Educational Department.

XXXXXXXX.30: **POLICIES**

n/a

XXXXXXXX.40: **RESPONSIBILITIES**

1.40.1 The Accounting Officer, Senior Accountant and Accountant are responsible for the monitoring and adjustment of the Sales and Services of Educational Departments accounts.

XXXXXXXX.50: **AUTHORIZATION**

n/a

XXXXXXXX.60: **PROCEDURES**

n/a

XXXXXXXX.70: **INTERNAL CONTROLS**

1.70.1 <u>Internal controls applicable to ensuring UDC's approved Chart of Account is utilized</u>

1.70.1.1 Journal Entry adjustments can only be posted to accounts configured in Banner in an active status.

XXXXXXXX.80 EXHIBITS

1.80.1 Exhibit AZ: Trial Balance: Revenues

A/C Typ 1	A/C Typ 2	Account 3	Account 3 Desc	Account 4	Account 4 Desc
	5A Student tuition and fees, net				
	5C Sales and svcs of educational depts	503001	Nursing	503105	Nursing & allied health stand trng
		503001	Nursing	503110	Nursing assistance
		503001	Nursing	503115	License practical nurse program
		503002	Continuing education	503239	Cont educ - DC small business dev
		503002	Continuing education	503254	Cont educ - Wrkforce Developement
		503003	Other sales & svcs of educ depts	503315	CES Homeowners program
		503003	Other sales & svcs of educ depts	503321	UDC Health Services
		503003	Other sales & svcs of educ depts	503325	Sales & SVCS - P Accounts
		503003	Other sales & svcs of educ depts	503326	Lacrosse
	5C Sales and svcs of educational depts				
	Charges for services				

XXXXXXXX.90: FLOWCHARTS

n/a

OPERATING- AUXILIARY ENTERPRISES

XXXXXXXX.10: **TASK DESCRIPTION**
An auxiliary enterprise is an entity that exists predominantly to furnish goods or services to students, faculty, or staff and that charges a fee directly related to, although not necessarily a result of, the cost of the goods or services. Auxiliary Enterprise revenues are fees collected from Athletics, Child Development Center, and Cable and Television. These accounts roll up when the financial statements are composed (see Exhibit BA: Other operating revenues: Auxiliary Enterprises).

XXXXXXXX.20: **PURPOSE**
This directive documents the account composition of Auxiliary Enterprises and Other revenues at the University of the District of Columbia.

XXXXXXXX.30: **POLICIES**
n/a

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 The Accounting Officer, Senior Accountant and Accountant are responsible for the monitoring and adjustment of the Auxiliary Enterprises revenue accounts.

XXXXXXXX.50: **AUTHORIZATION**
n/a

XXXXXXXX.60: **PROCEDURES**
1.60.1 The Accounting Office generates the Revenues report from CFO$olve to identify the auxiliary enterprises amount.

XXXXXXXX.70: **INTERNAL CONTROLS**
1.70.1 Internal controls applicable to ensuring UDC's approved Chart of Accounts is utilized
1.70.1.1 Chief Financial Officer reviews and approves the amounts reported on the financial statements.

XXXXXXXX.80 **EXHIBITS**
1.80.1 Exhibit BA: Other operating Revenues: Auxiliary Enterprises

A/C Typ 1	A/C Typ 2	Account 3	Account 3 Desc	Account 4	Account 4 Desc
55 Other operating revenue	50 Auxiliary enterprises	515001	Auxiliary enterprises	515105	Child development center
		515001	Auxiliary enterprises	515110	Cable television
		517001	Other operating revenue	517105	Athletics fees - miscellaneous

XXXXXXXX.90: **FLOWCHARTS**

n/a

OPERATING- REVENUES OTHER

XXXXXXXX.10:   **TASK DESCRIPTION**

Other Operating Revenues consists primarily of revenues for cable television, classroom rentals, daily parking, garage income, miscellaneous revenues, and prior year cost recovery related items.

XXXXXXXX.20:   **PURPOSE**

This directive documents the account composition of other operating revenues at the University of the District of Columbia.

XXXXXXXX.30:   **POLICIES**

n/a

XXXXXXXX.40:   **RESPONSIBILITIES**

1.40.1   The Accounting Officer, Senior Accountant and Accountant are responsible for the monitoring and adjustment of the other operating revenue accounts.

XXXXXXXX.50:   **AUTHORIZATION**

n/a

XXXXXXXX.60:   **PROCEDURES**

1.60.1   The Accounting Officer generates the Revenues Report from CFO$olve to identify the other operating revenues amounts (see Exhibit BB: Other Operating Revenues).

XXXXXXXX.70:   **INTERNAL CONTROLS**

1.70.1   <u>Internal controls applicable to ensuring UDC's approved Chart of Accounts is utilized</u>

     1.70.1.1   Journal Entry adjustments can only be posted to accounts configured in Banner in an active status.

XXXXXXXX.80   EXHIBITS
1.80.1   Exhibit BB: Other operating Revenues

A/C Typ 1	A/C Typ 2	Account 3	Account 3 Desc	Account 4	Account 4 Desc
55 Other operating revenue	50 Auxiliary enterprises	515002	Commission income	515205	Bookstore commission
		515002	Commission income	515210	Food services (canteen)
		515003	Facilities rental	515305	Acacia bistro rental
		515003	Facilities rental	515315	Classroom rentals
		515003	Facilities rental	515325	DC federal credit union
		515003	Facilities rental	515340	Large auditorium rentals
		515003	Facilities rental	515350	Miscellaneous rentals
		515004	Parking garage revenue	515405	Parking garage inc - daily
		515004	Parking garage revenue	515410	Parking garage inc - decals
		515004	Parking garage revenue	515420	Contract Parking
		517001	Other operating revenue	517115	Career awareness
	50 Auxiliary enterprises	517001	Other operating revenue	517125	Consortium library fees
	5Q Other operating revenue	517001	Other operating revenue	517140	Miscellaneous
		517001	Other operating revenue	517145	Miscellaneous insurance reimb
		517001	Other operating revenue	517155	Prior year cost recovery
		517001	Other operating revenue	517160	Senior class
		517001	Other operating revenue	517176	Maadi Egypt fee income

XXXXXXXX.90:   FLOWCHARTS
n/a

_____

NON- OPERATING REVENUE- DISTRICT OF COLUMBIA APPROPRIATIONS (OPERATING SUBSIDY)

XXXXXXXX.10:   **TASK DESCRIPTION**
At the beginning of each fiscal year the Budget Officer receives a Budget MARC from the Office of Budget and Planning. The Budget Office along with the Budget Committee is responsible for distributing the funds to each Department based on the budget draft completed by each Department. Once all of the funds have been spent, the Accounting Officer is responsible for requesting reimbursement from the Office of Budget and Planning.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedures related to the District of Columbia appropriations (operating subsidy). These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30:   **POLICIES**
1.30.1   According to UDC's handbook (udc.edu) funds are to be expended only for the purposes and activities covered by the approved project application and budget and in accordance with the cost principles delineated in the U.S Office of Management and Budget Circular (OMB-A21, Cost Principles for Educational Institutions.

1.30.2   According to UDC's handbook (udc.edu) funds may not be expended for items not part of the approved budget.

XXXXXXXX.40:   **RESPONSIBILITIES**
1.40.1   The Budget Officer is responsible for receiving the Budget MARC from the Office of Budget and Planning

1.40.2   The Accounting Officer is responsible for requesting reimbursement from the Office of Budget and Planning.

1.40.3   The Budget Committee is responsible for producing a budget plan for each Department.

XXXXXXXX.50:   **AUTHORIZATION**
1.50.1 The Budget Officer is authorized by the Chief Financial Officer of the University of the District of Columbia to receive the Budget MARC for UDC and allot the funds to each Department.

XXXXXXXX.60:   PROCEDURES

1.60.1   The Budget Officer produce baseline data for the current year Budget process by:
   a. Extracting prior year expenditure reports for all major units
   b. Extracting revenue 2 year forecasts analysis
   c. Accounting for the presidential priorities for the current year
   d. List budget pressures such as AFSCME COLA's, Student Center, IT etc.

1.60.2   The Budget Officer and President of the University finalize the Budget committee membership.

1.60.3   The Budget Officer conducts unit reviews to retrieve goals, assessment reports, prior year expenditure review, and critical needs of each Vice President and Deans of each Department.

1.60.4   The Budget Officer identifies and incorporates Office of Budget Formulation Calendar and Guidelines for Non-union COLA's, and Enhancements.

1.60.5   The Budget Officer receives a link (http://cfo.dc.gov/node/289642) and disc from the Office of Budget and Planning to retrieve the Budget MARC (see Exhibit BC: Budget MARC) from the University.

1.60.6   The Budget Committee develops a budget assumption report based on the Budget MARC.

1.60.7   The Budget Officer develops and distributes forms and instruction for the units such NPS, PS, Enhancement, new position etc. to each Department.

1.60.8   The Budget Committee reviews the budget request and justifications from each Department.

1.60.9   The Budget Officer summarizes the unit budgets and approves draft budget.

1.60.10 The Budget Officer prepares the final budget and obtains the President's approval.

1.60.11 The Budget Committee conducts campus hearings and presents the

budget to the Board of Budget and Finance.

1.60.12   The Budget Officer submits the budget to the Board for final approval.

1.60.13   The Budget Officer submits final budget to Office of Budget and Planning and approval by the Mayor and DC Council.

1.60.14   Once all the funds of the Budget MARC are spent, the Accounting Officer requests reimbursement.

XXXXXXXX.70:   INTERNAL CONTROLS

1.70.1   Internal controls applicable to ensuring a separation of duties

    1.70.1.1   The Budget Officer prepares the budget; the Budget Analyst executes the budget, and the Accounting Officer request the drawdown of funds.

XXXXXXXX.80   EXHIBITS

1.80.1   Exhibit BC: Budget MARC

University of the District of Columbia Subsidy Account

www.udc.edu
Telephone: 202-274-5000

Description	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	% Change from FY 2014
Operating Budget				

University of the District of Columbia Subsidy Account reflects the total Local funds transfer to the University of the District of Columbia to fulfill its operational obligations during the fiscal year.

The agency's FY 2015 proposed budget is presented in the following tables:

FY 2015 Proposed Gross Funds Operating Budget, by Revenue Type

Table GG0-1 contains the proposed FY 2015 agency budget compared to the FY 2014 approved budget. It also provides FY 2012 and FY 2013 actual expenditures.

Table GG0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2012	Actual FY 2013	Approved FY 2014	Proposed FY 2015	Change from FY 2014	Percent Change*
General Fund						
Local Funds						
Total for General Fund						
Gross Funds						

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2015 Operating Appendices** located on the Office of the Chief Financial Officer's website.

XXXXXXXX.90: FLOWCHARTS

1.90.1 Flowchart AH: District of Columbia Appropriations (Operating Subsidy)
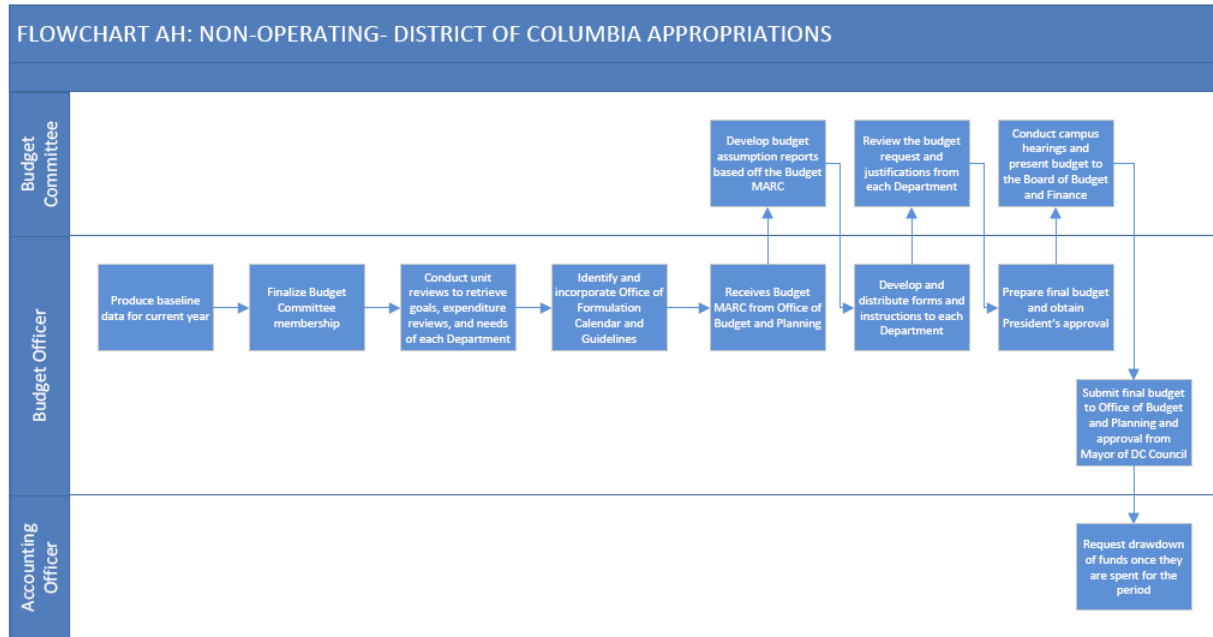
FLOWCHART AH: NON-OPERATING- DISTRICT OF COLUMBIA APPROPRIATIONS

INVESTMENT INCOME

XXXXXXXX.10:   **TASK DESCRIPTION**
Investments are reflected at fair value using quoted marketed prices. Realized and unrealized gains and losses are included in the Statement of Revenues, Expenses, and Changes in Net Position as a component of investment income.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedures investments. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30:   **POLICIES**
1.30.1   The District requires that all cash be deposited with the District Treasurer except for endowments and miscellaneous income funds which are deposited in a post-secondary education fund bank account. However, the University is allowed to maintain funds generated from its own operation in separate bank accounts. The ongoing of Program B are processed centrally by the District.

XXXXXXXX.40:   **RESPONSIBILITIES**
1.40.1   The Accountant and Senior Accountant are responsible for performing the bank reconciliations for all cash and investment accounts and ensuring the balances are accurate and properly stated on the financial statements.

XXXXXXXX.50:   **AUTHORIZATION**
1.50.1   The Accounting Officer is authorized by the Office of the Chief Financial Officer to analyze the Trial Balance on a monthly basis.

XXXXXXXX.60:   **PROCEDURES**
1.60.1   The Accounting Officer logs in Banner and retrieves the Trial Balance and details regarding the Investments accounts (see Endowment Funds and Investment section for detailed journal entries related to investments.

Note: On a monthly basis, the Accounting Officer reviews the activities of the accounts on the Trial Balance and checks for unreasonable activity referencing the Fund and Acct amounts.

Note: A summary of all the dividend received and interest received is summarized and an entry is made in the revenue account

for the dividend and interest income. The total of the unrealized gain/loss is also recognized in the Revenue Account on a monthly basis.

XXXXXXXX.70:   INTERNAL CONTROLS

1.70.1   Internal controls applicable to verifying the correct entry are recorded

1.70.1.1   The Accounting Officer monitors the activities of the Balance Sheet accounts on a monthly basis and checks for reasonableness.

XXXXXXXX.80   EXHIBITS

n/a

XXXXXXXX.90:   FLOWCHARTS

n/a

GIFTS FOR SCHOLARSHIPS

XXXXXXXX.10: **TASK DESCRIPTION**
The accounts that make up gifts for endowed scholarships are Contributions, AmeriCorps national services, Thurgood Marshall Foundation, L.E.A.P, General Scholarships, United Planning Organization, CCDC Emergency Fund, and CCDC Phi Theta Kappa Fund (see Exhibit BD: Trial Balance- Revenues).

XXXXXXXX.20: **PURPOSE**
This directive documents the account composition of gifts for scholarship accounts at the University of the District of Columbia.

XXXXXXXX.30: **POLICIES**
n/a

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 The Accounting Officer, Accounting Manager, Senior Accountant and Accountant are responsible for the monitoring and adjustment of the gifts for scholarships accounts.

XXXXXXXX.50: **AUTHORIZATION**
n/a

XXXXXXXX.60: **PROCEDURES**
n/a

XXXXXXXX.70: **INTERNAL CONTROLS**
1.70.1 Internal controls applicable to ensuring UDC's approved Chart of Accounts is utilized
    1.70.1.1 Journal Entry adjustments can only be posted to accounts configured in Banner in an active status.

XXXXXXXX.80 **EXHIBITS**
1.80.1 Exhibit BD: Trial Balance Revenues- gifts for endowed scholarships

A/C Typ 1	A/C Typ 2	Account 3	Account 3 Desc	Account 4	Account 4 Desc	Current Year Activity Dr/(Cr)	Current Month Activity Dr/(Cr)
	5V Investment income						
	5X Gifts for endowed scholarships	524001	Gifts for endowed scholarships	524115	Contributions		
		524001	Gifts for endowed scholarships	524123	AmeriCorps national services		
		524001	Gifts for endowed scholarships	524140	Thurgood Marshall Foundation		
		524001	Gifts for endowed scholarships	524142	L. E. A. P.		
		524001	Gifts for endowed scholarships	524209	General Scholarships		
		524001	Gifts for endowed scholarships	524316	United Planning Organization		
		524001	Gifts for endowed scholarships	524318	CCDC Emergency Fund		
		524001	Gifts for endowed scholarships	524320	CCDC Phi Theta Kappa Fund		

XXXXXXXX.90:   FLOWCHARTS

n/a

FEDERAL NON- OPERATING GRANTS

XXXXXXXX.10: **TASK DESCRIPTION**

Grants and Contracts (noncapital) that are classified as exchange transactions are reported as operating revenues. Grants and contracts (capital and noncapital) classified as non-exchange transactions are reported as non-operating revenues on the financial statements.

XXXXXXXX.20: **PURPOSE**

This directive outlines the policies and procedures for requesting and collected funds related to grants and contracts. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30: **POLICIES**

1.30.1 When new grants are received by the University, the Financial Manager reviews the award documentation and how funds will be received. The Financial Manager also monitors to ensure timely collection of funding and follows up as appropriate.

1.30.2 The University records the grants revenues when all applicable time and eligibility requirements are met. Expenses are recorded as expenditures are incurred. Expenditure-driven (reimbursement type) grant revenues are recorded after related expenditures are incurred and in amounts equals to the expenditures.

1.30.3 The University considers exchange transactions to include charges for services rendered and the acquisition of goods and services. As such, if the grant or contract requires services to be rendered by the University then revenue will be recognized when the services have been rendered.

1.30.4 GASB Statement No. 24, Accounting and Financial Reporting for Certain Grants and Other Financial states…

1.30.5 GASB Statement No. 33, Accounting and Financial Reporting for Non-exchange Transactions states.

XXXXXXXX.40: **RESPONSIBILITIES**

1.40.1 The Accounting Officer, Senior Accountant, and Accountant are responsible for the monitoring and adjustment of the grants and contracts revenue amounts.

1.40.2 The Financial Manager is responsible for preparing and sending

timely invoices and providing timely Accounts Receivable funding for awards involved.

1.40.3 The Accounting Officer is responsible for overseeing and ensuring the collection of grants funds.

XXXXXXXX.50: **AUTHORIZATION**

1.50.1 The Accounting Officer is authorized by the Chief Financial Officer to oversee and ensure the collection of grants funds and communicates to the grantor when payments or invoicing issues arise.

XXXXXXXX.60: **PROCEDURES**

1.60.1 Systemically, expenditures are processed during normal day to day operations.

1.60.2 The Accounting Officer generates the Revenue report from CFO$olve (see Exhibit BE: Grants Select Balance Sheet Accounts) to report the Grants and Contracts revenues distinguishing between operating and non-operating.

1.60.3 The Pell grant revenues are deducted from the federal grant revenue account detail be reviewing the drawdowns done throughout the year.

1.60.4 Systemically, FRRGRNT recognizes revenue and records unbilled expenses in Banner. The journal entry entered is:
- DR Unbilled Accounts Receivable
- CR Revenue

1.60.5 Systemically, a bill is generated in Banner in FRRBILL screen. The journal entry entered is:
- DR Billed Accounts Receivable
- CR Unbilled Accounts Receivable

XXXXXXXX.70: **INTERNAL CONTROLS**

1.70.1 Internal controls applicable to ensuring proper separation of duties

1.70.1.1 The Accounting Officer monitors the grant receivables balances to ensure that the billing of grant funds prepared by the Financial Manager is performed and collections of payments are recorded.

XXXXXXXX.80   EXHIBITS

1.80.1   Exhibit BE: Grant Select Balance Sheet Accounts

GrantCode	GrantDescription	FundCode	FundCode4Description	Account	Account (4) Description	Beg Bal Dr/(C)	Debits	(Credits)	End Bal Dr/(C)
6F0100	DC COOPERATIVE EXT. SERVICE	39F14	CES	105106	Federal Grant Receivable-unbilled				
				105206	Federal Grant Receivable-billed				
		39F15	CES-CRD	105106	Federal Grant Receivable-unbilled				
				105206	Federal Grant Receivable-billed				
		39G12	CES - CRD	105206	Federal Grant Receivable-billed				
		39G13	CES-CRD	105206	Federal Grant Receivable-billed				
		39Z13	CES	105206	Federal Grant Receivable-billed				
		39Z14	CES	105206	Federal Grant Receivable-billed				
6F0200	SENIOR COMPANION PROGRAM	32G16	Senior Companion Non-Volunteers	105206	Federal Grant Receivable-billed				
		32J13	Senior Companion Prgram	105206	Federal Grant Receivable-billed				
		32J14	Senior Companion Program	105106	Federal Grant Receivable-unbilled				
				105206	Federal Grant Receivable-billed				
		32J15	Senior Companion Program	105206	Federal Grant Receivable-billed				
		32J16	Senior Companion Program	105206	Federal Grant Receivable-billed				
		3J211	Senior Companion Program	105206	Federal Grant Receivable-billed				
6F0400	FEDERAL DIRECT LOAN PROGRAM	26D14	FEDERAL DIRECT LOAN PROGRAM	105206	Federal Grant Receivable-billed				
		26D15	FEDERAL DIRECT LOAN PROGRAM	105206	Federal Grant Receivable-billed				
6F0450	FEDERAL DIRECT LOAN PROGRAM	83D14	FEDERAL DIRECT LOAN -LAW SCHOOL	105206	Federal Grant Receivable-billed				
		83D15	FEDERAL DIRECT LOAN PROGRAM	105206	Federal Grant Receivable-billed				
6F1600	REHABILITATION CAPACITY BUILDING AT	36K12	REHABILITATION CAPACITY BUILDING AT	105206	Federal Grant Receivable-billed				
		36K13	Rehabilitation Capacity Building	105206	Federal Grant Receivable-billed				
		36K15	Rehabilitation Capacity Building	105206	Federal Grant Receivable-billed				
6F1700	EDUCATIONAL TALENT SEARCH	21B12	Educational Talent Search	105206	Federal Grant Receivable-billed				
		21B13	Educational Talent Search	105206	Federal Grant Receivable-billed				
		21B14	Educational Talent Search	105206	Federal Grant Receivable-billed				
		21B15	Educational Talent Search	105206	Federal Grant Receivable-billed				
6F1800	UPWARD BOUND PROGRAM, VI	21D10	UPWARD BOUND PROGRAM	105206	Federal Grant Receivable-billed				
		21D11	TRIO – Upward Bound	105206	Federal Grant Receivable-billed				
		21D12	TRIO – Upward Bound	105206	Federal Grant Receivable-billed				
		21D13	TRIO – Upward Bound	105206	Federal Grant Receivable-billed				
		21D14	TRIO – Upward Bound	105206	Federal Grant Receivable-billed				

XXXXXXXX.90: FLOWCHARTS
1.90.1   Flowchart AI: Federal Non-operating Grants
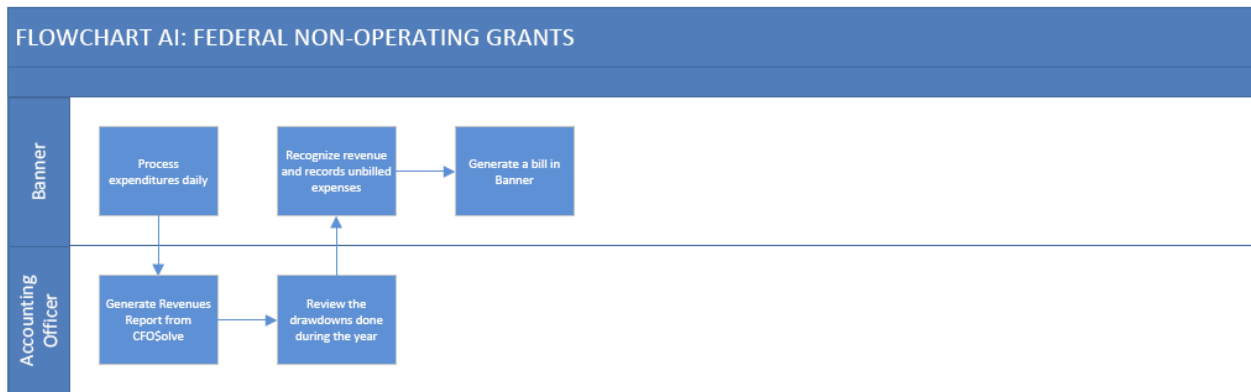
NON- OPERATING - CAPITAL APPROPRIATIONS (CAPITAL SUBSIDY)

XXXXXXXX.10:   **TASK DESCRIPTION**
The District of Columbia appropriates funds to the University on an annual basis. Appropriations are recognized as revenue/ receivable in general. A receivable is established at the time an invoice is submitted to the District for which payment has not been recorded.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedures for Capital Appropriations. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30:   **POLICIES**
1.30.1   Revenues are recorded at the time payment has been received by the District/ Office of Budget and Planning (OBP)

XXXXXXXX.40:   **RESPONSIBILITIES**
1.40.1   The Senior Accountant is responsible for completing the Journal Entry form.

1.40.2   The Senior Budget Analyst is responsible for generating the FRRBDSC report in Banner.

1.40.3   The Accounting Officer is responsible for approving the Journal Entry form and Journal Entry in Banner.

XXXXXXXX.50:   **AUTHORIZATION**
1.50.1   The Accounting Officer is authorized by the Chief Financial Officer and UDC to request reimbursement for the capital appropriations.

XXXXXXXX.60:   **PROCEDURES**
1.60.1   Upon receipt of payment from the Office of Budget and Planning, the Senior Accountant prepares a Journal Entry Form:
- DR Cash
- CR Due from the District

1.60.2   The Accounting Officer signs and approves the Journal Entry form.

1.60.3   The Senior Accountant enters the Journal Entry into Banner and an email notification is sent to the Accounting Officer indicating a journal entry has been entered and is ready for approval.

1.60.4   The Accounting Officer approves the Journal Entry in Banner.

XXXXXXXX.70:   INTERNAL CONTROLS

1.70.1   <u>Internal controls applicable to ensuring Journal Entries are authorized prior to entering into Banner.</u>

1.70.1.1   All journal entries must be supported by the appropriate documentation justifying the transaction.

1.70.1.2   All journal entries must be approved and signed by the Accountant, Senior Accountant and Accounting Officer prior to entering into Banner.

1.70.2   <u>Internal controls applicable to documentation retention of approved Journal Entry forms.</u>

1.70.2.1   All Journal Entries are scanned to the shared drive along with the associated supporting documentation by the Senior Accountant.

XXXXXXXX.80   EXHIBITS

n/a

XXXXXXXX.90:   FLOWCHARTS

1.90.1   Flowchart AJ : Capital Appropriations (Capital Subsidy)
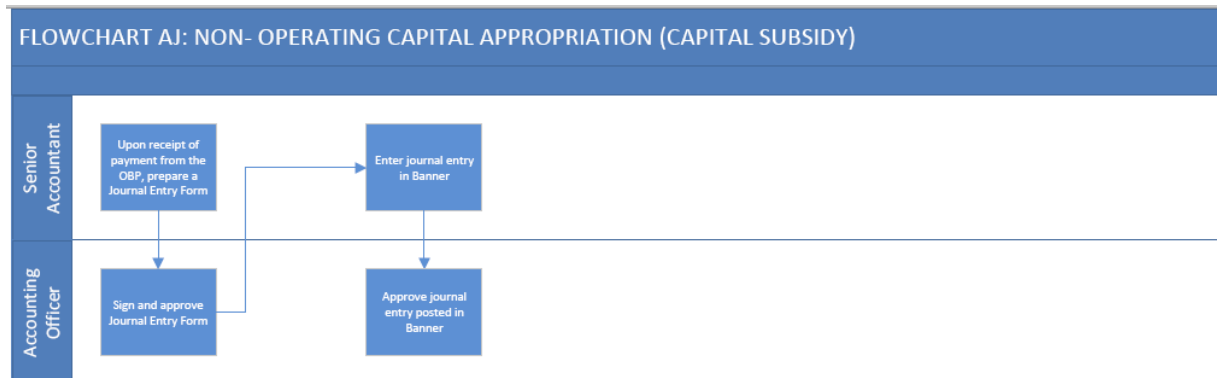
FLOWCHART AJ: NON- OPERATING CAPITAL APPROPRIATION (CAPITAL SUBSIDY)

_____
OPERATING EXPENSES - SALARIES AND BENEFITS

XXXXXXXX.10: **TASK DESCRIPTION**
Salaries and Benefits expense accounts include the personnel services and fringe benefits accounts. Budget reclassifies any account that hit the payroll default account and the Accountant prepares the journal entry upon request for reclassification. The accounts that are included in Fringe benefit expense are Fringe benefits-current personnel, social security employer, employee tuition remission, accident death and dismemberment, health insurance waiver, group life benefits, retirement contribution- FICA, retirement contribution- teachers, retirement contribution- judicial, retirement contribution- civil service, vision (optical) benefit, dental benefit, prepaid legal, Medicare contribution, retirement, DC metro benefits, DC Health benefits, and misc. fringe benefits (see Exhibit BF: Trial Balance Expenditures: Salaries and Benefits).

XXXXXXXX.20: **PURPOSE**
To document the account composition of Salaries and Benefits expense accounts at the University of the District of Columbia.

XXXXXXXX.30: **POLICIES**
n/a

XXXXXXXX.40: **RESPONSIBILITIES**
The Accounting Officer, Senior Accountant and Accountant are responsible for the monitoring and adjustment of the Salaries and Benefits expense accounts.

XXXXXXXX.50: **AUTHORIZATION**
n/a

XXXXXXXX.60: **PROCEDURES**
1.60.2   The Accounting Officer generates the Expenditures report from CFO$olve to identify the Salaries and Benefits expenses amount.

XXXXXXXX.70: **INTERNAL CONTROLS**
1.70.1 <u>Internal controls applicable to ensuring UDC's approved Chart of Accounts is utilized</u>
1.70.1.1 The CFO reviews and approves amounts reported on the financial statements.

FINANCIAL POLICIES AND PROCEDURES MANUAL

XXXXXXXX.80 EXHIBITS

1.80.1 Exhibit BF: Trial Balance Expenditures: Salaries and Benefits

A/C Typ 1	A/C Typ 2	Account 3	Account 3 Desc	Account 4	Account 4 Desc
60 Personnel services	6C Regular Pay – Continuing Full Time	603001	Regular pay continuing full time	603115	Continuing full time
	6C Regular Pay – Continuing Full Time				
	6E Regular Pay – Other	605001	Regular pay other	605105	Staff wages
				605110	Adjunct wages
				605120	Federal work study wages
				605125	Graduate assistant wages
				605130	Temporary full time
				605135	Continuing part time
				605140	Temporary part time
				605145	When actually employed (WAE)
				605150	Term full time
				605155	Other regular pay
	6E Regular Pay – Other				
	6G Additional Gross Pay	607001	Additional gross pay	607105	Faculty overloads
				607115	Shift differential
				607120	Administrative premium
				607125	Terminal leave
				607130	Holiday pay
				607135	Sunday pay
				607140	Special awards pay
				607145	Bonus pay
				607155	Severance pay
	6G Additional Gross Pay				
	6I Overtime Pay	609001	Overtime pay	609105	Overtime pay
A/C Typ 1	**A/C Typ 2**	**Account 3**	**Account 3 Desc**	**Account 4**	**Account 4 Desc**
	6K Payroll Default	611001	Payroll default	611105	Payroll default
	6K Payroll Default				
	Personnel services				
60 Personnel services					
65 Fringe benefits	6Q Fringe benefits	617001	Fringe benefit expense	617105	Fringe benefits - current personnel
				617115	Social security employer
				617120	Employee tuition remission
				617130	Accident death and dismemberment
				617150	Health insurance waiver
				617155	Group life insurance
				617160	Health benefits
				617165	Retirement contrib - FICA
				617170	Retirement contrib - teachers
				617175	Retirement contrib - judicial
				617185	Retirement contrib - civil svc
				617195	Vision (optical) benefit
				617200	Dental benefit
				617210	Prepaid legal
				617215	Medicare contribution
				617220	Retirement
				617225	DC Metro benefits
				617230	DC Health benefits
				617235	Misc fringe benefits

XXXXXXXX.90: FLOWCHARTS

n/a

_____
OPERATING EXPENSES- SCHOLARSHIPS AND FELLOWSHIPS

XXXXXXXX.10: TASK DESCRIPTION
Scholarships and Fellowships expenses include all subsidies and transfers of scholarships and fellowships. These accounts are composed of the Student stipends- travel, meals, and supplies, Indirect Cost expense, tuition, and scholarships. Student tuition and fees revenue are presented net of scholarships and doubtful accounts allows applied to student accounts. Certain other scholarships amounts are paid directly to or refunded to the student are reflected as scholarships and fellowships expenses (see Exhibit BG: Trial Balance Expenditures: Scholarships and Fellowships).

XXXXXXXX.20: PURPOSE
This directive documents the account composition of Scholarship and Fellowships expense accounts at the University of the District of Columbia.

XXXXXXXX.30: POLICIES
1.30.1 For GAAP reporting purposes, the University must report the amount of financial aid the student received in excess of the tuition and fees and auxiliary enterprise fees as scholarships and fellowships expense.

1.30.2 Revenues are reported net of discounts and allowance with the discount or allowance disclosed in the financial statements.

XXXXXXXX.40: RESPONSIBILITIES
The Accounting Officer, Senior Accountant and Accountant are responsible for the monitoring and adjustment of the Scholarships and fellowships expense accounts.

XXXXXXXX.50: AUTHORIZATION
n/a

XXXXXXXX.60: PROCEDURES
1.60.1 The Accounting Officer generates the Expenses Report from CFO$olve to report the Scholarships and Fellowships expenses

XXXXXXXX.70: INTERNAL CONTROLS
1.70.1 Internal controls applicable to ensuring UDC's approved Chart of Accounts is utilized
1.70.1.1 Journal Entry adjustments can only be posted to accounts configured in Banner in an active status.

XXXXXXXX.80   EXHIBITS
1.80.1   Exhibit BG Trial Balance Expenditures: Subsidies and transfers

A/C Typ 2	Account 3	Account 3 Desc	Account 4	Account 4 Desc
7Y Subsidies and transfers	725001	Subsidies and transfers	725105	Student Stipends
			725106	Student Stipends-Travel
			725107	Student Stipends-Meals
			725108	Student Stipends-Supplies
			725110	Indirect Cost Expense
			725115	Tuition
			725116	Scholarships

XXXXXXXX.90:   FLOWCHARTS
n/a

_____

OPERATING EXPENSES- CONTRACTUAL SERVICES, SUPPLIES, AND OTHER

XXXXXXXX.10:   **TASK DESCRIPTION**
Contractual Services, supplies, and other expenses include Account Type 7A Supplies and other operating materials. The account descriptions are supplies, dues, memberships and licenses, printing and duplication, operation and maintenance of plant, other general expenses, service department charges, printing and duplicating, and operation and maintenance of plant. It also includes Account type 7K- Other charges and services, 7M- Contractual services, 7Q- Capital expenditures, Bad Debt-Expense not Expenditure, and Settlement/ Litigation Contingency. The Account descriptions are travel and meetings, dues, memberships and licenses, equipment, furniture maintenance and repair, Professional services, Advertising, and Postage & shipping, capital expenditures, other non-capital equipment, Purchased services and contracts. These accounts less Account type 9A- Expended for capital assets is the amount rolled up on the financial statements (see Exhibit BH: Contractual Services, Supplies, and other).

XXXXXXXX.20:   **PURPOSE**
This directive documents the composition of Contractual services, supplies, and other expenses accounts at the University of the District of Columbia.

XXXXXXXX.30:   **POLICIES**
n/a

XXXXXXXX.40:   **RESPONSIBILITIES**
1.40.1 The Accounting Officer, Senior Accountant and Accountant are responsible for the monitoring and adjustment of the Contractual services, supplies, and other expenses accounts.

XXXXXXXX.50:   **AUTHORIZATION**
n/a

XXXXXXXX.60:   **PROCEDURES**
n/a

XXXXXXXX.70:   **INTERNAL CONTROLS**
1.70.1 <u>Internal controls applicable to ensuring UDC's approved Chart of Accounts is utilized</u>
     1.70.1.1   CFO reviews and approves amounts reported on the financial statements.

XXXXXXXX.80   EXHIBITS

1.80.1   Exhibit BH: Trial Balance Expenditures: Contractual Services, Supplies, and   Other

A/C Typ 1	A/C Typ 2	Account 3	Account 3 Desc	Account 4	Account 4 Desc
70 Non-personnel services	7A Supplies and other operating	701001	Materials and supplies	701105	Art supplies
				701110	Athletic supplies
				701115	Audio visual supplies
				701120	Books
				701125	Bottled water
				701130	Copier supplies
				701135	General supplies
				701140	Instructional materials
				701145	Laboratory supplies
				701150	Music supplies
				701155	Office supplies
				701160	Promotions & gifts
				701165	Research materials
				701170	Trophies and awards
				701172	Clothing and Maintenance
				701173	Custodial and Maintenance
				701175	Educational supplies
				701176	Food provision
				701177	General
				701180	Medical and laboratory supplies
				701181	Recreational
		701002	Dues, memberships and licenses	701205	Certificate fees
				701210	Membership dues and subscriptions
				701215	Network usage and maint fees
				701228	Licenses and Fees

A/C Typ 1	A/C Typ 2	Account 3	Account 3 Desc	Account 4	Account 4 Desc
		701003	Printing and duplication	701305	Printing
				701310	Binding
				701315	Preprinted stationery and forms
				701320	Publications
				701325	Yearbook
		701007	Operation and maint of plant	701705	Campus signs
				701707	Permits (Not otherwise classified)
				701710	Electrical services and supplies
				701720	Facilities and plant equip maint
				701725	Facilities supplies
				701730	HVAC equip and service contracts
				701735	Landscaping and horticultural svcs
				701745	Uniforms services and supplies
		701008	Other general expenses	701805	Miscellaneous expense
		701009	Service department charges	701905	Copy center charges
				701910	Bookstore charges
		711009	Printing and Duplicating	711915	Printing
				711930	Publications
		711010	Operation and Maintenance of Plant	711960	Facilities maintenance
				711965	Facilities supplies
	7A Supplies and other operating				

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A/C Typ 1	A/C Typ 2	Account 3	Account 3 Desc	Account 4	Account 4 Desc
	7K Other charges and services	711001	Travel and meetings	711105	Employee recruitment travel
				711110	Lodging
				711115	Meals and food – external
				711120	Meals and food – internal
				711125	Meetings and travel
				711127	Travel, Local
				711128	Travel, Out Of City
				711130	Transportation
				711135	Workshop and conf registration
				711185	Employee Training, All Types
				711193	Travel- non employee
				711195	Travel Advance
		711002	Dues, memberships and licenses	711205	Certificate fees
				711210	Membership dues and subscriptions
				711215	Network usage and maint fees
				711220	Periodical licenses & subs
				711230	Accreditation fees
				711235	Taxes
				711236	Licenses and Fees
		711003	Equip, furniture maint and repair	711305	Vehicle supplies, maint and repair
				711310	Audio visual equip maint and repair
				711315	Equipment maint and repair
				711317	Other maint and repair
		711005	Professional services	711190	Student Support – Stipends
				711505	Audit contracted services
				711510	Contracting and consulting services
				711515	Legal fees
				711520	Post Employment Benefits

A/C Typ 1	A/C Typ 2	Account 3	Account 3 Desc	Account 4	Account 4 Desc
	7M Contractual services	713001	Purchased services and contracts	713105	Bank charges and fees
				713110	Billing and collection services
				713115	Contracted temporary help
				713120	Copyright charges and fees
				713125	Equip and software maint contract
				713130	Food services contract
				713135	Honoraria
				713140	Insurance services
				713145	Interlibrary loan services
				713150	Investment expenses
				713155	Photography
				713158	Amusement & Entertainment
				713160	Student credentialing
				713165	Contractual Services - Other
	7M Contractual services				

A/C Typ 1	A/C Typ 2	Account 3	Account 3 Desc	Account 4	Account 4 Desc
	7Q Capital expenditures	717001	Capital expenditures	717110	Library holdings -capitalized
				717115	Furniture and fixture -capitalized
				717120	Equip and machinery -capitalized
				717135	Constr in prog (CIP) -capitalized
		717003	Other non-capital equipment	717305	Telephone equipment
				717310	Office furniture
				717315	Instructional equipment
				717320	Computer equipment
				717325	Computer software
				717330	Equipment - less than $5,000
	7Q Capital expenditures				

XXXXXXXX.90:   FLOWCHARTS
n/a

_____
OPERATING EXPENSES- UTILITIES AND OTHER

XXXXXXXX.10: TASK DESCRIPTION
Utilities and other expense accounts include 7C- Utilities accounts, 7E- telecommunication accounts, 7G- Rental accounts, 7I- Janitorial accounts, 7O- Security accounts. Utilities and other also includes depreciation account and fixed assets accounts (see Exhibit BI Expenditures- Operating Accounts: Utilities and other).

XXXXXXXX.20: PURPOSE
This directive documents the account composition of utilities and other expenditures at the University of the District of Columbia.

XXXXXXXX.30: POLICIES
n/a

XXXXXXXX.40: RESPONSIBILITIES
1.40.1 The Accounting Officer, Senior Accountant and Accountant are responsible for the monitoring and adjustment of the utilities and other accounts.

XXXXXXXX.50: AUTHORIZATION
n/a

XXXXXXXX.60: PROCEDURES
1.60.1 The Accounting Officer generates the Expenditure report in CFO$olve to identify the Utilities and other expense amounts.

XXXXXXXX.70: INTERNAL CONTROLS
1.70.1 Internal controls applicable to ensuring UDC's approved Chart of Accounts is utilized
   1.70.1.1 The CFO reviews and approves the amounts reported on the financial statements.

XXXXXXXX.80   EXHIBITS

1.80.1   Exhibit BI: Expenditures- Operating Accounts: Utilities and Other

A/C Typ 1	A/C Typ 2	Account 3	Account 3 Desc	Account 4	Account 4 Desc
	7C Utilities	703001	Utilities	703100	Utilities, Electric, Gas & Water
				703103	Gas, Natural (For Vehicle Fuel)
				703105	Gas (natural)
				703110	Electric
				703115	Water and sewerage
7C Utilities					
	7E Telecommunications	705001	Telecommunications	705105	Cable services
				705110	Internet services
				705115	Long distance services
				705120	Telecommunication supplies
				705125	Telephone charges
7E Telecommunications					
	7G Rentals	707001	Leases and rentals	707105	Building rental
				707110	Copier lease and rental
				707115	Other lease and rental
				707120	Vehicle lease and rental
				707121	Equip and machine lease and rental
				707122	Furn and Fixtures lease and rentals
7G Rentals					
	7I Janitorial	709001	Janitorial	709105	Janitorial services
				709110	Janitorial supplies
				709115	Trash and waste removal
7I Janitorial					
	7O Security	715001	Security	715105	Security
		726001	Non-Cash Expenses	726110	Depreciation-Exp not Expenditure

XXXXXXXX.90:   FLOWCHARTS
n/a

OPERATING EXPENSES - DEPRECIATION

XXXXXXXX.10: **TASK DESCRIPTION**

Capital assets are recorded at historical cost (the amount you paid for the item, or the amount it cost to build the capital asset), measured net of accumulated depreciation. Depreciation is a way of allocating the cost of capital assets over the useful life of those assets. It is an expense and therefore it reduces the net assets of the University (see Capital Assets Manual) for the recording of the depreciation expense in the Banner Fixed Asset System.

Depreciation is an expense that is recorded on the Statements of Revenues, Expenses, and Changes in Net Position, but unlike other expenses it does not represent an outflow of cash from the University; i.e. it is an expense only on paper. Depreciation is also recorded on the Statement of Cash Flows.

XXXXXXXX.20: **PURPOSE**

This directive documents the policies and procedures for recording depreciation expense on the financial statements at the University of the District of Columbia.

XXXXXXXX.30: **POLICIES**

1.30.1   In accordance with generally accepted accounting principles (GAAP), depreciation is calculated and maintained by the University for each asset by asset type, and total depreciation expense is reported each year. Accumulated depreciation is summarized and reported for GAAP purposes annually.

XXXXXXXX.40: **RESPONSIBILITIES**

1.40.1   The Accountant is responsible for reviewing the posting of depreciation recorded by the Banner Fixed Asset.

1.40.2   The Accounting Officer is responsible for recording depreciation expense on the financial statements.

XXXXXXXX.50: **AUTHORIZATION**

n/a

XXXXXXXX.60: **PROCEDURES**

1.60.1   See Capital Assets Manual for recording of depreciation expense in the Banner Fixed Asset System.

1.60.2   The Accounting Officer generates the Expense detail report from CFO$olve to report the depreciation expense amount.

_____

XXXXXXXX.70:   **INTERNAL CONTROLS**

       1.70.1   <u>Internal controls applicable to verifying the depreciation expense balances recorded</u>

            1.70.1.1   The Accounting Officer monitors the activities of the depreciation expense balance on a monthly basis and checks for reasonableness.

XXXXXXXX.80   **EXHIBITS**

      n/a

XXXXXXXX.90:   **FLOWCHARTS**

      n/a

TRAVEL EXPENSES

XXXXXXXX.10:   **TASK DESCRIPTION**
University of the District of Columbia staff, faculty and students are occasionally required to travel for official business reasons on behalf of UDC. Official travel must be authorized and approved by the Provost and Dean of Vice President. Requests must be submitted to the Budget Office at least 21 days prior to travel in order to be advanced prior to the departure date.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedures on travel which apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30:   **POLICIES**
1.30.1   All travel expenditure reports and original copies of supporting receipts must be submitted to Budget Office within 21 days of the designated travel date.

1.30.2   Travel Authorization Form is required before travel is permitted.

1.30.3   Employees and students are required to submit a Travel and Related Expense Voucher 7-10 days after their return date to receive reimbursement.

