

# Financial Overview for Campus Leaders

August 2020

*Deans and Chairs, Directors and Managers may use this outline with their College/Division Controllers to familiarize new leaders with BYU's administrative processes.*

## Financial Management

- Responsibility for college/division financial transactions ultimately rests with its dean or director
- College Division Summary, review monthly for budget vs. actual status; take action to resolve concerns
- Financial support structure (discuss the role of Financial Services liaison, controller, department financial support personnel)

## Purchasing

- Y-Marketplace contains catalogs of items available at university contracted pricing
- Other purchases over \$2,500 generally are requested through Supply and Logistics Management (formerly Purchasing and Travel) through a Y-Marketplace requisition
- Do not commit the university for commodity amounts above the authorized \$2,500 limit
- A system called "Fast Track" within Y-Marketplace may be used by "Associate Buyers" in your college to request authorized payments to (only) pre-qualified vendors and pre-qualified commodities and services. Qualified vendors and commodities/services are listed in the Fast Track system. The college/division may designate individuals to be trained as Associated Buyers in the Fast Track system

## Purchasing and Travel Cards

- Review purchases that you make up to \$2,500
- Review and approve purchases made by others in your college or division
- Department purchasing cards are preferred over individual purchasing cards. Only faculty and staff who are approved by you to make frequent and repetitive purchasing card purchases should have an individual purchasing card. All others should check out a department card as needed.
- Faculty and Staff who travel frequently at university expense should have/use an Individual corporate travel card issued by the university. Approved travel expenses charged to a personal credit card can be reimbursed if needed.

## Travel plans

- HR supervisor approves employee travel authorization requests
- Deans submit their travel plans to the Academic Vice President's Office for approval
- Approve submitted travel plans for those in your college that you choose to administer

## Internal Control

- Respectful, skeptical review of transaction support is required
- "Two sets of eyes" needed to request and approve transactions
- Compliance report
- Audit report responses
- Responsibility to report any financial or other irregularities to Office of Integrity and compliance (2-3853) or University Controller

## Endowments, Endowment Spending, Donor Accounts

- Reinforce importance of proper spending consistent with donor restrictions
- Spending allocations are calculated based on 12-quarter average returns
- New Endowments Payout timeline: 1<sup>st</sup> year setup, 2<sup>nd</sup> year earns income, 3<sup>rd</sup> year payout and available to spend. If endowment is “underwater” no payout.

## Employment

- Scholarships may not be used in place of paying for employment
- Hiring (including I-9's) must be complete before work is performed
- Termination in the HR system must occur when work ends

## Faculty Moving Expenses of New Personnel

- Determined and communicated to faculty by Associate Academic VP office; The CFO/Administrative Vice President administers the moving policy for all other employees
- Authorized moving support is distributed from Regulatory Accounting & Reporting
- House hunting handled by Regulatory Accounting & Reporting. If provided charged to college account

## Foreign Visitors

- Before an invitation is given, contact Regulatory Accounting (2-8098) for guidance through complicated special rules

## Sales of Goods and Services

- The Student Accounts system tracks sales and collects later payments from individuals

## Research

- The Research Administration Office (formerly ORCA) must approve any commitments
- Research Accounting provides a report of what's spent, committed, and remaining to help reduced uncollectible amounts.

## University Policies and Procedures

- From the BYU web page, log into myBYU; submenu “Work”; then “University Policies/Procedures.”

## Disposal of University Materials and Equipment

- Supply and Logistics Management (formerly Purchasing and Travel) manages the surplus property process
- No internal or external sales are allowed by departments, even to employees

## Gift Cards

- Two types of gift cards are available and controlled through Treasury Services: (1) Campus Gift Card and (2) Visa Gift Card. No other gift cards are permitted unless approved by Treasury Services.
- Deans and Directors must personally approve any gift cards in their college – other than for those used to compensate research participants in small amounts (e.g. \$5, \$10).