

Division of Business & Finance

Comptroller's Update

April 19, 2013



North Carolina Agricultural and Technical State University



Comptroller's Office Report

Agenda

- **Accounting Office**
- **Financial Statements and Reviews**
- **Payroll Office**
- **Treasurer – Student Accounts**
- **UNC – FIT Monitoring Visits**



Comptroller's Office Report

Accounting Office

- The Travel Department is continuing to train the campus to use our new online travel booking software. Partnering with our travel agency, Aladdin, Travel is conducting workshops around campus to inform and encourage use of what we hope will be a time and money saving tool. Over 700 users have been activated, with a goal of having complete campus coverage by August.
- The Comptroller's Office has begun an efficiency study of the Travel Department, reviewing procedures and charting paper flows. The goal is to create a more efficient and effective travel operation, eliminate ineffective processes, and automate where possible.



Comptroller's Office Report

■ Financial Statements and Reviews

- The University Financial Report for fiscal year 2011-12 will be available on the Comptroller's Financial Reporting website by month-end.
- The Reporting Department and Systems Development team assisted UNC-GA in testing and finalizing a more efficient program for reconciling and reporting our financial data to the Office of the State Controller's (OSC) NCAS accounting system. OSC has mandated that state agencies close their fiscal year and report three days earlier beginning this year, making an efficient reconciliation of balances more critical.
- Every UNC system campus has expressed concern that a shortened closing period could negatively impact agency review controls and data accuracy. UNC-GA is in discussion with OSC with respect to this concern and the need for State Audit buy-in.
- The cash management internal controls review team led by Vice Chancellor Pompey has reviewed two additional offices since the previous Board meeting. Recommendations for improvement will be shared with the area directors as well as with our internal auditors, who will perform follow-up compliance reviews.



Comptroller's Office Report

▪ Payroll Office

- The Payroll Office has moved to further enhance the collection of revenues with additional employee payroll deduction options for faculty/staff block meal plans and for K – 12 Youth Camps. Payroll deduction is not only a convenience for our employees, it is an efficient means of collecting revenues while also providing greater accountability through reporting to responsible departments.

We have also found that providing this option tends to expand employee participation in a particular function, thus increasing revenues.

Functions for which payroll deduction have been instituted now include:

Tuition and student fees

Fitness Center fees

Parking permits and fines

Faculty/Staff block meal plan

Football season tickets

K - 12 Youth Camps



Comptroller's Office Report

■ Treasurer – Student Accounts

- To comply with state statutes the Office is scheduled to implement a penalty and simple interest charge to delinquent student accounts at the end of this semester. An account becomes delinquent if its balance has not been paid within 60 days of the end of the semester. This information will be printed on the 30-day billing notice, with charges added at the 60-day point, when we must also notify the Attorney General's office.
- Although statutes allow up to a 10% penalty, we have elected to charge a 1% penalty, a portion of which (80%) must be remitted to the state. Statutes mandate a 5% simple interest delinquency charge that will belong to the University.
- Testing has been completed and the credit card convenience fee program is expected to be placed into production when the University systems are available on the western data center servers, June 1. This month, information will be sent to parents/guardians and students explaining the 2.75% fee for paying student account charges online with a credit card. Students also have the no-charge online option of using electronic check.
- Until VISA implements its revised policies on convenience fees, we will accept only Master Card and American Express. The Treasurer's Office is exploring additional charge card options, such as the Discover Card. Last year, the University paid nearly \$210,000 in fees for online tuition and fee payments.



Comptroller's Office Report

■ **UNC – FIT Monitoring Visits Concluded**

- The UNC Financial Improvement and Transformation team (UNC-FIT) conducted reviews of our processes and internal controls identified as key control features across the UNC system. The UNC-FIT initiative seeks to reduce audit findings, promote efficiency, and create consistency across the campuses in key financial areas. Campus visiting teams are comprised of four UNC-GA staff members and one content expert from a sister university.

The following units were included in the monitoring visit review process:

University Accounting Office

Student Accounts (Treasurer)

Contract and Grant Accounting Office

Capital Assets & Property Management

Financial Aid Office

While Accounting, Contracts & Grants, and Student Accounts each had one noted deficiency, the overall results were extremely favorable. A formal report will be issued in the summer.

The A&T Human Resources and Payroll team met briefly with the UNC-FIT group, as their key performance indicator (KPI) metrics will be recorded beginning this quarter. The HR/Payroll processes will be included in next year's monitoring visit.