1.30.4   The UDC DCMR (442.2) states that "...only travel expenses essential to the transaction of official business shall be reimbursed."

1.30.5   Authorized reimbursable expenses for travel over 50 miles is limited to Ground Transportation (Taxi/Shuttle), Airport parking, Mileage to/from Airport, Mode of Transportation (if not advanced), Hotel (if not advanced), Car Rental (Preapproval), Meal per Diem (if not advanced), Baggage Fees and Tolls.

1.30.6   Authorized reimbursable expenses for local travel (under 50 miles) are limited to Registration/Conference Fees and Parking or Metro transportation.

XXXXXXXX.40:   **RESPONSIBILITIES**
1.40.1   The Accounts Payable Specialist is responsible for processing travel-related payment request in a timely manner.

1.40.2 The Accounts Payable Supervisor is responsible for monitoring the travel-related payment requests processed by the Account Payable Specialist to ensure quality of work and accuracy of the processing.

XXXXXXXX.50:   AUTHORIZATION

1.50.1 All travel advance and reimbursement forms must be authorized by the Provost or CEO of Community College and Dean of Vice President with the exception of students.

XXXXXXXX.60:   PROCEDURES

1.60.1 For all travel advance requests received, the Accounts Payable Specialist reviews the documentation to ensure they have the proper signatures and approvals from the Provost or CEO of Community College and Dean or Vice President. Copies of the following must be included:

   a. Request and Authorization for Official Travel (see Exhibit BJ: Request and Authorization for Official Travel).
   b. Direct Payment Voucher Form (see Exhibit BK: Direct Payment Voucher Form) is submitted for students.

1.60.2 The Department Head delivers to Budget Office for funding approval.

1.60.3 The Staff Assistant receives authorization form from the Budget Office and date stamps the request and scans and saves the files to the responsible Accounts Payable Specialist.

1.60.4 Accounts Payable Specialist calculates the per diem payment amount against GSA.gov rate to determine the allocated amount per diem based on the city and state a staff is traveling to.

   Note: When employees/faculty or students request to stay in a hotel that is more than the allocated hotel expense according to GSA.gov, they must complete and get approved by the Dean or Vice President, a Hotel Authorization Form (see Exhibit BL: Hotel Authorization Form) in order for the University to pay more than the allocated amount.

1.60.5 Accounts Payable Specialist generates the Invoice/Credit Memo report (FAAINVE) (see Exhibit BM: Invoice/ Credit Memo report) in Banner. The scanned files are uploaded to the payment voucher in Banner and T-Drive.

1.60.6　The Accounts Payable Supervisor reviews and approves what was processed by the Accounts Payable Specialist.

1.60.7　The Accounts Payable Supervisor completes a Check Run in Banner (see Exhibit BN: Check Run Process) and ACH Check run.

Travel and Related Expense Voucher

1.60.8　Upon receipt, the Travel and Related Expense Voucher (see Exhibit BO: Travel and Related Expense Voucher) is submitted to the Budget Office for approval. The voucher must be also approved the Dean/VP.

1.60.9　The Staff Assistant stamps and scans to the Accounts Payable Specialist folder for the day.

1.60.10　The Accounts Payable Specialist distributes the reimbursement documents in the responsible Accounts Payable Specialist folder.

1.60.11　The Accounts Payable Specialist reviews and reconciles expenditures noted on the voucher against the receipts submitted.

1.60.12　The Accounts Payable Specialist scans and uploads the documents in Banner screen Invoice/Credit Memo (FAAINVE).

1.60.13　The Accounts Payable Supervisor reviews and approves the payment voucher and is included in the next scheduled Check Run process in Banner (see Exhibit BN: Check Run Process).

XXXXXXXX.70:　INTERNAL CONTROLS

1.70.1　Internal controls applicable to verifying that all requests are approved

1.70.1.1　Travel authorization and travel reimbursement requests cannot be processed without Provost or CEO of Community College and Dean/VP approval.

1.70.1.2　The Accounts Payable Supervisor reviews supporting documentation prior or submitting payments in Banner.

XXXXXXXX.80   EXHIBITS

1.80.1   Exhibit BJ: Request and Authorization for Official Travel form

1.80.2   Exhibit BM: Screen prints of Banner Invoice Credit Memo.
1.80.2.6   Enter Document and Vendor number.

1.80.2.7   Enter all requested information.

1.80.2.8   Enter all requested information.

1.80.2.9   Click complete.

1.80.2.10   A notification that the document is complete is sent to approval process.

1.80.3   Exhibit BL: Hotel Authorization Form.

UNIVERSITY OF THE
DISTRICT OF COLUMBIA

TRAVEL AUTHORIZATION PER DIEM FORM

This is a request for reimbursement of expenses that will exceed the basic per diem allotment normally allowed for the destination to which the requester is traveling.

Traveler Name _____   **Traveler Title** _____

Destination City & State _____   **Trip Dates (Departure & Return Dates)** _____

Area in Which Traveler Will Exceed Per Diem

☐ **Lodging**

Location of Lodging:
_____

Allotted Per Diem Rate:
_____

Actual Cost Per Night: Nights
_____   _____
(without taxes)
Reason for Request:
_____
_____

☐ **Other:** _____

Approved By:

_____   _____   _____
Name and Title   Signature   Date

1.80.4   Exhibit BN: Screen prints of the Banner Check Run Process.
1.80.3.9   Run FARINVS – Invoice Selection Report.

- Next Block
- Next Block
- Hit Arrow Down to Line 2 – Bank code
- Tab to Values – column on Line 2
- Type – BG
- Next Block
- Submit
- Save
- Go to Options on the Menu Bar
- Select – Review Output
- Double click in the file name section
- Select the Lis. File
- Hit OKAY
- Hit SAVE on the Toolbar Menu – this should open up a new window showing the FARINVS Report.
- Save the report to T:\ACCOUNTS PAYABLE\Banner Check Registers
- Save as Invoice Selection Report (Check Run Date) BG

1.80.3.10 Review the FARINVS report to review the invoices to be paid, note the report total – this represents the Cash Requirement amount.

1.80.3.11 Run FTICHKS – Check Number Validation.

File Edit Options Block Item Record Query Tools Help

Check Number Validation FTICHKS 8.8.0.6 (PROD)

Check Number	Bank Code	Payee Name	Cancel Indicator	Check Date	Check Amount	Check Type
00071719	BG	Zhu Ying, You		22-SEP-2015	510.40	B
00071718	BG	Zhou, Jiu Xin		22-SEP-2015	510.40	B
00071717	BG	Zhou, Jin X		22-SEP-2015	510.40	B
00071716	BG	Xiao, Yan Wu		22-SEP-2015	510.40	B
00071715	BG	Wesley, Rita		22-SEP-2015	249.90	B
00071714	BG	Weir, Stanley		22-SEP-2015	142.30	B
00071713	BG	Watts, Lorraine J.		22-SEP-2015	249.90	B
00071712	BG	Washington Gas		22-SEP-2015	234.02	B
00071711	BG	Walker, Marilyn J.		22-SEP-2015	249.90	B
00071710	BG	Travers, Annie M.		22-SEP-2015	244.70	B
00071709	BG	Tinsley, Elaine		22-SEP-2015	238.00	B
00071708	BG	Thompson, Tyrone		22-SEP-2015	249.90	B
00071707	BG	Thomas Scientific		22-SEP-2015	281.43	B
00071706	BG	Thomas, Joyce N.		22-SEP-2015	3,000.00	B
00071705	BG	The Consulate Dba Avalonbay Communities Inc		22-SEP-2015	506.30	B
00071704	BG	Tang, Mei Q		22-SEP-2015	510.40	B
00071703	BG	Steward, Ryland		22-SEP-2015	249.90	B
00071702	BG	Smith, Linda		22-SEP-2015	249.90	B

Press count query hits to transfer to FAICHKH (Check Payment History)
Record: 1/? | | | ... | | <OSC>

- Tab to Bank Code – type BG
- Execute Query
- The first check number listed represents the last used check number
- Note the next check number to begin the CHECK RUN

1.80.3.12   Run FAABATC– Batch Checks Print.

- Type BG – Bank code
- Next Block
- Review the Check Date (Banner automatically inputs the current date)
- Type in the starting check number, which you noted from FTICHKS. If you forgot run FTICHKS again.
- Tab
- Select – PRINT CHECK
- Select – OKAY
- Message will appear on screen stating that several check run form will begin
- Select – OKAY

1.80.3.13   Change the form to FABCHKS – Batch Checks Process.

- Next Block
- Next Block
- Next Block
- Submit
- Save
- Go to Options on the Menu Bar
- Select – Review Output
- Double click in the file name section
- Once the Lis and Log File are displayed – it confirms that the process has completed.
- Select CANCEL

1.80.3.14   Change the form to FABCHKP – Check Print Process.

- Next Block
- Next Block
- Next Block
- Submit
- Save
- Note the Lis file number at the bottom of the screen – This is to be sent to the IT Dept. for check file transmission to Treasury.
- Go to Options on the Menu Bar
- Select – Review Output
- Double click in the file name section
- Select the Lis. File
- Hit OKAY
- Hit SAVE on the Toolbar Menu – this should open up a new window showing the Check Print Report.
- Save the report to T:\ACCOUNTS PAYABLE\Banner Check Registers
- Save as Check Copy Report (Check Run Date) BG

1.80.3.15   Change the form to FABCHKR – Batch Disbursement Register (Check Register).

- Next Block
- Next Block
- Next Block
- Submit
- Save
- Note the Lis file number at the bottom of the screen – This is to be sent to the IT Dept. for check file transmission to Treasury.
- Go to Options on the Menu Bar
- Select – Review Output
- Double click in the file name section
- Select the Lis. File
- Hit OKAY
- Hit SAVE on the Toolbar Menu – this should open up a new window showing the Check Register Report.
- Review and ensure that Register total is the same as the total on the FARINVS total (Step 4).
- Save the report to T:\ACCOUNTS PAYABLE\Banner Check Registers

- Save as Check Register (Check Run Date) BG
- Print out copy of Register in Landscape format.

1.80.3.16   Change the form to FABCHKA – Batch Check Accounting Process (Check Posting).

- Next Block
- Next Block
- Next Block
- Submit
- Save
- Go to Options on the Menu Bar
- Select – Review Output
- Double click in the file name section
- Select the Log. File
- Hit OKAY
- Hit SAVE on the Toolbar Menu – this should open up a new window showing the Check Posting completed successfully.
- Save the report to T:\ACCOUNTS PAYABLE\Banner Check Registers
- Save as Check Posting (*Check Run Date*) BG

1.80.3.17   Send email to the IT Dept

- Provide them with the Lis. File numbers for FABCHKP and FABCHKR
- Provide them with the beginning and ending check numbers for the check run
- Provide them with the Check Register dollar total

1.80.3.18   Run FARINVS – Invoice Selection Report

- Next Block
- Next Block
- Hit Arrow Down to Line 2 – Bank code
- Tab to Values – column on Line 2
- Type – BG
- Next Block
- Submit
- Save
- Go to Options on the Menu Bar

- Select – Review Output
- Double click in the file name section
- Select the Lis. File
- Hit OKAY
- Hit SAVE on the Toolbar Menu – this should open up a new window showing the FARINVS Report.
- Save the report to T:\ACCOUNTS PAYABLE\Banner Check Registers
- Save as Invoice Selection Report (*Check Run Date*) BG

1.80.3.19   Review the FARINVS report to review the invoices to be paid, note the report total – this represents the Cash Requirement amount. Send email to confirm availability of funds

1.80.3.20   Run FAABATC –   * Direct Deposit

- Type BG – Bank code

- Next Block
- Review the Check Date (Input the current date)
- Select – PRINT CHECK
- Select – OKAY

1.80.3.21   Run FABCHKS - Batch Check Process

- Next Block
- Current check run date
- Next Block
- Submit
- Save
- Go to Options
- Select – Review Output
- Double click in the file name section
- Click log file
- Click OK

- If successfully completed – X Close

1.80.3.22   Change the form to FAPDIRD– Check Print Process

- Next Block
- Next Block
- Debit Transaction 27 Required – Y
- Next Block
- Submit
- Save
- Note the Sequence Number at the bottom of the screen – This file # will be on banjobsprod (Fapdird_LIS File) is to be sent to the Acctg Dept (Binod/Shaina) or ACH file transmission to Wells Fargo.
- Go to Options on the Menu Bar
- Select – Review Output
- Double click in the file name section

- Select the Lis. File
- Hit OKAY
- Hit SAVE on the Toolbar Menu – this should open up a new window in text format
- Save the report to T:\ACCOUNTS PAYABLE\Banner Check Registers
- Save as DD Trans File (Check Run Date) BG

1.80.3.23 Change the form to FAPTREG – Direct Deposit Transmittal Register

- Next Block
- Next Block
- Submit
- Save
- Go to Options on the Menu Bar
- Select – Review Output
- Double click in the file name section
- Select the Lis. File

- Hit OKAY
- Hit SAVE on the Toolbar Menu – this should open up a new window showing the Check Register Report.
- Note the Dollar amount for email to Acctg (Binod)
- Save the report to T:\ACCOUNTS PAYABLE\Banner Check Registers
- Save as DD Transmittal Register (Check Run Date) BG

1.80.3.24   Change the form to FARDIRD – Direct Deposit Advice Print Next Block

- Next Block
- Next Block
- Submit
- Save
- Go to Options on the Menu Bar
- Select – Review Output
- Double click in the file name section
- Select the Lis File
- Hit OKAY
- Hit SAVE on the Toolbar Menu – this should open up a new window showing the Check Register Report.
- Save the report to T:\ACCOUNTS PAYABLE\Banner Check Registers
- Save as DD Advice Report (Check Run Date) BG

1.80.3.25   Change the form to FABCHKR – Batch Disbursement Register

- Next Block
- Next Block
- Submit

- Save
- Go to Options on the Menu Bar
- Select – Review Output
- Double click in the file name section
- Select the Lis File
- Hit OKAY
- Hit SAVE on the Toolbar Menu – this should open up a new window showing the Check Register Report.
- Count # of Transactions
- Save the report to T:\ACCOUNTS PAYABLE\Banner Check Registers
- Save as DD Register (Check Run Date) BG

1.80.3.26   Change the form to FABCHKA – Batch Check Accounting Process (Check Posting)

- Next Block

- Next Block
- Next Block
- Submit
- Save
- Go to Options on the Menu Bar
- Select – Review Output
- Double click in the file name section
- Select the Log. File
- Hit OKAY
- Hit SAVE on the Toolbar Menu – this should open up a new window showing the Check Posting completed successfully.
- Save the report to T:\ACCOUNTS PAYABLE\Banner Check Registers
- Save as DD Check Posting (*Check Run Date*) BG

  - *Find ACH (Seq #) on UBAT6 Server
- Banjobsprod
- LIS file – FAPDIRD
- Copy/paste file to email to Acctg (Binod) for upload to Wells Fargo
  - Fapdird Seq #
  - # of Records
  - Dollar amount of file

1.80.5   Exhibit BO: Travel and Related Expenses Voucher.

Travel and Related Expenses Voucher
Government of the District of Columbia

Submit and attach all travel receipts / supporting documents with 10 days of return	DATE	DEPARTMENT OR AGENCY	UDC EMPLOYEE / NON-EMPLOYEE	ACCOUNTS PAYABLE
			STUDENT TRAVEL (USE DIRECT VOUCHER PAYMENT FORM)	

P A Y E E

NAME		TITLE OF TRAVELER	
ADDRESS		AUTHORIZED TRAVEL DATES:	
	Check the box if this is a new address to be updated in Banner	BANNER VENDOR NO. (N#)	

LINE NO.	YEAR	INDEX	FUND	BANNER ACCOUNT CODE	APPROVED AMOUNT OF TRIP
1					
2					
				TOTAL	$

PENALTY FOR PRESENTING FRAUDULENT CLAIM: Fine of not more than $10,000 or imprisonment for not more than ten years or both (See 52 Stat. 197; U.S.C. 18-18.) FORFEITURE OF FRAUDULENT CLAIM: Falsification of an item in an expense account works a forfeiture of the entire claim. (See 36 Stat. 1141, U.S.C. 28; 279; 280; 18 Comp. Gen 603.)

TRAVEL COVERED BY TRANSPORTATION REQUESTS (REIMBURSEMENT NOT TO BE CLAIMED BY TRAVELER)

DATE OF TRAVEL	TRANS. REQUEST NO.	FROM	TO	CARRIER	VALUE

CHARACTER OF EXPENDITURE

If authority provides for travel to more than one point, time of arrival at and departure from each must be shown.

CITY, STATE 1: _____   DATES _____

CITY, STATE 2: _____   DATES _____

ITEM	EXPENSE	DESCRIPTION	TOTAL
1	AIRFARE		-
2	TRAIN		-
3	LODGING		-
4	MEALS		-
5	REGISTRATION FEE		-
6	BAGGAGE FEES		-
7	PARKING		-
8	MILEAGE		-
9	MILEAGE		-
10	MILEAGE		-

PREPARED BY:	AUTHORIZING OFFICIAL	TOTAL EXPENSES	$ -
PRINT NAME:	PRINT NAME:		
		TRAVEL ADVANCE	
SIGNATURE:	SIGNATURE:		
DATE:	DATE:	ADJUSTED TOTAL	$ -
PHONE:			

FINANCE OFFICE: REVIEWED AS TO FORM AND AUTHORITY - FUNDS ARE AVAILABLE

NAME	TITLE	SIGNATURE	DATE

XXXXXXXX.90: FLOWCHARTS

1.90.1   Flowchart AK: Travel Expense
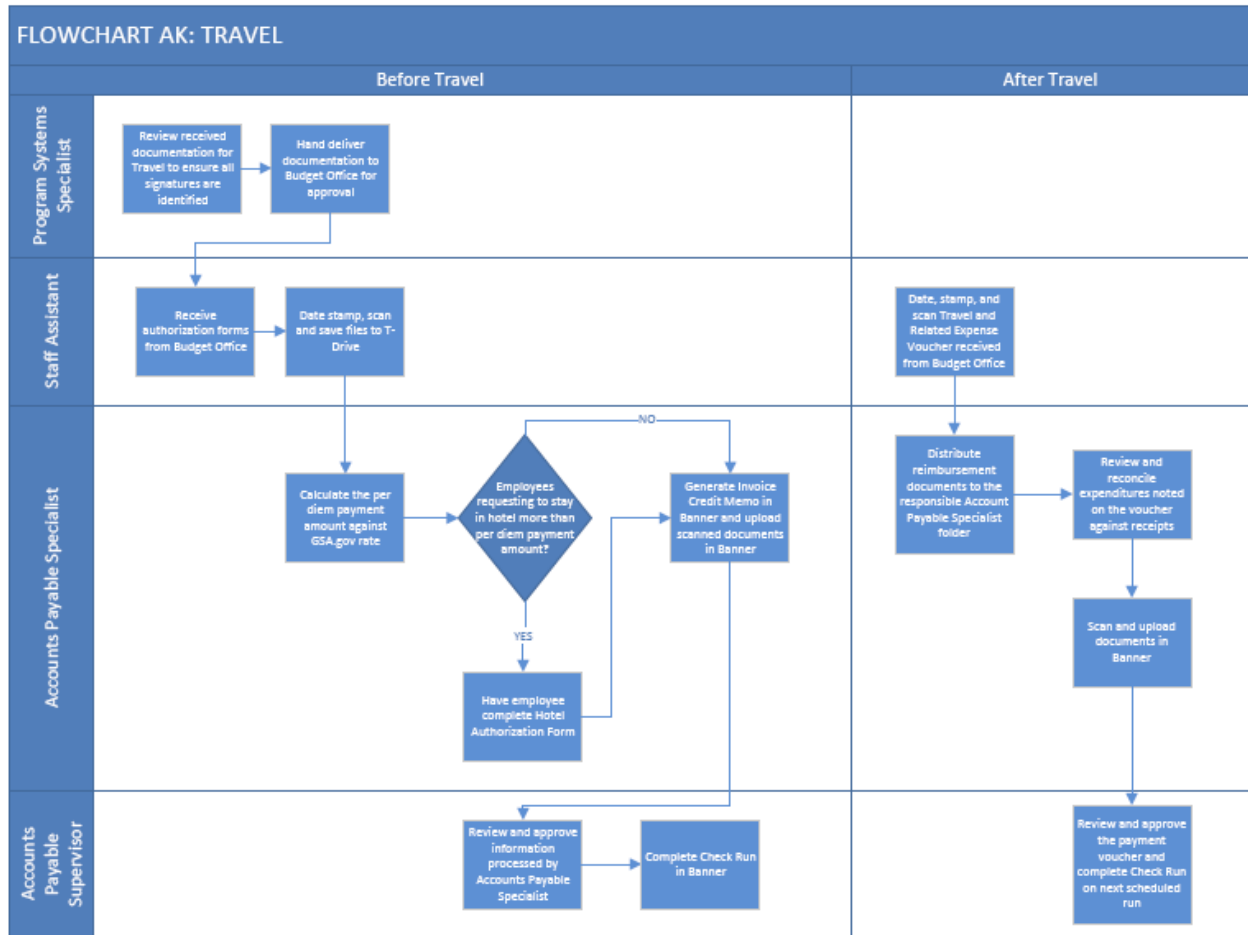
CASH DISBURSEMENTS - DIRECT VOUCHER PAYMENT REQUESTS (440)

XXXXXXXX.10: **TASK DESCRIPTION**
Direct Voucher Payment requests form (440) are specifically for expenditures listed on the OCFO Financial Management and Control Order No. 07-004A which are not related to a purchase orders. Any exceptions are reviewed and approved/denied by the Chief Financial Officer.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedures on processing Direct Voucher Payment requests and refunds.

XXXXXXXX.30: **POLICIES**
1.30.1 All supporting documents for Direct Voucher Payment requests must be scanned and uploaded to the payment voucher in Banner.

1.30.2 Refer to OCFO Financial Management and Control Order NO. 07-004A document.

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 The Student Accounts Specialist and Director of Residence Life are responsible for submitting the Direct Voucher Payment requests for Student Account related activities and housing to the Senior Accountant.

1.40.2 The Budget Office is responsible for the verification of available funds and provides and/or confirms accounting attributes for 440 requests associated with the OCFO Financial Management and Control Order NO. 07-004A.

1.40.3 The Senior Accountant is responsible for the verification of available funds and provides and/or confirms accounting attributes related to student accounts activities and housing.

1.40.4 The Accounting Officer is responsible for the review and sign the Direct Voucher Payment request forms for student account related activities and housing.

XXXXXXXX.50: **AUTHORIZATION**
1.50.1 The Accounts Payable Specialist is authorized by the Chief Financial Officer of UDC to process Direct Voucher Payment requests.

_____

XXXXXXXX.60:   **PROCEDURES**

1.60.1 The Senior Accountant receives all Direct Voucher Payment Request Forms (see Exhibit BP: Direct Voucher Payment Request Form (440)) from Student Accounts and Director of Residence Life.

1.60.2 The Senior Accountant provides/verifies the account(s) listed on the Direct Voucher Payment Request Form (440). The Senior Accountant verifies the accounting attributes by reviewing the Chart of Accounts (See General- Chart of Accounts) in Banner.

1.60.3 The Senior Accountant and the Budget Office log into Banner with their assigned credentials and verifies that the funds are available to process the Direct Voucher Payment request form.

1.60.4 Upon verification of the available funds, the Senior Accountant signs and submits the Direct Voucher Payment request Form related to student accounts activities and housing to the Accounting Officer for signature and approval.

1.60.5 Once approved the Senior Accountant and the Budget Office make a copy of the Direct Voucher Request Form and delivers it to the Staff Assistant who is then responsible for stamping and scanning into the daily folder.

XXXXXXXX.70:   **INTERNAL CONTROLS**

1.70.1   Internal controls applicable to ensuring duties are segregated

1.70.1.1   Accounts Payable is not authorized to process Direct Voucher Payment requests without the proper approval from Budget Office or Accounting Officer.

1.70.2   Internal controls applicable to accurate documentation

1.70.2.1   The Senior Accountant and Budget Office must verify the accounting attributes identified on the Direct Voucher Payment Request forms.

XXXXXXXX.80   EXHIBITS
1.80.1   Exhibit BP: Direct Voucher Payment Request Form

FINANCIAL POLICIES AND PROCEDURES MANUAL

XXXXXXXX.90: FLOWCHARTS

1.90.1   Flowchart AL: Direct Vouchers Payments and Refunds

FLOWCHART AL - DIRECT VOUCHERS PAYMENTS AND REFUNDS
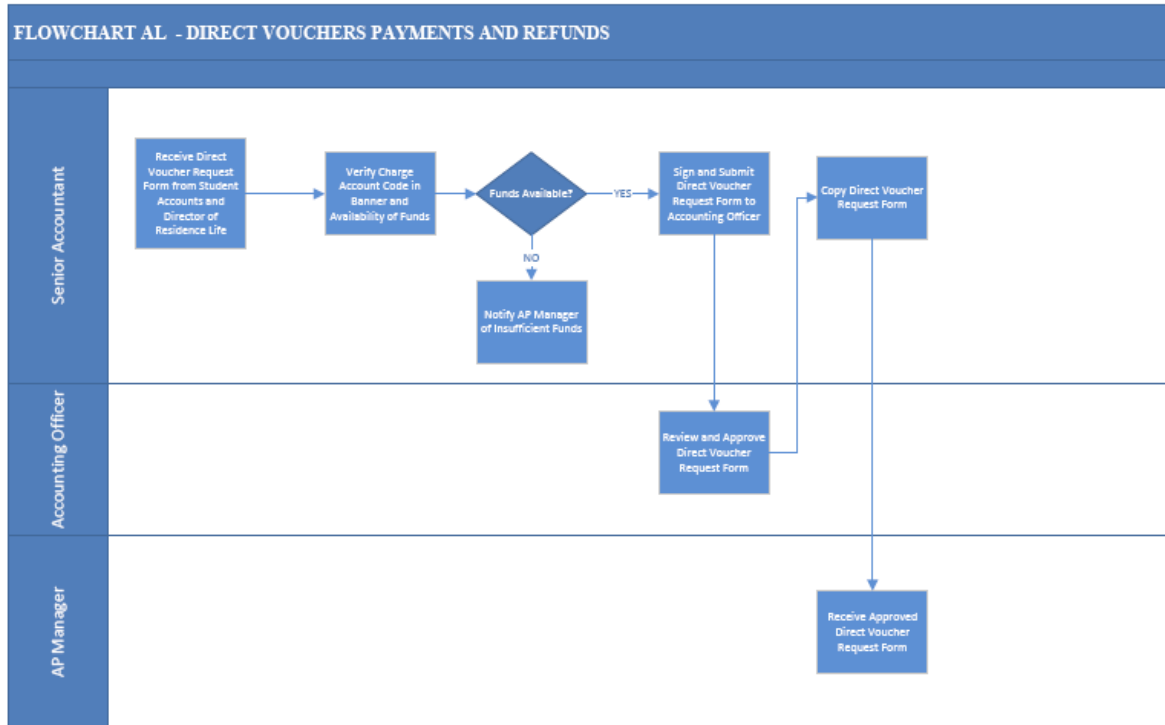
CASH DISBURSEMENTS –STOP PAYMENTS

XXXXXXXX.10:   **TASK DESCRIPTION**
A STOP payment is a request by UDC to the bank to cancel a check or payment that has not already been cleared by the bank. The most frequent reasons for STOP payments are lost, stolen, or damaged checks. The Senior Accountant requests a new check for reissue if the check was not previously cashed.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedures for STOP payments which apply to the University of the District of Columbia.

XXXXXXXX.30:   **POLICIES**
1.30.1 The Senior Accountant must verify whether the check was cashed prior to issuing a STOP payment request.

1.30.2 The staff responsible for canceling or reissuing the check must be assigned special credentials in order to access the bank online.

XXXXXXXX.40:   **RESPONSIBILITIES**
1.40.1 Accounts Payable and/or Student Accounts are responsible for emails Stop Payment request to Senior Accountant.

1.40.2 The Senior Accountant is responsible for verifying whether or not a check was cashed prior to submitting a STOP payment request to Wells Fargo bank.

1.40.3 The Senior Accountant is responsible for permanent canceling/voiding or reestablishment of the check in Banner after the STOP payment request is approved.

1.40.4 Accounts Payable is responsible for reissuance of a check (if required).

XXXXXXXX.50:   **AUTHORIZATION**
1.50.1 The Senior Accountant is authorized by the Chief Financial Officer to oversee the processing of stop payment request.

XXXXXXXX.60:   **PROCEDURES**
1.60.1 A STOP payment request is received by the Senior Accountant from Accounts Payable or Student Accounts via email.

1.60.2 The Senior Accountant logs into Wells Fargo's website

(www.wellsfargo.com) with their assigned credentials and verifies that the check was not cashed.

Note: If the check was cashed, the Senior Accountant advises Accounts Payable or Student Accounts that the check was cashed and provides printed Wells Fargo confirmation sheet.

1.60.3 If the check was not cashed, the Senior Accountant logs into Banner with their assigned credentials and cancels or reissues the check as requested (see Exhibit BQ: Banner STOP Payment process).

1.60.4 The Senior Accountant scans and emails the confirmation screen from the bank to Accounts Payable and cc: the initiator.

XXXXXXXX.70:   INTERNAL CONTROLS
1.70.1 Internal controls applicable to ensuring authorization obtained prior to reissuing a check
    1.70.1.1 The Senior Accountant must review and authorize the STOP Payment form before it can be submitted to Accounts Payable for reissuance.

1.70.2 Internal controls applicable verifying a check was not cashed prior to reissuing
    1.70.2.1 The Senior Accountant must verify the check was not cashed on Wells Fargo's website prior to permanent canceling or reestablishment of the check in Banner.

XXXXXXXX.80   EXHIBITS

1.80.1 Exhibit BQ: Stop payment process in banner
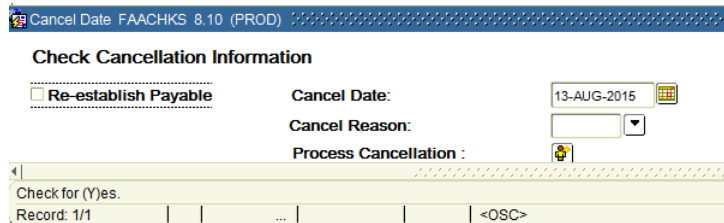
1.80.2.1 Log in Banner, select My Banner

1.80.2.2 Enter the information that is requested

1.80.2.3   Select cancel the check or resissue it.

XXXXXXXX.90: FLOWCHARTS
1.90.1 Flowchart AM: STOP Payments

FLOWCHART AM – STOP PAYMENTS

Accounts Payable Manager/Student Accounts

- Create STOP Payments Form
- Communicate to Initiator that the Check would be reissued
- Communicate to Initiator that the Check was Cashed and would not be reissued

Senior Accountant

- Access Wells Fargo Account Online and Verify Status of Check
- Is the Check Cashed?
  - YES → Print Confirmation that the Check was Cashed → Document that the Check was Cashed on the STOP Payments Form → Scan Confirmation Page and STOP Payments Form → Email Confirmation Page and STOP Payments Form to AP Manager/ Student Accounts
  - NO → Log into Banner and Cancel or Reissue Check → Sign STOP Payments Form → Scan STOP Payments Form → Email STOP Payments Form to AP Manager/ Student Accounts

_____

CASH DISBURSEMENTS - FRAUD CHECK RESOLUTION

XXXXXXXX.10:   **TASK DESCRIPTION**
The University of the District of Columbia has a responsibility to their students to help solve problems which arise related to the University's operations. One problem relates to students claiming they have not received their check or that someone else has cashed the check. The Senior Accountant is responsible for initiating the resolution process with the Bank.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedures on fraud check resolution which applies to the University of the District of Columbia.

XXXXXXXX.30:   **POLICIES**
1.30.1 The Wells Fargo Affidavit of Check Fraud by Payee must be completed by Accounts Payable.

1.30.2 The Student must get the Wells Fargo Affidavit of Check Fraud by Payee form notarized prior to submission to the bank.

1.30.3 Valid identification is required when submitting forms. The Senior Accountant will verify upon receipt of forms.

XXXXXXXX.40:   **RESPONSIBILITIES**
1.40.1 Accounts Payable is responsible for completing the Affidavit of Check Fraud by Payee form and distributing it to the student to get notarized.

1.40.2 The Student is responsible for getting the Affidavit of Check Fraud by Payee form notarized.

1.40.3 Accounts Payable is responsible for reissuing a physical check to the student, once a confirmation email is received from the bank confirming the check was not previously cashed by payee.

XXXXXXXX.50:   **AUTHORIZATION**
1.50.1 The Senior Accountant is authorized by the Chief Financial Officer at UDC to access Wells Fargo bank online to verify whether a missing check was cashed.

XXXXXXXX.60:   **PROCEDURES**
1.60.1 Check fraud claims are received by the Senior Accountant from students on an ad hoc basis.

1.60.2 The Senior Accountant accesses Wells Fargo bank account (www.wellsfargo.com) with their assigned credentials and verifies if the check was cashed. The image of the processed check is printed.

Note: If the check was not cashed, see the Expenditures and Disbursements- Stop Payments process for voiding and reissuing a check.

1.60.3 Once the Senior Accountant verifies that the check was cashed but by the payee, the Accounts Payable completes a Wells Fargo Affidavit of Check Fraud by Payee form (see Exhibit BR: Affidavit of Check Fraud by Payee) and gives it to the student to get notarized.

1.60.4 The Senior Accountant copy the back and front of the student's Government issued ID and obtains the student's telephone number.

1.60.5 Upon receipt of the notarized Affidavit of Check Fraud by Payee Form, the Senior Accountant mails the form, copy of the student's ID and copy of the issued check to Wells Fargo.

Note: Wells Fargo bank sends a letter by mail addressed to the Senior Accountant to confirm that the claim was received by the bank and is being investigated.

1.60.6 The Senior Accountant saves the confirmation letter and scanned copies of the Affidavit of Check Fraud by Payee Form to the T-drive (T:\ACCOUNTS PAYABLE\AFFIDAVIT OF CHECK FRAUD).

1.60.7 The Senior Accountant contacts the student and advises them of the Bank's confirmation of receipt of the claim.

1.60.8 The Bank sends their decision letter addressed to the Senior Accountant.

1.60.9 If the bank agrees to the claim, the Wells Fargo account is credited with the claim amount.

1.60.10 The Senior Accountant prepares and approves a Direct Voucher and gives it to Accounts Payable for issuing.

1.60.11 Before a physical check is issued, the Senior Accountant advises

the student to either:

- Update their ACH information on MY UDC website (https://udcinb11.newday.udc.edu:8910/PROD/twbkwbis.P_WWWLogin)
- Complete the ACH form with the Program Systems Specialist

Note: Accounts Payable issues a physical check to the student if ACH details are not provided by the student.

Note: If the bank denies the claim, the Senior Accountant gives the decision letter to the student and advises them to pursue any further action with the bank directly.

XXXXXXXX.70:   INTERNAL CONTROLS

1.70.1   Internal controls applicable to ensuring proper identification and documentation

1.70.1.1 A copy of the student's Government issued ID is requested by the Senior Accountant to verify the identity of the student.

1.70.2   Internal controls applicable to verifying funds are not issued twice to the student

1.70.2.1 The Senior Accountant verifies that the claim was accepted prior to reissuing the check.

1.70.2.2 The Senior Accountant monitors the Wells Fargo bank account activity to confirm the claim was credited to the account prior to reissuing the funds to the student.

XXXXXXXX.80   EXHIBITS
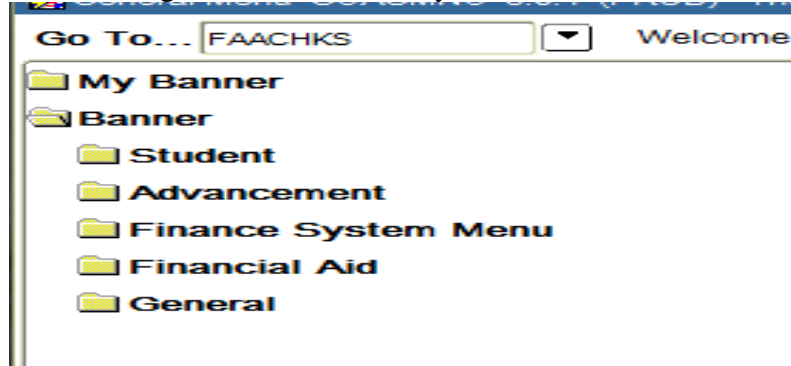
1.80.1   Exhibit BR: Affidavit of Check Fraud by Payee

UNIVERSITY OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
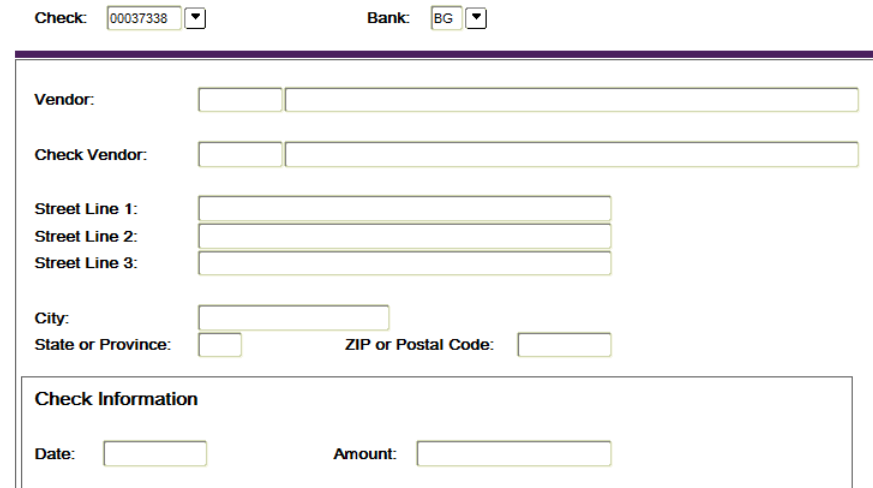

FINANCIAL POLICIES AND PROCEDURES MANUAL

_____
XXXXXXXX.90: FLOWCHARTS
1.90.1 Flowchart AN: Fraud Check Resolution
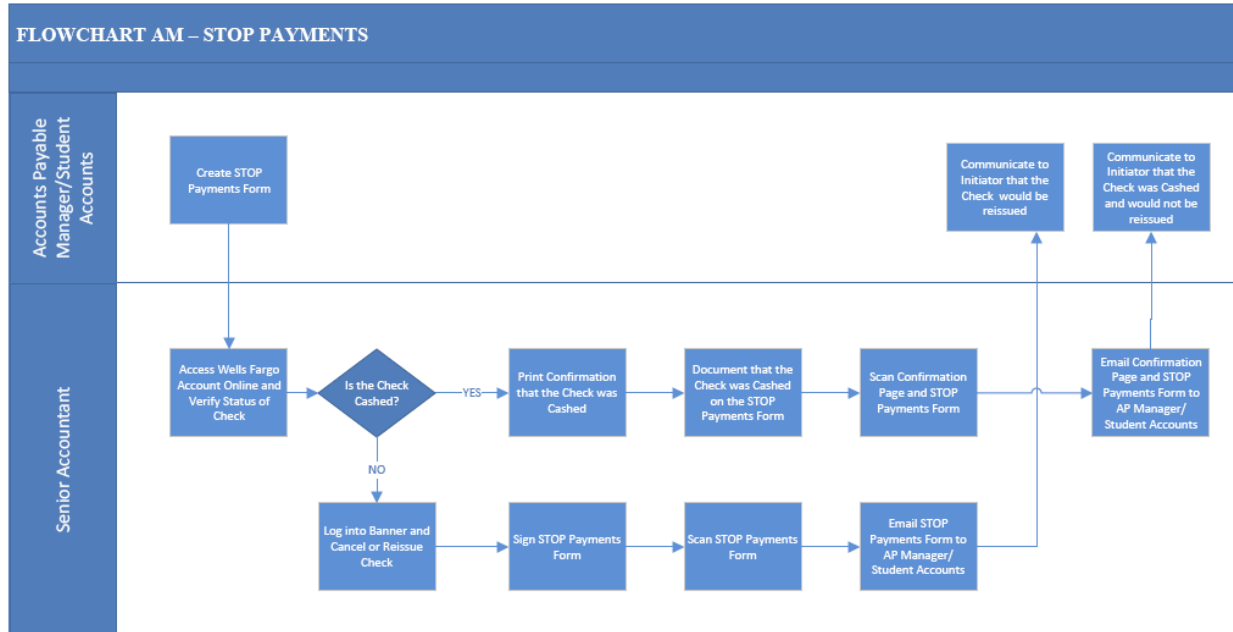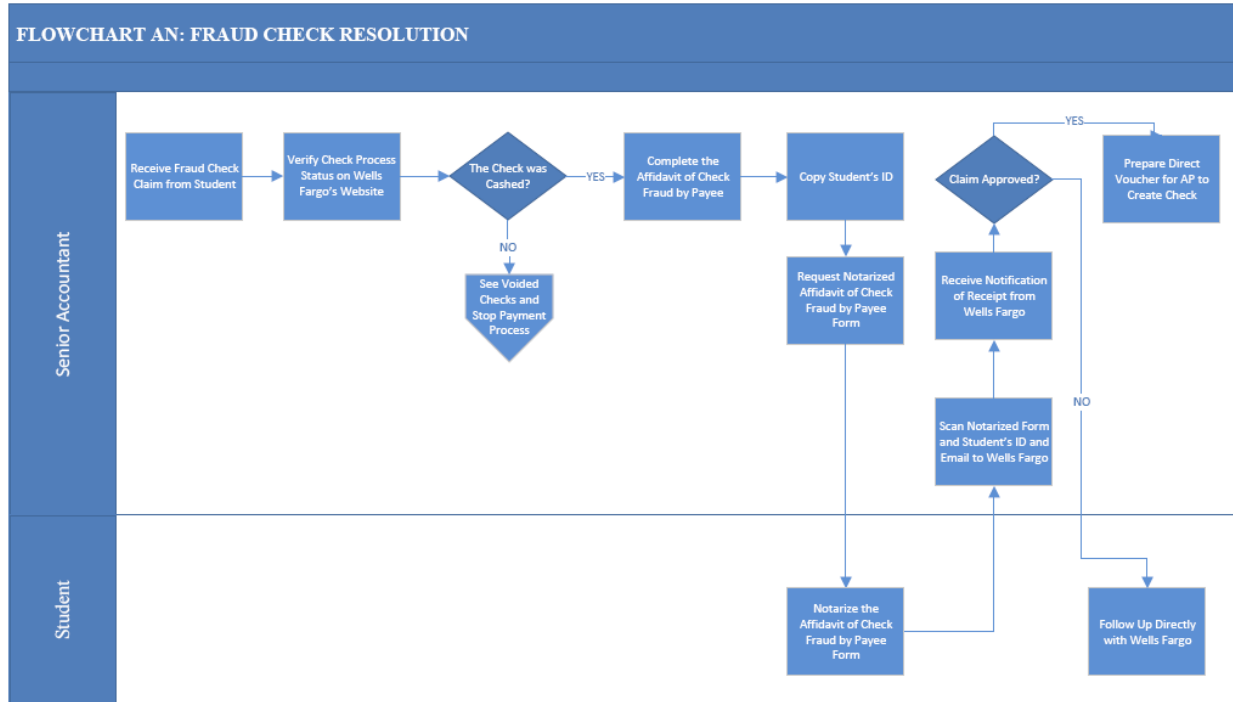
_____

CASH DISBURSEMENTS - UNCLAIMED PROPERTY AND STALE DATED CHECKS

XXXXXXXX.10: **TASK DESCRIPTION**
Undeliverable checks issued to students and vendors are returned to the Cashier's Office. The Cashier's Office holds returned checks for a period no longer than six (6) months. Upon receipt of the returned check and every two months thereafter, the Cashier's Office notifies Student Accounts and Accounts Payable of the checks which were returned for them to conduct any follow up action. UDC checks have a 'positive pay' with Wells Fargo and therefore do not expire. After six (6) months, all checks are returned to Accounts Payable by the Cashier's Office to be cancelled. The Senior Accountant is responsible for creating the accounting entry in Banner to reverse the check payment.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedures for the handling of retuned checks.

XXXXXXXX.30: **POLICIES**
1.30.1 UDC uses FASB Statement No. 5 (fasb.org) which helps the University to account for unclaimed property liability on their financial statements. It states that the treatment of a loss contingency on the books depends on whether the likelihood of the future event giving rise to the loss is probable, reasonably possible or remote.

1.30.2 Accounts Payable and Student Accounts are responsible for determining why the checks were undeliverable.

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 The Cashier's Office is responsible for the receipt of returned checks.

1.40.2 The Cashier's Office is responsible for the notification to the issuer of the check (Accounts Payable or Student Accounts) of the returned checks.

1.40.3 Accounts Payable and Student Accounts are individually responsible for determining why the check was undeliverable and advising the Cashier's Office of further action (contacting the vendor of student).

1.40.4 The Accounts Payable Supervisor is responsible for forwarding checks to be voided or reissued to the Senior Accountant.

1.40.5   The Senior Accountant is responsible for the accounting entry in Banner to void the check after six months.

XXXXXXXX.50:   AUTHORIZATION

1.50.1   The Senior Accountant is authorized by the Chief Financial Officer to access Banner and perform the STOP payment process.

XXXXXXXX.60:   PROCEDURES

1.60.1   Undeliverable checks are received by the Cashier's Office. When checked are received, the Cashier's Office emails Student Accounts and Accounts Payable the following details in order to notify them of the returned check:
- Payee name
- Check number
- Date received
- Type of payment (student refund or vendor)

Note: Accounts Payable and Student Accounts are individually responsible for determining why the check was undeliverable and advising the Cashier's Office of further action. Accounts Payable also contacts payee to pickup check or mail.

1.60.1   After the six month period, the Cashier's Office returns all undeliverable checks to Accounts Payable.

1.60.2   Accounts Payable Supervisor creates a STOP Payment Form for each check and stamps VOID on each check.

1.60.3   The STOP Payment Forms and voided checks are forwarded to the Senior Accountant.

1.60.4   The Senior Accountant performs the STOP payment process in Banner (see Expenditures and Disbursements- Stop Payments procedure).

1.60.5   The Senior Accountant writes "cancelled in Banner" on the check.

1.60.6   Upon completion, the STOP Payment Form and the voided check are returned to Accounts Payable.

XXXXXXXX.70:   INTERNAL CONTROLS

1.70.1   Internal controls applicable to ensuring all stale dated checks are cancelled

1.70.1.1   A report of all issued checks older than six months is periodically generated from Banner in order to identify uncashed checks. The Senior Accountant cancels all checks older than six months.

XXXXXXXX.80   EXHIBITS
n/a

XXXXXXXX.90:   FLOWCHARTS
1.90.1 Flowchart AP: Unclaimed Property and Stale Dated Checks
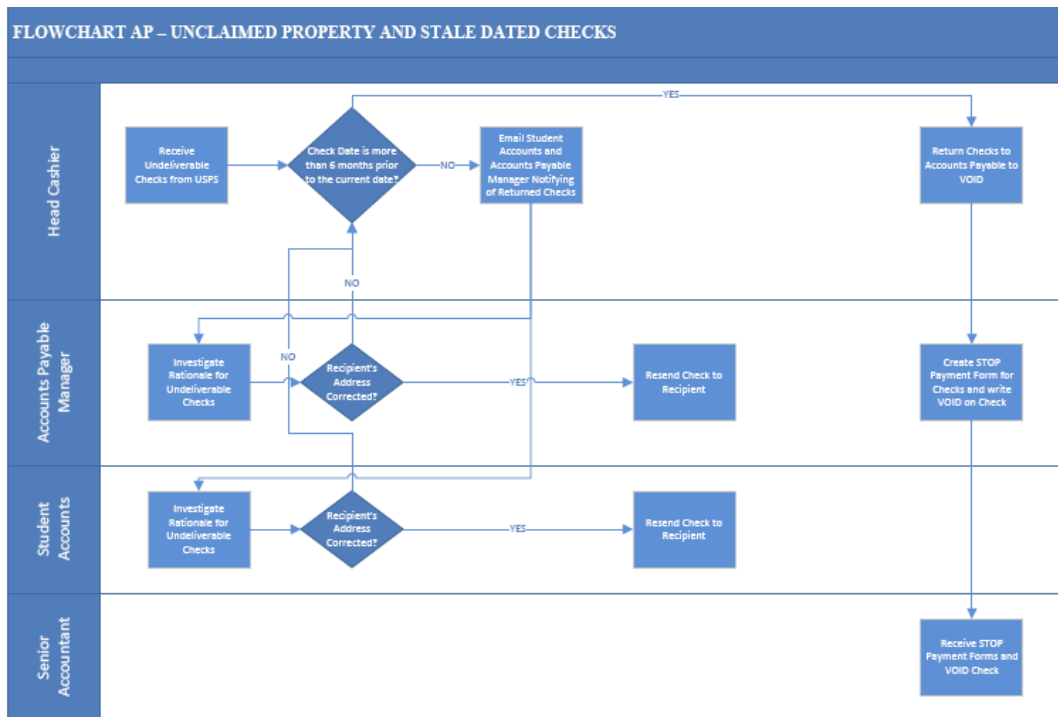
FLOWCHART AP – UNCLAIMED PROPERTY AND STALE DATED CHECKS

CASH DISBURSEMENTS - EMERGENCY STUDENT LOANS (KAPPA LOAN)

XXXXXXXX.10: **TASK DESCRIPTION**
Emergency loans are issued to active UDC students or student workers. Any active student may go to Financial Aid to request an emergency loan for up to $250. Students on payroll may request an emergency loan for up to $1000 when they are experiencing issues with receiving their check from the University.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedures on processing emergency student loans which apply to the University of the District of Columbia.

XXXXXXXX.30: **POLICIES**
1.30.1 Students must be a second semester freshman at the University of the District of Columbia and enrolled for the current semester.

1.30.2 Student must have at least a 2.5 average.

1.30.3 Student's account must be in good standing.

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 Financial Aid is responsible for providing the Check Request – Revolving Student Loan form and Promissory Note to students who wish to receive an emergency student loan.

1.40.2 The student is responsible for notarizing the Promissory Note.

1.40.3 The Senior Accountant is responsible for verifying the student's information and issuing checks to the student.

1.40.4 The Associate Chief Financial Officer and Chief Financial Officer are the designated signatories for the loan.

XXXXXXXX.50: **AUTHORIZATION**
1.50.1 The Senior Accountant is authorized by the Chief Financial Officer at UDC to issue Emergency Student Loans to active students.

XXXXXXXX.60: **PROCEDURES**
1.60.1 Financial Aid gives the student the Check Request – Revolving Student Loan form and Promissory Note (see Exhibit BS: Emergency Loan Form) to complete and notarize.

1.60.2 The student gives the notarized forms to the Senior Accountant.

1.60.3 The Senior Accountant logs into Banner with their assigned credentials to confirm that the student is an active UDC student. The Senior Accountant prints the Banner screen illustrating that the student is an active student (see Exhibit BT: Active student illustration).

1.60.4 The Senior Accountant makes a copy of student's ID and advises them that they would be contacted within 3 days.

1.60.5 The Senior Accountant creates the check and updates the check log to track the checks.

1.60.6 The Senior Accountant attaches the student's ID, Check Request - Revolving Student Loan form and Promissory Note to the check and provides to the Chief Financial Officer for approval.

1.60.7 The Chief Financial Officer signs the checks.

1.60.8 The Staff Assistant provides the check to the Associate Chief Financial Officer for approval and signature.

1.60.9 Upon approval, the check is returned to the Senior Accountant. The Senior Accountant contacts the student to collect the check.

1.60.10 Upon receipt, the student signs and dates the check.

1.60.11 The Senior Accountant copies the check for the Office of the Chief Financial Officer records (see Exhibit BU: Copy of Check).

1.60.12 The Senior Accountant emails the Student Accounts Office confirming the student was issued an emergency loan. See Student Accounts procedures for further action taken by the Student Accounts Department.

1.60.13 The Senior Accountant prepares a journal entry (See JOURNAL ENTRY process):
- DR KAPPA Loan Revenue
- CR Bank account

1.60.14 Upon receipt of repayment of the loan, the Senior Accountant reverses the journal entry:
- DR Bank account

_____

- CR KAPPA Loan

XXXXXXXX.70:   INTERNAL CONTROLS

    1.70.1   <u>Internal controls applicable to ensuring loans are only issued to active students</u>

        1.70.1.1   The Senior Accountant verifies the student status on Banner prior to processing the loan request.

XXXXXXXX.80   EXHIBITS

    1.80.1   Exhibit BS: Emergency Student Loan Forms

PSEF CHECK

DIVISION OF FINANCE
Office of the Controller
4200 Connecticut Avenue, NW
Washington, D.C. 20008

Telephone (202)274-5418

UNIVERSITY OF
THE DISTRICT
OF COLUMBIA
★ ★ ★

Promissory Note

Ninety (90) days after _____

          Date check received   Name of Borrower

("the Maker), promise and agree to repay to the order of the University of the District of Columbia ("the University")
$_____ as a full reimbursement for the funds received.
Amount of Check

If the source of income to support the approval of my application for the loan was financial aid has not yet been received, I further agree that the University may in its discretion deduct the amount of this loan from any financial aid funds due me.

In the event that this note is not paid at maturity (payable and due ninety (90) days from the date of receipt), the Maker agrees to pay the cost of collection, including a reasonable attorney's fee.

This loan will be repaid to the __ BETA KAPPA REVOLVING STUDENT LOAN FUND __ at the University's Cashier's Office, 4200 Connecticut , NW., Building 39, Second Floor, Washington, DC 20008

I fully agree with and will comply with the above listed conditions,

_____
Signature of Maker

_____
Address

_____
City   State   ZIP

_____
Date

_____
Social Security Number

SWORN AND SUBSCRIBED before me on this _____ day of _____ in _____
Washington, D.C.   Year

_____
Notary Public
_____ Commission expires on:

_____

1.80.2 Exhibit BU: Copy of Check

1.80.3 Exhibit BT: Active Student Illustration

XXXXXXXX.90:   FLOWCHARTS
1.90.1 Flowchart AR: Emergency Student Loans

FLOWCHART AR – EMERGENCY STUDENT LOANS

Student	Complete and Notarize the Check Request – Revolving Student Loan form and Promissory Note			Collect and Sign Check

Senior Accountant:
- Obtain Student's ID and Accept Completed Forms
- Verify Student Status in Banner
- Student is in Active Status in Banner — NO → Deny Loan Request
- Copy Signed Check and Attach to Scanned Forms
- Call Student Advising to Pick Up check
- Create Journal Entry
- YES → Print Banner Screen illustrating Active Student Status
- Copy Student ID and Create Check
- Update Cash Balance Maintenance Record
- Attach Check to Notarized Form, Copy of Student Status and Promissory Note

Chief Financial Officer:
- Receive Forms and Sign Check

Associate Chief Financial Officer:
- Receive Forms and Sign Check

CASH DISBURSEMENTS - ACH UPLOADS

XXXXXXXX.10: **TASK DESCRIPTION**
Accounts Payable has the responsibility to pay vendors when bills are due. The Senior Accountant ensures that funds are available for use and in turn uploads the ACH payment file to Wells Fargo.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedures on accounts payable ACH upload. These policies and procedures apply to the University of the District of Columbia.

XXXXXXXX.30: **POLICIES**
1.30.1 The Staff accessing Wells Fargo online banking must have their own special credentials to get in.

1.30.2 The Senior Accountant must verify that funds are available prior to contracting Accounts Payable.

1.30.3 The upload process must take place before 3pm or it is applied to the next business day.

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 The Senior Accountant is responsible for confirming to Accounts Payable that the funds requested are available.

1.40.2 Accounts Payable is responsible for emailing the ACH file to the Senior Accountant.

1.40.3 The responsibility of uploading the ACH file to Wells Fargo website is the Senior Accountant. The Accounting Officer uploads in the ACH file to Wells Fargo website in the Senior Accountant's absence.

XXXXXXXX.50: **AUTHORIZATION**
1.50.1 The Senior Accountant is authorized by the Chief Financial Officer of UDC to give permission to Accounts Payable to access funds to make payments to vendors.

XXXXXXXX.60: **PROCEDURES**
1.60.1 Accounts Payable sends an email to the Senior Accountant requesting the availability of funds for payment due to vendors.

1.60.2 The Senior Accountant checks the Wells Fargo bank statement

online (www.wellsfargo.com) and check logs manually to see if funds are available.

1.60.3   The Senior Accountant emails Account Payable to confirm the requested funds are available.

1.60.4   Accounts Payable emails the Senior Accountant an attachment of the file to upload into Wells Fargo.

1.60.5   The Senior Accountant accesses Wells Fargo website with their assigned credentials and physical token to upload ACH file (see Exhibit BV: Wells Fargo ACH upload process).

Note: The Accounting Officer logs into the Wells Fargo website with their credentials and token in the Senior Accountant's absence.

Note: This must be performed prior to 3 pm or it is applied to the next business day.

1.60.6   The Senior Accountant receives verification of a successful upload on Wells Fargo's website.

1.60.7   The Senior Accountant screen-prints the upload confirmation screen that verifies that the file was successfully uploaded and emails the screen to the Accounts Payable Supervisor as confirmation.

XXXXXXXX.70:   INTERNAL CONTROLS

1.70.1   Internal controls applicable to ensuring the successful upload of the ACH file.

1.70.1.1   The Senior Accountant verifies the file name which was successfully uploaded is the same as the file name sent via email from the Accounts Payable Supervisor.

XXXXXXXX.80   EXHIBITS
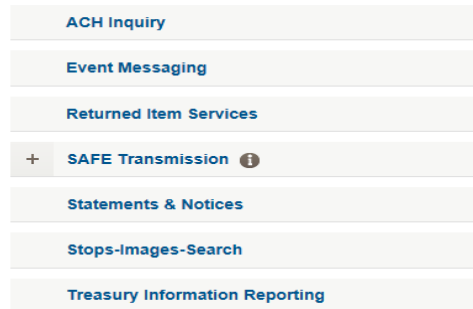
   1.80.1   Exhibit BV: Wells Fargo ACH upload process

         1.80.1.1   Sign on with the assigned UDC credentials.
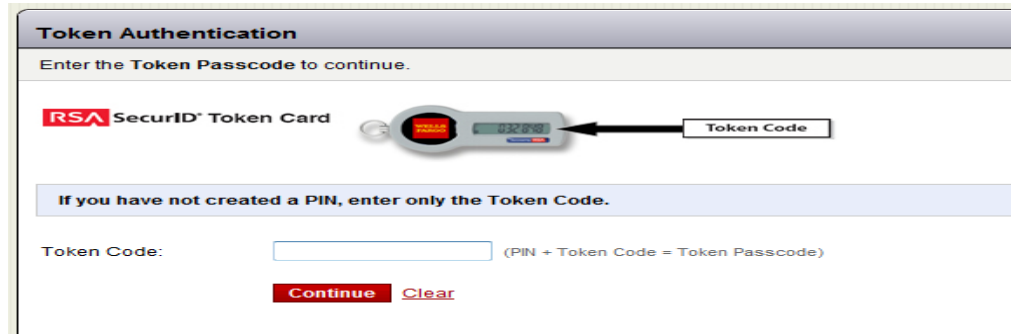
Sign On

Company ID

User ID

Password

Sign On

Forgot Password?
Password Reset Tutorial
Sign on Help
System Requirements
Fraud Prevention

         1.80.1.2   Select ACH Inquiry.

ACH Inquiry
Event Messaging
Returned Item Services
+   **SAFE Transmission** ⓘ
Statements & Notices
Stops-Images-Search
Treasury Information Reporting

         1.80.1.3   Enter the token code number and click on Continue.

Token Authentication

Enter the **Token Passcode** to continue.

RSA SecurID® Token Card   Token Code

If you have not created a PIN, enter only the Token Code.

Token Code: _____ (PIN + Token Code = Token Passcode)

Continue   Clear

1.80.1.4   Upload the file that was received from the Accounts Payble Supervisor.

1.80.1.5   Click on Upload.

1.80.1.6   Click on Product Folder to choose the destination for the file.

1.80.1.7   Upon completion of upload, a confirmation notice is received notifying that the file upload was successful.

XXXXXXXX.90: FLOWCHARTS

1.90.1 Flowchart AS: Accounts Payable ACH Upload
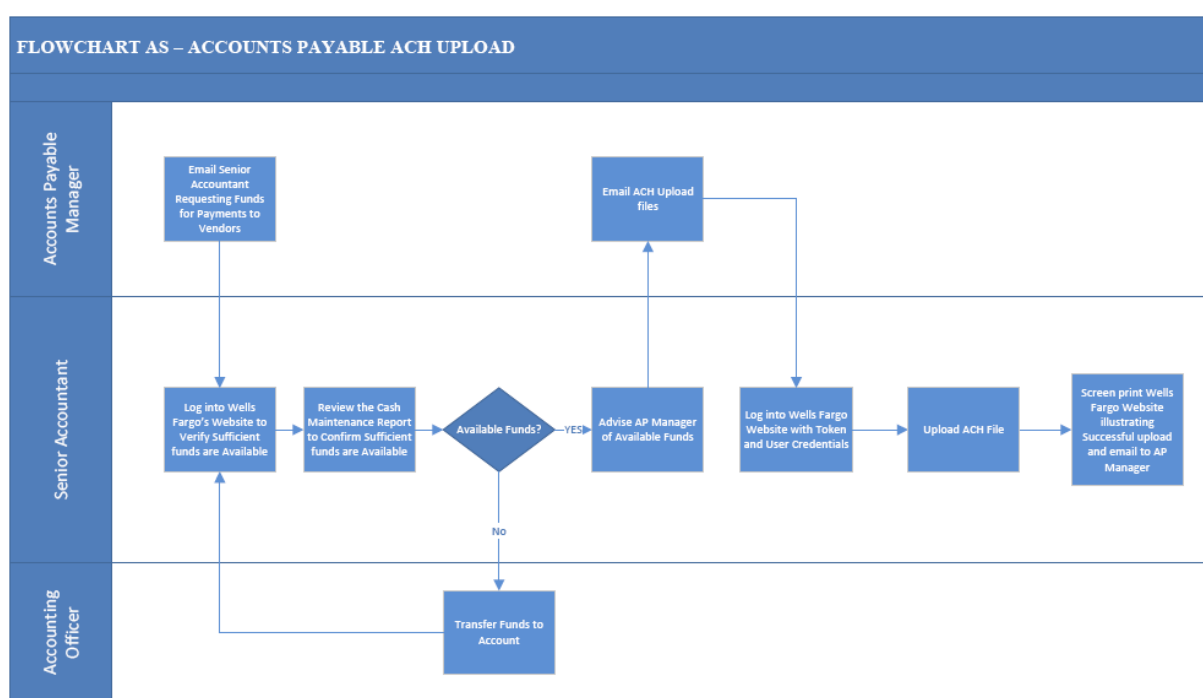
CASH DISBURSEMENTS - RESOLUTION OF WIRE TRANSFER ISSUES

XXXXXXXX.10:   **TASK DESCRIPTION**
The Office of the Chief Financial Officer has a duty to assist students for the resolution of wire transfers sent to the University but not received by Student Accounts. The Senior Accountant assists students in determining why wire transfers were not successfully received by the University.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedures for the resolution of wire transfer issues which apply to the University of the District of Columbia.

XXXXXXXX.30:   **POLICIES**
1.30.1 The Senior Accountant must verify that funds requested are actually available before contacting Student Accounts to release funds to the student.

XXXXXXXX.40:   **RESPONSIBILITIES**
1.40.1 The Senior Accountant is responsible for assisting the student where possible.

1.40.2 Student Accounts is responsible for releasing requested funds to the student's account in Banner.

XXXXXXXX.50:   **AUTHORIZATION**
1.50.1 Student Accounts is authorized by the Chief Financial Officer and the Senior Accountant to release funds to students awaiting wire transfers still pending.

XXXXXXXX.60:   **PROCEDURES**
1.60.1 Student contacts the Senior Accountant with details of their missing wire transfer.

1.60.2 The Senior Accountant logs into the Wells Fargo bank website (www.wellsfargo.com) with their assigned credentials to verify the funds expected from the student are actually available.

1.60.3 If the funds cannot be located, the Senior Accountant contacts the sending bank in order to determine the cause of the missing funds and to arrive to a resolution.

1.60.4 Once the funds are verified to be received, the Senior Accountant emails Student Accounts a screen print illustrating the funds were

received and requests for them to release the funds to the student.

1.60.5 The Senior Accountant provides the student with UDC's wire transfer details (see Exhibit BW: UDC Wire Transfer Details) in order to ensure further errors are not made.

1.60.6 Student Accounts posts the funds to the student account in Banner.

XXXXXXXX.70:   INTERNAL CONTROLS
   1.70.1   Internal controls applicable to verifying funds are received by the University prior to notifying Student Accounts
   1.70.1.1   The Senior Accountant verifies the receipt of funds from the Wells Fargo bank website.

XXXXXXXX.80   EXHIBITS
   1.80.1 Exhibit BW: UDC Wire Transfer Details

UNIVERSITY OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer

Donald Rickford
Chief Financial Officer

UNIVERSITY OF
THE DISTRICT
OF COLUMBIA
★ ★ ★

Office of Finance

Please find the information below for tuition payments:

Bank:	WELLS FARGO
Address:	1300 I ST NW STE 105W
	WASHINGTON DC, 20005
Account Name:	DISTRICT OF COLUMBIA GOVT..
	UDC POST SECONDARY EDUCATION FUND ACCT
Account Number:	4120700430
ABA number:	121000248
Swift Code	WFBIUS6S

UNIVERSITY OF THE DISTRICT OF COLUMBIA
4200 CONNECTICUT AVENUE NW
WASHINGTON , DC 20008-1122

Instructions: Please include N# in the description field when wiring funds..

4200 Connecticut Avenue, N.W., Building 39, Suite 200, Washington, DC 20008 (202) 274-5410   (202) 274-

XXXXXXXX.90: FLOWCHARTS

1.90.1 Flowchart AT: Resolution of Wire Transfer Issues

FLOWCHART AT – RESOLUTION OF WIRE TRANSFER ISSUES

Student

- Obtain Details of Wire Transfer Sent to UDC

Senior Accountant

- Log into Wells Fargo to Verify if Funds were Received from Student's Bank
- Funds were Received from Student's Bank? — NO → Contact Sending Bank to Identify Issue → Issue Identify and Resolved? — YES → Email Student Accounts a Screen Print Illustrating Funds were Received → Advise Student of Resolution
- YES → Advise Student Funds were Received → Email Student Accounts a Screen Print Illustrating Funds were Received
- NO → Advise Student to Follow Up with their Bank → Give Student UDC Wire Details document

Student Accounts

- Post Funds to Student's Account in Banner
- Post Funds to Student's Account in Banner
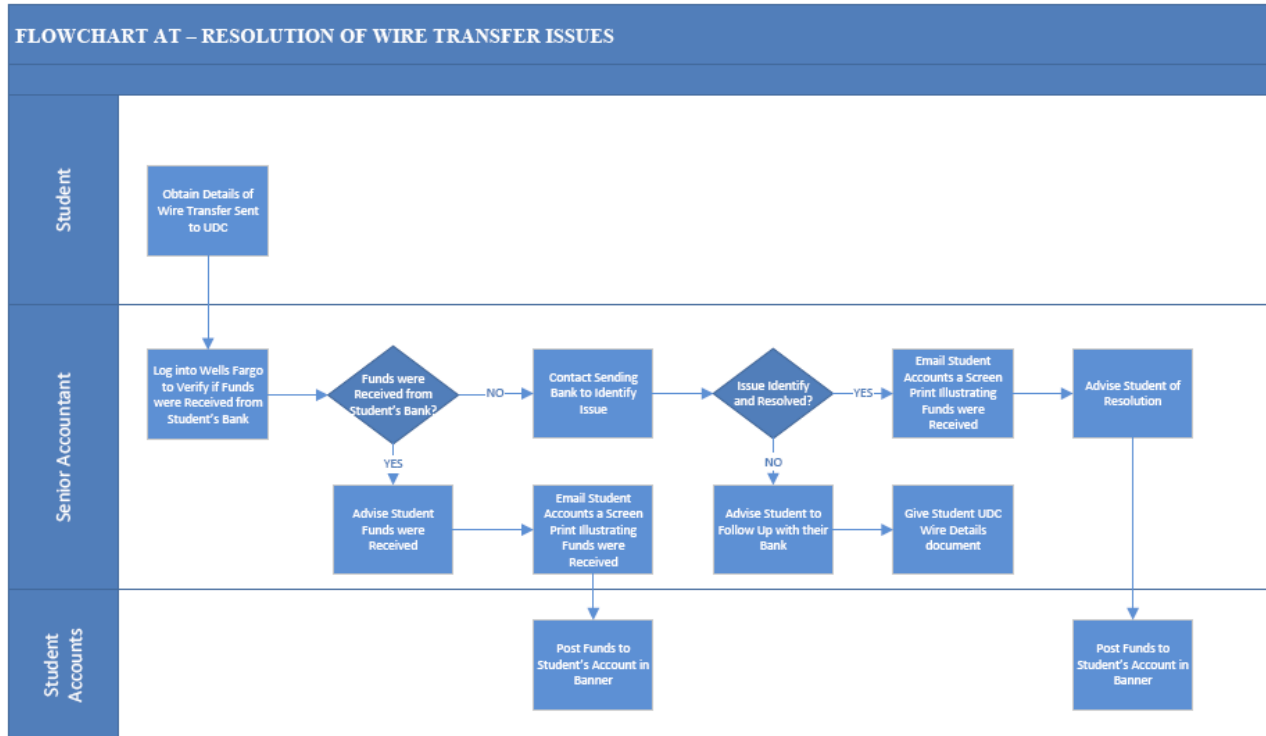
P-CARDS

XXXXXXXX.10: **TASK DESCRIPTION**
Purchase Card transactions are reconciled by the P-Card holder and accounting entries are reviewed and verified by the Accountant. The University of the District of Columbia will not issue Purchase Order for a purchase of less than $2500. As an alternative, a Purchase Card is used for expenditures of less than $2500. In certain instances, the cardholder may exceed the maximum amount of $2500 for a P-card purchase with the authorization of the Director of Contracting and Procurement Office.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedures on purchasing cards which apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30: **POLICIES**
1.30.1 P-Cards shall not be used for personal expenditures or for any reason other than official UDC purchases.

1.30.2 P-Cards shall only be used by the cardholder.

1.30.3 P-Cards are used for expenditures of less than $2500 with few exceptions which requires authorization from the Director of Procurement.

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 The Accountant is responsible for verifying that all cardholders' accounts are accurately reconciled before the end of the cycle month.

1.40.2 The cardholder is responsible for accessing the Banner System and ensuring that cardholders are not spending more than the allotted amount.

1.40.3 The Accounting Officer is responsible for authorizing the Direct Voucher Payment form.

XXXXXXXX.50: **AUTHORIZATION**
1.50.1 The Accountant is authorized by the Chief Financial Officer to prepare the Direct Voucher Payment request to send to Accounts Payable. Accounts Payable is authorized by the Chief Financial Officer to process payments for P-Cards.

_____

XXXXXXXX.60:   **PROCEDURES**

1.60.1   The Accountant logs into JP Morgan's online banking website with their assigned credentials and generates the Statement of Account (see Exhibit BX: Statement of Account) on the 21st of every month.

1.60.2   The Accountant reviews the Statement of Account and sends an email to the cardholders who have not reconciled (see Exhibit BY: Email Sent to P Cardholder), requesting the cardholder to reconcile their account by the date provided to them.

Note: The following reconciliation details are entered on the Statement of Account by the cardholder when their account is reconciled:
Index, Fund Code, Org Code, Program Code, Account Code

Note: If the cardholder does not reconcile by the date provided in the email, the Accountant charges all expenditures not reconciled to the Miscellaneous account (account number 701805).

Note: The Budget Office notifies the cardholder when expenditures have been charged to miscellaneous account and that they are required to contact the Budget Office to reclassify the account expenses.

1.60.3   The Accountant updates the Allocation from Index Code PCARD spreadsheet (see Exhibit BZ: Allocation from Index Code) with each cardholder's reconciliation details (i.e. Index, Fund Code, Org Code, Program Code, Account Code)

1.60.4   The Accountant verifies the reconciliation details against the Chart of Accounts that the expense description captured is correctly outlined.

Note: The Accountant corrects the account codes or description if it is incorrect.

1.60.5   The Accountant emails the Allocation from Index Code PCARD spreadsheet to the Program Systems Specialist to upload in Banner thus creating a Journal Voucher.

1.60.6   The Accounting Officer approves the Journal Entry in Banner.

1.60.7   The Accountant logs into J.P Morgan online banking system and retrieves the invoice (see Exhibit CA: Invoice) for the period.

1.60.8   The Accountant verifies that outstanding balances were paid as outlined in the Beginning Balance line of the invoice.

Note: For any outstanding balance, the Accountant either contacts Accounts Payable to inquire of the status of payment or goes to the Banner screen FGIGLAC (see Exhibit CB: FGIGLAC) to verify if the payments were actually made.

1.60.9   The Accountant verifies that the Total P-card Transactions line of the Statement of Account equals to the total invoice amount due and initials the invoice.

Note: Any discrepancies are investigated and resolved.

1.60.10 The Accountant prepares the Direct Voucher Payment Request (see Exhibit CC: Direct Voucher Payment Request Form) and attaches it to the bank invoices.

1.60.11 The Accountant logs into the JP Morgan online banking website with their assigned credentials and generates the Transaction Detail Report (see Exhibit CD: Transaction Detail Report). The report reflects all expenditures of cardholders which the Accountant verifies agrees with the bank invoice and Direct Voucher Payment Request.

1.60.12 The Accountant emails the Direct Voucher Payment Request, bank invoices and Transaction Detail Report for review and approval by Procurement.

1.60.13 Upon approval, Procurement signs the Direct Voucher Payment Request.

1.60.14 Upon review and approval, the Accounting Officer signs the Direct Voucher Payment Request.

1.60.15 The Direct Voucher Payment Request is given to Accounts Payable to enter into Banner for payment processing.

1.60.16 After payment, Accounts Payable scans the approved Direct Voucher Payment Request, bank invoices and Transaction Detail Report and uploads the documents into Banner.

_____

XXXXXXXX.70:   INTERNAL CONTROLS

    1.70.1   <u>Internal controls applicable to verifying the cardholder does not expense more than the allotted $2500.</u>

        1.70.1.1   The Accountant verifies that the amount in JP Morgan Bank online statement is not more than $2500.The Director of Procurement's approval is requested for approvals more than $2500.

    1.70.2   <u>Internal controls applicable to verifying that the correct detail code is used for the P-Card.</u>

        1.70.2.1   The Accountant verifies the detail code and underlying accounts from the report in Bank Account of J.P Morgan.

XXXXXXXX.80   EXHIBITS
1.80.1   Exhibit BX: Statement of Account Report

Statement of Account
DCPCARD

Date/Time Printed 08/21/2015 11:26:57 AM

Selection Criteria: Posting Date Is Between '7/21/2015' AND '8/20/2015'

For Transactions posted between 07/21/2015 to 08/20/2015

Account Number: ************3983
Default COA Name: -
Default COA Value: -

4200 CONNECTICUT AVE., NW
BUILDING 39, ROOM 301 P
WASHINGTON, DC 200081122

TRANS ID	TRAN DATE	POST DATE	MERCHANT NAME	MERCHANT CITY, STATE	MCC	ORIG AMOUNT	SALES TAX	TRAN AMOUNT
1								

NOTES:

6400E 103505 6400 700 711820

Custom Field Name/Values

Index Code

Not a CBU
Because

PCA Code

TOTALS FOR

TOTAL 1
TRANSACTIONS:

Cardholder Signature   Date   Supervisor/Manager Signature   Date

Statement of Account

This is not an official Statement of Account

Page 1 of 304

1.80.2   Exhibit BY: Email Sent to P- Card holders

From:
Sent:
To:

Cc:
Subject: UNRECONCILED PCARD TRANSACTION 07-21-15 thru 08-20-15- AUGUST - FY15
Importance: High

To all Cardholders Mentioned Below,

I would greatly appreciate it if you would enter the budget codes or budget attributes for your P-card expenditures for the period 07/21/15 thru 08/20/15 into the JP Morgan system by COB August 25, 2015.

Please note it is very important for P-Card reconciliation purposes that you include in the Transaction Notes field of the JP Morgan System a brief description of the goods and services you purchase through your P-Card. Some Cardholders have been providing instead the reason for the purchase. The reason does not describe the purchase adequately.

Due to the time sensitive nature of this request, failure to respond by the above requested date, will result in all of your un-reconciled P-card expenditures for the period requested to be charged to the Index previously reported and the miscellaneous expense account 701995, and you will be responsible for working with Budget to re-class accounts if these charges create an overspending charge in your department.

If you have any system problems, please contact

Thank you

1.80.3   Exhibit BZ: Allocation from Index Code PCARD Excel

Allocation from Index Code PCARD

Card Holder Name	APRIL 2015 - 03/21/15 - 04/20/15 - FY15					
	Index Code	Fund Code	Org Code	Prog. Code	Account Code	Amount

1.80.4   Exhibit CA: Invoice

J.P.Morgan

JPMORGAN CHASE BANK NA
PO BOX 15918
MAIL SUITE DE1-1404
WILMINGTON DE 19850

ACCOUNT NUMBER

AMOUNT DUE

CURRENT BALANCE

Bill To: **JPMORGAN CHASE BANK NA**
PO BOX 4473
CAROL STREAM IL 60197-4473

AMOUNT
ENCLOSED $

UDC

4200 CONNECTICUT AVE
BUILDING 38   ROOM 301-26
WASHINGTON   DC   20008-1122

Please tear payment coupon at perforation

STATEMENT MESSAGES

This is your official invoice

ACCOUNT SUMMARY INVOICE

CORPORATE ACCOUNT NUMBER

INVOICE NUMBER

ACCOUNTING CODE

AGENCY NAME   UDC

AGENCY/ORG #

CLOSING DATE	PREVIOUS BALANCE
CREDIT LIMIT	PURCHASES AND OTHER CHARGES
AVAILABLE CREDIT	CASH ADVANCES 00
	CREDITS
FOR CUSTOMER SERVICE CALL: 1-888-297-0781	PAYMENTS
FOR TTY/TDD SERVICE CALL: 1-800-955-8060	LATE PAYMENT CHARGES 00
	CASH ADVANCE FEE 00
SEND BILLING INQUIRIES TO:	FINANCE CHARGES 00
JPMORGAN CHASE BANK NA	NEW BALANCE
P.O. BOX 2015 MAIL SUITE & 1-4396	TOTAL PAYMENT DUE

1.80.5   Exhibit CB: Direct Voucher Payment Request form

DIRECT VOUCHER PAYMENT REQUEST

REQUEST DATE [   ]   PAYMENT DUE DATE [   ]

A.

BANNER VENDOR NO. (N#)		DELIVERY INSTRUCTIONS (Leave blank if same as vendor information)
VENDOR NAME		
ADDRESS		
CITY, STATE, ZIP CODE		

B. VENDOR STATUS (CHECK ONE) [   ] BANNER NEW VENDOR (W-9 FORM MUST BE SENT TO PROCUREMENT)   [X] BANNER EXISTING VENDOR

C. PAYMENT TYPE (CHECK ONE OPTION)

[ ] REGISTRATION FEES	[ ] STUDENT STIPENDS	[ ] HONORARIUMS	[ ] LEASE	[ ] INSURANCE	[X] OTHER (Specify below)
[ ] MEMBERSHIP DUES	[ ] STUDENT TRAVEL	[ ] MOU	[ ] UTILITIES	[ ] LEGAL	PCARD

D. PROPER SUPPORTING DOCUMENTS   [   ] YES   [   ] NO

E. BUDGET (FOAPAL)

FUND	INDEX	BANNER ACCOUNT CODE	DESCRIPTION	AMOUNT
				TOTAL

APPROVALS:

DEPARTMENT	BUDGET OFFICE	AGENCY CONTROLLER	ACCOUNTS PAYABLE
Prepared By:	Payment Type No.	Authorized By:	Processed By:
Print Name / Signature		Print Name / Signature	
Accountant	CFO Order No.	Accounting Officer	
Title / Date		Title / Date	
Authorized By:	Budget :	Notes:	
Print Name / Signature	Print Name / Signature	No Budget Authorization required.	
Title / Date	Title / Date		

1.80.6   Exhibit CC: Banner screen print: FGIGLAC

1.80.7   Exhibit CD: Sample Transaction Details Report

XXXXXXXX.90: FLOWCHARTS

1.90.1 Flowchart AU: P-Cards

FLOWCHART AU- P- CARDS

Accountant

- Log onto JP Morgan's online banking website
- Review the Statement of Accounts to verify that cardholder have reconciled
- Email cardholder that have not reconciled their balances
- Balance reconciled? — YES → Update the Allocation from Index Code PCARD spreadsheet
- NO → Charge all expenditures to Miscellaneous Accounts
- Verify the reconciliation details against the Chart of Accounts
- Are the account codes correct? — YES → Email the Allocation from Index Code PCARD spreadsheet to Program Systems Specialist to upload in Banner
- NO → Correct the account codes or description
- Email the Direct Voucher Payment Request, bank invoices, and Transaction Detail Report to Procurement
- Investigate and resolve the issue
- YES
- Generate Transaction Detail Report
- Prepare Direct Voucher Payment Request Form
- Discrepancies found? — NO
- Verify the Total Payment Due equals the total invoice amount
- Verify the outstanding balances were paid
- Retrieve invoices from J.P. Morgan banking system

Accounts Payable Specialist

- Enter Direct Payment Voucher in Banner
- Scan and approve Direct Voucher Payment Request
- Upload supporting documents in Banner

Accounting Officer

- Review and approve Direct Payment Voucher
- Approve Journal Entry in Banner

FINANCIAL STATEMENTS

XXXXXXXX.10:   **TASK DESCRIPTION**
The University financial report includes three financial statements: the Statement of Net Position, the Statement of Revenues, Expenses, and Changes in Net Position, and the Statement of Cash Flows. The financial statements of the University are prepared in conformity with U.S Generally Accepted Accounting Principles (GAAP) as applied to government colleges and universities. The Government Accounting Standards Board is the accepted standard setting policy for establishing governmental accounting and financial reporting standards.

The Statement of Net Position presents the financial position of the University at the end of the fiscal year and includes all assets and liabilities of the University. The difference between total assets and total liabilities less net position is one indicator of the current financial condition of the University, while the change in net position is an indicator of whether the overall financial conditions has improved or worsen during the year. Assets and liabilities are generally measured using current values.

The Statement of Revenues, Expenses and Changes in Net Position presents the University's results of operation. Significant recurring sources of the University revenues are considered non-operating. Theses significant non-operating sources include District of Columbia appropriations, Pell grants, gifts for scholarships, and investment income.

The Statement of Cash Flows provides information about the University's financial results by reporting the major sources and uses of cash.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedures for the preparation of interim and annual financial statements. These policies apply to the University of the District of Columbia.

XXXXXXXX.30:   **POLICIES**
1.30.1   As stated in GASB Concepts Statement No. 1 Summary (www.gasb.org/st/concepts/gconsum1.html), UDC is required to provide information about the sources and uses of financial resources to the Board and provide information necessary to determine whether is financial position improved or deteriorated as a result of the year's operations.

1.30.2   As stated in GASB Concepts Statement No. 1 Summary

(www.gasb.org/st/concepts/gconsum1.html), UDC is required to present financial statements that should assist users in assessing the level of services that can be provided by the governmental entity and its ability to meet its obligations as they become due by providing information about its financial position and condition which is presented to the Board.

XXXXXXXX.40: RESPONSIBILITIES

1.40.1 The Accounting Officer is responsible for establishing and maintaining a system of internal controls to ensure that all transactions related to the University operations are properly initiated, approved, and reported to ensure that at year end, the accounting data are compiled to allow for the preparation of interim and annual financial reporting in conformity with GAAP and applicable laws, rules, and regulations.

1.40.2 The Chief Financial Officer has the responsibility to review the financial statements and reports for accuracy and reasonableness.

XXXXXXXX.50: AUTHORIZATION

1.50.1 The Accounting Officer is authorized by the Chief Financial Officer to prepare financial statements and reports of financial position, operating results and other pertinent.

XXXXXXXX.60: PROCEDURES

1.60.1 The Accounting Officer generates a Trial Balance report (see Exhibit CE: Generation of Trial Balance report), Revenue and Expenditures reports funds from CFO$olve to prepare the Statement of Revenues, Expenditures, and Statement of Change in Net Position.

1.60.2 The Accounting Officer generates the Trial Balance report to prepare the Statement of Net Position and Statement of Cash Flow (see Exhibit CF: Statement of Cash Flow).

XXXXXXXX.70: INTERNAL CONTROLS

1.70.1 Internal controls applicable to verifying the correct information about the University is presented on the financial statements

1.70.1.1 The Chief Financial Officer reviews and approves of the financial statements.
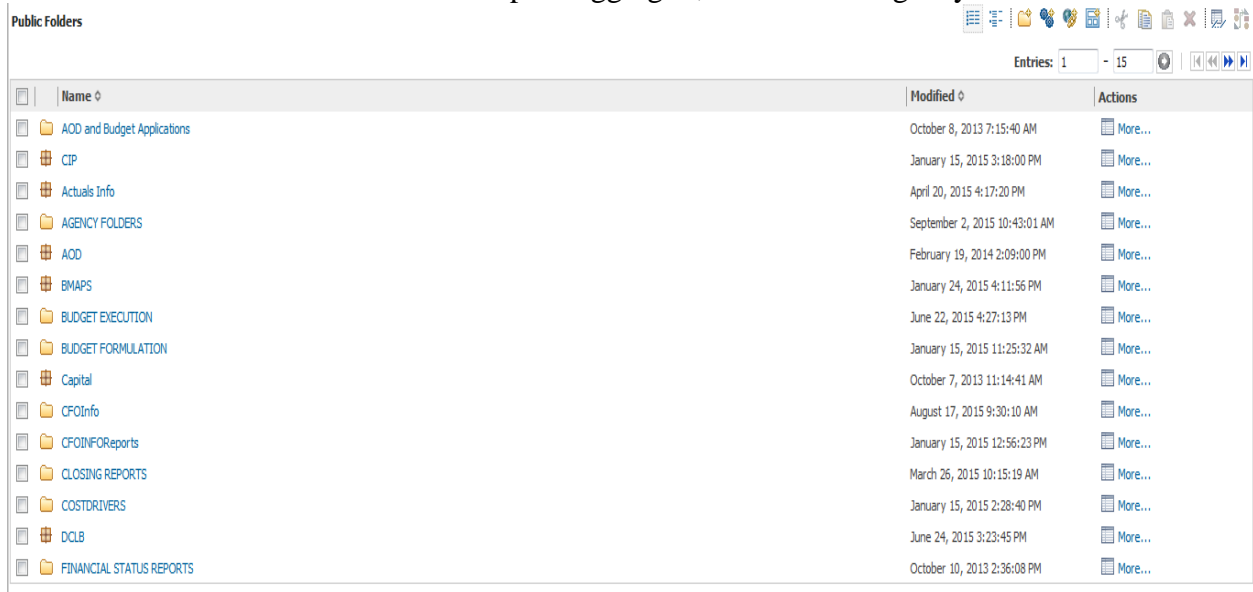
XXXXXXXX.80   EXHIBITS

1.80.1   Exhibit BO: Trail Balance Generation Process
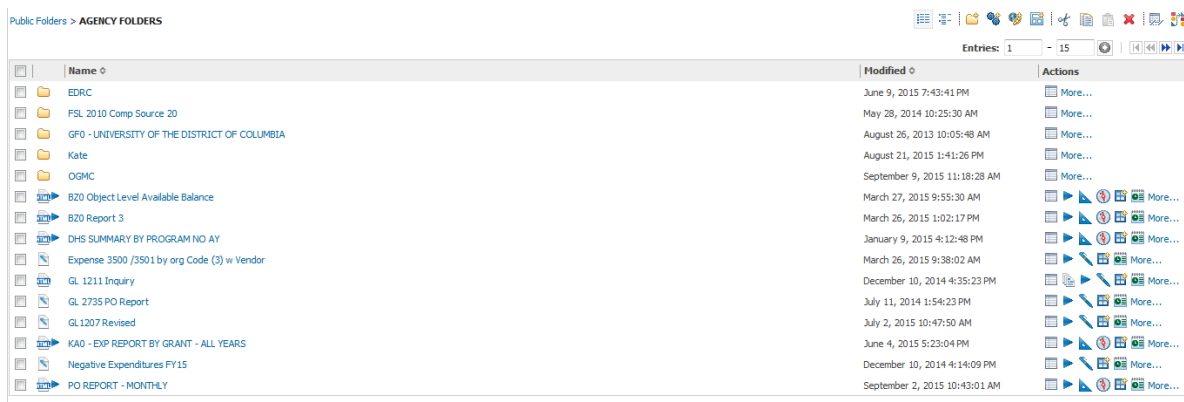
1.80.1.1   Upon logging in, click on the Agency Folders link

1.80.1.2   On the next page, click on the GF0 – UNIVERSITY OF THE DISTRICT OF COLUMBIA icon.

1.80.1.3   On the next page, click on Banner Package Reports.

Public Folders > AGENCY FOLDERS > GF0 - UNIVERSITY OF THE DISTRICT OF COLUMBIA

Entries: 1 - 4

	Name ◇	Modified ◇	Actions
☐ 📁	BANNER Package REPORTS	May 31, 2012 12:25:58 PM	🗒 More...
☐ 📁	R*STARS Package REPORTS	February 24, 2014 2:52:20 PM	🗒 More...
☐ 📁	ZZZ Banner Package only - NO REPORTS IN HERE	August 15, 2012 4:10:00 PM	🗒 More...
☐	Fund 4151 Index 6400D Comp Source 0020_0041 FY 2010	September 28, 2013 10:59:20 AM	More...

1.80.1.4   On the next page, click on General Ledger Reports

Public Folders > AGENCY FOLDERS > GF0 - UNIVERSITY OF THE DISTRICT OF COLUMBIA > BANNER Package REPORTS

Entries: 1 - 4

	Name ◇	Modified ◇	Actions
☐ 📁	Development - REPORTS NOT FINALIZED	March 22, 2013 12:02:39 PM	🗒 More...
☐ 📁	General Ledger Reports	March 21, 2013 5:22:34 PM	🗒 More...
☐ 📁	Operating Ledger Reports	December 18, 2012 10:19:42 AM	🗒 More...
☐ 📁	Transaction History Ledger Reports	November 14, 2013 10:32:21 AM	🗒 More...

1.80.1.5   On the next page, click on Working Trial Balance Excel –
Balance Sheet Account Totals

Public Folders > AGENCY FOLDERS > GF0 - UNIVERSITY OF THE DISTRICT OF COLUMBIA > BANNER Package REPORTS > General Ledger Reports

Entries: 1 - 6

	Name ◇	Modified ◇	Actions
☐ 📁	Grants reports	November 21, 2012 12:37:40 PM	🗒 More...
☐	Grants Trial Balance EXCEL - Balance Sheet Account Totals	November 14, 2013 4:07:33 PM	More...
☐	Trial Balance - Balance Sheet Account within Fund 4	September 28, 2013 10:54:45 AM	More...
☐	Trial Balance - Fund 4 within Balance Sheet Account	September 28, 2013 10:54:45 AM	More...
☐	WORKING Trial Balance EXCEL - Balance Sheet Account Totals	September 28, 2013 10:54:45 AM	More...
☐	WORKING Trial Balance PDF (Report View) - Balance Sheet Account Totals	November 1, 2012 4:12:51 PM	More...

1.80.1.6   Select the Fiscal Period and the Fiscal Year by clicking on the drop down bar and hitting ok to run the report.

Prompt

Provide values for the report you are about to run.
* ✱ Indicates a required field.
* ➡ Points to missing information.

FiscalMonthPeriod
Provide a value:
✱ 14

FiscalYear
Provide a value:
✱ 2015

1.80.1.7   A window will appear indicating the report is running.

Your report is running.

Instead of waiting, you can select a delivery method to run the report in the background.
Select a delivery method.

Cancel
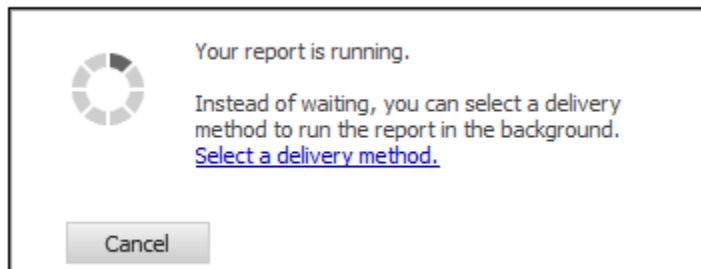
1.80.1.8   Once the report is done running, a window will prompt asking whether you want to open or save the report.
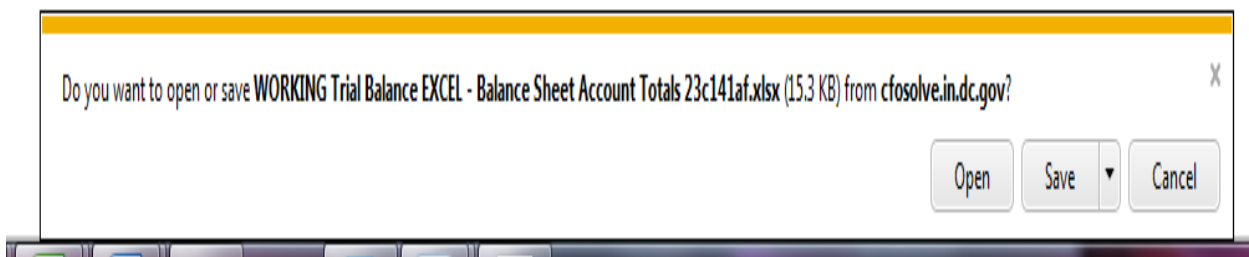
Do you want to open or save **WORKING Trial Balance EXCEL - Balance Sheet Account Totals 23c141af.xlsx** (15.3 KB) from **cfosolve.in.dc.gov**?

Open   Save ▾   Cancel

1.80.2　　Exhibit CF: Statement of Cash Flow

UNIVERSITY OF THE DISTRICT OF COLUMBIA

(A Component Unit of the Government of the District of Columbia)

Statements of Cash Flows

Years Ended September 30, 2014 and 2013

Cash flows from operating activities:		
Tuition and fees	$	
Grants and contracts		
Payments to vendors		
Payments to employees		
Other payments		
Net cash used by operating activities		
Cash flows from non-capital financing activities:		
District of Columbia appropriations - operating		
Change in advances to/from District of Columbia		
Gifts for scholarships		
Direct loan receipts		
Direct loan payments		
Federal Pell grant		
Net cash provided by noncapital financing activities		
Cash flows from capital and related financing activities:		
Purchase of capital assets		
Capital appropriations		
Net cash provided/(used) by capital and related financing activities		
Cash flows from investing activities:		
Proceeds from sales/maturities of long-term investments		
Investment income		
Purchase of investments		
Net cash provided by investing activities		
Net decrease in cash and cash equivalents		
Cash and cash equivalents, beginning		
Cash and cash equivalents, ending	$	
Reconciliation of operating loss to net cash provided by operating activities:		
Operating loss	$	
Adjustments to reconcile operating loss to net cash:		
Depreciation		
Bad debt expense		
Prior year cash receipts, earned as revenue in the current year		
Change in:		
Accounts receivable		
Grants receivable		
Accrued interest receivable		
Other current assets		
Other noncurrent assets		
Notes receivable		
Accounts payable and accrued liabilities		
Unearned revenue		
Other current liabilities		
Refundable advances		
Accrued leave		
Due to District of Columbia		
Net cash used by operating activities	$	

XXXXXXXX.90: FLOWCHARTS

1.90.1   Flowchart AW: Financial Statements
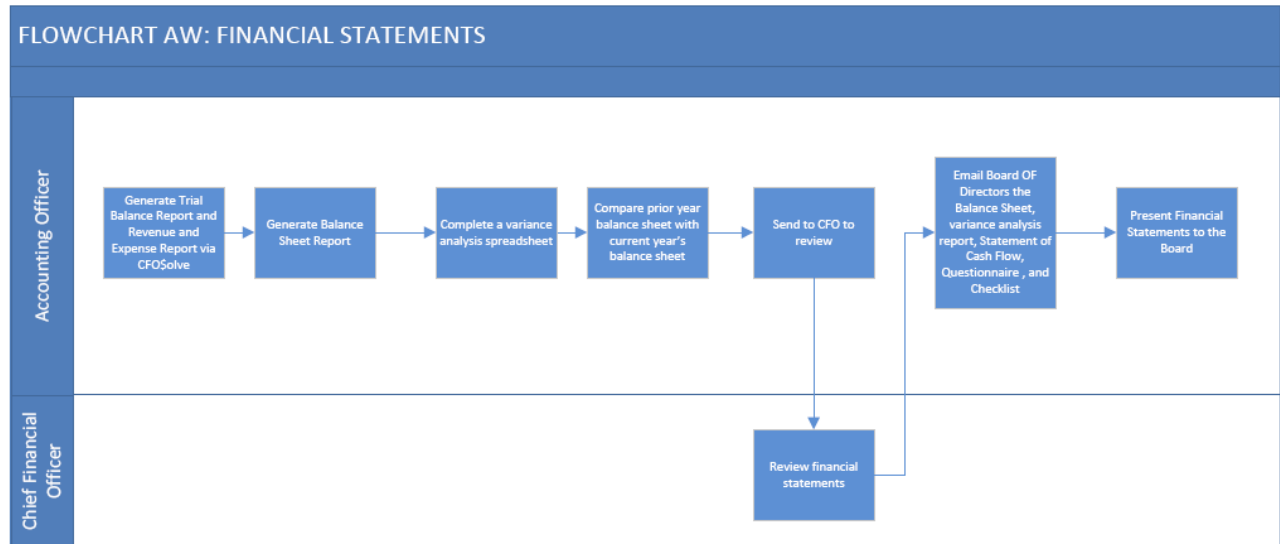
_____
MONTHLY BOARD OF TRUSTEES REPORTS

XXXXXXXX.10:   **TASK DESCRIPTION**
The Governmental Accounting Standard Board (GASB) has identified responsibility as the principal objective of financial reporting. Operational accountability refers to the University of the District of Columbia responsibility to report the extent to which they have met their operating objectives efficiently and effectively using all resources available for that purpose. The University of the District of Columbia has a duty to prepare monthly statements and present them to the Board keeping the Board informed on its financial position and financial performance.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedures on monthly board reporting. These policies apply to the University of the District of Columbia.

XXXXXXXX.30:   **POLICIES**
1.30.1 As stated in GASB Concepts Statement No. 1 Summary (www.gasb.org/st/concepts/gconsum1.html), UDC is required to provide information about the sources and uses of financial resources to the Board and provide information necessary to determine whether is financial position improved or deteriorated as a result of the year's operations.

1.30.2 As stated in GASB Concepts Statement No. 1 Summary (www.gasb.org/st/concepts/gconsum1.html), UDC is required to present financial statements that should assist users in assessing the level of services that can be provided by the governmental entity and its ability to meet its obligations as they become due by providing information about its financial position and condition which is presented to the Board.

XXXXXXXX.40:   **RESPONSIBILITIES**
1.40.1 The Accounting Officer is responsible running the Trial Balance, Revenues, and Expenditures reports and the BAVAL reports.

1.40.2 The Chief Financial Officer has the responsibility to review the monthly reports to ensure it is reasonable before being presented to the Board.

XXXXXXXX.50:   **AUTHORIZATION**
1.50.1 The Accounting Officer is authorized by the Chief Financial Officer to present the monthly financial statements to the Board on

a monthly basis and upload them on UDC's website.

XXXXXXXX.60:   PROCEDURES

1.60.1 The Accounting Officer generates a Trial Balance report (see Exhibit CG- Trial Balance- Balance Sheet) and Revenue and Expense Report and BAVAL report for restricted and non-restricted funds from CFO$olve to prepare the Statement of Net Position and Net Income/ Loss Comparison.

1.60.2 The Accounting Officer also completes a variance analysis with terms and definitions (see Exhibit CH: Statement of Net Position Comparison/ Definitions) which includes the percentage explanations.

1.60.3 The Accounting Officer emails the Chief Financial Officer to review the report for reasonableness.

1.60.4 Upon approval, the Accounting Officer emails the Board of Directors the Statement of Net Position and Net Income/ Loss Comparison and the variance analysis report.

1.60.5 The Accounting Officer presents the financial statements and variance analysis reports to the Board. On an ad hoc basis posts the reports monthly to UDC's website.

XXXXXXXX.70:   INTERNAL CONTROLS

1.70.1 <u>Internal controls applicable to verifying the correct information about the University is presented on the financial statements</u>

1.70.1.1   The Chief Financial Officer reviews and approves of the financial reports before being presented to the Board.

XXXXXXXX.80   EXHIBITS

1.80.1   Exhibit CG: Trial Balance- Balance Sheet

Account (4)	Account (4) Description	Beg Bal Dr/(Cr)	Debits	(Credits)	End Bal Dr/(Cr)
101105	Wells Fargo-conc.#4351				
101106	Wells Fargo-Disb.#4403				
101107	Wells Fargo-rec.#4458				
101109	Wells Fargo-Post Secondary				
101110	Bank Of America				
101112	Wells Fargo - PSEF				
101115	Bank Of America - Post second educ				
101120	Bank Of America (PSEF-Sweep)				
101140	Colombo Bank - CD				
101145	Industrial Bank - CD				
101150	JP Morgan				
101160	Sanford C Bernstein - 60				
101165	Sanford C Bernstein - 61				
101166	Sanford C Bernstein-48				
101168	Barclays				
101170	US Bank - Perkins Loan				
101994	Cash Holding				
101995	Credit Card Holding				
101996	Agency Collection Holding				
101998	Claim on cash				
121105	Buildings				
121110	Library holdings				
121115	Furniture and fixtures				
121120	Equipment and machinery				
121205	Land				
121210	Construction in progress (CIP)				
121305	Acc depr - buildings				
121310	Acc depr - library holdings				
121315	Acc depr - furniture and fixtures				
121320	Acc depr - equipment and machinery				
211105	Bookstore vouchers agency				
211106	Bookstore vouchers agency CF				
211107	Bookstore vouchers agency CS				
211108	Bookstore vouchers agency CM				
211110	Bookstore vouchers non-agency				
211111	Bookstore vouchers non-agency CF				
211112	Bookstore vouchers non-agency CS				
211113	Bookstore vouchers non-agency CM				
211114	Bookstore vouchers non-agency FY				
211115	Bookstore vouchers - law sch				

1.80.2   Exhibit CH: Statement of Net Position Comparison

UNIVERSITY OF THE DISTRICT OF COLUMBIA
(A Component Unit of the Government of the District of Columbia)
Statements of Net Position
September 30, 2014 and 2013

	Current Year	Previous Year
Assets		
Current assets:		
Cash and cash equivalents (note 3)	$	
Accounts receivable, net (note 4)		
Grants and contracts receivable, net		
Receivable from the District of Columbia		
Accrued interest receivable		
Other current assets		
Total Current assets		
Noncurrent assets:		
Investments		
Notes receivable, net (note 4)		
Capital assets, net (note 6)		
Long-term receivables		
Total Noncurrent assets		
Total Assets		
Liabilities		
Current liabilities:		
Accounts payable		
Accrued payroll		
Litigation contingencies (note 8)		
Compensated absences		
Unearned revenue		
Due to the District of Columbia		
Other current liabilities		
Total Current liabilities:		
Noncurrent liabilities:		
Refundable advances		
Total Noncurrent liabilities:		
Total Liabilities		
Net Position		
Invested in capital assets	-	-
Restricted:		
Nonexpendable endowments		
Expendable:		
Capital projects		
Pre-K Enhancement		
Unrestricted		
Total net position		

UNIVERSITY OF THE DISTRICT OF COLUMBIA

(A Component Unit of the Government of the District of Columbia)

Net Income Loss Comparison

For the Months Ended July 31, 20XX, 20XX

UNAUDITED

	Current Year	Last Year	Variance	Percentage	Percentage
Revenues:					
Operating revenues:					
24 Student tuition and fees, net	$				
Federal grants and contracts					
25					
Local grants and contracts					
26					
Private Grants					
27					
Appropriated Funds (Local)					
28					
29 Indirect Cost Recovery					
30 Post Secondary Education					
31 Endowment					
Total Revenues					
Expenses:					
Operating expenses:					
32 Salaries					

XXXXXXXX.90: FLOWCHARTS

1.90.1 Flowchart AV: Monthly Board of Trustees Report
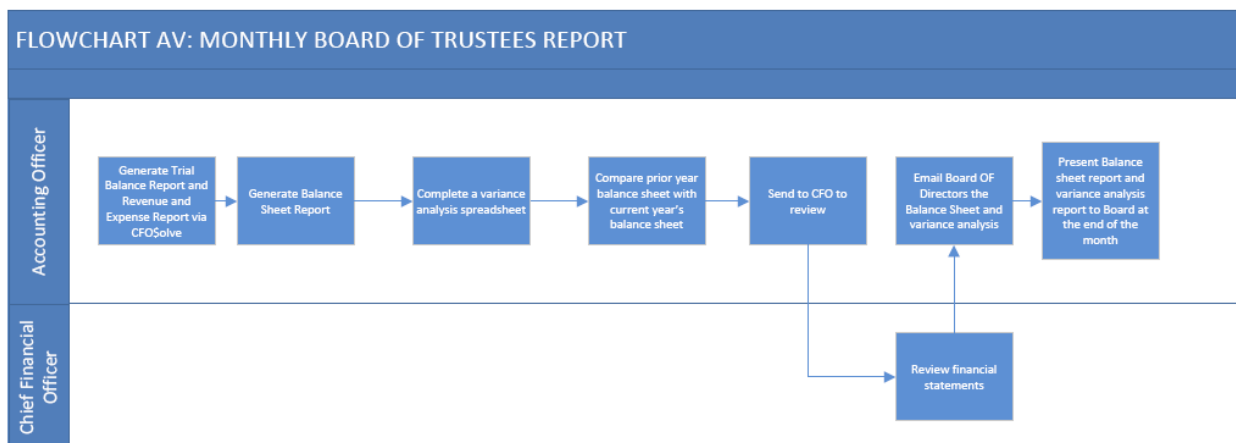
FLOWCHART AV: MONTHLY BOARD OF TRUSTEES REPORT

FINANCIAL MANAGEMENT

DEVELOPING DEPARTMENTAL SPENDING PLANS

XXXXXXXX.10:   **TASK DESCRIPTION**
Each budget unit is required to develop a departmental spending plan reflecting the expected expenses on a month to month basis. The Budget Department provides monthly reports from Banner that can be used to update these spending plans. These spending plans are used by the budget units to project monthly and quarterly spending needs. Spending plans include special purpose funds and local funds. Spending plans for grants are based on carryover grant information.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedures to describe the development of departmental spending plans.

XXXXXXXX.30:   **POLICIES**
1.30.1   It is the policy that each department within UDC must develop and monitor a monthly spending plan which is consistent with overall budget objectives.

XXXXXXXX.40:   **RESPONSIBILITIES**
1.40.1   Each Dean or Department Head is responsible for developing a monthly spending plan for his/her department.

1.40.2   The Budget Officer is responsible for ensuring that spending plans are completed once a year for budget purposes.

XXXXXXXX.50:   **AUTHORIZATION**
1.50.1   This Policy was prepared pursuant to the District's Home Rule Act, section 424(d) and the District of Columbia's Public Postsecondary Education Reorganization Act Amendments ("Act") effective January 2, 1976 (D.C. Law 1-36; D.C. Official Code §§ 38-1202.01(a)), Title 8, DCMR("DCMR 8").

1.50.2   This policy was also prepared pursuant to a University of the District of Columbia Board of Trustees resolution and is consistent with the District of Columbia laws and regulations and Office of the Chief Financial Officer guidelines.

XXXXXXXX.60:   **PROCEDURES**
Updating Budget Unit Spending Plans
1.60.1   A Department Designated person reviews the prior year financial reports for his/her unit for accuracy, and prepares updates for the next fiscal year. Once completed, the revised Annual Spending

Plan is submitted to the Department Head for review and approval and inclusion in the upcoming budget process.

1.60.2   The Department Deans or Directors receives and reviews the revised Budget Unit Annual Spending Plan and approves it.

1.60.3   The Department Designee submits an updated plan to the Budget Analyst.

1.60.4   The Budget Analyst enters the Budget Unit Annual Spending Plans in the excel spreadsheets for the department and finalizes the updated Spending Plan for the entire University.

1.60.5   These spending plans are updated on a regular basis by the budget unit in order to project the requirements for the department.

XXXXXXXX.70:   INTERNAL CONTROLS
1.70.1   Internal controls applicable to ensuring the approval of spending plans
1.70.1.1   The Department Deans or Directors must approve the final spending plans before they are sent to the Budget Analyst for entry into the budget. The Budget Officer reviews the spending plans and approves the final spending plan for the University.

XXXXXXXX.80   EXHIBITS
n/a

XXXXXXXX.90:   FLOWCHARTS

1.90.1   Flowchart AX: Developing Departmental Spending Plan
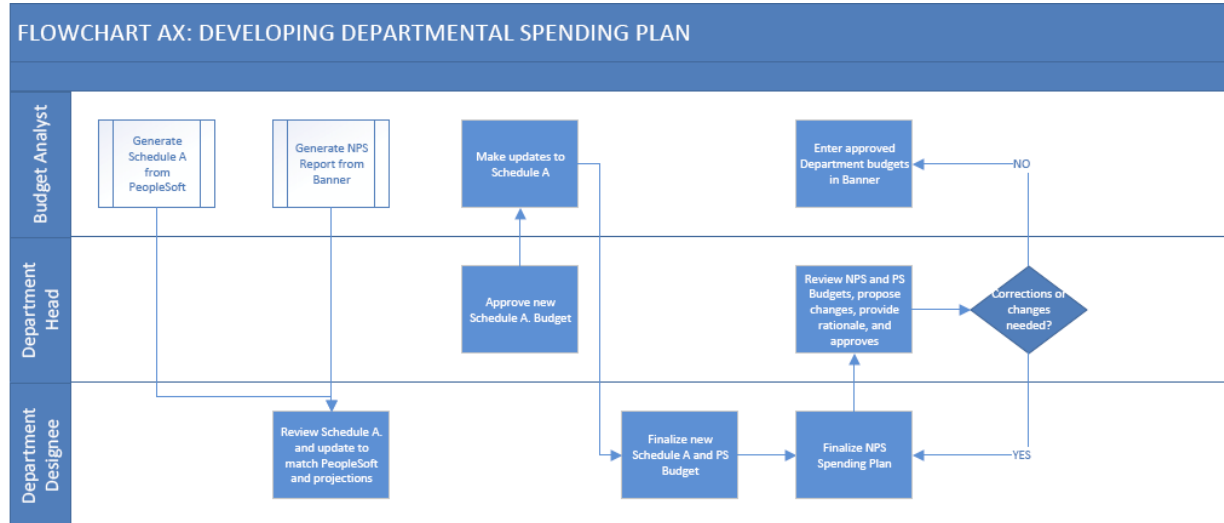
RECONCILIATION OF FUNDED POSITIONS (SCHEDULE A)

XXXXXXXX.10:   **TASK DESCRIPTION**
The Budget Department works closely with the UDC schools and departments to update their personnel schedules and funded position for each future budget year.   The Budget Department asks for quarterly updates to the Schedule A from the budget unit. Schedule A information includes the special purpose funds and local funds. Schedule A information for grants is projected based on rollover grant information.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedures to project and update the personnel cost for the upcoming fiscal years and to determine the number of funded positions.

XXXXXXXX.30:   **POLICIES**
1.30.1 It is the policy that positions must be approved in the budget before these positions can be filled.

XXXXXXXX.40:   **RESPONSIBILITIES**
1.40.1 Each Dean or Department head is responsible for developing a personnel schedule, or Schedule A, for all funded and proposed positions in their department.

1.40.2 The Budget Officer is responsible for compiling all Schedule A documents for the University during the annual budget process and working with each department to agree on the funding level for personnel.

XXXXXXXX.50:   **AUTHORIZATION**
1.50.1 This Policy was prepared pursuant to the District's Home Rule Act, section 424(d) and the District of Columbia's Public Postsecondary Education Reorganization Act Amendments ("Act") effective January 2, 1976 (D.C. Law 1-36; D.C. Official Code §§ 38-1202.01(a)), Title 8, DCMR("DCMR 8").

1.50.2 This policy was also prepared pursuant to a University of the District of Columbia Board of Trustees resolution and is consistent with the District of Columbia laws and regulations and Office of the Chief Financial Officer guidelines.

XXXXXXXX.60:   **PROCEDURES**
1.60.1 The Schedule A for the current year (Year 1) is reviewed by the Department Head or Dean. It is also compared with the projected

Schedule A for the upcoming budget year (Year 2). If necessary, updates are made to Year 2. In preparation for a new budget cycle, a Schedule A is prepared for the following year (Year 3).

1.60.2 Once the Schedules A's have been revised, they are submitted to the Budget Officer, who compiles all departments into a single Schedule A for the University.

1.60.3 During the year, the budget analysts compare the Schedule A with payroll information in the 485 report. The Schedule A is submitted to the programs on a monthly or quarterly basis for updates.

XXXXXXXX.70:   INTERNAL CONTROLS
1.70.1   <u>Internal controls applicable to ensuring the expenses are within budget.</u>
1.70.1.1 Scheduled positions are developed in the budget on an individual position basis to ensure that personnel expenses do not go over budget.

XXXXXXXX.80   EXHIBITS
n/a

XXXXXXXX.90:   FLOWCHARTS
1.90.1   Flowchart AY: Reconciliation of Funded Positions (Schedule A)
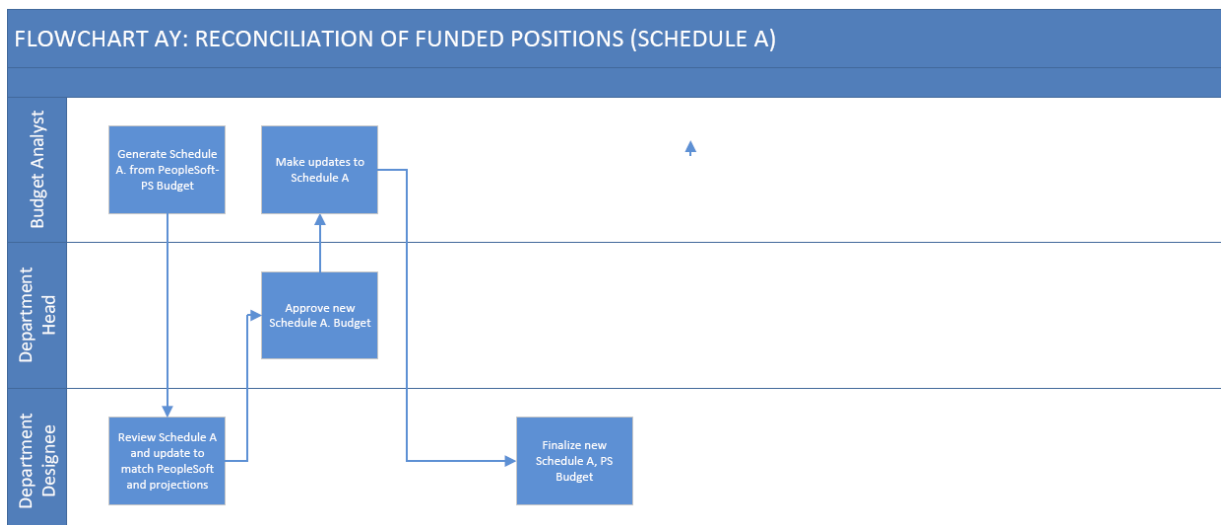
FLOWCHART AY: RECONCILIATION OF FUNDED POSITIONS (SCHEDULE A)

ANNUAL BUDGET DEVELOPMENT PROCESS

XXXXXXXX.10: **TASK DESCRIPTION**
The budget process formally begins when the District Office of Budget and Planning (OBP) delivers the budget instructions to the Office of the CFO and Budget Officer in late September. A timeline is developed for the budget process. OBP also furnishes UDC with the total targeted budget amount which is the basis for the UDC budget planning.

Operating budgets and personnel costs are uploaded into the budget worksheets, reviewed, and adjusted to meet the targeted budget. The Budget Officer and CFO review the proposed budget, make corrections and adjustments, and approve, in cooperation with the President's Budget Committee. Budget information includes the special purpose funds and local funds. Budget information for grants is projected based on rollover grant information.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedures to develop a Year 3 budget for UDC in a timely manner.

XXXXXXXX.30: **POLICIES**
1.30.1 UDC must follow the guidelines established by OBP for the production of the district-wide budget.

1.30.2 The annual proposed Budget must keep expenditures within the UDC funding limits established by OBP.

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 The Budget Officer is responsible for managing the preparation of the University budget.

1.40.2 Each Department Head or Dean is responsible for developing the budget for his/her individual budget unit.

1.40.3 The President's Budget Committee reviews the budget once the budget is completed.

XXXXXXXX.50: **AUTHORIZATION**
1.50.1 This Policy was prepared pursuant to the District's Home Rule Act, section 424(d) and the District of Columbia's Public Postsecondary Education Reorganization Act Amendments ("Act") effective January 2, 1976 (D.C. Law 1-36; D.C. Official Code §§ 38-1202.01(a)), Title 8, DCMR("DCMR 8").

1.50.2 This policy was also prepared pursuant to a University of the District of Columbia Board of Trustees resolution and is consistent with the District of Columbia laws and regulations and Office of the Chief Financial Officer guidelines.

XXXXXXXX.60: PROCEDURES

1.60.1 The Budget Officer obtains the approved annual Fiscal Year Budget Instructions from OBP toward the end of September.

1.60.2 The Budget Officer also receives the MARC allocation for UDC from the OBP. The allocation represents the total amount of local funds that is being allocated to the University.

1.60.3 Upon receiving the instructions, the Budget Officer meets with the Budget Analyst(s) to review the instructions, review the budget MARC, budget formation templates, and budget timeline.

1.60.4 Following this meeting, the Budget Officer develops a UDC Budget Formulation Timeline that details when deliverables are due from the UDC departments and submits it to the CFO for review.

1.60.5 The CFO approves the UDC Budget Formulation Timeline.

1.60.6 The Budget Officer and CFO determine the allocation of the MARC to each department and determine how much must be set aside for contingencies.

1.60.7 After approval, the Budget Formulation Timeline is forwarded to the UDC departments along with the MARC allocation to each department.

1.60.8 After the end of the current fiscal year, and after closing entries has been completed, the Budget Analysts generate a financial report from BANNER for each budget unit at UDC. This financial report details all expenses for the budget unit for the past year, including summary level personnel costs.

1.60.9 The Budget Analysts forward the reports for each department to the respective department designee for aiding the budget preparation. A request is made to update the non-personnel expense and project the non-personnel requirements for the next fiscal year.

1.60.10 The Department Head or Dean develops the budget unit non-personnel projection (NPS) for accuracy, and approves updates for the next fiscal year.

1.60.11 The Budget Analyst enters departmental NPS budget in the Excel spreadsheets for the department to represent the non-personnel services portion of the budget.

1.60.12 The Budget Officer and the President's Budget Committee review the overall budget. Changes can be proposed to any department and updates are made.

1.60.13 The CFO, President, and Budget Committee meet and review the overall budget. Changes can be proposed to any department. Updates are made.

1.60.14 The budget is presented to the Board of Trustees. Changes can be proposed to any department. Updates are made. The Board votes to approve the budget.

1.60.15 After approval by the Board, the final proposed budget is entered into the citywide proposed budget in a summary form, with all amounts summarized into five unrestricted line items, and three restricted line items.

XXXXXXXX.70:   INTERNAL CONTROLS

1.70.1 Internal controls applicable to ensuring the budget is developed within spending limits.

1.70.1.1 Each department is provided with a target spending level at the beginning of the budget cycle which is the maximum that can be spent.

1.70.2 Internal controls applicable to ensuring the budget is reviewed and approved by all responsible parties.

1.70.2.1 Department Heads and Deans must approve final departmental budgets before they are sent to the Budget department.

1.70.2.2 The Budget Officer and CFO reviews the overall proposed budget before it is submitted to the Committee.

1.70.2.3 CFO/President/Committee reviews and approves the overall proposed budget before it is submitted to the Board of Trustees.

1.70.2.4 When changes are proposed by OBP, Mayor's Office, City Council, or Congress, the changes are entered into the proposed budget maintained by the Budget Officer, and resubmitted to OBP.

1.70.3 <u>Internal controls applicable to ensuring the developed budget is secured.</u>

1.70.3.1 The budget is kept on a drive exclusively for the Budget Department and is password protected.

1.70.3.2 Once the proposed budget is finalized, it is downloaded on the desk computer of the Budget Officer, password protected, and only the director can make changes.

XXXXXXXX.80   EXHIBITS
n/a

XXXXXXXX.90:   FLOWCHARTS
1.90.1 Flowchart AZ: Annual Budget Development Process
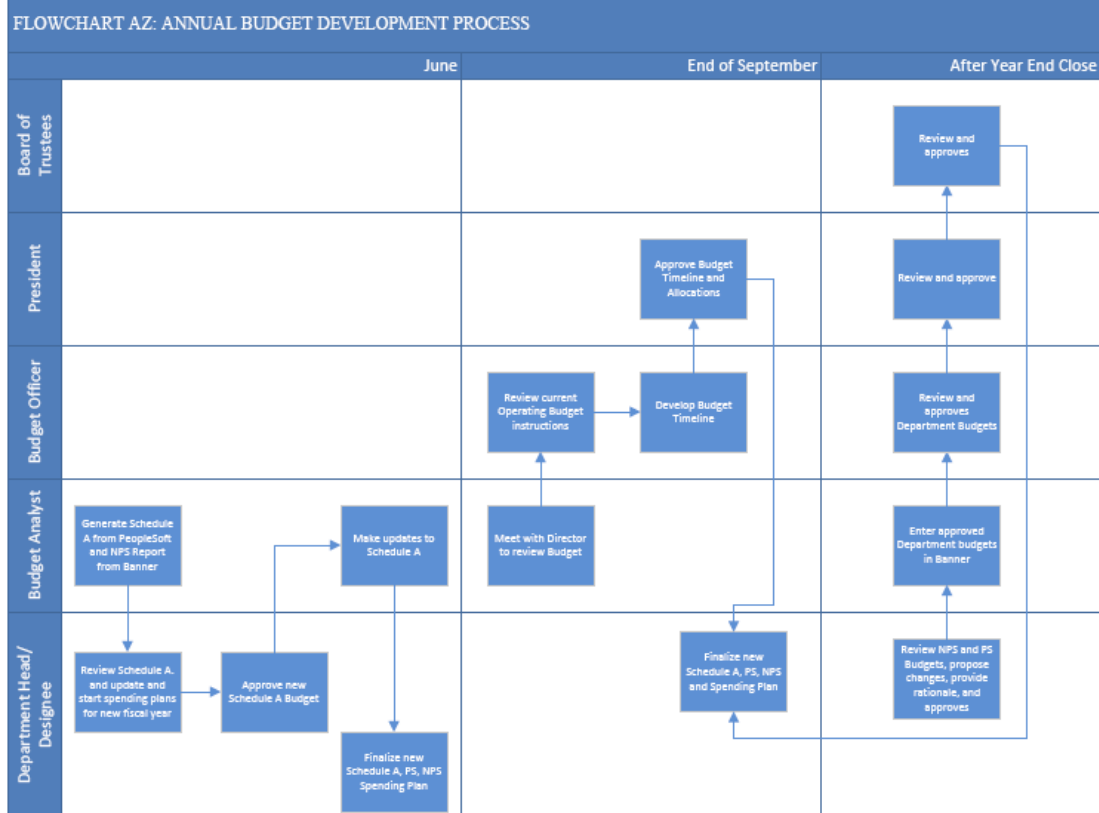
FLOWCHART AZ: ANNUAL BUDGET DEVELOPMENT PROCESS

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OPERATIONAL BUDGET APPROVAL PROCESS

XXXXXXXX.10: **TASK DESCRIPTION**
The proposed budget is sent to the District's OBP, the Mayor's Office, the D.C. City Council, and the U.S. Congress for approvals.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedures to gain all necessary approvals before the budget can be implemented.

XXXXXXXX.30: **POLICIES**
1.30.1 The budget for UDC must be approved by the OBP of the District of Columbia, the Office of the Mayor, District City Council and the United States Congress before it can be implemented.

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 The OBP is responsible for reviewing the UDC budget and proposing changes.

1.40.2 The Office of the Mayor is responsible for reviewing the UDC budget and proposing changes.

1.40.3 The District City Council is responsible for reviewing the UDC budget and proposing changes.

1.40.4 The United States Congress is responsible for reviewing the UDC budget and proposing changes. The United States Congress is the final approving authority.

XXXXXXXX.50: **AUTHORIZATION**
1.50.1 This Policy was prepared pursuant to the District's Home Rule Act, section 424(d) and the District of Columbia's Public Postsecondary Education Reorganization Act Amendments ("Act") effective January 2, 1976 (D.C. Law 1-36; D.C. Official Code §§ 38-1202.01(a)), Title 8, DCMR("DCMR 8").

1.50.2 This policy was also prepared pursuant to a University of the District of Columbia Board of Trustees resolution and is consistent with the District of Columbia laws and regulations and Office of the Chief Financial Officer guidelines.

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XXXXXXXX.60:   **PROCEDURES**

    1.60.1   After the UDC Board of Trustees approves the proposed budget, the Budget Officer submits it in summary form to OBP for approval by the first week of February.

    1.60.2   Questions are submitted to the President and the CFO by OBP. Responses must be approved by the Board of Directors before being submitted.

    1.60.3   OBP communicates any recommended changes or adjustments to the Budget Officer and the CFO in writing.

    1.60.4   After OBP approves the budget, it is submitted to the Mayor's Office for approval. This submission level is on a summary basis.

    1.60.5   The Mayor forms a Budget Review Team to review the UDC budget as part of the overall budget review process. Questions are submitted to the President and the CFO ahead of a budget review meeting. All responses from UDC must be reviewed and approved by the Board of Trustees before being submitted to the Mayor's office.

    1.60.6   After the Mayor's Office approves the budget, it is submitted to the District City Council for approval. The budget must be submitted by the first week of April.

    1.60.7   The District City Council forms a Budget Review Team to review the UDC budget as part of the overall budget review process. Questions are submitted to the President and the CFO ahead of a budget review meeting. All responses from UDC must be reviewed and approved by the President and CFO before being submitted to the District City Council.

    1.60.8   After the City Council approves the budget, it is submitted to the United States Congress for approval.

    1.60.9   The United States Congress forms a Budget Review Team to review the UDC budget as part of the overall budget review process for the District. Questions are submitted to the President and the CFO ahead of a budget review meeting. All responses from UDC must be reviewed and approved by the Board of Directors before being submitted to the United States Congress.

1.60.10 Once the Annual Budget receives final approval from the United States Congress, it is loaded into the financial system for the District of Columbia known as SOAR, and the financial system for UDC known as BANNER. This must be completed by October 1st of each year.

1.60.11 Once the Annual Budget is loaded into the respective financial systems, funds can be spent against the budgeted amounts.

XXXXXXXX.70:   INTERNAL CONTROLS

1.70.1   Internal controls applicable to ensuring the budget is approved

1.70.1.1   OBP must approve the final corrected version of the budget before it is sent to the Mayor's Office.

1.70.1.2   The Mayor's Office must approve the final corrected version of the budget before it is sent to the District City Council.

1.70.1.3   The District City Council must approve the final corrected version of the budget before it is sent to the United States Congress.

1.70.1.4   The United States Congress must approve the final corrected version of the budget before it is loaded into the systems and funds are spent against it.

XXXXXXXX.80   EXHIBITS

n/a

FINANCIAL POLICIES AND PROCEDURES MANUAL

XXXXXXXX.90:   FLOWCHARTS
1.90.1   Flowchart BA: Operational Budget Approval Process

FLOWCHART BA: OPERATIONAL BUDGET APPROVAL PROCESS

Budget Officer	Make required changes to Budget			Load into Banner
Office of Budget and Planning	Review and approve		Enter approved Budget in SOAR	
Mayor's Office	Review and approve	Corrections and changes made?		
City Council	Review and approve			
Congress	Review and approve			

YES — NO (decision branches)
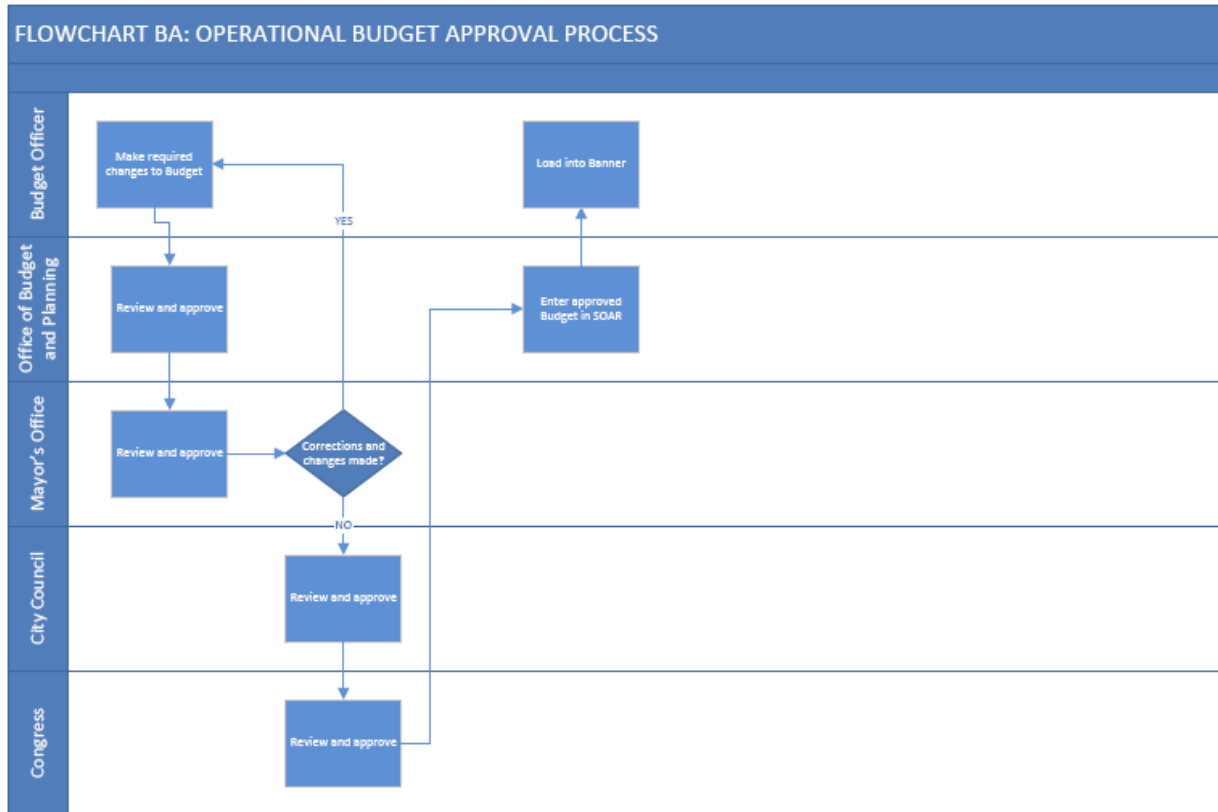
OPERATIONAL BUDGET REPROGRAMMING

XXXXXXXX.10: **TASK DESCRIPTION**
This task describes when budget amounts must be reprogrammed from one account to another in order to spend funds from an account.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedures are to provide budget funds in an account so that an encumbrance can be charged to the account.

XXXXXXXX.30: **POLICIES**
1.30.1 It is the policy that all accounts must have adequate budget funds before an encumbrance can be approved.

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 Each Department Head or Dean is responsible for ensuring that budgeted funds are available in an account before requesting approval of expenditures.

1.40.2 When presented with a reprogramming request, a Budget Analyst is responsible for reviewing the request, identifying any issues and correcting them, and performing the reprogramming.

XXXXXXXX.50: **AUTHORIZATION**
1.50.1 This Policy was prepared pursuant to the District's Home Rule Act, section 424(d) and the District of Columbia's Public Postsecondary Education Reorganization Act Amendments ("Act") effective January 2, 1976 (D.C. Law 1-36; D.C. Official Code §§ 38-1202.01(a)), Title 8, DCMR("DCMR 8").

1.50.2 This policy was also prepared pursuant to a University of the District of Columbia Board of Trustees resolution and is consistent with the District of Columbia laws and regulations and Office of the Chief Financial Officer guidelines.

XXXXXXXX.60: **PROCEDURES**
1.60.1 A Department Head or Dean identifies that an expenditure should be made, and identifies that the account to be charged does not have sufficient funds in its budget to cover the expenditure.

1.60.2 A Reprogramming Request is completed and approved. The Reprogramming Request is approved and submitted to the Budget Office.

1.60.3　　A Budget Analyst reviews the Reprogramming Request to determine if there are any issues. Identified issues are addressed.

1.60.4　　The Budget Analyst identifies the account where the funds will come from, and ensures that the amount is available before entering the reprogramming.

1.60.5　　When the reprogramming is complete, the Budget Officer signs an approval, and the Budget Analyst notifies the department.

XXXXXXXX.70:　　**INTERNAL CONTROLS**
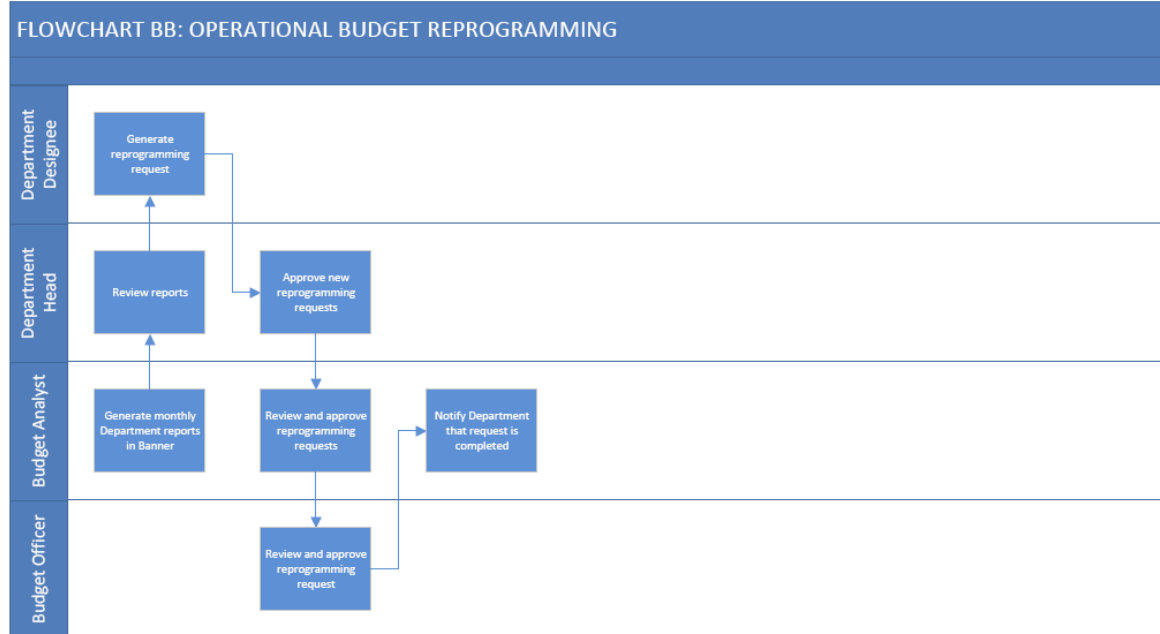
1.70.1　<u>Internal controls applicable to ensuring the availability of funds</u>

1.70.1.1　　A Reprogramming request cannot be completed if the funds are not available to be moved to another account.

XXXXXXXX.80　　**EXHIBITS**

n/a

XXXXXXXX.90:　　**FLOWCHARTS**

1.90.1　Flowchart BB: Operational Budget Reprogramming

FLOWCHART BB: OPERATIONAL BUDGET REPROGRAMMING

PERIODIC BUDGET REVIEW PROCESS

XXXXXXXX.10: **TASK DESCRIPTION**
On a quarterly basis, the University completes a financial review process (FRP) which shows a projection to the end of the year and includes all funds. The projections for each fund, local, special purpose, and grants, are set out separately. This report compiles information for the entire University and is required by OBP.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedures to update, on a quarterly basis, the financial projection for the University to determine whether there will be a surplus or a deficit.

XXXXXXXX.30: **POLICIES**
1.30.1 The University is required to monitor its budget so that a deficit will not be incurred.

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 The Budget Officer is responsible for the timely preparation of the quarterly FRP.

1.40.2 The CFO and ACFO are responsible for reviewing the final FRP and signing off on it before it is submitted.

XXXXXXXX.50: **AUTHORIZATION**
1.50.1 This Policy was prepared pursuant to the District's Home Rule Act, section 424(d) and the District of Columbia's Public Postsecondary Education Reorganization Act Amendments ("Act") effective January 2, 1976 (D.C. Law 1-36; D.C. Official Code §§ 38-1202.01(a)), Title 8, DCMR("DCMR 8").

1.50.2 This policy was also prepared pursuant to a University of the District of Columbia Board of Trustees resolution and is consistent with the District of Columbia laws and regulations and Office of the Chief Financial Officer guidelines.

XXXXXXXX.60: **PROCEDURES**
1.60.1 A CFO$olve BAVAL Report is run which identifies the data needed to prepare the FRP. It includes the total budget, both PS and NPS, and total expenditures to date for PS and NPS. This information becomes Table 1 in the FRP report.

1.60.2   A year-to-date 485 spreadsheet report is generated from the payroll system showing cumulative earnings for all employees.   This information becomes Table 2 in the FRP report.

1.60.3   A final document showing the projections for the remainder of the year is compiled and reviewed, and approved by the ACFO.

XXXXXXXX.70:   INTERNAL CONTROLS
   1.70.1   <u>Internal controls applicable to ensuring current and accurate data are reviewed.</u>
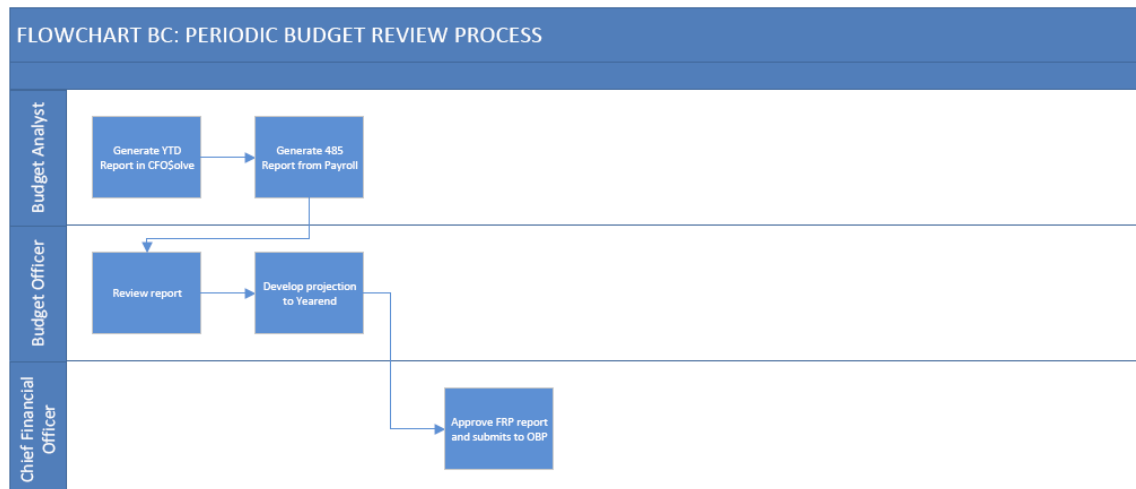   1.70.1.1   All reports are generated from data in Banner and the payroll system.

XXXXXXXX.80   EXHIBITS
   n/a

XXXXXXXX.90:   FLOWCHARTS
   1.90.1   Flowchart BC: Periodic Budget Review Process

_____
SPECIAL PURPOSE FUNDS BUDGET

XXXXXXXX.10: **TASK DESCRIPTION**
The task is to ensure that special purpose funds are distributed according to the requirements and guidelines for each type of fund.

Endowment interest has restrictions that require that the expense be a one-time usage. It cannot be used for normal operating expense or salary expense. These restrictions have been in place for a number of years.

Indirect cost reimbursed from grants must be allocated to support services that have a direct impact on managing grants. These decisions are made by the President's Budget Committee.

Post-Secondary funds are distributed on a percentage basis to the programs in the University. These decisions are made by the President's Budget Committee.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedures to ensure that the funds are allocated according to requirements previously established by the University.

XXXXXXXX.30: **POLICIES**
1.30.1 Special Purpose Funds are to be distributed according to previously established protocol.

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 The President's Budget Committee is responsible for maintaining the previously established protocol.

XXXXXXXX.50: **AUTHORIZATION**
1.50.1 This Policy was prepared pursuant to the District's Home Rule Act, section 424(d) and the District of Columbia's Public Postsecondary Education Reorganization Act Amendments ("Act") effective January 2, 1976 (D.C. Law 1-36; D.C. Official Code §§ 38-1202.01(a)), Title 8, DCMR("DCMR 8").

1.50.2 This policy was also prepared pursuant to a University of the District of Columbia Board of Trustees resolution and is consistent with the District of Columbia laws and regulations and Office of the Chief Financial Officer guidelines.

XXXXXXXX.60:   PROCEDURES

    1.60.1 The prior year breakdown of these special funds is reviewed. Initially, the Schedule A requirements is met.

    1.60.2 Next, the capital assets requirements are reviewed and special purpose funds are applied if appropriate.

    1.60.3 If funds are remaining, the Presidents Committee distributes according to the needs of the University.
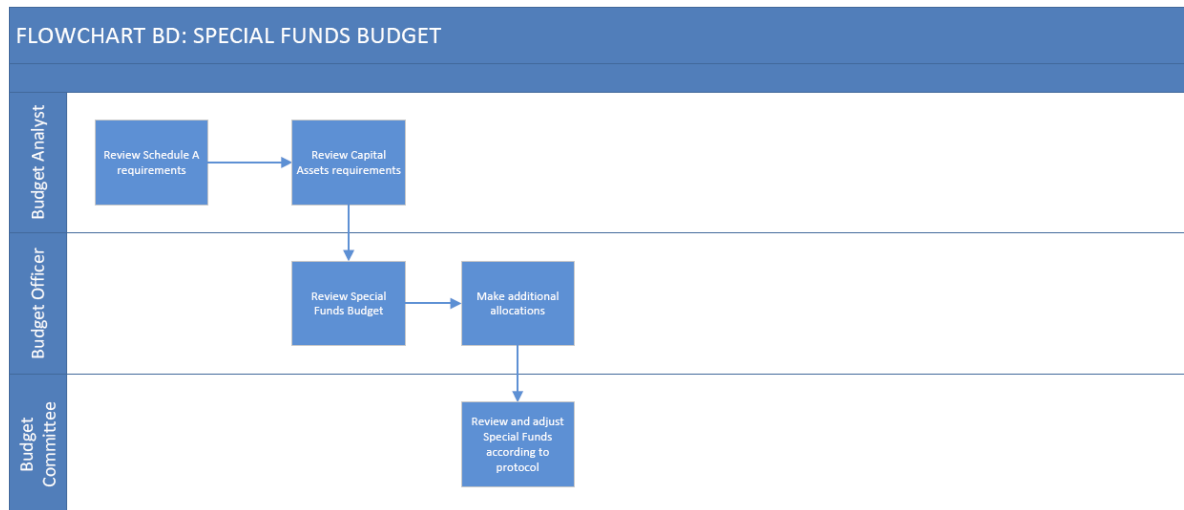
XXXXXXXX.70:   INTERNAL CONTROLS

    n/a

XXXXXXXX.80   EXHIBITS

    n/a

XXXXXXXX.90:   FLOWCHARTS

    1.90.1 Flowchart BD: Special Purpose Funds Budget

DEVELOPING A REQUEST FOR A NEW CAPITAL PROJECT

XXXXXXXX.10: **TASK DESCRIPTION**
Large capital projects, such as construction or major repairs, are budgeted through the Capital Budget. When a project is proposed in this budget, the approval must come from the Office of the Vice President for Real Estate and Facilities.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedure to establish a new project in the capital budget. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30: **POLICIES**
1.30.1   All capital projects must be incorporated in the approved Capital Budget.

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1   The Vice President for Real Estate and Facilities approves all capital projects.

XXXXXXXX.50: **AUTHORIZATION**
1.50.1   This Policy was prepared pursuant to the District's Home Rule Act, section 424(d) and the District of Columbia's Public Postsecondary Education Reorganization Act Amendments ("Act") effective January 2, 1976 (D.C. Law 1-36; D.C. Official Code §§ 38-1202.01(a)), Title 8, DCMR("DCMR 8").

1.50.2   This policy was also prepared pursuant to a University of the District of Columbia Board of Trustees resolution and is consistent with the District of Columbia laws and regulations and Office of the Chief Financial Officer guidelines.

XXXXXXXX.60: **PROCEDURES**
1.60.1   The department or school suggests a new capital project, or as a group, the Board of Trustees suggests a new capital project. A new project can also be initiated by the Facilities Department.

1.60.2   In many situations, the project needs extensive evaluation. In these cases, UDC requests funds for a study project, or an evaluation by an outside expert. If there are sufficient funds in the designated budget, and the study/evaluation project is approved, a purchase

order is approved for the study. The project is assigned to a manager within the facilities department to manage while the study project is underway.

1.60.3 If a study/evaluation project is not needed, the new capital project is assigned to a manager within the department/school that is proposing the new project. The manager obtains information on the proposed project and develops cost estimates.

1.60.4 When a project plan is completed, it is presented to the dean or department head for evaluation and approval.

1.60.5 Once approved by the Board of Trustees, it is submitted to the Facilities Department for approval and inclusion in the CIP.

XXXXXXXX.70: **INTERNAL CONTROLS**
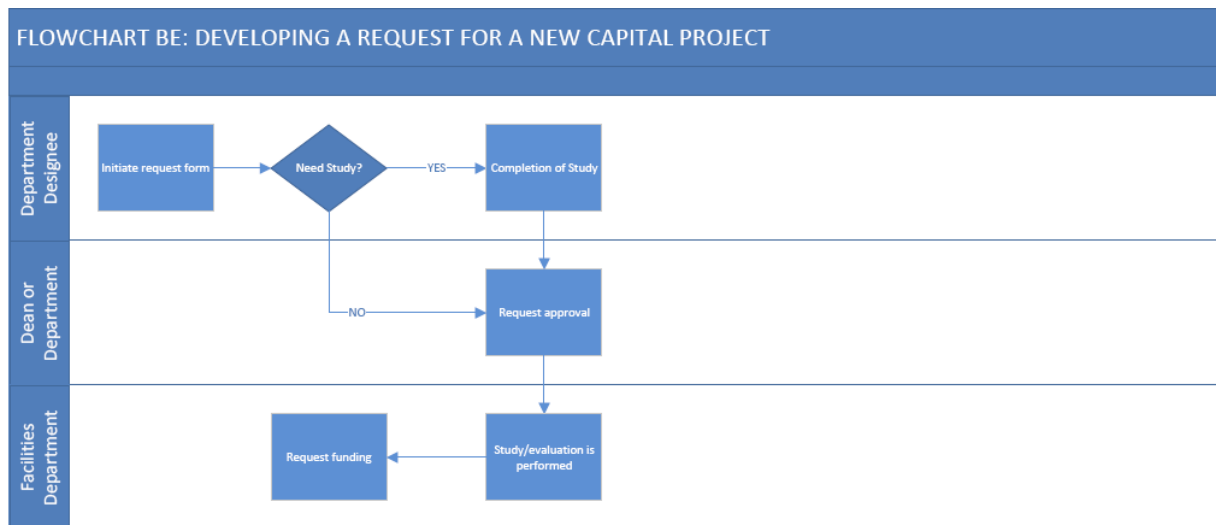 1.70.1 Internal controls to ensure all Capital Projects are approved.
    1.70.1.1 Capital projects must be approved by the Vice President of Facility and Real Estate before they can be included in the CIP.

XXXXXXXX.80 **EXHIBITS**
  n/a

XXXXXXXX.90: **FLOWCHARTS**
  1.90.1 Flowchart BE: Developing a Request for a New Capital Project

FLOWCHART BE: DEVELOPING A REQUEST FOR A NEW CAPITAL PROJECT

UPDATES TO THE CAPITAL BUDGET

XXXXXXXX.10:   TASK DESCRIPTION
When a capital project is approved, it is added to the capital budget. This budget is dependent on an allocation from the District and the project cannot be scheduled until there is funding. In some instances, District funding is supplemented with other funds. The capital budget is reviewed and revised on an annual basis.

XXXXXXXX.20:   PURPOSE
This directive outlines the policies and procedure to place a newly authorized capital project in the que to be funded through the capital projects budget. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30:   POLICIES
1.30.1   A capital project cannot be started until there is available funding through the capital budget and all necessary approvals have been received.

XXXXXXXX.40:   RESPONSIBILITIES
1.40.1   The Budget Officer is responsible for reviewing proposed projects and inserting them in the capital budget.

1.40.2   The Vice President of Real Estate and Facilities is responsible for reviewing proposed projects and setting priorities for them.

XXXXXXXX.50:   AUTHORIZATION
1.50.1   This Policy was prepared pursuant to the District's Home Rule Act, section 424(d) and the District of Columbia's Public Postsecondary Education Reorganization Act Amendments ("Act") effective January 2, 1976 (D.C. Law 1-36; D.C. Official Code §§ 38-1202.01(a)), Title 8, DCMR("DCMR 8").

1.50.2   This policy was also prepared pursuant to a University of the District of Columbia Board of Trustees resolution and is consistent with the District of Columbia laws and regulations and Office of the Chief Financial Officer guidelines.

XXXXXXXX.60:   PROCEDURES
1.60.1   Prior to the end of the current fiscal year, the Budget Officer reviews with OBP the balance left in the Local Funds budget for capital improvements and projects how much will be spent before the end of the year. They anticipated what the roll-over amount

will be. This amount is combined with any approved allotment for the upcoming year to create the maximum amount that can be spent on Capital Project for the upcoming year.

1.60.2 Once the anticipated CIP amount is projected for the upcoming year, the Budget Officer meets with the Vice President of Facilities to review projects that are planned for the proposed budget year.

1.60.3 The Budget Officer meets with OPB to discuss the financial impact and staffing requirements of all capital projects, and the future impact on staffing requirements and the operating budget for:

- Existing capital projects that are underway;

- Proposed capital projects that have already been included in the six year forecast.

- New proposed capital projects that would be included in the six year forecast.

- The program trends and the effect of each project on these trends.

1.60.4 For all new capital projects, a budget analyst prepares a technical and policy review which covers the following:

- Justification of the project's overall mission;

- Whether the project might duplicate any other project;

- Justification for being included as a capital project rather than in the operating budget.

- For existing projects, the budget analyst updates the financial forecast in the project management system to reflect the revisions to the capital budget. Financial information is also updated in the CFO$olve Capital Budget system.

- For proposed projects that have previously been included in the six year plan, but which have not yet started, the Budget Analyst updates the financial forecast in the project management system to reflect the revisions.

- For new proposed projects, a project profile is set up, and the initial financial projections are entered.

XXXXXXXX.70:   INTERNAL CONTROLS

    1.70.1   <u>Internal controls applicable to ensuring the availability of funds for projects.</u>

        1.70.1.1   A proposed project is not included in the capital budget until there are funds available to cover the cost and the project has received approval from the Vice President of Facility and Real Estate.
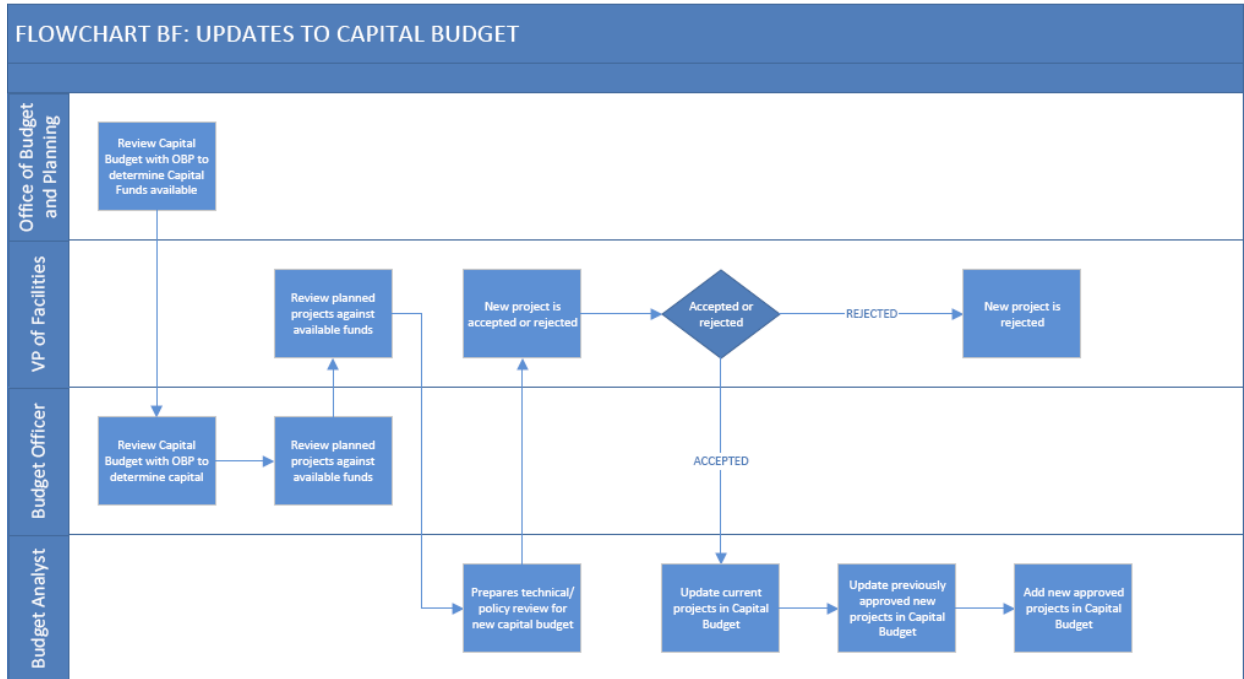
XXXXXXXX.80   EXHIBITS

    n/a

XXXXXXXX.90:   FLOWCHARTS

1.90.1   Flowchart BF: Updates to the Capital Budget

REIMBURSEMENTS FOR CAPITAL PROJECTS

XXXXXXXX.10: **TASK DESCRIPTION**
All local funds used for capital projects are paid on a reimbursement basis. This task is the development of the invoice to the District.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedure to invoice the District on a regular basis for reimbursement of approval capital projects. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30: **POLICIES**
1.30.1 All approved capital projects are to be billed to the District for reimbursement under the Capital Budget.

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 The Senior Budget Analyst prepares the invoice to the District for Capital Project cost reimbursements.

XXXXXXXX.50: **AUTHORIZATION**
1.50.1 This Policy was prepared pursuant to the District's Home Rule Act, section 424(d) and the District of Columbia's Public Postsecondary Education Reorganization Act Amendments ("Act") effective January 2, 1976 (D.C. Law 1-36; D.C. Official Code §§ 38-1202.01(a)), Title 8, DCMR("DCMR 8").

1.50.2 This policy was also prepared pursuant to a University of the District of Columbia Board of Trustees resolution and is consistent with the District of Columbia laws and regulations and Office of the Chief Financial Officer guidelines.

XXXXXXXX.60: **PROCEDURES**
n/a

XXXXXXXX.70: **INTERNAL CONTROLS**
1.70.1 All capital projects must be approved by the Vice President of Facility and Real Estate before work begins.

XXXXXXXX.80 **EXHIBITS**
n/a

XXXXXXXX.90: **FLOWCHARTS**
n/a

CLOSING OUT A CAPITAL PROJECT

XXXXXXXX.10: **TASK DESCRIPTION**
On a quarterly basis, capital projects are reviewed to determine their active status. When it is determined that a capital project is completed, the Capital Projects Accountant moves the costs from the CIP account to the completed projects account. The Senior Budget Analyst is notified and marks the project as completed.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedure is to close out capital projects in a timely manner. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30: **POLICIES**
1.30.1 Capital projects must be monitored in the accounting and budget offices in order to reclassify a completed project in a timely manner.

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 The Senior Budget Analyst maintains the capital budget and tracks all capital projects.

1.40.2 The Capital Projects Manager has access to the sub-ledger for the Construction in Progress account where all project costs are accumulated.

1.40.3 The Accountant transfers costs for capital projects from the construction in process account to the capital accounts and records the projects into the inventory.

XXXXXXXX.50: **AUTHORIZATION**
1.50.1 This Policy was prepared pursuant to the District's Home Rule Act, section 424(d) and the District of Columbia's Public Postsecondary Education Reorganization Act Amendments ("Act") effective January 2, 1976 (D.C. Law 1-36; D.C. Official Code §§ 38-1202.01(a)), Title 8, DCMR("DCMR 8").

1.50.2 This policy was also prepared pursuant to a University of the District of Columbia Board of Trustees resolution and is consistent with the District of Columbia laws and regulations and Office of the Chief Financial Officer guidelines.

_____

XXXXXXXX.60:   PROCEDURES

1.60.1   A capital improvements project is authorized under the Capital Budget. When a project is authorized, purchases can be made toward the project. The Senior Budget Analyst maintains a list of projects in process. When capital projects are initiated, all costs are identified with a project code and manually charged to the Construction in Progress Account.

1.60.2   On a quarterly basis, the Senior Budget Analyst sends the Accountant a listing of the capital projects which is reviewed and sent to the Capital Projects Manager asking for an update on the status of projects.

1.60.3   On a quarterly basis, the Capital Projects Manager notifies the Accountant that a project has been completed. The Accountant reviews the CIP accounts and determines the costs associated with the project and makes a journal entry to transfer the costs to the appropriate permanent account. These entries are approved by Accounting Officer.

1.60.4   The Accountant enters the project information into the Capital Asset module for the purpose of properly classifying the completed project and starting depreciation.

XXXXXXXX.70:   INTERNAL CONTROLS

1.70.1   <u>Internal controls applicable to ensuring budget amendments are restricted and approved.</u>

    1.70.1.1   A capital project cannot be started until it is authorized in the Capital Budget. Once it is closed out, no further costs can be charged to the project.

    1.70.1.2   The Senior Budget Analyst approves all purchase requisitions for capital projects.
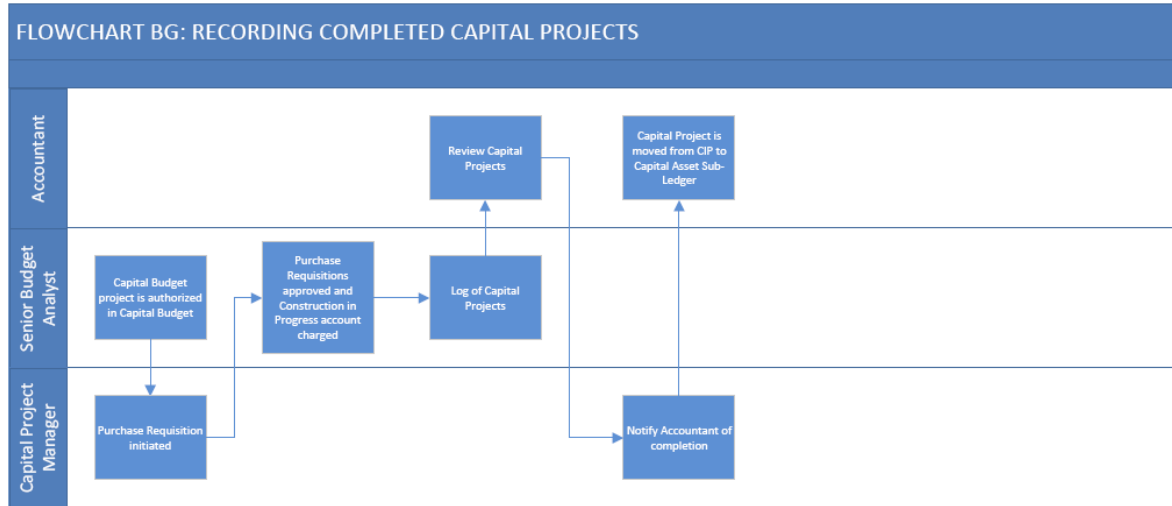
XXXXXXXX.80   EXHIBITS

n/a

XXXXXXXX.90:   FLOWCHARTS
1.90.1   Flowchart BG: Recording Completed Projects

FLOWCHART BG: RECORDING COMPLETED CAPITAL PROJECTS

Accountant	Review Capital Projects	Capital Project is moved from CIP to Capital Asset Sub-Ledger
Senior Budget Analyst	Capital Budget project is authorized in Capital Budget → Purchase Requisitions approved and Construction in Progress account charged → Log of Capital Projects	
Capital Project Manager	Purchase Requisition initiated	Notify Accountant of completion

GRANTS AND CONTRACTS MANAGEMENT

GRANT AWARD NOTIFICATION

XXXXXXXX.10:   **TASK DESCRIPTION**
The University of the District of Columbia (UDC) administers a number of federal, private, and intra-district (local) grant programs. Grant funds are typically awarded to accomplish specific social-economic objectives within a specified period of time. Grant funds originate principally from the Federal Government, based on federally mandated grant formula and competitive or block grants, but are also received from private entities such as foundations. Private grants can originate from any grant agency that's not associated with the Federal grants. When a grant is initially awarded within UDC, the details of the grant are to be established in Systems of Accounting and Reporting (SOAR) and Banner.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedures on grant award notification. These policies apply to the UDC.

XXXXXXXX.30:   **POLICIES**
1.30.1   According to OMB Circular A-21 (https://www.whitehouse.gov/omb/circulars_a021_2004/) UDC establishes principles for determining costs applicable to grants, contracts, and other agreements with educational institutions. The principles deal with the subject of cost determination, and make no attempt to identify the circumstances or dictate the extent of agency and institutional participation in the financing of particular project.

1.30.2   According to OMB Circular A-110 (https://www.whitehouse.gov/omb/circulars_a021_2004/) UDC provides standards and policies for Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.

XXXXXXXX.40:   **RESPONSIBILITIES**
1.40.2 UDC is responsible for accounting for the use of grant funds and financial reporting through Banner and SOAR.

1.40.3 The Budget Office is responsible for ensuring grants are setup correctly.

1.40.4 The Accounting Office is responsible for the setup of grants in Banner.

XXXXXXXX.50: **AUTHORIZATION**

    1.50.1 UDC is registered and authorized to receive and administer grants and contracts from Federal, local and state governments and private-sector organizations.

XXXXXXXX.60: **PROCEDURES**

    1.60.1 The Budget Office receives via email from the Office of Sponsor Programs (OSP) the Grant Award Notification (see Exhibit CI: Grant Award Notification) and Proposal Routing Form (see Exhibit CJ: Proposal Routing Form) attached.

    1.60.2 The Accounting Office sets up new grants and makes the necessary modifications to the existing grants in Banner (see Exhibit CK: Banner Setup Process).

    1.60.3 The Budget Office sets up the grant agency in SOAR for PROMS and GRAMS (see Exhibit CL: SOAR Setup Process).

    1.60.4 The Budget Officer signs and approves of the grant setup.

    1.60.5 The Senior Budget Analyst emails a screenshot of the grant budget (see Exhibit CM: Banner Grant Budget) from Banner to the program personnel listed on the Grant Award Notification.

    1.60.6 A confirmation email is sent to the Budget Officer as verification of the setup for the specific grant.

    1.60.7 The Senior Budget Analyst and/or Financial Manager scan all files and save it to the I Drive (I: Budget Office/FYXXBudget/GrantsAdministration/FYXXGrant).

XXXXXXXX.70: **INTERNAL CONTROLS**

    1.70.1 <u>Internal controls applicable to ensuring appropriate separation of duties</u>

        1.70.1.1 The Grant Profile is setup by the Accounting Office in Banner and the Budget Office setups in SOAR and the Budget Officer approves the grant setup.

XXXXXXXX.80   EXHIBITS

1.80.1   Exhibit CJ: Proposal Routing Form

University of the District of Columbia
Office of Sponsored Programs Proposal Routing Form

`Print Form` Page 1

Proposal No.		Proposal Type		Agency Type	

Proposal Purpose		Proposal Status		CFDA No.	

Sponsoring Agency		Sponsor's Deadline.	

Project Title	

Principal Investigator(s)	

Department		School/Devision		Phone		Email	

Consultant/Sub-Award/Subcontract Amount on the Proposal		Proposed Start Date		Proposed End Date	

Total Project Cost Reqstd:$		Yr.1$		Yr.2$		Yr.3:$		Yr.4$		Yr.5$	

Indirect Cost: $		☐ On Campus Rate = 48%	☐ Off Campus Rate = 26%	☐ Other Rate: %	

If Other Rate, Please Explain	

☐ No Cost Share/Matching Required   ☐ Cost Share/Matching Required   In-Kind:$ _____   Cash:$ _____

If Cost Share/Matching Required, please complete the COST SHARE/MATCHING AUTHORIZATION FORM and

Provide a copy or website URL of the sponsor's guideline for cost sharing _____

Principal Investigator/Project Director's Statement	Yes	No
1. Does the Proposal Involve Human Subject? If Yes, attach IRB Approval or Explain	☐	☐
2. Does the Proposal Involve DNA Techniques, Radioactive or hazardous materials or infectious agents, hazardous chemical waste? if yes, send copy of abstract to the University Wide Safety Committee	☐	☐
3. Is adequate space already assigned for the proposed program? if no, submit explanation to the Chairperson/Dean	☐	☐
4. Does the project provide for new academic degree program and or new courses?	☐	☐
5. Has faculty signed a University patent agreement? If no or uncertain, contact the Director of OSP	☐	☐
6. Is any proposed personnel presently debarred, suspended or proposed for debarment by any federal agency? If yes, proposal should contain explanation for each such person	☐	☐
7. Will project require as a condition of acceptance that the University absorb the services should project fund be reduced or terminated? If yes, please explain so that approval may be obtained in advance	☐	☐
8. Is there any out year commitment required or expected?	☐	☐
9. Is this a Public Health Services (PHS) Grant? If yes, attach "FCOI FORM"		

Statement of the Department Head and Dean or VP. This proposal is consistent with the educational and research objectives of the Department and University. I endorse its submission, and agree: (1). To abide by the approved budget as it relates to faculty and staff personnel. (2). That cost sharing, if proposed, is reasonable and appropriate for this program and available in my budget. (3). That adequate space will be made available for the proposed program.

Title	Name	Signature	Date
Principal Investigator			
Chair/Department Head			
Dean/VP/CEO			
Sponsored Programs' Director			
Procurement Director			
General Counsel			
Chief Financial Officer			
Provost (for All)			

University of the District of Columbia
Office of Sponsored Programs Proposal Routing Form   Page 2

1. Explanation of Items from page 1. Add continuation page if needed

2. Faculty release time: Provide the names and departments of any faculty members for whom release time is requested. Indicate the amount of release time per academic year. List the amount of funds ($) requested in this grant for release (salary and benefits) for the first year and the total grant.

Faculty Member's Name	Department	Release/Yr.	$ Requested for Release Salary Yr.1	$ Requested for Release Benefits Yr.1	$ Requested for Release Salary Total	$ Requested for Release Benefits Total

☐ Check here If more than five faculty are involved and include a continuation page.

As Department Chair/Dean, I approve the proposed release, and agree to support any committed release not funded through the grant, using resources of my department/school/college

Department	Chairperson	Signature	Date

School/College	Dean	Signature	Date

3. Complete this section, if in-kind or cash matching is requested: Is matching required by the sponsor? ☐ Yes ☐ No

If yes, how much is required _____   How much Cash is required _____

From what Budget(s) will the match be provided? _____

Name of Approving person responsible for the budget _____   Signature _____

How much In-Kind is requested (Value Description) _____

☐ Availability of match has been verified. OCFO _____   Date: _____

4. If Yes to Q.# 8, Please describe Out year Commitment and plan to fulfill it. _____

Proposals must arrive at the Office of Sponsored Programs a minimum of seven (7) working days prior to the desired submission date.

1.80.2   Exhibit CI: Grant Award Notification

United States Department of Agriculture
National Institute of Food and Agriculture
AWARD FACE SHEET

1. Award No. 2015-31100-06011	2. Amendment No.	3. Proposal Number	4. Period of Performance	5. Type of Instrument Formula Grant
6. Type of Action New	7. CFDA Number	8. FAIN	9. Method of Payment	10. CRIS Number

11. Authority:

12. Agency (Name and Address)	13. Awardee Organization
14. Program Point of Contact: Administrative Point of Contact:	15. Project Director/Performing Organization

16. Funding:	Federal	Non-Federal	17. Funds Chargeable			
Previous Total			FY - FDC	Amount	FY - FDC	Amount
+ or -						
Total						
Grand Total						

18. Title of Proposal

PROVISIONS

FOR THE UNITED STATES DEPARTMENT OF AGRICULTURE

This award, subject to the provisions above, shall constitute an obligation of funds on behalf of the Government. Such obligation may be terminated without further cause unless the recipient commences the timely drawdown of funds, such drawdowns may not exceed one year from issuance date of the award.

Typed Name	Signature	Date

1.80.3   Exhibit CL: SOAR Setup Process

1.80.3.1 In SOAR, Click Agency Project Profiles, then Select Project Number and input all the requested information.

1.80.3.2   In SOAR's home screen, Select Agency Project Profiles, then select Project Control and input all requested information.

1.80.3.3   Select SOAR Profiles, then select Grant Number and input all requested information.

1.80.3.4   Select SOAR Profiles, then select Grant Control and input all requested information.

1.80.3.5   Select SOAR Profiles, then select Grant Control and input all requested information.

FINANCIAL POLICIES AND PROCEDURES MANUAL

1.80.4   Exhibit CK: Banner Setup Process

1.80.4.1 Setup the agency first via the FTMAGCY screen

1.80.4.2   Further grant details are entered on the FRAGRNT screen

1.80.4.3   Select Grant Agency

1.80.4.4   Select Personnel tab

1.80.4.5   Next, setup FTMFUND and enter the requested information

1.80.4.6   Go to FRMFUND and enter the requested information

1.80.4.7   Then, go back to FRAGRNT to set up the Billing Window

1.80.4.8   Setup FRAEVGA

1.80.4.9   Go to the next block

1.80.4.10   Differences for fixed priced are set up on FRAGRNT and FRAEVGA. Set up FRAGRNT- Billing Window

1.80.4.11   FRAEVGA- Review accounting results under Appendix in Grant Billing Training Workbook.

1.80.5   Exhibit CM: Banner Grant Budget

XXXXXXXX.90: FLOWCHARTS

1.90.1 Flowchart BH: Grant Award Notification
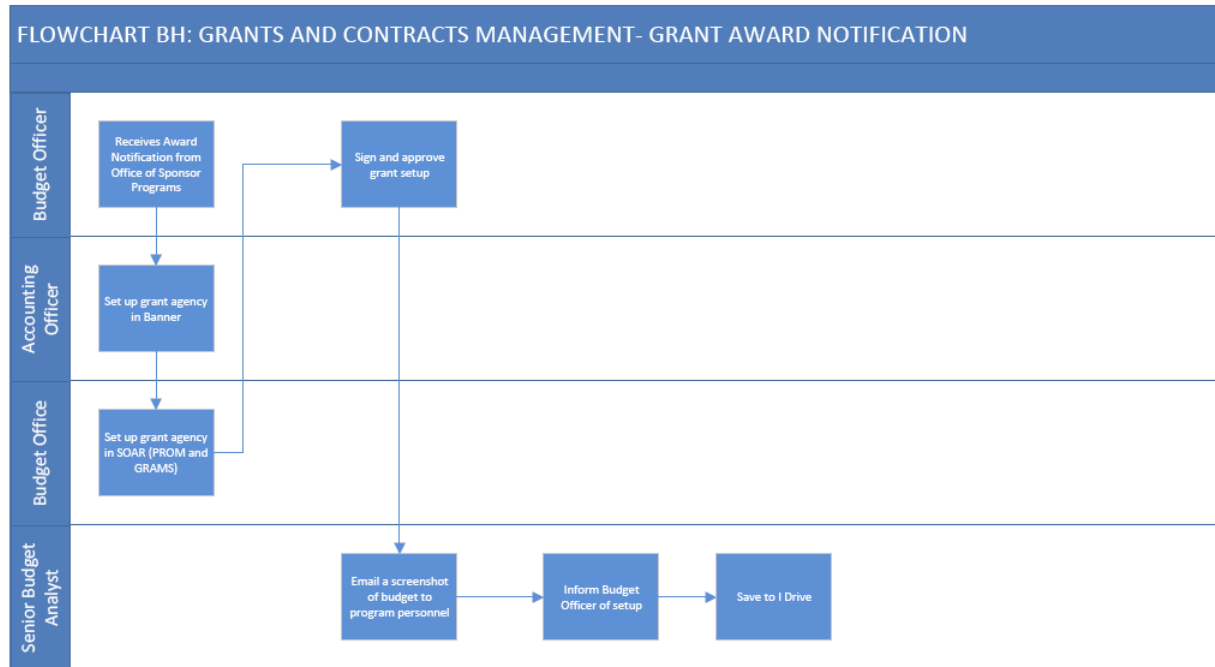
FLOWCHART BH: GRANTS AND CONTRACTS MANAGEMENT- GRANT AWARD NOTIFICATION

Budget Officer
- Receives Award Notification from Office of Sponsor Programs
- Sign and approve grant setup

Accounting Officer
- Set up grant agency in Banner

Budget Office
- Set up grant agency in SOAR (PROM and GRAMS)

Senior Budget Analyst
- Email a screenshot of budget to program personnel
- Inform Budget Officer of setup
- Save to I Drive

_____

GRANT BUDGET CREATION & MODIFICATION

XXXXXXXX.10: **TASK DESCRIPTION**

The University of the District of Columbia administers a number of federal, local and private grant programs. When a grant is initially awarded within UDC, the details of the grant need to be established in the System of Accounting and Reporting (SOAR) and Banner so there is a record of all grants received and a record of any grant budget modifications.

XXXXXXXX.20: **PURPOSE**

This directive outlines the policies and procedures on grant creation budget and modification that applies to the University of the District of Columbia.

XXXXXXXX.30: **POLICIES**

1.30.1 All grant funds must be approved by Congress and the Office of Grants Management and Development before they can be entered in SOAR.

1.30.2 Grants must be administered in accordance with the grant agreement, grantor guidelines, and all applicable federal and District of Columbia Government rules and regulations.

1.30.3 Grants must adhere to Public Law 104-8 which mandates that all grants spent by District agencies must be approved by Congress and the President as part of the District's annual budget.

XXXXXXXX.40: **RESPONSIBILITIES**

1.40.1 The Accounting Office is responsible the setup of new grants in Banner.

1.40.2 The Finance Department is responsible for the application and administration of grants.

1.40.3 The Senior Budget Analyst and/or Financial Manager are responsible for completing the Budget Modification Package from OBP and upon complete Chief Financial Officer are responsible for signing it.

1.40.4 The Senior Budget Analyst and Budget Officer is responsible for reviewing all Budget Modification Packages from OBP.

_____

XXXXXXXX.50:   AUTHORIZATION

       1.50.1   The Accounting Office is authorized by the Chief Financial Officer to setup grants in Banner and make modifications to the grant setup when necessary.

XXXXXXXX.60:   PROCEDURES

       1.60.1   The Senior Budget Analyst and/or Financial Manager completes the Budget Modification Package (see Exhibit CN: Budget Modification Package) received from Office of Budget and Planning (OBP) for grants new grants and/or increase or decreases to current grants.

       1.60.2   The Grant Award Notification (see Exhibit CI: Grant Award Notification in Grant Award Notification section) is attached to the Budget Modification Package and sent to the Chief Financial Officer for an approval.

       1.60.3   The Senior Budget Analyst sends the Grant Award Notification and Budget Modification package to the Office of Budget and Planning (OBP) for approval.

             Note: New grants must also be sent to the District Counsel for approval.

       1.60.4   Upon receipt of approval from OBP and District Counsel, the Budget Office loads approved grant details into Banner.

             Note: If the grant is denied due to documentation errors, it is returned to the Budget Officer and corrected and resubmitted by the Senior Budget Analyst and/or Financial Manager.

       1.60.5   Senior Budget Analyst and/or Financial Manager emails screenshot of the grant budget (see Exhibit CM: Banner Grant Budget in Grant Award Notification section) from Banner to the program personnel listed on the Grant Award Notification form.

       1.60.6   The Senior Budget Analyst scans all files and saves it to the I Drive(I:Budget Office/FYXXBudget/GrantsAdministration/FYXXGrant).

XXXXXXXX.70:   INTERNAL CONTROLS

       1.70.1   <u>Internal controls applicable to ensuring separation of duties</u>

             1.70.1.1   The Chief Financial Officer signs and approves the

Award Modification Package that is completed by the Senior Budget Analyst before it is submitted to the Office of Budget and Planning.

XXXXXXXX.80   EXHIBITS
1.80.1   Exhibit CN: Budget Modification Package
1.80.1.1   Request for Budget Establishment or Modification

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer

★★★

MEMORANDUM

TO: Gordon McDonald
         Deputy Chief Financial Officer, Office of Budget and Planning

FROM: (name)
         Associate Chief Financial Officer

DATE: Month Day, Year

SUBJECT: FY 2014 Request for Grant Budget Establishment or Modification

Agency Name/Cluster is requesting budget modification(s) for the following grant(s). (Please provide a brief description for the request) We have attached all the necessary documentation to support the request.

Agency Code	Type of Request (1) (E, I, D)	Grant Number	Grant Phase	Grant Name	Grant Award Period	Budget Period	Grant Fiscal Year Budget Period	Total Grant Award (1)	Remaining Grant Award Available (3)	FY14 Congressional Approved Budget	Net Prior Council-Approved Modifications	Current FY14 Revised Budget	Budget Authority Requested via This Modification (if decrease, enter as negative)	FY14 Revised Budget, After This Modification	Number of Additional FTEs
												$0.00		$0.00	
												$0.00		$0.00	
												$0.00		$0.00	
												$0.00		$0.00	
												$0.00		$0.00	
												$0.00		$0.00	
												$0.00		$0.00	
												$0.00		$0.00	
												$0.00		$0.00	
												$0.00		$0.00	
												$0.00		$0.00	
												$0.00		$0.00	
												$0.00		$0.00	

1.80.1.2   Grand Award Profile

Office of the Chief Financial Officer/Office of Budget and Planning
Grants Management and Reporting Branch
1350 Pennsylvania Avenue, Suite 229
Telephone # 727-6234/Fax # 727-1400
GRANT AWARD PROFILE

DISTRICT AGENCY IDENTIFICATION

D.C. Agency Name	Agency Code	Office/Division
Project Manager (Please Print)	Phone #	Address
Financial Manager (Please Print)	Phone #	Address

GRANTOR FUNDING SOURCE IDENTIFICATION

Type of grant: ☐ Federal   ☐ Private   ☐ Other federal assistance (not federal payment)

Grantor Agency Name	Office/Division	Grantor ID
Project Title	Award Contract #	CFDA # (required for federal grants)
Name of Project Officer	Phone #	Grant Award Period (Performance Period)
Grant Fiscal Year Budget Period (this may not exceed the District's current fiscal year)		Grant Budget Period (Installment Period)

FINANCIAL INFORMATION (Please complete all information that applies.)

A. SOAR Grant Number _____   Grant Phase _____   Grant Award Amount _____
    Remaining Grant Award Available _____

B. Number of positions (FTEs) supported by this award: _____

C. Is there a match requirement?   ☐ Yes ☐ No   Is the match cash or in-kind? _____
    $ _____ If Cash

    Can the match be accommodated within the agency's fiscal year budget?   ☐ Yes ☐ No

    Program/Responsibility Center for matching funds: _____

    Source of matching funds: ☐ Local   ☐ O-type   ☐ Intra-District

D. Is there a Maintenance of Effort (MOE) required?   ☐ Yes ☐ No $ _____ If yes

    Can the MOE be accommodated within the agency's fiscal year budget?   ☐ Yes ☐ No

    Program/Responsibility Center for MOE funds: _____

    Source of MOE funds: ☐ Local   ☐ O-type   ☐ Intra-District

E. Check if the funds will be used to   Subgrant ☐
    Contract
    Intra-District

F. Indirect Cost   ☐ Yes ☐ No   If yes, what is your negotiated rate? _____
    what is the dollar amount ? _____

G. Did you included Centralized Services in your negotiated indirect cost rate?   ☐ Yes ☐ No

1.80.1.3   Grant Reconciliation Sheet

Grant Reconciliation Sheet (FY 15)	
Grant Name:	
Grant Number/Grant Phase:	
Grant Award Period *(Performance/Project Period)*:	
Grant Fiscal Year Budget Period	
(this may not exceed the District's fiscal year)	
Initial Grant Award Amount:	
Supplemental Funding:	
Transfers In/Out (a):	
Total Grant Award Amount	0
Less Prior Year(s) Expenditures (07, 06, etc.) (b)	
FY 2014 Expenditures:	
FY 2014 IDCR Expenditures:	
FY 2013 Expenditures:	
FY 2013 IDCR Expenditures:	
FY 2012 Expenditures:	
FY 2012 IDCR Expenditures:	
FY 2011 Expenditures:	
FY 2011 IDCR Expenditures:	
FY 2010 Expenditures:	
FY 2010 IDCR Expenditures:	
Total Expenditures	0.00
Remaining Grant Award Available (c)	0
Current FY 2015 Budget, per SOAR	
Variance (Remaining Grant Award Available - SOAR Budget)	0
Adjustment to FY 15 Budget per this request	
Agency Comments:	
Notes:	

(a) Transfers In/Out - only applicable to DHS (e.g. TANF)

(b) When calculating prior year expenditures, use the current month and current year on screen 61. Please note that you may need multiple screen prints to come up with the total (change the AY for each year the grant has been available...i.e grant 00004/04 will have three screen prints - AY04, AY05, AY06 and AY07 as of the current month and year). *Also, if the grant has expenditures prior to FY 08, insert rows to include expenditures and adjust "total expenditures" accordingly.*

(c) Remaining Grant Award Available = the total grant award amount less the total expenditures (this should match the amount in the appropriate column of the Cover Memo)

1.80.1.4   Grant Reconciliation Sheet at Year- Close

Grant Reconciliation Sheet (FY 15)	
Year End Close Out	
Grant Name:	
Grant Number/Grant Phase:	
Grant Award Period *(Performance/Project Period)*:	
Grant Fiscal Year Budget Period	
(this may not exceed the District's fiscal year)	
Initial Grant Award Amount:	
Supplemental Funding:	
Transfers In/Out (a):	
Total Grant Award Amount	0
Less Prior Year(s) Expenditures (07, 06, etc.) (b)	
FY 2015 Expenditures including accrued expenditures	
FY 2015 IDCR Expenditures:	
FY 2014 Expenditures	
FY 2014 IDCR Expenditures:	
FY 2013 Expenditures including accrued expenditures	
FY 2013 IDCR Expenditures:	
FY 2012 Expenditures	
FY 2012 IDCR Expenditures:	
FY 2011 Expenditures	
FY 2011 IDCR Expenditures:	
FY 2010 Expenditures:	
FY 2010 IDCR Expenditures:	
FY 2009 Expenditures:	
FY 2009 IDCR Expenditures:	
Total Expenditures	0
Remaining Grant Award Available (c)	0
Current FY 2015 Budget, per SOAR	
Variance (Remaining Grant Award Available - SOAR Budget)	0
Adjustment to FY 15 Budget per this request	
Agency Comments:	
Notes:	
(a) Transfers In/Out - only applicable to DHS (e.g. TANF)	
(b) When calculating prior year expenditures, use the current month and current year on screen 61. Please note that you may need multiple screen prints to come up with the total (change the AY for each year the grant has been available...i.e grant 00004/04 will have three screen prints - AY04, AY05, AY06 and AY07 as of the current month and year). Also, if the grant has expenditures prior to FY 09, insert rows to include expenditures and adjust "total expenditures" accordingly.	
(c) Remaining Grant Award Available = the total grant award amount less the total expenditures (this should match the amount in the appropriate column of the Cover Memo)	

1.80.1.5   SOAR Journal Entry for Grants

Date:

SOAR Journal Entry for Grants

Agency Name _____   Agency Code _____

Grant # _____   Grant Phase _____

Grant Name _____   FTE Request _____

Prepared By:

Telephone:

ORG CODE	PRG CODE	Project Number (if applicable)	Index	PCA	Object Class	Current Budget	Increase	Decrease	Total Modification Amount	Total Revised Budget
									0.00	0.00
									0.00	0.00
									0.00	0.00
									0.00	0.00
									0.00	0.00
									0.00	0.00
									0.00	0.00
									0.00	0.00
									0.00	0.00
									0.00	0.00
						$0.00	$0.00	$0.00	$0.00	
									TOTAL	$0.00

Approved By   Date   Notes
OCFO Signature

For Office Use Only

Batch # _____
Doc # _____
Date _____
Attach SOAR Screen _____
INITIAL _____

1.80.1.6   Memorandum

MEMORANDUM

TO: Gordon McDonald
             Deputy Chief Financial Officer, Office of Budget and Planning

FROM: *(name)*
             Associate Chief Financial Officer
             (Cluster Name)

DATE: 00/00/14

SUBJECT: FY 2015 Request for Increase in FTE Authorization Due to New/Increased Grant Amounts

Agency Name is requesting an increase in authorized FTEs for FY 2015 for grant number *xxxxxx* , phase *0x* . We have attached all the necessary documentation to support the accompanying budget modification request. The table below shows how each position will be supported.

Position Title or Series	Position Duration Schedule (1)	CBU	Service Code	Grade	Step	FTE (2)	Not to Exceed Date	Salary (Object Class 12)	Benefits (Object Class 14)	Total Agency Cost
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0

(1) Position Duration Schedule:
03 = Term Full-Time Salary
04 = Term Part-time Salary
05 = When Actually Employed

(2) FTE:
Enter 1.0 if full-time
Enter appropriate fraction, 0.01 - 0.99, if part-time

XXXXXXXX.90: FLOWCHARTS

1.90.1 Flowchart BI: Grant Creation Budget and Modification
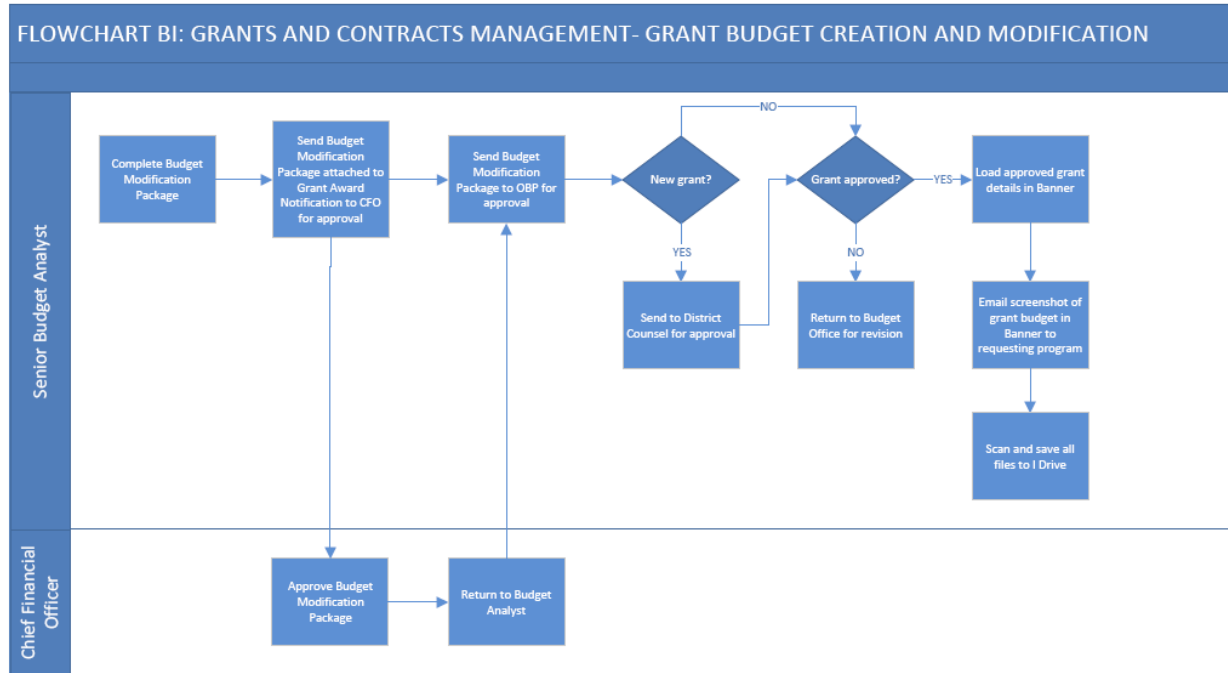
FLOWCHART BI: GRANTS AND CONTRACTS MANAGEMENT- GRANT BUDGET CREATION AND MODIFICATION

DRAW DOWNS

XXXXXXXX.10:   **TASK DESCRIPTION**
The University of the District of Columbia receives funding from the issuance of federal grants from the Federal Government. This guidance relates to the federal funds received by the District from a grant on a reimbursable basis, whereby the District incurs a liability based on the requirements outlined in the federal award. UDC then seeks reimbursement from the Federal Government for the expenditures through cash drawdowns.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedures on drawdowns from the Federal Government that applies to the University of the District of Columbia.

XXXXXXXX.30:   **POLICIES**

     1.30.1   The Accounting Office is required to draw down federal funds once a month, unless the grant agency requires another method for seeking reimbursement.

     1.30.2   Federal funds received by an agency are subject to various federal requirements including those of the federal agency that provides the federal funds as well as those of the Federal Cash Management Improvement Act (CMIA) of 1990 (see award notification letter for drawdown policies for specific grant).

XXXXXXXX.40:   **RESPONSIBILITIES**

     1.40.1 The Accounting Officer is responsible for accounting for the use of grant funds and financial reporting through Banner.

     1.40.2 The Accounting Department is responsible for the application, administration, financial management, including the drawdown of funds, and the overall successful implementation of the grant.

     1.40.3 The Senior Accountant is responsible for the drawdown of funds.

     1.40.4 The Accounting Manager is responsible for approving the requested drawdown of funds.

XXXXXXXX.50:   **AUTHORIZATION**

     1.50.1 The Senior Accountant is authorized by the Chief Financial Officer to drawdown funds with approval from the Accounting Officer.

XXXXXXXX.60: **PROCEDURES**

1.60.1 The Senior Accountant accesses the desired federal website to review available funds and balance:
- ASAP: www.asap.gov
- G5: www.g5.gov
- Payment Management System (PMS): www.dpm.psc.gov
- Award Cash Management Service: www.research.gov

1.60.2 The Senior Accountant logs in Banner to run an Inception to Date report (FRRGITD) (see Exhibit CO: Grant Inception to Date Report).

Note: This report is generated at the end of the month.

1.60.3 The Senior Accountant generates the Grant Select Balance Sheet Account CFO$olve report (see Exhibit CP: Grant Select Balance Sheet) which outlines receivables according to Banner and is separated by Index.

1.60.4 The Senior Accountant completes a Draw Down Excel spreadsheet to determine the amount to draw down which is total expenditures less previous drawdowns. The difference is the amount to be drawn down.

1.60.5 The Senior Accountant requests the funds from the Federal Drawdown Systems depending upon the grant. The Senior Accountant enters the Grant Account ID; grant amount requested and submits the request.

1.60.6 After the request for the funds is made and accepted, the Federal government wires the funds to UDC's Receivable Account within 1-3 business days.

1.60.7 The Senior Accountant monitors the account and prepares a Journal Entry Form once the funds are received:
- DR Cash
- CR Grant Receivable by Index

1.60.8 The Senior Accountant attaches to the Journal Entry Form screen-print from the Federal agency website, Drawdown Excel spreadsheet, Grant Select Balance Sheet and Inception to Date Report and provides to the Accounting Manager from review (See General - Journal Entry section for journal entry process details).

XXXXXXXX.70:   INTERNAL CONTROLS

1.70.1   Internal controls applicable to ensuring separation of duties

1.70.1.1 The Accounting Manager reviews and approves the journal entries recorded by the Senior Accountant.

XXXXXXXX.80   EXHIBITS

1.80.1   Exhibit CO: Inception to Date Report

```
05:16:25 PM                                                UDC                                          PAGE 1
                                              Grant Inception to Date Report                            FRRGITD
                                                   AS OF 11-SEP-2015


                                                   GRANT: 6F0100      DC COOPERATIVE EXT. SERVICE
CHART:       1  University of the D. C.            PROJECT PERIOD:    01-OCT-2010 -

PI/MANAGER:  William Hare
AGENCY:      US Department of Agriculture

FUND:        390E9    CES - Administration


                                    ADJUSTED      CURRENT PERIOD      INCEPTION       COMMITMENTS     AVAILABLE
ORGN    ACCOUNT    ACCOUNT TITLE     BUDGET          ACTIVITY       TO DATE ACTV.                      BALANCE


4008    71300    Purchased services and c    .00           .00             .00             .00             .00
 TOTAL           Contractual services        .00           .00             .00             .00             .00
FUND TOTAL
      390E9         CES - Administration
                 Direct Expenditures         .00           .00             .00             .00             .00

 NET                                         .00           .00             .00             .00             .00

05:16:25 PM                                                UDC                                          PAGE 2
                                              Grant Inception to Date Report                            FRRGITD
                                                   AS OF 11-SEP-2015


                                                   GRANT: 6F0100      DC COOPERATIVE EXT. SERVICE
CHART:       1  University of the D. C.            PROJECT PERIOD:    01-OCT-2010 -

PI/MANAGER:  William Hare
AGENCY:      US Department of Agriculture

FUND:        39E10    DC COOPERATIVE EXT. SERVICE


                                    ADJUSTED      CURRENT PERIOD      INCEPTION       COMMITMENTS     AVAILABLE
ORGN    ACCOUNT    ACCOUNT TITLE     BUDGET          ACTIVITY       TO DATE ACTV.                      BALANCE

3900    507105   Indirect Cost Revenue                     .00                             .00             .00
3900    507115   Federal Grant Revenue                     .00                             .00             .00
 TOTAL           Federal grants and contr    .00           .00             .00             .00             .00

4008    60300    Regular pay continuing f    .00           .00             .00             .00             .00
3900    603115   Continuing full time        .00           .00             .00             .00             .00
 TOTAL           Regular Pay - Continuing    .00           .00             .00             .00             .00

3900    60500    Regular pay other           .00           .00             .00             .00             .00
 TOTAL           Regular Pay - Other         .00           .00             .00             .00             .00
```
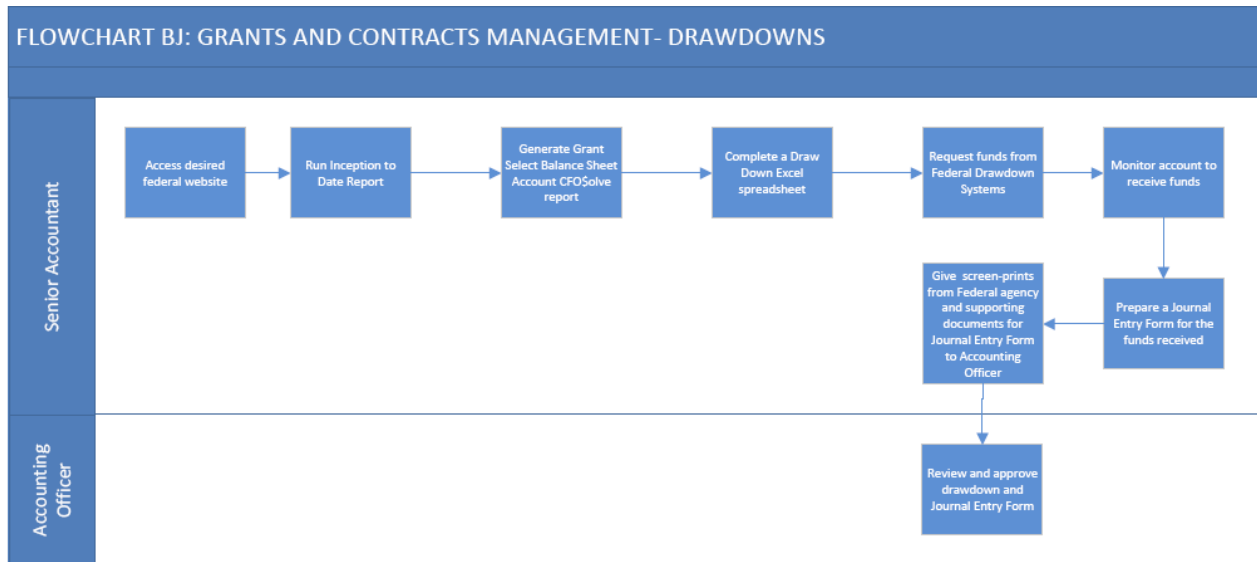
1.80.2   Exhibit CP: Grant Select Balance Sheet

Grants Select Balance Sheet Accounts

Fiscal Month: 14, Fiscal Year: 2015

GrantCode	GrantDescription	FundCode	FundCode4Description	Account (4)	Account (4) Description	Beg Bal Dr/(Cr)	Debits	(Credits)	End Bal Dr/(Cr)
6F0100	DC COOPERATIVE EXT. SERVICE	39F14	CES	105106	Federal Grant Receivable-unbilled				
				105206	Federal Grant Receivable-billed				
		39F15	CES-CRD	105106	Federal Grant Receivable-unbilled				
				105206	Federal Grant Receivable-billed				
		39G12	CES - CRD	105206	Federal Grant Receivable-billed				
		39G13	CES-CRD	105206	Federal Grant Receivable-billed				
		39Z13	CES	105206	Federal Grant Receivable-billed				
		39Z14	CES	105206	Federal Grant Receivable-billed				
6F0200	SENIOR COMPANION PROGRAM	32G16	Senior Companion Non-Volunteers	105206	Federal Grant Receivable-billed				
		32J13	Senior Companion Prgram	105206	Federal Grant Receivable-billed				
		32J14	Senior Companion Program	105106	Federal Grant Receivable-unbilled				
				105206	Federal Grant Receivable-billed				
		32J15	Senior Companion Program	105206	Federal Grant Receivable-billed				
		32J16	Senior Companion Program	105206	Federal Grant Receivable-billed				
		3J211	Senior Companion Program	105206	Federal Grant Receivable-billed				
6F0400	FEDERAL DIRECT LOAN PROGRAM	26D14	FEDERAL DIRECT LOAN PROGRAM	105206	Federal Grant Receivable-billed				
		26D15	FEDERAL DIRECT LOAN PROGRAM	105206	Federal Grant Receivable-billed				
6F0450	FEDERAL DIRECT LOAN PROGRAM	83D14	FEDERAL DIRECT LOAN -LAW SCHOOL	105206	Federal Grant Receivable-billed				
		83D15	FEDERAL DIRECT LOAN PROGRAM	105206	Federal Grant Receivable-billed				
6F1600	REHABILITATION CAPACITY BUILDING AT	36K12	REHABILITATION CAPACITY BUILDING AT	105206	Federal Grant Receivable-billed				
		36K13	Rehabilitation Capacity Building	105206	Federal Grant Receivable-billed				
		36K15	Rehabilitation Capacity Building	105206	Federal Grant Receivable-billed				
6F1700	EDUCATIONAL TALENT SEARCH	21B12	Educational Talent Search	105206	Federal Grant Receivable-billed				
		21B13	Educational Talent Search	105206	Federal Grant Receivable-billed				
		21B14	Educational Talent Search	105206	Federal Grant Receivable-billed				
		21B15	Educational Talent Search	105206	Federal Grant Receivable-billed				

XXXXXXXX.90: FLOWCHARTS

1.90.1   Flowchart BJ: Grants and Contracts Management - Draw Downs

FLOWCHART BJ: GRANTS AND CONTRACTS MANAGEMENT- DRAWDOWNS

BILLING AND INVOICING

XXXXXXXX.10: **TASK DESCRIPTION**

All grants and contracts, billing and invoices are prepared by Financial Manager. All receipts for payments for bills are received and recorded by the Accountant. When UDC receives an advance, billing and invoicing must be prepared by the Financial Manager.

XXXXXXXX.20: **PURPOSE**

This directive outlines the policies and procedures on grant billing and invoicing that apply to the University of the District of Columbia.

XXXXXXXX.30: **POLICIES**

1.30.1 It is the policy of the University of the District of Columbia that all grants and contracts billings be billed and aged by the Financial Manager and that all receipts for payment of such bills are received by the Accounting Office.

1.30.2 Reference grant award letter for billing and invoicing. The billing and invoicing can be prepared on a monthly or quarterly basis.

1.30.3 UDC follows OMB Circular A-21(Cost Principle for Educational Instiutions),(https://www.whitehouse.gov/omb/circulars_a021_2004/) which establishes the principles for determining costs applicable to grants and contracts with colleges and universities. These principles are to be used as a guide in the pricing of fixed price agreements and apply to direct costs and indirect costs.

1.30.4 UDC follows OMB Circular A-110 (Uniform Administration Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations), (https://www.whitehouse.gov/omb/circulars_a021_2004/) which provides a public declaration of the standards to be used by federal agencies and colleges and universities in the administration of grants and other agreements.

XXXXXXXX.40: **RESPONSIBILITIES**

1.40.1 The Financial Manager is responsible for preparing manual billing and invoices.

1.40.2 The Accounting Officer is responsible for performing the grant billing process in Banner.

1.40.3 The Accounting Officer is also responsible for signing and

approving the billing and invoices prepared by the Financial Manager.

XXXXXXXX.50: **AUTHORIZATION**

1.50.1 The Financial Manager is authorized by the Chief Financial Officer to prepare billing and invoices while the Accounting Officer is authorized to setup and perform billing processes in Banner.

XXXXXXXX.60: **PROCEDURES**

1.60.1 The Financial Manager accesses the Grant Inception to Date screen (FRIGITD) and extract the information to excel to prepare a spreadsheet for grant billing and invoices.

1.60.2 The Financial Manager prepares a Grant Billing spreadsheet to determine the amount to be billed. The amount billed or invoiced is total billings less previous billings.

1.60.3 The Financial Manager delivers the billing and invoices attached with supporting document such as screen prints of grant activities in Banner, 485 report if necessary, grant billing spreadsheet, and copies of vendor invoices to the Accounting Officer for approval.

1.60.4 The Accounting Officer reviews and signs the billing and invoices.

1.60.5 The Financial Managers scans and emails the billing and invoices with supporting documents to the grantor.

1.60.6 The Accounting Officer accesses the Grant Events Assignment screen (FRAEVGA) (see Exhibit CQ: Setup of Billing Process (FRAEVGA) to setup the billing process for new grants.

1.60.7 To start the billing process, the Accounting Officer goes to the Banner Deferred Grant Process screen (FRRGRNT) (see Exhibit CR: Deferred Grant Process FRRGRNT) to input all required information.

1.60.8 The Accounting Officer reviews the .lis log to verify the correct accounts were credited and debited. The accounting entry which occurs automatically:
- DR Receivable Unbilled
- CR Grant Revenue

1.60.9 The Accounting Officer generates the Interface Process

(FGRTRNI) which is an interface process to verify the billing process is setup correctly.

Note: If an error is detected, the Accounting Officer refers to the last page of Billing Process Report (FRRIBLL) to resolve the error.

1.60.10 The Accounting Officer executes the Banner Posting Process (FGRACTG) to post the process.

1.60.11 The Accounting Officer executes the Billing Process (FRRBILL) (see Exhibit CS: Billing Process FRRBILL) to identify the billing period of the grants and contracts. This report is typically run on a Tuesday or Friday and illustrates all of the bills generated and the amounts posted. The accounting entry which occurs automatically:
- DR Receivable Billed
- CR Receivable Unbilled

XXXXXXXX.70:   INTERNAL CONTROLS
1.70.1   Internal controls applicable to ensuring separation of duties
1.70.1.1   The Financial Manager prepares billing and invoicing of grants and the Accounting Officer approves.

XXXXXXXX.80   EXHIBITS
1.80.1   Exhibit CQ: Setup of Billing Process (FRAEVGA)

1.80.1.1 In Banner, go to the FRAEVGA screen
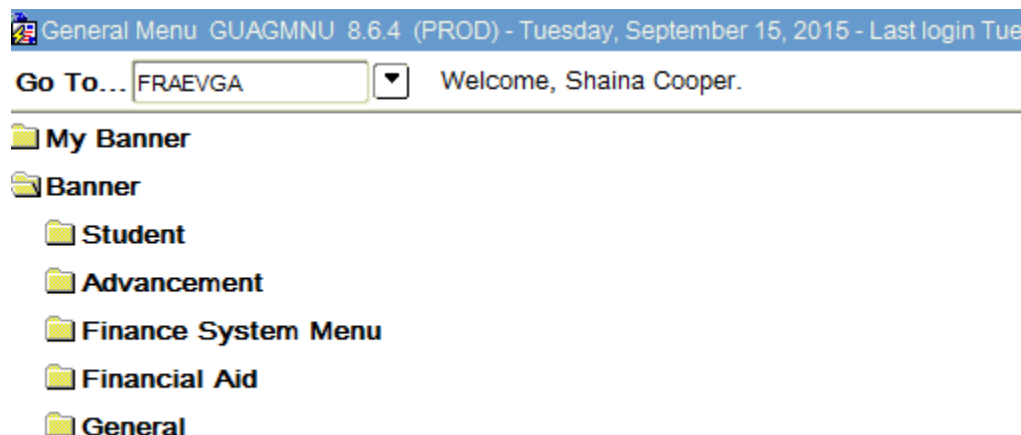
1.80.1.2   Enter the grant code and then using the next block icon , go to the next page. After getting to the next page,

use the next block icon again to get to the next section to enter the Event Code.

1.80.1.3 Click on the drop down box and enter the applicable event code. The following fields must then be completed:

- Date From – Date the billing dates should begin
- Date To – Date the billing dates should end
- Frequency – how often the billing process should be performed. Federal grants = weekly, Private and Intradistrict grants = monthly
- Payment Method Type Ind – should always be Cost Reimbursement
- Period To – this should agree to the Date From field
- Default Response User ID – individual responsible for performing Grants Billing Process

Event Code:	4BILL ▼ 4th bill adjustment
Alternate Description:	

Event Code:	4BILL ▼ 4th bill adjustment		
Alternate Description:		Number Of Days Reminder:	
Number of Days:	Date From: 01-OCT-2017 🗓	Date To:	30-SEP-2018 🗓
Begin Date:	(None) ▼ Frequency: Weekly ▼		
Payment Method Type Ind:	Cost Reimbursement ▼ Period To: 01-OCT-2017 🗓		
Bill Format:	▼	Default Proxy User ID: ▼	
Default Responsible User ID:	▼	Default Fixed Schedule: ▼	

1.80.1.4   Once all fields have been entered, save the document using the 💾 icon. The Responsible User ID and Due Date will appear.

Sequence	Responsible User ID ▼		Due Date 🗓	Text	Status	Bill Period to Date 🗓
1	SHAINACOOPER	Cooper, Shaina	01-OCT-2017	N	P	
2	SHAINACOOPER	Cooper, Shaina	08-OCT-2017	N	P	
3	SHAINACOOPER	Cooper, Shaina	15-OCT-2017	N	P	
4	SHAINACOOPER	Cooper, Shaina	22-OCT-2017	N	P	
5	SHAINACOOPER	Cooper, Shaina	29-OCT-2017	N	P	
6	SHAINACOOPER	Cooper, Shaina	05-NOV-2017	N	P	

1.80.2   Exhibit CR: Deferred Grant Process (FRRGRNT)

Parameter Values

Number	Parameters ▼	Values ▼
01	Recalculation	N
02	Date From	
03	Date To	15-SEP-2015
04	Chart of Accounts	1
05	Fund Option	A
06	From Fund	
07	To Fund	
08	Fund	

LENGTH: 1 TYPE: Character O/R: Required M/S: Single

09	Posting Date	15-SEP-2015
10	Execution Mode	U
11	Report Type	S

1.80.3 Exhibit K: Deferred Grant Process (FRRGRNT)

Parameter Values

Number	Parameters	Values
01	Recalculation	N
02	Date From	
03	Date To	15-SEP-2015
04	Chart of Accounts	1
05	Fund Option	A
06	From Fund	
07	To Fund	
08	Fund	

LENGTH: 1 TYPE: Character O/R: Required M/S: Single

09	Posting Date	15-SEP-2015
10	Execution Mode	U
11	Report Type	S

1.80.4 Exhibit CS: Billing Process (FRRBILL)

01	Bill by PMS Code/Grant Code	G
02	PMS Code Option	
03	From PMS Code	
04	To PMS Code	
05	PMS Code	
06	Grant Code Option	R
07	From Grant Code	6F0100
08	To Grant Code	I338FC
09	Grant Code	
10	Billing Format Code	272B
11	Billing Period to Date	15-SEP-2015
12	Final or Partial Payment	P
13	Advance/Reimbursement Payment	R
14	Execution Mode	U
15	Report Type	D
16	Bill Date	09-15-15
17	Posting Date	09-15-15
18	Bill Retainage	N
19	Bill Payment Withholding	N

XXXXXXXX.90: FLOWCHARTS

1.90.1 Flowchart BK: Grants and Contracts Management- Billing and Invoicing

FLOWCHART BK: GRANTS AND CONTRACTS MANAGEMENT- BILLING AND INVOICING
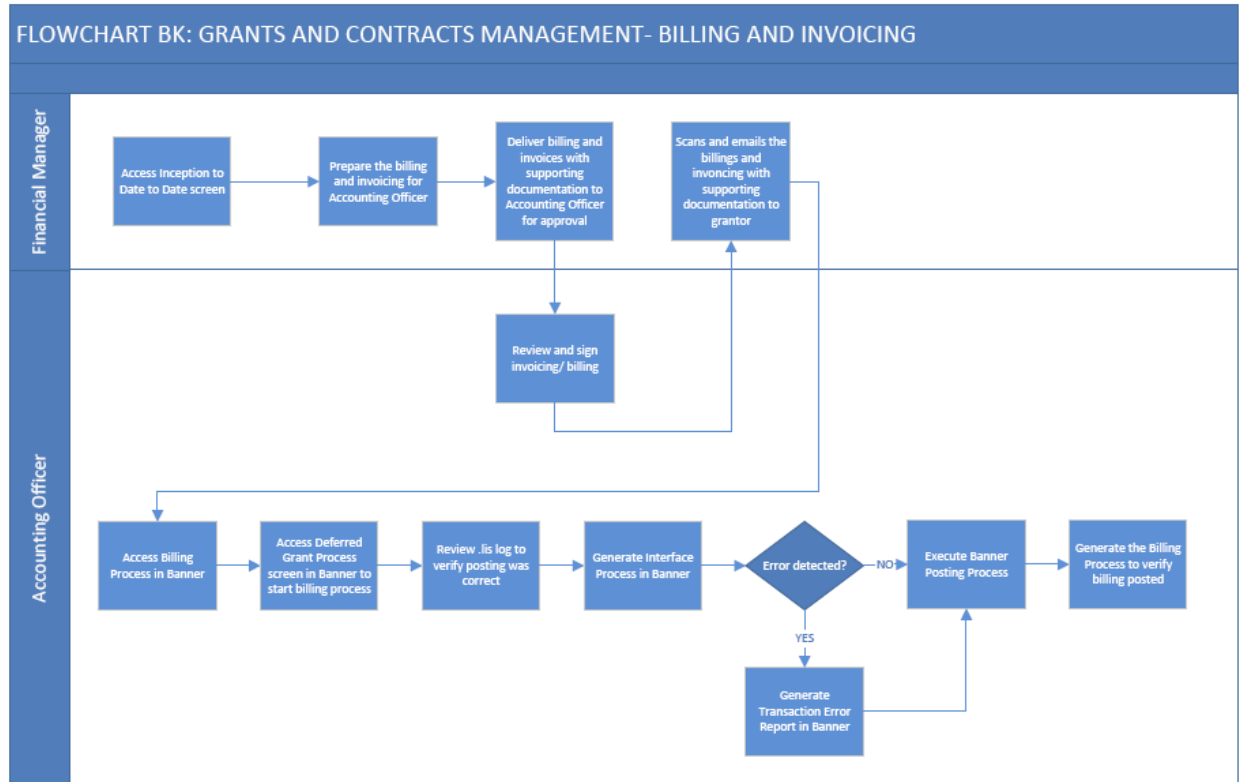
FINANCIAL REPORTING

XXXXXXXX.10: **TASK DESCRIPTION**
The reporting of financial statements presented to the Board must include grant funding and it is important that the financial statements are presented fairly and accurate. In many cases, financial reporting is required by certain grants. The Financial Manager completes the SF425 when required by the grantor and final financial statements.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedures on grant financial reporting which to the University of the District of Columbia.

XXXXXXXX.30: **POLICIES**
1.30.1 The University will follow the financial reporting requirements of Budget Circular A-110 as stated on the Office of Management and Budget website (https://www.whitehouse.gov/omb/circulars_a021_2004/), Uniform Requirements for Grants and Agreements with Institutions of Higher Education with respects to financial reporting. Sections C.51 through C.52 set forth procedures for monitoring and reporting the grantee's financial and program performance and list the standard reporting forms.

1.30.2 As stated in UDCs Handbook, UDC must provide regular and required financial reports to the sponsor, the Principal Investigator, and Office of Sponsored Programs (OSP).

1.30.3 To comply with the Single Audit Act and the U.S Office of Management and Budget Circular A-133, UDC must prepare a Schedule of Expenditures of Federal Award each fiscal year.

1.30.4 According to OMB Circular A-21 (https://www.whitehouse.gov/omb/circulars_a021_2004/) UDC establishes principles for determining costs applicable to grants, contracts, and other agreements with educational institutions. The principles deal with the subject of cost determination, and make no attempt to identify the circumstances or dictate the extent of agency and institutional participation in the financing of particular project.

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 The Financial Manager is responsible for preparing the SF425 report.

1.40.2 The Financial Manager is responsible for preparing the financial reports.

1.40.3 The Financial Manager is responsible for creating a Schedule of Expenditures of Federal Award (SEFA).

1.40.4 The Accounting Officer has the responsibility of reviewing all grant financial reports for accuracy.

XXXXXXXX.50: **AUTHORIZATION**

1.50.1 The Financial Manager is authorized by the CFO to prepare financial reports.

XXXXXXXX.60: **PROCEDURES**

1.60.1 The Financial Manager creates a Schedule of Expenditure for the Federal Award (SEFA) (see Exhibit CT: Schedule of Expenditure for Federal Award) at year-end which includes PELL grant, DIRECT LOAN Grant, Nursing, and Federal Work Study.

1.60.2 The Financial Manager runs Grant Expenditure Total for "6F"'s report in CFO$olve to report the expenditures for each Federal Award separately by Index Code.

1.60.3 Using the Award notification, the Financial Manager determines if the grant is a Research and Development grant to be reported in the Research and Development column.

1.60.4 The Accounting Officer emails Office of Integrity and Oversight (OIO) the Schedule of Expenditure for the Federal Award to be included in the District's Single Audit Report.

1.60.5 The Accounting Officer also emails the SEFA to the Chief Financial Officer for reviewing purposes.

1.60.6 The Financial Manager completes the SF425 Federal Report Form (See Exhibit P: SF425 Federal Report Form). The Form includes the grant award number, whether the award is quarterly, semi-annually, monthly, or annually, grant period, award date, the end for financial reporting, how much to expense.

1.60.7 The Financial Manager generates the Inception to Date report to determine the amount of cash on hand. This report will generate the revenues less expenses to get actual amount of cash on hand.

1.60.8 The Financial Manager completes the matching requirement. This ensures the actual match costs are reported on the Closeout financial report. When the actual match does not equal or exceed required match, the difference is an amount potentially subject to debt collection.

1.60.9 The Financial Manager compares the actual amount of indirect cost charged to the grant with the rate established by the Indirect Cost Rate agreement. Actual indirect cost which exceeds the rate agreement is subject to disallowance.

1.60.10 The Accounting Officer signs the Federal Report Form before it is sent to the agency.

1.60.11 The Financial Manager sends the form and attached documents to the T Drive and emails them to the corresponding agency or grant tour.

XXXXXXXX.70:   INTERNAL CONTROLS
 1.70.1   Internal Controls Applicable To Ensuring Separation Of Duties
  1.70.1.1   The Accounting Officer reviews and approves the grant financial reports that are completed by the Financial Manager.

XXXXXXXX.80   EXHIBITS

1.80.1   Exhibit CT: Schedule of Expenditure for Federal Award

FY 2014 SEFA TEMPLATE
University of the District of Columbia
Government of the District of Columbia
Schedule of Expenditures of Federal Awards
As of September 30, 2014

Federal Program Name	CFDA No.	Grant Award No.	Type of Grant: Direct or Indirect	Pass Through Entity	Non Cash Awards	Total Federal Expenditures	ARRA	R & D
Cooperative Extension Service	10.500	6F0100	Direct					
Senior Companion Program	94.016	6F0200	Direct					
Federal Direct Student Loans	84.268	6F0400	Direct					
Federal Direct Student Loans	84.268	6F0450	Direct					
Capacity Building for Traditionally Underserved Populations	84.315	6F1600	Direct					
TRIO_Talent Search	84.044	6F1700	Direct					
TRIO_Upward Bound	84.047	6F1800	Direct					
Agricultural Experiment Stations Under the Hatch Act	10.203	6F2100	Direct					
Cooperative Extension Service	10.500	6F2101	Direct					
Federal Work-Study Program	84.033	6F2200	Direct					
Federal Supplemental Educational Opportunity Grants	84.007	6F2300	Direct					
Federal Pell Grant Program	84.063	6F2400	Direct					
Minority Science and Engineering Improvement	84.120	6F3130	Direct					
UDC's Urban Teacher Academy	47.076	6F3210	Direct					
Trade Adjustment Assistance Community College and Career Tra	17.282	6F3430	Direct					
Trade Adjustment Assistance Community College and Career Tra	17.282	6F3435	Direct					
Trade Adjustment Assistance Community College and Career Tra	17.282	6F3438	Direct					
A Monte Carlo and Squid Research	47.076	6F3510	Direct					
Farmers Market- Establishing Oasis	10.168	6F3805	Direct					
Urban Market Changing Farms	10.156	6F3806	Direct					
Sputtering Machine and Atomic Force	12.800	6F4310	Direct					
Assistance to State Water Resources Research Institutes	15.805	6F4200	Direct					
Specialty Crop Block Grant Program - Farm Bill	10.170	6F4307	Direct					
Specialty Crop Block Grant Program - Farm Bill	10.170	6F4308	Direct					
Education and Human Resources-Collaborative Research	47.076	6F4502	Direct					
Education and Human Resources-Targeted Infusion	47.076	6F4540	Direct					
Education and Human Resources	47.076	6F4550	Direct					
Education and Human Resources		6F4608		Clemson University/Winston-Salem				
Biomedical Research and Research Training	93.859	6F4902	Direct					
Cancer Cause and Prevention Research	93.393	6F4904	Direct					
Synergistic Idea Development Tumor	12.420	6F4906	Direct					
Basic, Applied, and Advanced Research in Science and Engineer	12.630	6F4930	Direct					
Special Education - Personnel Development to Improve Services	84.325	6F5400	Direct					
Homeland Security-related Science, Technology, Engineering an	97.062	6F6A01	Direct					
Higher Education_Institutional Aid-Title III HBCU	84.031	6F7200	Direct					
Higher Education_Institutional Aid-Title III - Law	84.031	6F7202	Direct					

Federal Program Name	CFDA No.	Grant Award No.	Type of Grant: Direct or Indirect	Pass Through Entity	Non Cash Awards	Total Federal Expenditures	ARRA	R & D
Higher Education_Institutional Aid-Title III SAFRA	84.031	6F7203	Direct					
Campus Suicide Intervention and Prevention	93.243	6F9803	Direct					
Campaign 9:30 (MSI/CBO)	93.243	6F9804	Direct					
Low Income Taxpayer Clinics	21.008	6F9903	Direct					
Biomedical Research and Research Training	93.859	6F9905	Direct					
Scholarships For Disadvantaged Students	93.925	6F99A2	Direct					
Scholarships for Health Professions Students from Disadvantage	93.925	6F99A3	Direct					
Education and Human Resources-Stem	47.076	6F9D00	Direct					
Cooperative Extension Service	10.500	6F9400	Direct					
Biomedical Research and Research Training	93.859	6F9L00	Direct					
Computer and Information Science and Engineering	47.070	6FA802	Direct					
Summer Undergraduate Research Fellow	11.609	6FSURF	Direct					
Total Expenditures For Agency								

1. Indicate if the funds were received directly from the federal government or if they are passed through another entity. If indirect, please list the entity in which funds were received.

2. Do not include District Agencies for pass through funds.

3. Identify the type of Non Cash Awards (Food stamps, Electronic benefits payments, School food service commodities, vaccines, loan guarantees, etc.)

4. Indicate if the award is of ARRA nature.

5. Indicate if the award is of Research & Development nature.

I attest the above SEFA submission is correct, complete and has been verified by grant accounting records and the general ledger
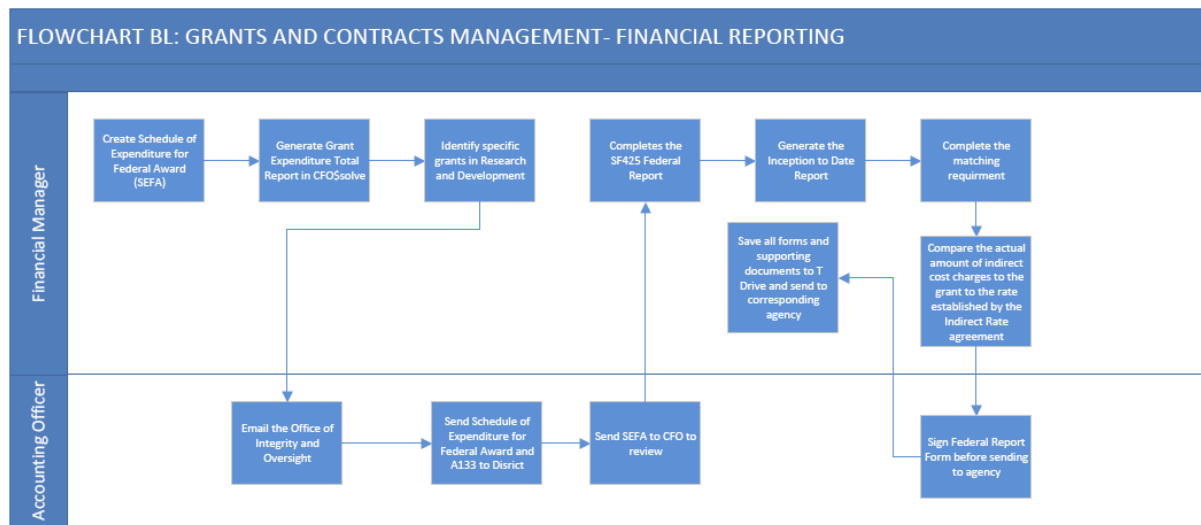
XXXXXXXX.90: FLOWCHARTS
1.90.1 Flowchart BL: Financial Reporting

FLOWCHART BL: GRANTS AND CONTRACTS MANAGEMENT- FINANCIAL REPORTING

Financial Manager

- Create Schedule of Expenditure for Federal Award (SEFA)
- Generate Grant Expenditure Total Report in CFO$solve
- Identify specific grants in Research and Development
- Completes the SF425 Federal Report
- Generate the Inception to Date Report
- Complete the matching requirment
- Save all forms and supporting documents to T Drive and send to corresponding agency
- Compare the actual amount of indirect cost charges to the grant to the rate established by the Indirect Rate agreement

Accounting Officer

- Email the Office of Integrity and Oversight
- Send Schedule of Expenditure for Federal Award and A133 to Disrict
- Send SEFA to CFO to review
- Sign Federal Report Form before sending to agency

CLOSE OUT

XXXXXXXX.10: **TASK DESCRIPTION**
Closeout is the process in which the University of the District of Columbia determines that all applicable administrative actions and all required work with the award have been completed by the grantee. Closeout is a post award activity that officially ends the award relationship. The final SF-425 for the grant should reflect the total amount of federal expenditures, the total amount of matching contributions, and the amount of unobligated funds. Any unobligated or unspent funds will be deobligated during the closeout process. The Financial Manager also completes the final financial reporting if required by the grantor.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedures on grant close out that apply to the University of the District of Columbia.

XXXXXXXX.30: **POLICIES**
1.30.1 As stated in UDC's Handbook, almost all sponsors require a final financial status report detailing the disposition of funds. For Federal projects, these reports are due within 90 days of the award expirations; for state and private awards, the deadline may be as short as 15 days. Inability or failure to submit reports within the stipulated time frame can result in the suspension of funding and/or a delay in the release of future funding for the investigator and/or the University. In order to comply with reporting deadlines, all expenditures related to the project must be processed, open encumbrances closed, cost sharing verified, and the account (s) reviewed for errors or necessary changes. Any necessary corrections must post to the grant account within the closeout period, which is typically 90 days except for state or other sponsors, which may be 15 days.

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 The Financial Manager is responsible for completing the SF425 Federal Report Form.

1.40.2 The Accounting Officer is responsible for signing the Federal Report Form before being submitted to the agency.

XXXXXXXX.50: **AUTHORIZATION**
1.50.1 The Financial Manager is authorized by the Chief Financial Officer to complete the SF425 Federal Financial Report.

XXXXXXXX.60:   **PROCEDURES**

1.60.1   The Financial Manager completes the SF425 Federal Financial Report only if necessary (see Exhibit CU: SF425 Federal Financial Report). The Form includes the grant award number, whether the award is quarterly, semi-annually, monthly, or annually, grant period, award date, the period end for financial reporting, how much to expense.

1.60.2   The Financial Manager generates the Inception to Date report (FRRGITD) to determine the expenses for the period end. This report will generate the revenues less expenses to get actual amount of cash on hand.

1.60.3   If applicable, The Financial Manager completes the recipient share section by reporting matching requirement in the recipient share section of the Federal Financial Report. This ensures that actual match costs are reported on the Closeout financial report. When the actual match does not equal or exceed required match, the difference is an amount potentially subject to debt collection.

1.60.4   If applicable, the Financial Manager completes the Indirect expense section of the Federal Financial Report. The actual amount of indirect cost is compared to the rate established by the Indirect Cost Rate agreement. Actual indirect cost which exceeds the rate agreement is subject to disallowance.

1.60.5   If required, the Financial Manager completes the final financial reports (refer to the grant award letter for requirement details).

1.60.6   The Financial Manager saves the Financial Reports and supporting documents to the T Drive.

1.60.7   The Accounting Officer signs the Financial Report before it is sent to the agency.

1.60.8   The Financial Manager emails the Financial Reports to the corresponding agency or grantor.

XXXXXXXX.70:   **INTERNAL CONTROLS**

1.70.1   <u>Internal Controls Applicable To Ensuring Separation Of Duties</u>

1.70.1.1   The Financial Manager completes the Financial Reports and Accounting Officer signs and approves the Financial Reports.

XXXXXXXX.80   EXHIBITS

1.80.1   Exhibit CU: SF425 Federal Financial Report Form

FEDERAL FINANCIAL REPORT
(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page	of
		1	pages

3. Recipient Organization (Name and complete address including Zip code)

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type ☐ Quarterly ☐ Semi-Annual ☐ Annual ☐ Final	7. Basis of Accounting ☐ Cash ☐ Accrual

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)

10. Transactions		Cumulative
(Use lines a-c for single or multiple grant reporting)		
Federal Cash (To report multiple grants, also use FFR Attachment):		
a. Cash Receipts		
b. Cash Disbursements		
c. Cash on Hand (line a minus b)		
(Use lines d-o for single grant reporting)		
Federal Expenditures and Unobligated Balance:		
d. Total Federal funds authorized		
e. Federal share of expenditures		
f. Federal share of unliquidated obligations		
g. Total Federal share (sum of lines e and f)		
h. Unobligated balance of Federal funds (line d minus g)		
Recipient Share:		
i. Total recipient share required		
j. Recipient share of expenditures		
k. Remaining recipient share to be provided (line i minus j)		
Program Income:		
l. Total Federal program income earned		
m. Program income expended in accordance with the deduction alternative		
n. Program income expended in accordance with the addition alternative		
o. Unexpended program income (line l minus line m or line n)		

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
				g. Totals:			

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:*

13. **Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
	d. Email address
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year)
	14. Agency use only:

Standard Form 425
OMB Approval Number: 0348-0061
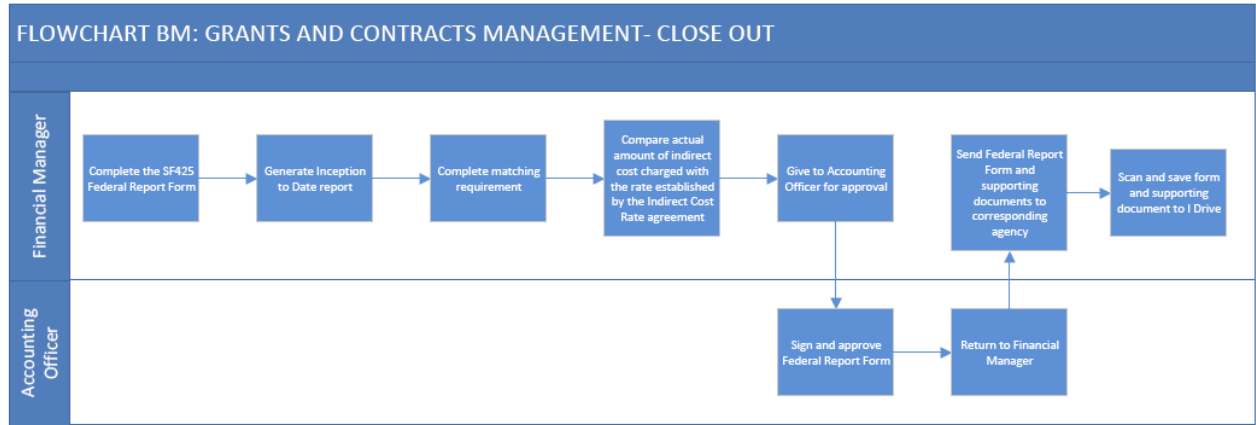Expiration Date: 10/31/2011

Paperwork Burden Statement
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.

FINANCIAL POLICIES AND PROCEDURES MANUAL

XXXXXXXX.90: FLOWCHARTS
1.90.1 Flowchart BM: Close Out

FLOWCHART BM: GRANTS AND CONTRACTS MANAGEMENT- CLOSE OUT

Financial Manager

Complete the SF425 Federal Report Form → Generate Inception to Date report → Complete matching requirement → Compare actual amount of indirect cost charged with the rate established by the Indirect Cost Rate agreement → Give to Accounting Officer for approval → Send Federal Report Form and supporting documents to corresponding agency → Scan and save form and supporting document to I Drive

Accounting Officer

Sign and approve Federal Report Form → Return to Financial Manager

STUDENT ACCOUNTS MANAGEMENT

STUDENT ACCOUNTS BACKGROUND AND INTRODUCTION

XXXXXXXX.10:   TASK DESCRIPTION

The Board of Trustees of the University of the District of Columbia, ("Board") is the governing body of the University, and is responsible for making decisions regarding the tuition and fees charged to the student pursuant to the authority set forth under the District of Columbia Public Postsecondary Education Reorganization Act Amendments ("Act") effective January 2, 1976 (D.C. Law 1-36; D.C. Official Code §§ 38-1202.01(a)), Title 8, DCMR("DCMR 8").

The President of the University of the District of Columbia ("President") is ultimately responsible for adhering to District laws, regulations, and requirements for all University activity.

The Office of the Chief Financial Officer for the District ("OCFO") is ultimately responsible for adhering to laws, regulations, and requirements for recording and reporting on student accounts and adhering to financial requirements for managing student accounts.

The Office of the Chief Financial Officer of the University of the District of Columbia ("CFO") is responsible for recording student account charges, and for posting all payments, collecting unpaid amounts, and other management functions of the student account process. The Accounting Officer is responsible for student accounts and supervises the Office of Student Accounts. These responsibilities are delegated to the Director of Student Accounts and a staff of Student Account Specialists.

Admission and Registration
An individual desiring admittance to the University of the District of Columbia ("UDC") must first apply through the Office of Enrollment Management. There is a walk in and online process that a person must follow for acceptance as a student in UDC. The guidelines and procedures for acceptance are outlined on the UDC website ("UDC.edu") under the Academics/Enrollment Management tab.

After meeting all criteria a student is notified via a congratulatory letter. The student is then directed to contact their assigned Admissions Counselor with any questions or concerns about their acceptance or the enrollment process.

Once a student is admitted the student is issued an identification number ("student ID") and a UDC email account. A student record is established for the student in the MYUDC student portal and the student is given login

credentials. After completion of admissions counseling the student can then begin the registration process.

The admitted student is required to see an academic advisor and register for classes through the student online student registration.

Tuition, health insurance and student fees are charged to a student's account automatically through the registration process .When registration is complete, a student account is set up with all of the fees for tuition, health insurance, and academic fees. .

After completion of the registration process a student can then be issued photo identification by the UDC campus security office.

XXXXXXXX.20:   **PURPOSE**

The purpose of the Student Accounts Policy is to provide direction for the accurate and timely recordation and collection of tuition and fee revenues of the University of the District of Columbia (UDC) consistent with Board of Trustees of the University of the District of Columbia resolutions and District of Columbia laws and regulations. In conjunction with the preparation for enrollment in a new semester, the annual tuition and fees are approved and submitted to the Office of Student Accounts and these amounts are updated in a table in the Banner Financial System for the coming semester.

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STUDENT REGISTRATION

XXXXXXXX.10: **TASK DESCRIPTION**
When students register, Board approved rates and fees are applied and become charges to their student accounts. At this point, an official student account is established for the student in the student account sub-ledger of the Banner Financial System.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedure to ensure that a student is accurately charged tuition and fees. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30: **POLICIES**
1.30.1 All students will be charged the tuition and fees established by the Board of Trustees.

XXXXXXXX.40:   **RESPONSIBILITIES**
1.40.1 The student is responsible for registering using the established registration process. This registration process creates the individual student account where all fees and tuition charges are immediately posted.

1.40.2 Student Account Specialists are responsible for reviewing charges to the student accounts and proposing a correction if any errors are found.

1.40.3 The Director of Student Accounts approves corrections before the Student Account Specialist makes the correction.

XXXXXXXX.50: **AUTHORIZATION**
1.50.1 This Policy was prepared pursuant to the District's Home Rule Act, section 424(d) and the District of Columbia's Public Postsecondary Education Reorganization Act Amendments ("Act") effective January 2, 1976 (D.C. Law 1-36; D.C. Official Code §§ 38-1202.01(a)), Title 8, DCMR("DCMR 8").

1.50.2 This policy was also prepared pursuant to a University of the District of Columbia Board of Trustees resolution and is consistent with the District of Columbia laws and regulations and Office of the Chief Financial Officer guidelines.

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XXXXXXXX.60:   PROCEDURES

    1.60.1   The Director of Student Accounts updates the rate tables with the Board approved tuition and fees.

    1.60.2   The Office of Admissions reviews the student's application for admission to UDC and a student record is set up using the student's ID as the account number. During the registration period, the student registers for classes. As part of this registration, tuition charges, various fees, and health insurance are charged to the student's account and automatically posted to the individual student account.

    1.60.3   Student Account Specialists review charges to the student accounts and process all approved corrections if any errors are found (see Exhibit CV: Screenshot of student account after registration).

    1.60.4   If the student drops out, the Office of the Registrar reverses the registration information and the student's tuition and fees are reversed.

    Note: The student is charged for tuition, all student fees, and a required health insurance premium. The entry is driven by the detail code which automatically posts to the correct revenue account:
- DR Receivable- Student Account Number
- CR Unapplied Student Account Charges

- DR Tuition Receivables
- CR Deferred Revenue (Fall only)
- CR Tuition Revenue
- CR Fee Revenue
- CR Health Insurance Payable- Reg. Student or:
- CR Health Insurance Payable- Law School

    Note: The details for each entry are combined with other sub-ledger postings for the daily summary entry to the GL system described in (e) below.
- DR Unapplied Student Account Charges
- CR Receivable- Student Account Number

    Note: The details for each entry are combined with other sub-ledger postings for the daily summary entry to the GL system described in (e) below.

Note: The amount posted to the individual student accounts must equal the amount posted to all of the receivable accounts. This nightly feed has a Banner reconciliation process called TGRRCON which is designed to catch reconciliation issues on a daily basis. Any errors are corrected immediately so that the entry can post.

Note: The Banner Financial System only posts to deferred revenue in the fall semester because separate accounts are used for tuition and fees for each semester. Only the fall accounts are programmed to defer 69% of the revenue into the next fiscal year.

XXXXXXXX.70:   INTERNAL CONTROLS
        1.70.1   Internal controls applicable to ensuring accurate record keeping.
                1.70.1.1   The entries to the student accounts must balance on a daily basis. All entries are posted in a batch on a nightly basis. If the batch cannot post, it creates an error message that must be cleared before the posting can occur. The Accounting Officer is notified of the error.

XXXXXXXX.80   EXHIBITS
        1.80.1   Exhibit CV: Screenshot of student account after registration

FINANCIAL POLICIES AND PROCEDURES MANUAL

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XXXXXXXX.90:   FLOWCHARTS

1.90.1   Flowchart BN: Student Accounts- New Registrations

FLOWCHART BN: STUDENT ACCOUNTS- NEW REGISTRATIONS

PAYMENT OF TUITION AND FEES - FINANCIAL AID FUNDS, SCHOLARSHIPS, LOANS

XXXXXXXX.10: **TASK DESCRIPTION**

Students apply for financial aid during the admission and registration process. These funds are used to pay tuition and fees.

In this task, the Office of Financial Aid posts the approved financial aid, private loans, and scholarships to the student's individual account as payment of tuition and fees.

XXXXXXXX.20: **PURPOSE**

This directive outlines the policies and procedure to accurately record the financial aid, private loans, and scholarship funds to the student's account in a timely manner. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30: **POLICIES**

1.30.1 Financial aid is posted to the student's account in accordance with amounts approved by DOE immediately after the attendance verification.

1.30.2 UDC follows the requirements outlined by the entity offering each individual scholarship.

XXXXXXXX.40: **RESPONSIBILITIES**

1.40.1 The Financial Aid Office is responsible for posting the approved financial aid, private loans, and scholarships to the student's accounts.

XXXXXXXX.50: **AUTHORIZATION**

1.50.1 This Policy was prepared pursuant to the District's Home Rule Act, section 424(d) and the District of Columbia's Public Postsecondary Education Reorganization Act Amendments ("Act") effective January 2, 1976 (D.C. Law 1-36; D.C. Official Code §§ 38-1202.01(a)), Title 8, DCMR("DCMR 8").

1.50.2 This policy was also prepared pursuant to a University of the District of Columbia Board of Trustees resolution and is consistent with the District of Columbia laws and regulations and Office of the Chief Financial Officer guidelines.

XXXXXXXX.60:   PROCEDURES

1.60.1 The Office of the Registrar performs the attendance verification the second week of school.

1.60.2 Once the attendance verification is performed, the Office of Financial Aid posts financial aid amounts, private loans, and scholarships to the students' account (see Exhibit CX: Student Account with Financial Aid Loan). The financial aid amounts must be approved by DOE before posting.

1.60.3 If an error is detected in the posting of financial aid, private loans, or scholarships (see Exhibit CW: Student Account with Scholarship), the Office of Financial Aid makes the correction.

XXXXXXXX.70:   INTERNAL CONTROLS

1.70.1 Internal controls applicable to verifying financial aid qualification prior to approval

1.70.1.1   Attendance is verified before the financial aid is posted.

XXXXXXXX.80   EXHIBITS

1.80.1 Exhibit CW: Screenshot of student account with scholarship

1.80.2   Exhibit CX: Screenshot of student account with financial aid loan

XXXXXXXX.90:   FLOWCHARTS

1.90.1   Flowchart BO: Student Accounts- Financial Aid Posting

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PAYMENT OF TUITION AND FEES – PRIVATE RESOURCES

XXXXXXXX.10:   **TASK DESCRIPTION**
The Office of Student Accounts manages all required billing if the student is not paying through a financial aid program or through personal resources. The Office of Student Accounts directly bills third party agencies (private sources) such as embassies, church groups, employers, non-profit organizations, etc., that require an invoice from UDC. The Office of Student Accounts directly bills for consortium student who attend UDC as part of the consortium program, and arranges for payment for UDC student who attend other universities. The Cashiers Office collects all payments for students who are paying out of pocket for tuition and fees.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedure to ensure that third party vendors are accurately billed for tuition and fees incurred by a student and that proper payment is received from the private resource and ensure that consortium payments are processed correctly provide effective management of the endowment and other investment funds of UDC. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30:   **POLICIES**
1.30.1   Tuition and fees are due and payable at the time of registration, or when satisfactory payments arrangements have been made, failure to do either will result in students' classes being dropped for non-payment.

1.30.2   UDC participates in a consortium of universities which allows students to attend classes at participating universities. The policy is that satisfactory payment arrangements must be made.

XXXXXXXX.40:   **RESPONSIBILITIES**
1.40.1   The student is responsible for providing all necessary documentation and authorizations from the private resource that is needed to initiate an invoice.

1.40.2   A Student Account Specialist is responsible for reviewing the accounts for one-time payments, and initiating an invoice to the third party responsible for the payment. The Student Account Specialist is also responsible for follow-up on accounts which are not timely paid.

1.40.3   The Director of Student Accounts is responsible for ensuring that all invoices are sent in a timely manner, and that receivable are monitored and followed up.

1.40.4   The Director of Student Accounts is responsible for reviewing all consortium billings, both for students attending UDC, and for UDC students attending other universities, and making appropriate payment arrangements.

1.40.5   Accounts Payable processes vouchers for payments to participating consortium schools.

1.40.6   The Cashier's Office is responsible for recording all one-time payments received from private resources, consortium payments and students paying out of pocket.

XXXXXXXX.50:   AUTHORIZATION

1.50.1   This Policy was prepared pursuant to the District's Home Rule Act, section 424(d) and the District of Columbia's Public Postsecondary Education Reorganization Act Amendments ("Act") effective January 2, 1976 (D.C. Law 1-36; D.C. Official Code §§ 38-1202.01(a)), Title 8, DCMR("DCMR 8").

1.50.2   This policy was also prepared pursuant to a University of the District of Columbia Board of Trustees resolution and is consistent with the District of Columbia laws and regulations and Office of the Chief Financial Officer guidelines.

XXXXXXXX.60:   PROCEDURES

Third Party Vendors

1.60.1   After registration, a Student Account Specialist obtains all necessary documents from the student when a third party vendor will be billed.

1.60.2   Once documents are complete, a Student Account Specialist bills the amount to the third party vendor (see Exhibit CY: Screenshot of Third Party sample invoice). When this billing is completed, the balance due is transferred to an account for the vendor in the Student Account sub-ledger system.

1.60.3   Payments are received and are directed to the cashier's office (see Exhibit CZ: Screenshot of Third Party payment), where they are entered into the student account sub-ledger system and posted directly to the third party vendor account.

1.60.4 When payments are not received from third party vendors after four weeks, the Student Account Specialist communicates via email and phone calls to all third party vendors who are delinquent. This process continues until payment is received.

Consortium Students

1.60.5 Students from another University attend classes at UDC through the consortium program. Tuition and fees for these students is manually billed through the area-wide consortium program (see Exhibit DA: Consortium Payment Request).

1.60.6 For students attending UDC from other universities, the Office of Student Accounts prepares an invoice and forwards it to the home institution.

1.60.7 When UDC students participate at another University, the student registers for classes at the University. Tuition from the other University is manually billed through the area-wide consortium program.

1.60.8 When payment is received is from the other University it is deposited in UDC bank account.

1.60.9 Acceptable forms of payment include cash, check, credit card, money order, certified check, or wire-transfer. Post-dated checks are not accepted. In the event a check is returned, a fee of $50 is assessed. A letter is generated informing the student of a returned item and the fees, and that restitution needs to be made to the University of the District of Columbia.

XXXXXXXX.70: INTERNAL CONTROLS

1.70.1 The Director of Student Accounts verifies that Student Accounts Specialists bill all third party vendors as soon as possible after registration. The billing occurs after the Student Accounts Specialist contacts the student and receives all required documentation.

1.70.2 The Accounts Payable department processes the consortium vouchers for payment after approval from the Director of Student Accounts.

1.70.3 The Director of Student Accounts reviews the open vendor accounts monthly and determines what follow-up steps must take place to collect payment. Follow-up is performed by the Student

Accounts Specialists.

1.70.4 The Cashiers Office collects all payments and posts to the student's accounts.

XXXXXXXX.80   EXHIBITS

1.80.1 Exhibit CY: Screenshot of Third Party sample invoice

1.80.2   Exhibit CZ: Screenshot of Third Party payment

1.80.3   Exhibit DA: Consortium Payment Request

XXXXXXXX.90: FLOWCHARTS

1.90.1   Flowchart BP: Student Accounts- Third Party Payments

FLOWCHART BP: STUDENT ACCOUNTS- THIRD PARTY PAYMENTS

COLLECTION FROM PAYMENT PLANS

XXXXXXXX.10:   **TASK DESCRIPTION**
When a student registers for classes, he/she has the option of paying their tuition through monthly installments through the UDC's deferred payment option administered by Tuition Manager Services (TMS).

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedure to give the student the option of payment of tuition and fees in installments. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30:   **POLICIES**
1.30.1   Tuition and fees are due and payable at the time of registration, or when satisfactory payments arrangements have been made, failure to do either will result in students classes being dropped for non-payment

XXXXXXXX.40:   **RESPONSIBILITIES**
1.40.1   The Office of Student Accounts is responsible for managing the contract with TMS.

1.40.2   The Office of Student Accounts is responsible for identifying new students who are eligible for a payment plan, and reconciling payments received from TMS.

1.40.3   TMS is responsible for sending monthly payment data to the Office of Student Accounts representing payments made by the students.

1.40.4   The Office of Information Technology is responsible for a monthly upload of payment information to the student accounts when received from TMS.

1.40.5   The Accounting Office is responsible for ensuring that funds received in the bank account from TMS reconciles with the data received.

XXXXXXXX.50:   **AUTHORIZATION**
1.50.1   This Policy was prepared pursuant to the District's Home Rule Act, section 424(d) and the District of Columbia's Public Postsecondary Education Reorganization Act Amendments ("Act") effective January 2, 1976 (D.C. Law 1-36; D.C. Official Code §§

38-1202.01(a)), Title 8, DCMR("DCMR 8").

1.50.2 This policy was also prepared pursuant to a University of the District of Columbia Board of Trustees resolution and is consistent with the District of Columbia laws and regulations and Office of the Chief Financial Officer guidelines.

XXXXXXXX.60: **PROCEDURES**

1.60.1 The Office of Student Accounts supplies TMS with all "first time" student demographic information. TMS already had student information from students who have previously used their service.

1.60.2 TMS uses this information for marketing purposes to inform these students of the deferred payment plan options.

1.60.3 Students voluntarily register via the TMS website (see Exhibit DB: Screenshot of website for TMS) to set up a payment plan.

1.60.4 TMS collects the payments up to a predetermined date during the semester. Once a month, the cash is deposited directly to a UDC bank account via wire transfer. A report of these payments is forwarded to the Office of Information Technology.

1.60.5 The Office of Information Technology receives the student listing and loads student payment information which is posted to the sub-ledger account.

1.60.6 A Student Account Specialist runs a report from the TMS website and compares it to the posted amount (see Exhibit DC: Screenshot posting to Student Account) and verifies that all payments were posted.

1.60.7 The Student Account Specialist works with the Senior Accountant to identify funds in the UDC Bank Account which reconcile with Student Account posted amount.

XXXXXXXX.70: **INTERNAL CONTROLS**

1.70.1 Internal controls applicable to ensuring all funds are accurately accounted for and recorded.

1.70.1.1 The OIT receives all electronic payment information directly from TMS and posts to the student's account.

1.70.1.2 The Office of the CFO receives all funds from TMS in the UDC bank account.

1.70.1.3 The payments are reconciled with the posted information and the bank receipts.

XXXXXXXX.80   EXHIBITS

1.80.1   Exhibit DC: Screenshot posting to student account

FINANCIAL POLICIES AND PROCEDURES MANUAL

XXXXXXXX.90:   FLOWCHARTS

1.90.1   Flowchart BQ: Student Accounts- Payment Plans

FLOWCHART BQ: STUDENT ACCOUNTS- PAYMENT PLANS

Student Accounts Specialist	Send names of first time students to TMS → Reconcile wire transfer and Sub Ledger posting
TMS Billing Service	Register student → Student sends monthly payment → Wire transfer of payments received from student
CFO	Receive wire transfer → Reconcile with deposits
Office of Information Technology	Payment credited to student's account

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BOOKSTORE PURCHASES, DORM FEES, STUDENT ADVANCES

XXXXXXXX.10:   **TASK DESCRIPTION**
Other than tuition and fees, additional charges are posted to the students' accounts when appropriate. These charges are for bookstore purchases, dorm fees, and student emergency loans.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedure to ensure that all additional charges are accurately posted to the student's account. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30:   **POLICIES**
1.30.1   All charges are posted to the student's account and are managed by the Office of Student Accounts.

XXXXXXXX.40:   **RESPONSIBILITIES**
1.40.1   The Bookstore is responsible for documenting the use of a Bookstore Authorization.

1.40.2   The Director of Student Accounts is responsible for submitting vouchers to the Accounts Payable Manager to reimburse the bookstore.

1.40.3   The Office of Residential Life is responsible for providing the Office of Student Accounts with a list of students who desire residential housing.

1.40.4   The Office of Financial Aid is responsible for verifying that a student has sufficient funding to obtain an emergency loan.

1.40.5   The Accounting Office is responsible for issuing a check for an emergency loan and notifying the Office of Student Accounts.

1.40.6   The Office of Student Accounts is responsible for posting the bookstore purchases, dorm fees, and emergency loans to the student accounts.

XXXXXXXX.50:   **AUTHORIZATION**
1.50.1   This Policy was prepared pursuant to the District's Home Rule Act, section 424(d) and the District of Columbia's Public Postsecondary Education Reorganization Act Amendments ("Act") effective January 2, 1976 (D.C. Law 1-36; D.C. Official Code §§

38-1202.01(a)), Title 8, DCMR("DCMR 8").

1.50.2 This policy was also prepared pursuant to a University of the District of Columbia Board of Trustees resolution and is consistent with the District of Columbia laws and regulations and Office of the Chief Financial Officer guidelines.

XXXXXXXX.60: **PROCEDURES**
Bookstore
1.60.1 Students with financial aid can use an electronic book authorization to make purchases. The authorization is issued by the Office of Financial Aid. The amount is based on the availability of financial aid funds. The Office of Financial Aid verifies that the student has at least this amount available in financial aid for bookstore purchases before issuing the authorization.

1.60.2 The electronic book authorization can only be issued if the student has previously completed a Title IV Authorization Release authorizing the University to utilize a credit balance for bookstore charges.

1.60.3 Electronic book authorizations become available beginning the week before the start of classes and lasts through the end of the drop/add period. This electronic file is sent directly to the bookstore. The student makes purchases using their Student ID and charges the purchases to the authorization.

1.60.4 Once a week, these bookstore charges are transmitted to the Office of Student Accounts and a Student Account Specialist manually posted to the student's account(see Exhibit DE: Screenshot of posting to Student's Account).

1.60.5 The Student Account Specialist prepares a voucher (see Exhibit DF: Screenshot of Voucher to Accounts Payable for Bookstore) to reimburse the bookstore for the charges (see Exhibit DD: Statement of Bookstore charges).

1.60.6 The Director of Student Accounts approves the voucher to reimburse the bookstore for the charge.

Dorm Fees
1.60.7 At the beginning of each semester, the Office of Residential Life supplies the Office of Student Accounts with a list of students who

desire residential housing and dorm fees (see Exhibit DG: List of Dorm Fees).

1.60.8 The Student Account Specialist posts the dorm fees (see Exhibit DH: Screenshot of Dorm Fee Postings) to the student's account.

Student Emergency Advances

1.60.9 UDC has an emergency student loan process where students can obtain an emergency loan if their financial aid or work study funds are delayed, known as the KAPPA loan program. The Office of Financial Aid must verify that the student has sufficient funds in their aid package to cover this loan.

1.60.10 Students may obtain an emergency loan from the Accounting Office. A check is issued to the student, and the Office of Student Accounts is notified.

1.60.11 The Student Account Specialist receives the emergency loan information and posts it to the student's account (see Exhibit DJ: Kappa Emergency Loan Posting).

XXXXXXXX.70: INTERNAL CONTROLS

1.70.1 Internal controls applicable to ensuring the accurate recording of transactions.

1.70.1.1 The Student Account Specialist posts all bookstore vouchers to the student's accounts, and reconciles with the information submitted by the Bookstore.

1.70.1.2 The amount submitted by the Bookstore and posted is the same as a voucher approved by the Director of Student Accounts for reimbursement.

1.70.1.3 The Student Account Specialist reconciles all posted dorm fees with the documents submitted by the Office of Residential Life and by the Accounting Officer.

1.70.1.4 The Accounting Office and the Student Account Specialist reconcile Kappa Loan advances.

1.70.1.5 The Director of Student Accounts reviews the student accounts after the posting of additional charges and determines that all postings are correct and reconcile with submitted information.

XXXXXXXX.80   EXHIBITS

1.80.1   Exhibit DD: Statement of bookstore charges

1.80.2   Exhibit DE: Screenshot of posting to student account

1.80.3   Exhibit DF: Direct Voucher Payment Request

DIRECT VOUCHER PAYMENT REQUEST

REQUEST DATE [   ]   PAYMENT DUE DATE [   ]

A. VENDOR INFORMATION | DELIVERY INSTRUCTIONS (Leave blank if same as vendor information)

BANNER VENDOR NO. (N#)	
VENDOR NAME	
ADDRESS	
CITY, STATE, ZIP CODE	

VENDOR STATUS
B. (CHECK ONE OPTION)
☐ BANNER NEW VENDOR (W-9 FORM MUST BE SENT TO PROCUREMENT)
☐ BANNER EXISTING VENDOR

C. PAYMENT TYPE (CHECK ONE OPTION)
☐ REGISTRATION FEES   ☐ STUDENT STIPENDS   ☐ HONORARIUMS   ☐ LEASE   ☐ INSURANCE   ☒ OTHER (Specify below)
☐ MEMBERSHIP DUES   ☐ STUDENT TRAVEL   ☐ MOU   ☐ UTILITIES   ☐ LEGAL   Fees

D. PROPER SUPPORTING DOCUMENTS   ☐ YES   ☐ NO

E. BUDGET (FOAPAL)

INDEX	FUND	BANNER ACCOUNT CODE	DESCRIPTION	AMOUNT
			TOTAL	$ -

APPROVALS:

DEPARTMENT	BUDGET OFFICE	AGENCY CONTROLLER	ACCOUNTS PAYABLE
Prepared By: Binod Gupta	Payment Type No.	Authorized By:	Processed By:
Print Name Signature Sr. Accountant		Print Name Signature	
Title Date	CFO Order No.	Title Date	Date
Authorized By:	Budget:	Notes:	Notes:
Print Name Signature	Print Name Signature		
Title Date	Title Date		

1.80.4   Exhibit DG: List of Dorm Fees

Cost of Attendance

	Rate
Non-Refundable Housing Deposit	$150 (due with application)
Fall 2015 - Spring 2016	$4200 per semester/ $8400 for the academic year (subject to percentage increase)
Summer Session I & II	$2940 ($1470 for each six-week session)

Amenities and Features

- 24-hour resident concierge / Doorman
- Sparkling olympic size swimming pool
- 24-hour fitness center
- Multi-purpose resident community room (3003 Van Ness ONLY)
- ATM
- Steps to Van Ness/UDC Metro stop
- Underground walk way to grocery shopping

All apartments are two-bedroom, fully furnistwin size bedhed units that include:

- twin size bed
- dresser
- desk and chair
- microwave
- stove
- refrigerator
- dishwasher

1.80.5   Exhibit DH: Screenshot of Dorm Fee Postings

1.80.6 Exhibit DJ: Kappa Emergency Loan Posting

Account Detail Review Page - Student TSAAREV 8.5 (PROD)

ID:
User:
Credit Limit:
Holds:

Account Details

Detail Code	Description	Term	Charge	Payment	Balance	Source	Effective Date
RF20	Refund	201610				T	10-OCT-2015
G028	FEDERAL PELL GRANT PROGRAM	201610				F	06-OCT-2015
LO12	STAFFORD LOAN UNSUBSIDIZED	201610				F	06-OCT-2015
LO10	FED SUBSIDIZED LOAN	201610				F	06-OCT-2015
EL01	Kappa Loan cld#2067	201610				T	14-SEP-2015
EL01	Kappa Loan cld# 2064	201610				T	01-SEP-2016
P002	PAYMENT – CASH RECVD	201530				T	06-AUG-2015
P012	PAYMENT – VISA CREDIT CARD	201530				T	06-AUG-2015
HI06	HEALTH INSURANCE WAIVER	201610				T	31-JUL-2015
P012	PAYMENT – VISA CREDIT CARD	201530				T	30-JUL-2015
TU01	TUITION-UNDERGRAD	201610				R	10-AUG-2015
FE04	ENROLLMENT/ORIENTATION FEE	201610				R	10-AUG-2015

Query Balance	Account Balance	Amount Due	Memo Balance	Authorized Aid Balance	NSF	Receipt?
.00	.00	.00	.00	.00	0	N

XXXXXXXX.90:   FLOWCHARTS

1.90.1   Flowchart BR: Student Accounts- Bookstore Purchases, Dorm Fees, Student Advances

FLOWCHART BR: STUDENT ACCOUNTS- BOOKSTORE PURCHASE, DORM FEES, STUDENT ADVANCES
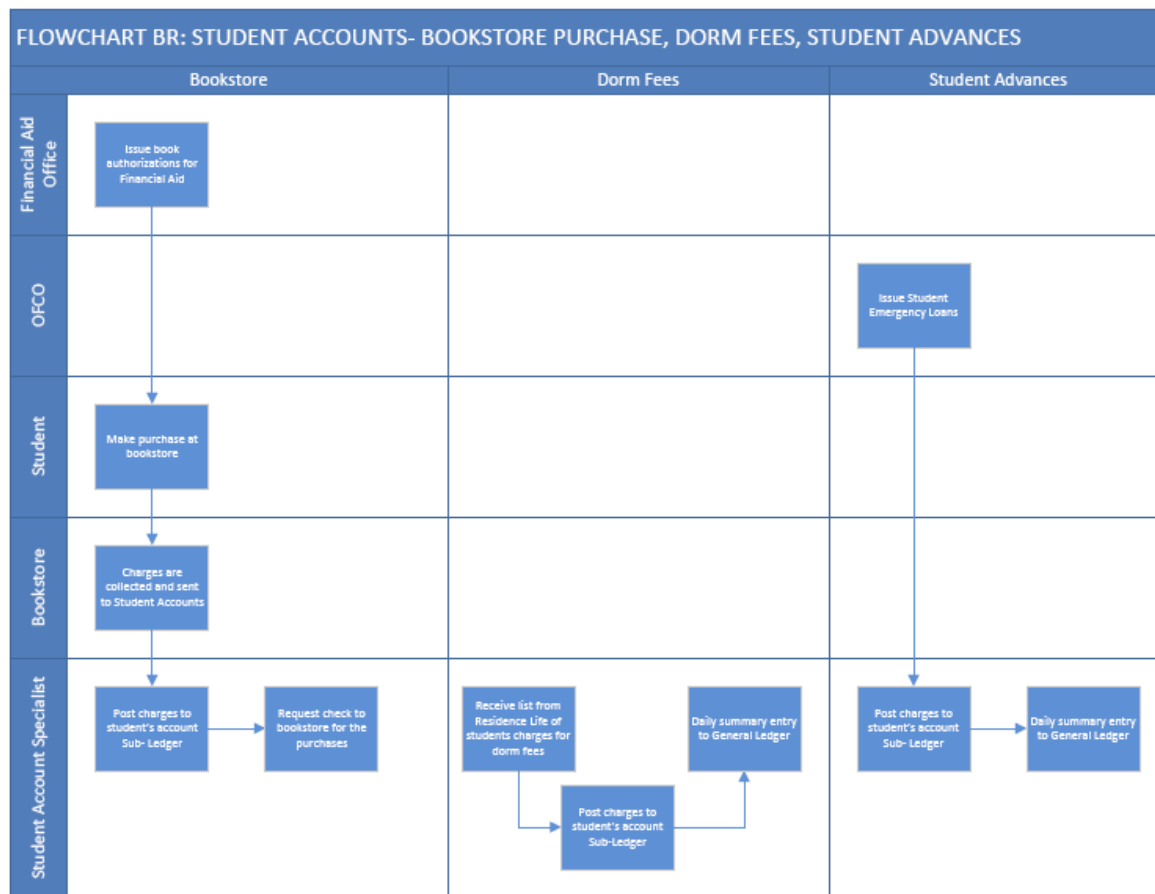
HEALTH INSURANCE WAIVERS

XXXXXXXX.10: **TASK DESCRIPTION**

All students are charged a mandatory health insurance fee during the registration process and may obtain a waiver if evidence is provided that the student has adequate coverage. This coverage is provided through Firststudent.com. A student may obtain a waiver of the premium upon presentation of evidence that the student is already covered by another health insurance plan. These waivers must be received by UDC within the waiver period which lasts for approximately three weeks after registration starts. The end date of the waiver period is published in the academic calendar.

XXXXXXXX.20: **PURPOSE**

This directive outlines the policies and procedure to ensure that a student is covered by health insurance and the charge is properly waived if evidence of other insurance is provided at UDC. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30: **POLICIES**

1.30.1 Student health insurance is mandatory unless a student can show that he/she is covered by comparable insurance.

XXXXXXXX.40: **RESPONSIBILITIES**

1.40.1 The Student Health Services Office is responsible for answering questions regarding student health insurance waivers.

1.40.2 The student is responsible for providing necessary information to the insurance company in order to obtain a waiver of the mandatory insurance.

1.40.3 The Student Account Specialist is responsible for daily downloads of the student health insurance waivers and posting them to the student accounts.

1.40.4 The Director of Student Accounts approves all corrections.

XXXXXXXX.50: **AUTHORIZATION**

1.50.1 This Policy was prepared pursuant to the District's Home Rule Act, section 424(d) and the District of Columbia's Public Postsecondary Education Reorganization Act Amendments ("Act") effective January 2, 1976 (D.C. Law 1-36; D.C. Official Code §§ 38-1202.01(a)), Title 8, DCMR("DCMR 8").

1.50.2   This policy was also prepared pursuant to a University of the District of Columbia Board of Trustees resolution and is consistent with the District of Columbia laws and regulations and Office of the Chief Financial Officer guidelines.

XXXXXXXX.60:   PROCEDURES

1.60.1   The Student Health Services Office notifies the students each semester that health insurance is mandatory for all students. The student is also informed that he/she may apply for a waiver if there is existing comparable coverage under another policy. The student is also notified of the deadline for providing information regarding the waiver.

1.60.2   The Student notifies the health insurance provider, FirstStudent.com, through their website that they are covered by alternative insurance. The student provides insurance information from an alternative source to the insurance company.

1.60.3   The insurance company verifies the coverage and notifies the student if the information provided is acceptable. If additional information is needed the insurance will continue communication with the student until such time all the information needed is provided.

1.60.4   If the insurance company ascertains that the student does not have sufficient coverage the student is notified and the UDC coverage is required. The charge remains on the student account and the student is responsible for the paying for the coverage.

1.60.5   If the insurance company completes the verification and it is determined that the student has sufficient coverage, the student is notified that the charge for the insurance coverage is waived.

1.60.6   On a daily basis for the first week after school starts, the Student Account Specialist logs in to the insurance website to identify students who have obtained waivers through the Health Insurance Waiver Report (see Exhibit DL: Health Insurance Waiver Report). These waivers are posted to the student accounts (see Exhibit DM: Screenshot of Posting Waiver to Student Account) to remove the charge for health insurance.

1.60.7   Student Accounts Specialists review the accounts and corrections are made if errors are detected.

XXXXXXXX.70:   INTERNAL CONTROLS

1.70.1   Internal controls applicable to the timely detection and correction of errors.

1.70.1.1 The Student Account Specialists reviews the student accounts after the posting of insurance waivers. If errors are detected, corrections are made.

1.70.1.2 The Director of Student Accounts approves all corrections.

XXXXXXXX.80   EXHIBITS

1.80.1   Exhibit DL: Health Insurance Waiver Report

1.80.2   Exhibit DM: Screenshot of posting waiver to student accounts

XXXXXXXX.90:   FLOWCHARTS

1.90.1   Flowchart BS: Student Accounts- Health Insurance Waivers
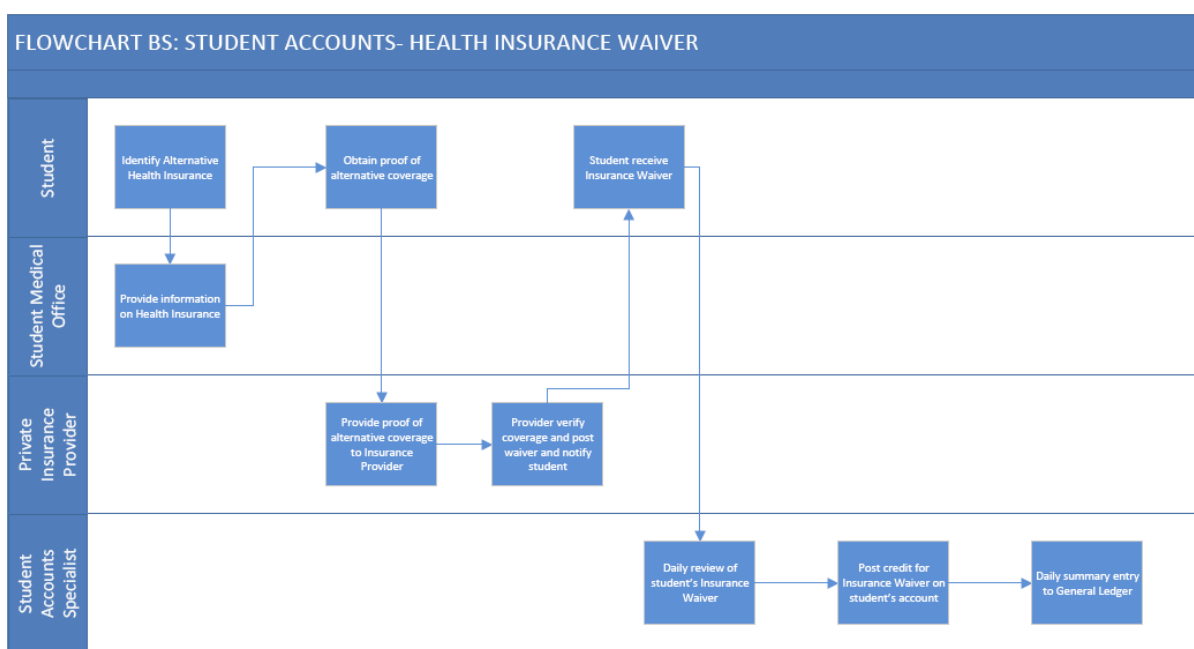
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REFUND OF UNUSED AMOUNTS IN STUDENT ACCOUNT

XXXXXXXX.10:   **TASK DESCRIPTION**
When funds remain in a student's account from financial aid funds after the payment of tuition, fees, dorm fees, books, and insurance waivers, these funds must be refunded to the student.

The Office of Student Accounts releases the remaining funds to the student for personal expenses within 14 days of the posting of federal aid to the students' account.

If a student notifies the Office of Student Accounts that his/her check has not been received, a stop payment can be issued and the check replaced.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedure to ensure that all remaining funds are refunded to the student in a timely and accurate manner. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30:   **POLICIES**
1.30.1   Any remaining credit balances on a student account must be returned to the student. DOE regulations state that if this refund is a result of a federal financial aid payment, the funds must be refunded to the student within 14 calendar days after credit appears on the student account.

XXXXXXXX.40:   **RESPONSIBILITIES**
1.40.1   Students are responsible for registering to have their refunds automatically deposited into their bank accounts. The student completes this process through the MYUDC student portal.

1.40.2   The Student Account Specialist is responsible for ensuring that all amounts are posted to the student's accounts before refunds are made.

1.40.3   The Director of Student Accounts is responsible for approving all refund payments to students and monitoring outstanding check issued to students.

1.40.4   The Accounts Payable Manager is responsible for processing requests for all student refund payment vouchers.

1.40.5   The DC Treasurer is responsible for issuing checks.

1.40.6 The Accounting Office is responsible for processing ACH direct deposits to the students' accounts, and responding to situations where the direct deposit is rejected.

1.40.7 The Student Accounts Specialist receives notifications that checks have not been received and prepares a stop payment request.

1.40.8 The Director of Student Accounts approves the request, and the Accounting Office completes the stop payment and reissue of the check.

XXXXXXXX.50: AUTHORIZATION

1.50.1 This Policy was prepared pursuant to the District's Home Rule Act, section 424(d) and the District of Columbia's Public Postsecondary Education Reorganization Act Amendments ("Act") effective January 2, 1976 (D.C. Law 1-36; D.C. Official Code §§ 38-1202.01(a)), Title 8, DCMR("DCMR 8").

1.50.2 This policy was also prepared pursuant to a University of the District of Columbia Board of Trustees resolution and is consistent with the District of Columbia laws and regulations and Office of the Chief Financial Officer guidelines.

XXXXXXXX.60: PROCEDURES

1.60.1 The Student Account Specialist ensures that all charges and reversing entries have been posted in a timely manner.

1.60.2 The Director of Student Accounts reviews and approves final report on refunds due to students.

1.60.3 The Director of Student Accounts runs a file to feed refund information to the accounts payable process (see Exhibit DN: Refund Report for Student's Refunds).

1.60.4 The Accounts Payable Manager process student refund invoices and sends check file to Treasurer to print checks.

1.60.5 The DC Treasurer issue checks to students. The Accounting Office sends an ACH file directly to the bank for transfers to student accounts. The Accounting Office also corrects ACH errors.

1.60.6 If a student notifies the Office of Student Accounts that his/her check has not been received, a stop payment can be issued and the

check replaced. The Student Account Specialist determines that more than 14 days has passed. A stop payment is issued and a new check is requested.

1.60.7 The Student Accounts Director or Student Accounts Specialists notify the Accounting Office when a student reports a check lost. A stop payment request is issued, and a new check is requested.

XXXXXXXX.70: INTERNAL CONTROLS

1.70.1 <u>Internal controls applicable to ensuring all transactions are authorized.</u>

    1.70.1.1 The refunds are reviewed by the Director of Student Accounts before checks are processed.

    1.70.1.2 Checks are issued by the Office of the Treasurer, and ACH transfers are performed by the Accounting Office.

    1.70.1.3 The Director of Student Accounts reviews all posting processes and ensures that all charges and previous credits have been posted to the student's account before starting the refund process.

XXXXXXXX.80 EXHIBITS

1.80.1 Exhibit DN: Refund Report for Student Refunds

_____

XXXXXXXX.90:   FLOWCHARTS

1.90.1   Flowchart BT: Student Accounts- Refunds of Unused Funds

FLOWCHART BT: STUDENT ACCOUNTS- REFUNDS OF UNUSED FUNDS

COLLECTIONS ON STUDENT ACCOUNTS

XXXXXXXX.10: **TASK DESCRIPTION**
The Office of Student Accounts and the Accounting Office collectively review accounts and make decisions regarding collections and notifications to students regarding delinquent accounts.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedure is to ensure that appropriate measures are taken to collect delinquent accounts. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30: **POLICIES**
1.30.1 To be eligible to register for subsequent semesters, or to obtain copies of official transcripts or earned degree(s), the student's account must have a zero balance. Accounts with outstanding balances are subject to referral to third party agents for collections. Students are subject to liability for associated collection fees.

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 It is the student's responsibility to monitor his/her account and make satisfactory payment arrangements.

1.40.2 The Student Account Specialist is responsible notifying students with a delinquent balance that is more than 30 days old or more.

1.40.3 The Director of Student Accounts is responsible for running aging reports on a monthly basis. The Director of Student Accounts and the Accounting Office are responsible for reviewing the aging report and making decisions regarding collection activity.

1.40.4 The Director of Student Accounts is responsible for placing a hold on the student's registration records if the student's account.

1.40.5 The Director of Student Accounts is responsible for referring accounts to the District of Columbia Central Collection Unit (CCU).

1.40.6 The CCU is responsible for placing accounts with collection agency.

1.40.7 The CCU is responsible receiving all payments made by student and send electronic file to UDC of students making payments.

1.40.8   The UDC/OIT is responsible receiving the electronic file and electronically updating the Student Accounts of payments received by CCU.

1.40.9   The Student Accounts Office is responsible for reviewing the electronic updates to the student for accuracy.

XXXXXXXX.50:   **AUTHORIZATION**

1.50.1   This Policy was prepared pursuant to the District's Home Rule Act, section 424(d) and the District of Columbia's Public Postsecondary Education Reorganization Act Amendments ("Act") effective January 2, 1976 (D.C. Law 1-36; D.C. Official Code §§ 38-1202.01(a)), Title 8, DCMR("DCMR 8").

1.50.2   This policy was also prepared pursuant to a University of the District of Columbia Board of Trustees resolution and is consistent with the District of Columbia laws and regulations and Office of the Chief Financial Officer guidelines.

XXXXXXXX.60:   **PROCEDURES**

1.60.1   On a regular basis, the Director of Student Accounts runs a Aging report (see Exhibit DP: Aging Report) showing the balances in the student accounts, and reviews all accounts that are more than 30 days old.

1.60.2   The Student Account Specialist begins notifying students whose accounts are delinquent more than 30 days that the balance must paid within 30 days (see Exhibit DO: Sample of Student Collection Letter). This notification is an email to the student's UDC email account as well as their personal email account.

1.60.3   The Student Account Specialist continues this process everything 30 days for 90 days.

1.60.4   When an account reaches 120 days delinquent, the Director of Student Accounts places a hold on the student's ability to register for a future semester, to receive a transcript, or receive a diploma.

1.60.5   When an account is delinquent for more than 120 days, the student is notified that the account is being transferred to the District Central Collection Office (CCU) for referral to an external collection agency. The student is notified to make all future payments to the collection agency including collection costs.

1.60.6 When the student pays the CCU, it sends an electronic file of the payment information to Office of Technology.

1.60.7 The Office of Technology processes this electronic update to the student account of payments information received from CCU.

1.60.8 The Student Accounts Specialist reviews the student account ensure that the correct amounts were posted.

XXXXXXXX.70: **INTERNAL CONTROLS**
1.70.1 <u>Internal controls applicable to the timely monitoring of accounts.</u>
1.70.1.1 An aging report is printed on a monthly basis and by the CFO, the Accounting Officer, and the Director of Student Accounts for collection purposes.

XXXXXXXX.80 **EXHIBITS**
1.80.1 Exhibit DO: Sample Student Collection Letter

From: Student Accounts
Sent:
To:
Subject: UDC FALL 2015 BILLING REMINDER

UNIVERSITY OF THE
DISTRICT OF
COLUMBIA
———1851
OFFICE OF STUDENT ACCOUNTS

Dear:

You have enrolled for the Fall 2015 semester and your student account has a balance for Term FALL 2015. This letter serves as a reminder that there are several ways you can satisfy your balance prior to the start of the semester which begins August 24th 2015:

- Pay your balance in full online through your WWW.MY.UDC.EDU portal and select the payment option or send payment via US Mail by August 24, 2015 to:
  University of the District of Columbia
  Attn: Cashier's Office Bldg. 39 2nd Floor
  4200 Connecticut Avenue NW
  Washington, DC 20008
- Complete all required steps to accept your financial aid as directed by the Office of Financial Aid
- Register for Tuition Management Services at (udc.afford.com) which is the University of the District of Columbia deferred payment option. Please note a payment in the amount of at least 1/3 of your tuition and fees is due at the time of registration plus a $35.00 enrollment fee.
- Provide all necessary authorizations and documentation to the Office of Student Accounts if you have a tuition assistance agreement that will authorize 3rd Party payment of your all your tuition and fees.

XXXXXXXX.90:   FLOWCHARTS

1.90.1   Flowchart BU: Student Accounts- Collections

FLOWCHART BU: STUDENT ACCOUNTS- COLLECTIONS

Student Accounts Specialist

Identify that a student's balance is past due

Director of Student Accounts

Make a decision regarding collections → Is the account 60 days past due? —YES→ Is the account 120 days past due —YES→ Is the account 365 days past due → Write off as uncollectible

Student Records

NO → Place hold on student's records

NO

DC Collection Agency

NO

Referral to agency
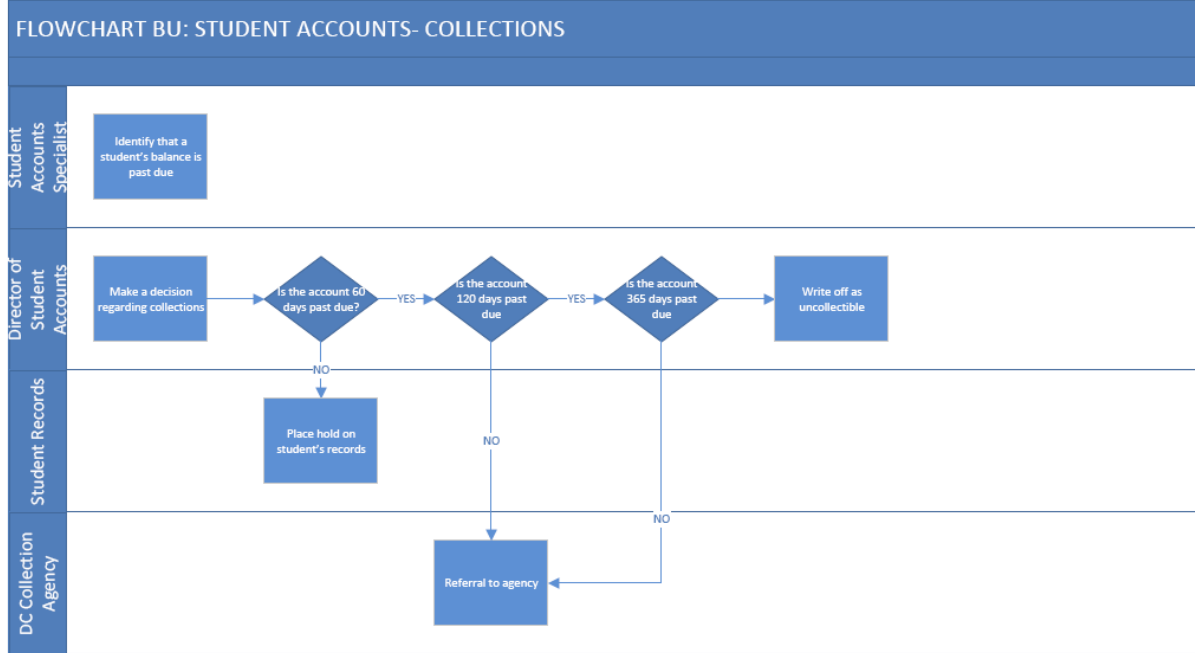
WRITE-OFFS OF UNPAID STUDENT ACCOUNTS

XXXXXXXX.10: **TASK DESCRIPTION**
The Office of Student Accounts and the Accounting Office make decisions regarding which student accounts to write-off as uncollectible. These decisions are based on the aging of the account, and whether the student has made any arrangements to pay the balance. In addition, accounts are written off when the Office of Student Accounts receives appropriate bankruptcy notices.

If a bankruptcy notice is received, and the student has filed a Chapter 7 bankruptcy, the account is written off immediately. If the student has filed a Chapter 13 bankruptcy, UDC files a creditor's claim and wait for adjudication before the account is written off. A student with a Chapter 13 filing is not sent to collections. A hold cannot be placed on the student's account if either a Chapter 7 or a Chapter 13 bankruptcy is filed.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedure to ensure that appropriate measures are taken to clear delinquent accounts. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30: **POLICIES**
1.30.1 The policy is that any student account that remains delinquent for a year with no payment arrangements must be written off as uncollectible.

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 It is the student's responsibility to monitor his/her account and make satisfactory payment arrangements.

1.40.2 The Director of Student Accounts is responsible for running aging reports on a monthly basis.

1.40.3 The Director of Student Accounts and the Accounting Office are responsible for reviewing the aging report and making decisions regarding write offs

XXXXXXXX.50: **AUTHORIZATION**
1.50.1 This Policy was prepared pursuant to the District's Home Rule Act, section 424(d) and the District of Columbia's Public Postsecondary Education Reorganization Act Amendments ("Act") effective January 2, 1976 (D.C. Law 1-36; D.C. Official Code §§

38-1202.01(a)), Title 8, DCMR("DCMR 8").

    1.50.2 This policy was also prepared pursuant to a University of the District of Columbia Board of Trustees resolution and is consistent with the District of Columbia laws and regulations and Office of the Chief Financial Officer guidelines.

XXXXXXXX.60:   PROCEDURES

    1.60.1 The Office of Student Accounts runs aging reporting detailing which accounts have aged for a year and provides the Accounting Office and CFO with a copy of the aging report.

    1.60.2 The Accounting Office and Student Accounts agree on which accounts are to be written off and have already been turned over for collection.

    1.60.3 The Student Accounts Office updates the student sub-ledger and clears balances that are 365 days old.

    1.60.4 In addition, accounts are written off when the Office of Student Accounts receives appropriate bankruptcy notices.

XXXXXXXX.70:   INTERNAL CONTROLS

    1.70.1 <u>Internal controls applicable to the timely monitoring of accounts.</u>

        1.70.1.1 An Aging Report is printed at the end of every month and reviewed collection purposes. Based on a collective decision made by the CFO, the Accounting Officer, and the Director of Student Accounts, an account is written off.

XXXXXXXX.80   EXHIBITS

1.80.1   Exhibit DP: Aging Report

XXXXXXXX.90:   FLOWCHARTS

n/a

_____
1098T FEDERAL REPORTING FOR STUDENT TUITION DEDUCTION

XXXXXXXX.10:   **TASK DESCRIPTION**
Once a year, the Office of Student Accounts is required to issue 1098T forms for certain amounts paid by the student who is a citizen, and to a non-citizen upon request because this amount may be deductible on a tax return for the student. This document must include the amount of tuition and fees charged for a calendar year.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedure meet the federal requirement for reporting student tuition charges. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30:   **POLICIES**
1.30.1 The Office of Student Accounts is required to comply with IRS regulations to report certain amounts charged to students that may be eligible as a deduction for the student.

XXXXXXXX.40:   **RESPONSIBILITIES**
1.40.1 The Director of Student Accounts is responsible for ensuring that the 1098T forms are accurately issued once a year.

XXXXXXXX.50:   **AUTHORIZATION**
1.50.1 This Policy was prepared pursuant to the District's Home Rule Act, section 424(d) and the District of Columbia's Public Postsecondary Education Reorganization Act Amendments ("Act") effective January 2, 1976 (D.C. Law 1-36; D.C. Official Code §§ 38-1202.01(a)), Title 8, DCMR("DCMR 8").

1.50.2 This policy was also prepared pursuant to a University of the District of Columbia Board of Trustees resolution and is consistent with the District of Columbia laws and regulations and Office of the Chief Financial Officer guidelines.

XXXXXXXX.60:   **PROCEDURES**
1.60.1 Once a year, after January 1, and before January 31st, the Director of Student Accounts is responsible for running the Banner program which produces the 1098T forms (see Exhibit DQ: 1098T Form) for students who are citizens. Non-citizens may request the form, but these must be manually processed.

1.60.2 The forms are issued in a timely manner and mailed to the students. Students have the opportunity to identify errors and ask for a corrected form until the end of February. If forms are returned by the Post Office, they are kept in the Office of Student Accounts for pick-up.

1.60.3 Once the correction period is over, the Director of Student Accounts is responsible for uploading the electronic file to the IRS by March 31st.

1.60.4 The Office of Student Accounts receives all 1098T forms that are returned, and hand delivers the forms when students request them upon proper identification.

XXXXXXXX.70: INTERNAL CONTROLS
1.70.1 Internal controls applicable to the accurate creation of 1098T forms.
1.70.1.1 Information used to produce the 1098T forms is obtained from the same data as in the student's account.

XXXXXXXX.80 EXHIBITS
1.80.1 Exhibit DQ: Sample of 1098T Form

FINANCIAL POLICIES AND PROCEDURES MANUAL

XXXXXXXX.90:   **FLOWCHARTS**

       1.90.1   Flowchart BV: Student Accounts- 1098T Reporting for Student Tuition Deduction
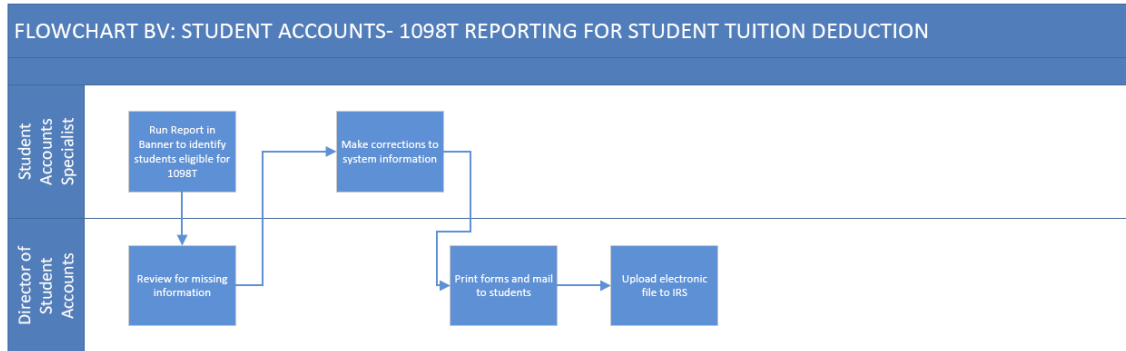
_____

RELEASE OF STUDENT FINANCIAL RECORDS

XXXXXXXX.10:   **TASK DESCRIPTION**
The Office of Student Accounts is required to release financial information for a student for personal, investigative, and legal reasons. Student financial records are not to be released without the express written consent of the student. In order to obtain records, the student must sign a Family Education Rights and Privacy Act (FERPA) form and have it on file with the Registrar. When the parents, spouse, or a third party, requests these records, the requester must have and authorization from the student. When records are requested for a court proceeding, and a subpoena is issued, no FERPA form is required.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedure to ensure that proper procedures are followed in releasing student financial records at UDC. These policies apply to the University of the District of Columbia, Office of the Chief Financial Officer.

XXXXXXXX.30:   **POLICIES**
1.30.1 It is the policy that student financial records are confidential and will not be released without the written consent of the student. The only exception is when records are requested through a court process.

XXXXXXXX.40:   **RESPONSIBILITIES**
1.40.1 The Director of Student Accounts is responsible for ensuring that the confidentiality policy is maintained in releasing student records.

XXXXXXXX.50:   **AUTHORIZATION**
1.50.1 This Policy was prepared pursuant to the District's Home Rule Act, section 424(d) and the District of Columbia's Public Postsecondary Education Reorganization Act Amendments ("Act") effective January 2, 1976 (D.C. Law 1-36; D.C. Official Code §§ 38-1202.01(a)), Title 8, DCMR("DCMR 8").

1.50.2 This policy was also prepared pursuant to a University of the District of Columbia Board of Trustees resolution and is consistent with the District of Columbia laws and regulations and Office of the Chief Financial Officer guidelines.

XXXXXXXX.60: **PROCEDURES**

1.60.1 The Parent, or a Third Party, obtains original signed FERPA form from student and submits the form requesting copies of the student's financial records.

1.60.2 The Student Account Specialist reviews the authorization or identifies that a FERPA form (see Exhibit DR: FERPA Form) is on file, and obtains the signature of the Director of Student Accounts before releasing any student financial records.

1.60.3 The Director of Student Accounts reviews the request, approves it, and authorizes the release of documents.

1.60.4 The Student Account Specialist releases written student financial records as requested.

XXXXXXXX.70: **INTERNAL CONTROLS**

1.70.1 Internal control applicable to ensuring all documents are approved

1.70.1.1 The Director of Student Accounts reviews and approves the release of student financial documents.

_____

XXXXXXXX.80   EXHIBITS

1.80.1   Exhibit DR: Sample FERPA Form

UNIVERSITY of the
DISTRICT OF
COLUMBIA
1851

University Registrar

DISCLOSURE OF STUDENT INFORMATION - FERPA

The University of the District of Columbia can release limited information about enrolled students at the request of interested parties. The U.S. Department of Education, Family Educational Rights and Privacy Act (FERPA), prevents the release of information about a student, other than Directory Information, without the student's consent.

The following listed items are considered "Directory Information" by the U.S. Department of Education (http://www.ed.gov/).

The University of the District of Columbia has designated the following categories of information about individual students as public or directory information:

- ✓ Addresses (includes e-mail addresses)
- ✓ Date of Birth
- ✓ Dates of Attendance
- ✓ Degrees, Honors, & Awards Received
- ✓ Enrollment Status (including current year, credit load, and full or part-time status)
- ✓ Major Field of Study
- ✓ Name
- ✓ Participation in Athletics
- ✓ Participation in Officially Recognized Activities
- ✓ Photograph
- ✓ Previous Educational Institution
- ✓ Telephone Numbers
- ✓ Weight and Height of Members of Athletic Teams

All other student information will not be released to any persons or organizations outside the University of the District of Columbia without the written consent of the student, except for certain categories of outside persons or organizations specifically exempted by federal law. These exceptions are listed in the University Catalog, and Course Guide, and are available at the University Registrar's Office. (http://www.udc.edu/registrar/course_schedules_guides or http://www.udc.edu/registrar/course_catalog)

Under the provisions of the Family Educational Rights and Privacy Act of 1974, (http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html), students have the right to instruct the University to withhold even the "directory information" listed above (with the exception of name, school, and dates of attendance). A copy of the Disclosure of Student Information Request Form must be submitted to the University Registrar in order to instruct the University to withhold "Directory Information". A Directory hold or opt out request may be filed at any time with the Office of the Registrar and will be honored by the University until the student officially rescinds his or her opt out decision in writing. Please consider very carefully the consequences of any decision you make to withhold "Directory Information". Should you decide to inform the

4200 Connecticut Avenue NW | Washington, DC 20008 | 202.2.4.5000 |udc.edu

XXXXXXXX.90: FLOWCHARTS

1.90.1 Flowchart BW: Student Accounts: Release of Student Financial Records

FLOWCHART BW: STUDENT ACCOUNTS- RELEASE OF STUDENT FINANCIAL RECORDS
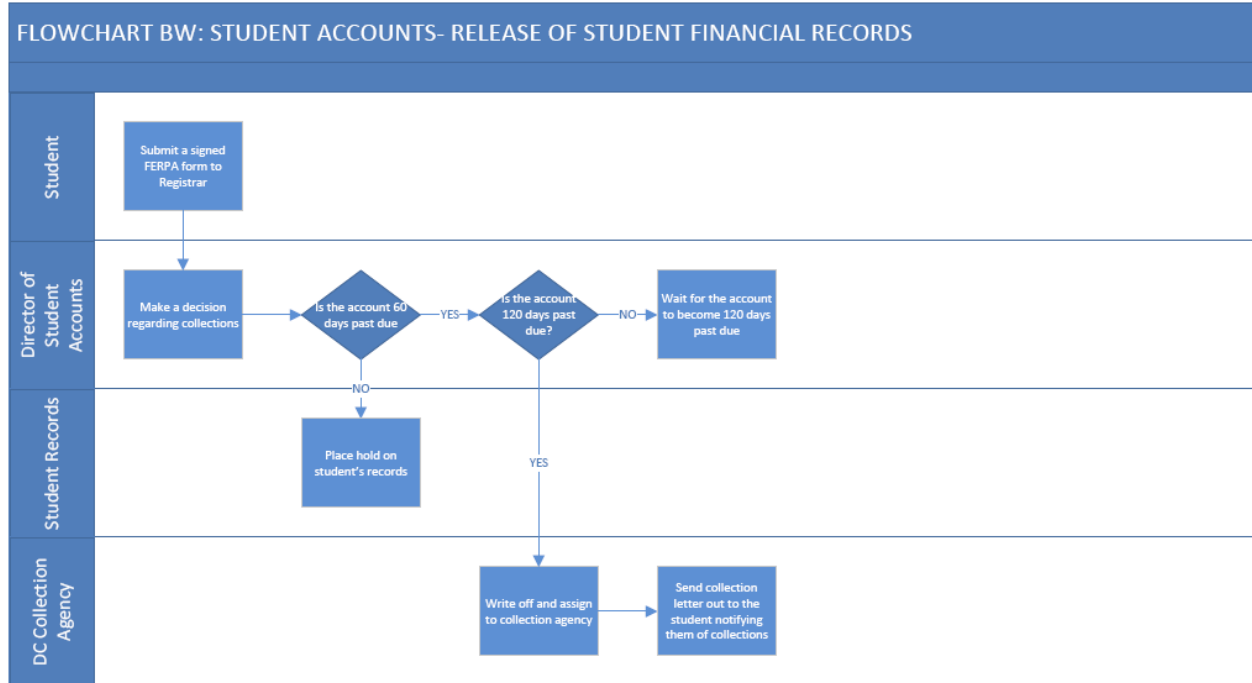
SYSTEM ACCESS AND SECURITY

SECURITY ROLES AND PERMISSION

XXXXXXXX.10:   **TASK DESCRIPTION**
Each user's Banner user account is assigned to a user class based upon their job responsibilities. The user class grants the user access to various aspects of Banner based upon the roles which the user class is comprised of. To provide a further level of access, each role is assigned to various permissions. User classes are assigned to the users' Banner account by the Program Systems Specialist to provide access to the user classes in Banner.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the structure of user classes and the assignment to Banner users based on their job description.

XXXXXXXX.30:   **POLICIES**
1.30.1 Modification of the roles and permissions assigned to user classes must be reviewed by OIT in order to detect and avoid segregation of duty conflicts.

1.30.2 Sharing of Banner user account credentials is not permitted.

XXXXXXXX.40:   **RESPONSIBILITIES**
1.40.1 The Program Systems Specialist is responsible for assigning and reviewing security roles and permissions assigned to the Financial Department Banner user accounts.

XXXXXXXX.50:   **AUTHORIZATION**
1.50.1 UDC staff is authorized by the President of the University to access data on Banner based upon their job responsibilities.

XXXXXXXX.60:   **PROCEDURES**
Access to the various functions in Banner is restricted by the employee's user class assignment. While all user classes would grant a varying level of access to Banner, not all users have the same authorization and authority that other user classes have (see Exhibit DS: User classes and Descriptions).

XXXXXXXX.70:   **INTERNAL CONTROLS**
1.70.1   Internal controls applicable to ensuring duties are segregated
1.70.1.1   User Classes are created to separate the access granted to each User. Users are assigned to user classes based upon their associated job responsibilities.

XXXXXXXX.80: EXHIBITS

1.80.4.1   Exhibit DS: User Class and Description

USER CLASS	DESCRIPTION
BAN_FIN_ACCTG_MGR_C	Accounting Manager
BAN_FIN_ACCTG_STAFF_C	Accounting Staff
BAN_FIN_AP_MGR_C [F]	Accounts Payable Manager
BAN_FIN_AP_STAFF_C	Accounts Payable Staff
BAN_FIN_BUDGET_MGR_C	Budget Manager
BAN_FIN_CASHIER_C	Cashier
BAN_FIN_CONTROLLER	Accounting Officer
BAN_FIN_DIRECTOR_FINOPS_C	Chief Fiancial Officer
BAN_FIN_EXECUTIVE_C	Chief Financial Officer
BAN_FIN_PROGRAM_QUERY_C	Program Staff Query
BAN_FIN_PROGRAM_INB_C	Program Staff
BAN_FIN_PURCH_MGR_C	Purchase Manager
BAN_FIN_PURCH_STAFF_C	Purchase Staff
BAN_FIN_QUERY_ALL_C	Query all Access
BAN_FIN_SECURITY_C	Program Systems Specialist
BAN_FIN_STUDENT_ACCT_MGR_C	Director of Student Accounts
BAN_FIN_STUDENT_ACCT_STAFF_C	Student Accounts Staff
BAN_FIN_SUPERCASHIER_C	Head Cashier
BAN_FIN_WHSE_C	Warehouse

XXXXXXXX.90: FLOWCHARTS

n/a

REQUESTING ACCESS TO BANNER

XXXXXXXX.10:   **TASK DESCRIPTION**
Access to Banner is assigned to users who require it to perform their job responsibilities. All users' access must be documented and approved by HR upon employment and the users' supervisor. Prior to being assigned Finance Department Banner user access by the Program Systems Specialist, UDC network access is required and granted by the Information Technology Specialist.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedures on requesting, approving and assigning user credentials for access to Banner.

XXXXXXXX.30:   **POLICIES**
1.30.1   Request for access to Banner must come directly from Department Head/Supervisor with documented approval.

1.30.2   Employee must complete Training 101- Overview and Navigation and Requisition before access to Banner is granted.

1.30.3   The sharing of Banner user credentials is not permitted.

XXXXXXXX.40:   **RESPONSIBILITIES**
1.40.1 The Program Systems Specialist is responsible for completing all the forms required to grant an employee access to Banner.

1.40.2 The Program Systems Specialist is responsible for notifying the employee when they are granted access to Banner.

1.40.3 The Program Systems Specialist is responsible for notifying the Information Technology Specialist when a request for setup in Banner is made.

1.40.4 The Information Technology Specialist is responsible for completing the request from the Program Systems Specialist and notifying the Program Systems Specialist upon completion.

XXXXXXXX.50:   **AUTHORIZATION**
1.50.1 The Program Systems Specialist is authorized by the UDC Chief Financial Officer to setup new employees in the Banner System.

XXXXXXXX.60:   **PROCEDURES**

Note: Prior to being assigned Banner user credentials, employees are required to complete Banner 101 Training 'Overview and Navigation'.

New Credentials for Non Finance Department Personnel

1.60.1 The Information Technology Specialist assigns a Banner user ID to the employee upon completion of the Banner 101 Training.

1.60.2 The employee contacts the Program Systems Specialist to obtain Banner Finance access.

1.60.3 The Program Systems Specialist verifies in Banner that a user ID was assigned to the employee.

1.60.4 The employee completes the Banner Access Request Form (see Exhibit DT: Banner Access Request Form) and obtains approval from their Supervisor. The approved form is submitted to the Program Systems Specialist.

1.60.5 The Program Systems Specialist scans the approved form and creates a work order in Track-IT. The scanned form and work order is also emailed to the IT Specialist.

1.60.6 The IT Specialist assigns the user class to the employee's user ID as outlined on the approved form. The IT Specialist notifies the Program Systems Specialist upon completion.

1.60.7 The IT Specialist emails the employee notifying them of access being granted to Banner Finance.

1.60.8 The Program System Specialist logs into Banner and assigns Banner Self Service access to the user's credentials.

1.60.9 The Program Systems Specialist emails the employee to notify of access granted to Banner Self Service.

New Credentials for Finance Department Personnel

1.60.10 The Program Systems Specialist logs into Banner to FOAIDEN Personal Identification Screen (see Exhibit DU: Personal Identification Screen) and completes the form to setup employee "N' number.

1.60.11 The Program Systems Specialist provides the Banner Access Request Form (see Exhibit DV: Banner Access Request Form), the

Application for Banner User Account (see Exhibit DW: Application for Banner User Account), the Application for Network User Account (see Exhibit DX: Application for Network User), the Confidentiality Agreement and Security Policy (see Exhibit DY: Confidentiality Agreement and Security Policy) forms to the employee to sign and obtain required approval from their supervisor and the CFO.

1.60.12 The employee signs the completed forms and gives to their supervisor and Chief Financial Officer for signature.

1.60.13 The employees are requested by the Program Systems Specialist to sign the Confidential and Security Policy.

1.60.14 The forms are given back to the Program Systems Specialist.

1.60.15 The Program Systems Specialist scans the forms, uploads it to Track-IT to create a work order. The scanned form and work order is also emailed to the IT Specialist.

1.60.16 The Program System Specialist completes the Banner Faculty/Advisor Information Form (SIAINST) (see Exhibit DZ: Faculty/Advisor Information Form) to setup new employee.

1.60.17 The Information Technology Specialist completes the request and emails the employee's assigned UDC network credentials to the Program Systems Specialist.

1.60.18 Program Systems Specialist prints the information, take it to the staff and show them how to logon to the network.

1.60.19 The Information Technology Specialist emails Banner Finance Access credentials to the new employee.

1.60.20 The Program System Specialist logs into Banner and assigns Banner Self Service access to the user's credentials.

1.60.21 The Program Systems Specialist emails the employee to notify of access granted to Banner Self Service.

Modification of Assigned User Class
1.60.22 The Program Systems Specialist emails the Information Technology requesting for modification of a user's user class or to add an additional user class.

1.60.23 The Information Technology Specialist confirms or suggest alternative depending on the request.

1.60.24 If the request is confirmed, IT Specialist logs into Banner to make the requested user class modifications.

XXXXXXXX.70: INTERNAL CONTROLS

    1.70.1 <u>Internal controls applicable to ensuring duties are segregated</u>

        1.70.1.1 Program Systems Specialist is not authorized to process request access to Banner without prior approval from the Supervisor of the employee or Department Head.

    1.70.2 <u>Internal controls applicable to accurate documentation</u>

        1.70.2.1 The Program Systems Specialist must ensure that all request forms are completed and authorized by Department Heads/HR.

XXXXXXXX.80   EXHIBITS

1.80.1   Exhibit DT: Banner Finance Access Form

UNIVERSITY OF THE DISTRICT OF COLUMBIA 1851

Office of the Chief Financial Officer

BANNER FINANCE: SECURITY REQUEST FORM

COMPLETE THIS FORM, OBTAIN APPROPRIATE APPROVAL SIGNATURES AND RETURN

EMPLOYEE NAME	TITLE		
Click here to enter text.	Click here to enter text.		
WORK PHONE	FAX	CAMPUS ADDRESS	ROOM OR OFFSITE ADDRESS
Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.
ORGANIZATIONAL UNIT		DEPARTMENT/COLLEGE	
Click here to enter text.		Title III Office	
STATUS	(SPECIFY IF OTHER)		
Choose an item.	Click here to enter text.		

I UNDERSTAND THAT MY ACCESS TO THE COMPUTER SYSTEMS OF THE UNIVERSITY OF THE DISTRICT OF COLUMBIA AND DC GOVERNMENT, ON THIS ACCOUNT, MUST NOT BE USED FOR COMMERCIAL PURPOSES OR MONETARY GAIN. I ACCEPT RESPONSIBILITY FOR ALL ACTIVITY ON THIS ACCOUNT AND PROMISE THAT MY USE WILL BE IN COMPLIANCE WITH ALL APPLICABLE UNIVERSITY AND DC GOVERNMENT REGULATIONS.

SIGNATURE:	DATE:

EMPLOYEE CERTIFICATION

MARK APPROPRIATE ACTION	MARK APPROPRIATE BOX
Choose an item.	☑ PROD ☐ TRNG ☐ TEST ☐ CON

Office of the Chief Financial Officer

ADD OR DELETE	BANNER INB ACCESS PROFILE	REQUIRED APPROVAL LEVEL
Choose an item.	Click here to enter text.	
Choose an item.	Click here to enter text.	
Choose an item.	Click here to enter text.	
Choose an item.	Click here to enter text.	
Add	Click here to enter text.	FORMS:
	FINANCE FUND/ORG SECURITY INDEX: ORG-CODE: SIGNATURE:	MARIE NKUMBE DATE:
Choose an item.	Click here to enter text.	
Choose an item.	CASHIER'S OFFICE DO YOU NEED ACCESS TO ACCOUNT RECEIVABLE/CASHIER'S OFFICE BANNER	CASHIER

AUTHORIZATION : TO BE COMPLETED BY DEPARTMENT HEAD, SUPERVISOR, OR ACADEMIC ADVISOR

NAME: Click here to enter text.	TELEPHONE: Click here to enter text.
SIGNATURE:	DATE:

1.80.2   Exhibit DW: Application for Banner user Account Form

APPLICATION FOR BANNER USER ACCOUNT

COMPLETE THIS FORM, OBTAIN APPROPRIATE APPROVAL SIGNATURES AND RETURN

EMPLOYEE NAME

WORK PHONE	FAX	CAMPUS ADDRESS BUILDING	ROOM OR OFF SITE ADDRESS

ORGANIZATIONAL UNIT

DEPARTMENT/COLLEGE

STATUS

(SPECIFY IF OTHER)

I HAVE ATTENDED BANNER TRAINING FOR: *e.g. "Banner Requisitions and PO's"*

SIGNATURE: DATE OF TRAINING:

EMPLOYEE CERTIFICATION

I UNDERSTAND THAT MY ACCESS TO THE COMPUTER SYSTEMS OF THE UNIVERSITY OF THE DISTRICT OF COLUMBIA, ON THIS ACCOUNT, *MUST NOT* BE USED FOR COMMERCIAL PURPOSES OR MONETARY GAIN. I ACCEPT RESPONSIBILITY FOR ALL ACTIVITY ON THIS ACCOUNT AND PROMISE THAT MY USE WILL BE IN COMPLIANCE WITH ALL APPLICABLE UNIVERSITY REGULATIONS. FURTHER, I UNDERSTAND THAT THE *OFFICE OF INFORMATION TECHNOLOGY* PERSONNEL RESERVES THE RIGHT TO REVIEW AND MODIFY — AT ANY TIME — ACCESS FOR SERVICES IN LIGHT OF THE CURRENT DEMANDS ON THE RESOURCES AND TO AWARD ACCESS ON A PRIORITY BASIS.

SIGNATURE: DATE:

EMPLOYEE CERTIFICATION

MARK APPROPRIATE ACTION	MARK APPROPRIATE BOX
	☐ PROD ☐ TRN ☐ TEST ☐ CONV ☐ REP

Indicate with an "A" for approval for all applicable BANNER ACCESS CLASSES. A "D" indicates removal of the profile.

ADD OR DELETE	BANNER INB ACCESS PROFILE REGISTRAR'S OFFICE WILL YOU NEED ACCESS TO ANY OF THE FOLLOWING? ADD DESIRED BANNER CLASS ACCESS BELOW — E.G. "BAN_PA_CLERKS_C"	REQUIRED APPROVAL LEVEL
	ADVISING	REGISTRAR
	REGISTRATION	REGISTRAR
	PERMITS/AUTHORIZATIONS	REGISTRAR
	ADMISSIONS OFFICE	SUPERVISOR/ADMISSIONS
	FINANCE OFFICE	
	FINANCE FUND/ORG SECURITY (DELIVER TO BEN DESANTIS FOR SIGNATURE) SIGNATURE:	DATE:
	FINANCIAL AID OFFICE	FINANCIAL AID
	CASHIER'S OFFICE DO YOU NEED ACCESS TO ACCOUNT RECEIVABLE/CASHIER'S OFFICE BANNER	CASHIER

AUTHORIZATION : TO BE COMPLETED BY DEPARTMENT HEAD, SUPERVISOR, OR ACADEMIC ADVISOR	
NAME	TELEPHONE:
SIGNATURE	DATE

FOR OFFICE OF INFORMATION TECHNOLOGY USE ONLY			
ACCOUNT NAME: NOTIFICATION:	USER NAME:	PROCESSED BY:	DATE:

1.80.3   Exhibit DX: Application for Network User Account Form

APPLICATION FOR NETWORK USER ACCOUNT

Phone: 202-274-5941   Fax: 202-274-6006   Email: support@udc.edu

COMPLETE THIS FORM, OBTAIN APPROPRIATE APPROVAL SIGNATURES AND RETURN

LAST NAME	FIRST NAME	MIDDLE NAME/INITIAL	PURPOSE
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

WORK PHONE	FAX	CAMPUS ADDRESS BUILDING	ROOM OR OFF SITE ADDRESS
Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.

ORGANIZATIONAL UNIT	DEPARTMENT/COLLEGE
Click here to enter text.	

STATUS	SSB NUMBER
Other	Click here to enter text.

I UNDERSTAND THAT MY ACCESS TO THE COMPUTER SYSTEMS OF THE UNIVERSITY OF THE DISTRICT OF COLUMBIA, ON THIS ACCOUNT, **MUST NOT** BE USED FOR COMMERCIAL PURPOSES OR MONETARY GAIN. I ACCEPT RESPONSIBILITY FOR ALL ACTIVITY ON THIS ACCOUNT AND PROMISE THAT MY USE WILL BE IN COMPLIANCE WITH ALL APPLICABLE UNIVERSITY REGULATIONS. FURTHER, I UNDERSTAND THAT THE *OFFICE OF INFORMATION TECHNOLOGY* PERSONNEL RESERVES THE RIGHT TO REVIEW AND MODIFY — AT ANY TIME — ACCESS FOR SERVICES IN LIGHT OF THE CURRENT DEMANDS ON THE RESOURCES AND TO AWARD ACCESS ON A PRIORITY BASIS.

SIGNATURE: DATE:

EMPLOYEE CERTIFICATION

AUTHORIZATION : TO BE COMPLETED BY DEPARTMENT HEAD, SUPERVISOR, OR ACADEMIC ADVISOR

NAME	TELEPHONE:
Click here to enter text.	Click here to enter ext.

DEPARTMENT HEAD/SUPERVISOR/ACADEMIC ADVISOR

SIGNATURE   DATE

DEPARTMENT HEAD/SUPERVISOR/ACADEMIC ADVISOR

FOR OFFICE OF INFORMATION TECHNOLOGY USE ONLY			
ACCOUNT NAME:	MAILBOX NAME:	PROCESSED BY:	DATE:
NOTIFICATION:			

REVISED 9/27/11

1.80.4   Exhibit DY: Confidentiality Agreement and Security Form

Agreement

I understand that if granted access to process transactions via Banner data entry screens, any information I enter or change will be effective immediately. Accordingly, I understand that I am responsible for any changes made using my ID. I agree not to share my ID or PIN number with any other individuals and will notify the Security Office immediately if I believe my password has been compromised.

I understand that my access to University data and information systems is for the sole purpose of carrying out my job responsibilities and confidential information is not to be divulged outside of the University, except as previously stated. Breach of confidentiality, including aiding, abetting, or acting in conspiracy with any other person to violate any part of this policy, may result in sanctions, civil or criminal prosecution and penalties, employment and/or University disciplinary action, and could lead to dismissal, suspension or revocation of all access privileges.

I understand that misuse of University data and information and any violation of this policy or the FERPA, HIPAA or GLB policies are grounds for disciplinary action, up to and including dismissal. This agreement shall not abridge nor supersede any rights afforded faculty members under the Faculty Handbook.

I have read and agree to comply with the University of the District Of Columbia Confidentiality Agreement and Security Policy and understand the policy takes effect **November 15, 2011**.

_____   _____
Individual's Name (Please Print)   Business Unit/Department

_____   _____
Individual's Signature   Date

1.80.5   Exhibit DZ: Faculty/ Advisor Information Form (SIAINST)

1.80.6   Exhibit DU: Personal Identification (FOAIDEN)

XXXXXXXX.90: FLOWCHARTS
1.90.1   Flowchart BX: Requesting Access to Banner
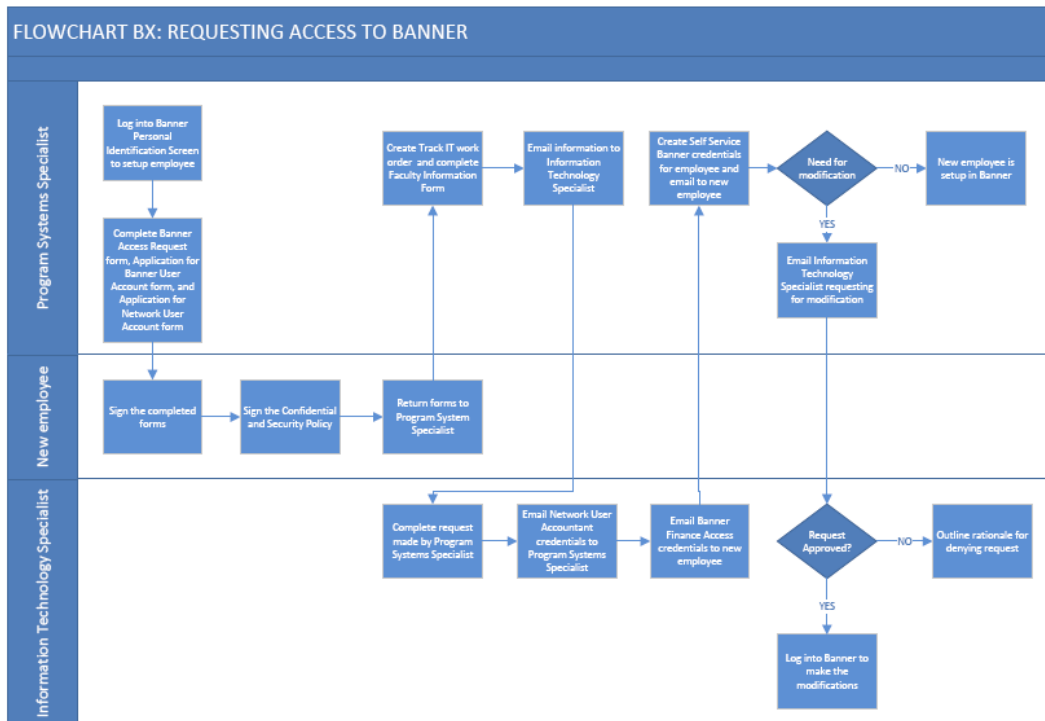
TERMINATING ACCESS TO BANNER

XXXXXXXX.10: **TASK DESCRIPTION**
Access to Banner is revoked upon notification of termination of UDC employment or if access is no longer required. The Program Systems Specialist disabled the user's Banner user credentials upon notification and the Information Technology Specialist disables the terminated employee's UDC network user account credentials.

XXXXXXXX.20: **PURPOSE**
This directive outlines the policies and procedures on revoking a user's access to Banner.

XXXXXXXX.30: **POLICIES**
1.30.1 Upon notification or receipt of Employee Separation Form, the employee's Banner user ID credentials must be disabled immediately.

XXXXXXXX.40: **RESPONSIBILITIES**
1.40.1 Human Resource or the employee's supervisor is responsible for notifying the Program System Specialist of employees that have been terminated.

1.40.2 The Program Systems Specialist is responsible for disabling the former employee's Self Service Banner (SSB) user credentials.

1.40.3 The Information Technology Specialist is responsible for locking Internet Native Banner (INB) account and disabling the terminated employee's UDC network credentials.

XXXXXXXX.50: **AUTHORIZATION**
1.50.1 The Program Systems Specialist is authorized by the Chief Financial Officer of the University of the District of Columbia to disable a terminated employee Banner user credentials.

XXXXXXXX.60: **PROCEDURES**
1.60.1 The Program Systems Specialist is notified of a terminated employee either by:
- HR emails a notification file of all terminated employees.

- The Accounting Officer or Chief Financial emails the name of employees who has been terminated.

- The employee contacts Program Systems Specialist to sign Employee Separation Form.

1.60.2 The Program Systems Specialist logs User Profile Maintenance Screen in Banner (FOMPROF) (see Exhibit EA: User Profile Maintenance Screen) and unchecks all authorizations assigned to the former employee's user credentials.

1.60.3 The Program Systems Specialist goes to Master FUND and change the role of the employee to 'no authorization' and saves by hitting F10.

1.60.4 The Program Systems Specialist goes in Banner to Third Party Access Audit (GOATPAD) (see Exhibit EB: Third Party Access Audit) and enters the employee's N number and disables the Pin number of the employee and saves by hitting F10.

1.60.5 The Program Systems Specialist goes on Track IT and creates a work order to Request for Termination and includes the user's Banner N number.

1.60.6 The Program Systems Specialist emails Information Technology Specialist the employee information and work order number to disable and lock INB account and copies the Chief Financial Officer and the Accounting Officer on the email.

1.60.7 Information Technology Specialist disables the account and notifies the Program Systems Specialist that the account has been disabled.

XXXXXXXX.70:   INTERNAL CONTROLS
  1.70.1 <u>Internal controls applicable to ensuring a former user's access is revoked in a timely basis</u>
    1.70.1.1 The Program Systems Specialist is notified upon receipt of Employee Separation Clearance Form or on a quarterly basis from Human Resources, the end of a user's employment. User accounts are disabled upon notification.

XXXXXXXX.80   EXHIBITS

1.80.1   Exhibit EA: User Profile Maintenance (FOMPROF) screen print

1.80.2   Exhibit EB: Banner Third Party Access Audit (GOATBAD)

FINANCIAL POLICIES AND PROCEDURES MANUAL

XXXXXXXX.90: FLOWCHARTS

1.90.1   Flowchart BY: Terminating Access to Banner.

FLOWCHART BY: TERMINATING ACCESS TO BANNER

Program System Specialist: Obtain list of former employees → Update User Profile Maintenance screen in Banner → Change user's role in MasterFUND → Disable user's N number in Banner Third Party Access Audit → Create Track IT work order to request termination → Notify IT Specialist via email

Information Technology Specialist: Notify Program System Specialist upon completion ← Disable and lock user's INB account

_____

PERIODIC USER REVIEWS AND UPDATES

XXXXXXXX.10:   **TASK DESCRIPTION**
Banner user credentials are periodically reviewed in order to verify that access assigned to users are authorized and are based upon need. The Information Technology Specialist emails the Program Systems Specialist a list of current employees and the Programs Systems Specialist reviews the list. Notification of user accounts which must be disabled or whose assigned user class must be modified is provided to the Information Technology Specialist.

XXXXXXXX.20:   **PURPOSE**
This directive outlines the policies and procedures for the periodic user reviews and updates of assigned Banner user credentials.

XXXXXXXX.30:   **POLICIES**

1.30.1   Quarterly, the Information Technology Specialist emails a list of current employees who have access to Banner Finance to the Program Systems Specialist for review.

1.30.2   The Program System Specialist must review and immediately notify the Information Technology Specialist of any identified unauthorized access.

XXXXXXXX.40:   **RESPONSIBILITIES**

1.40.1 The Information Technology Specialist is responsible for emailing the list of current Finance Department employees to the Program Systems Specialist.

1.40.2 The Information Technology Specialist is responsible for updating the changes to the list and notifying the Program Systems Specialist of the changes.

1.40.3 The Program Systems Specialist is responsible for reviewing the list of current employee against the Department Employee List in the Finance Department.

XXXXXXXX.50:   **AUTHORIZATION**

1.50.1 The Program Systems Specialist is authorized by the Chief Financial Officer to verify the appropriate user class and ensure that terminated employees no longer have access to the Banner Finance.

XXXXXXXX.60:   PROCEDURES

1.60.1   On a quarterly basis, Information Technology Specialist emails a report of Banner user's IDs and their assigned user class.

1.60.2   The Program Systems Specialist reviews all user's IDs against the assigned user class (see Exhibit EC: Periodic review) and verifies that the user classes are appropriated based upon the user's responsibilities and roles.

1.60.3   If the employee is not assigned to the correct user class, the Program System Specialist completes the attached modification form and emails the Information Technology Specialist to make the desired change. The Information Technology Specialist is also notified to disable user accounts that are no longer authorized to have access in Banner.

1.60.4   The Program Systems Specialist is notified via email when the changes are made.
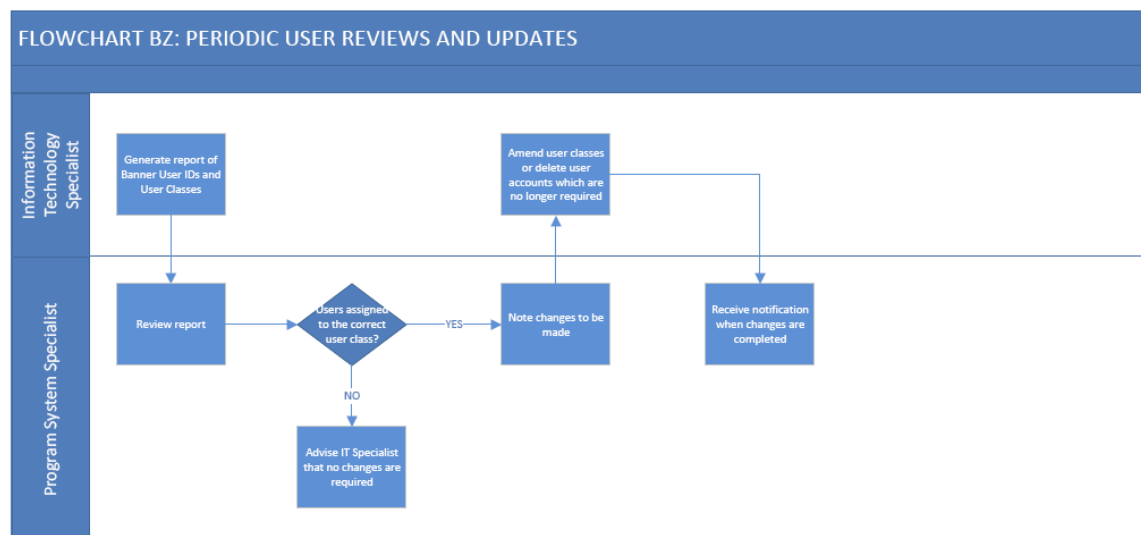
XXXXXXXX.70:   INTERNAL CONTROLS

1.70.1   Internal controls applicable to ensuring a periodic review are conducted.

    1.70.1.1   The Information Technology Specialist generates a report for Banner Finance access review that includes Banner Finance Users ID and Classes.

XXXXXXXX.80   EXHIBITS

1.80.1   Exhibit EC: Periodic review report emailed to Finance from IT

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Classes and Users:

BAN_FIN_ACCTG_STAFF_C [F]	BAN_FIN_AP_MGR_C [F]	BAN_FIN_AP_STAFF_C [F]	BAN_FIN_BUDGET_MGR_C [F]

BAN_FIN_CASHIER_C [F]	BAN_FIN_CONTROLLER_C [F]	BAN_FIN_DIRECTOR_FINOPS_C [F]	BAN_FIN_EXECUTIVE_C [F]

BAN_FIN_PROGRAM_QUERY_C [F]	BAN_FIN_QUERY_ALL_C [F]	BAN_FIN_SECURITY_C [F]	BAN_FIN_WHSE_C [F]

BAN_INVOICE_CHECKS_C [F]	USR_FIN_JOBS_C [F]

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YOLANDRAPLUMMER	PAMELAGAMMAGE	JCARSON
WTHOMPSON	OIDEHEN	JBURTON
WNELSON	NAWILLIAMS	JAREDMOFFETT
WMCIVER	NAKIAPUGH	IPOSEY
WMAHMOUD	MWIGGINS	HFRAZER
WHUNT	MSHANNON	GPARK
WDEMESSIE	MRANDALL	GMATHAPO
VWILLIAMS	MIJOHNSON	GIANAHENDRICK
TRACEYCOLBERT	MICHAELROGERS1	ETHOMPSON
TJWILLIAMS	MHAMILTON	ERNESTINEYARBOROUGH
THARRIS	MCONQUEST	EPENDLETON
TDEKSISSA	MBYRD	EOSOSANYA
TBECKETT	MBLANCHARD	EHARRISON
STEPHANIESINCLAIR	MBHARRIS	EDJONES
SSANFORD	MBARRY	DSUMBRY
SRADKAR	MAMEIWILLIEBONGLO	DSPENCER
SMARTIN	LSUTTON	DSLAUGHTER
SJSMITH	LPOLK	DKUMAR
SHIJOHNSON	LMANNING	DEVDASSHETTY
SHARONCLARK	LJSTEWART	DAVIDMASTROPAOLO
SHARONBUSH	LGOODING	CVCOOPER
SHARLEETADUNLAP	LEBROWN	CRIDLEY
SHAGHANI	LBASSETT	CORRIEWELCH
SELMACUNNINGHAM	LATISHANEIL	CHEREENLEID
SCARTER	KDUNSON	BYU
SBUTLER	KBOYD	BINYAMA
SBROOKS	KABUTLER	BFRANKLIN
SAWASHINGTON	JUANITAGRAY	BCOOKE
SABINEOHARA	JPRICE	AYANAELLIOTT
RLEER	JLEE	AOLIVARES
RICHARDBEBEE	JKOREY	ANITAYLOR
PTYAGI	JJENSEN	AJGARRETT
PMWILLIAMS	JHOLMES	AFLOWERS
PFAISON	JFORBES	AEBA
PBAXTER	JFLEMING	

BAN_FIN_PROGRAM_INB_C [F]

_____   _____
Valid Classes and User Access (Dept. Head/Designee)   Date

XXXXXXXX.90: FLOWCHARTS

1.90.1   Flowchart BZ: Period User Reviews and Updates

FLOWCHART BZ: PERIODIC USER REVIEWS AND UPDATES