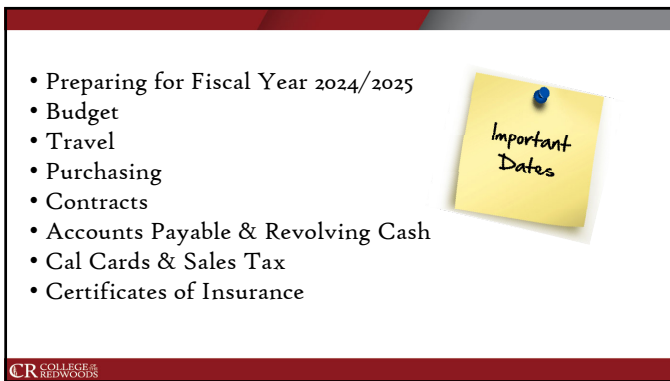




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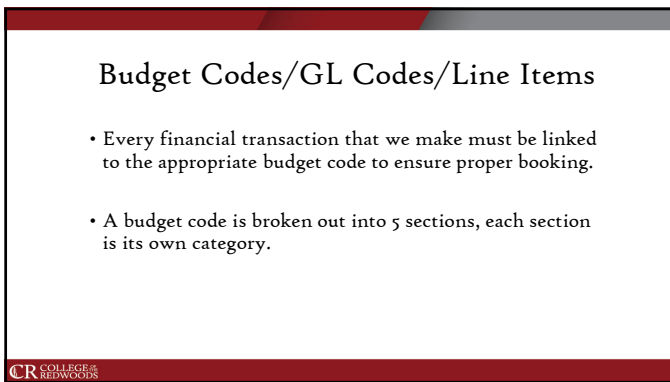
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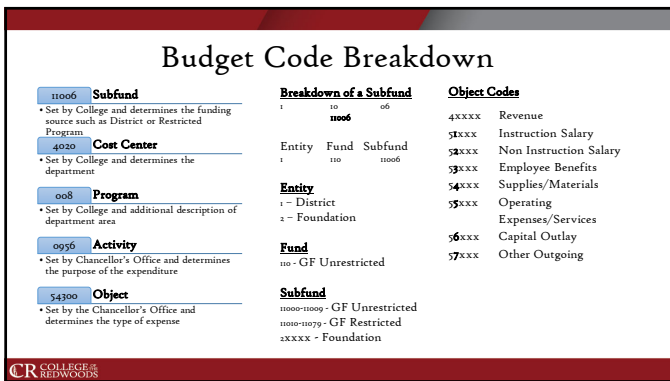
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5



6

Chart Of Accounts

- The Chart of Accounts is located on the Business Office webpage under Business Office Forms. An updated Chart of Accounts is uploaded every month to this page.
- The Chart of Accounts can be used to figure out the correct GL coding for purchases.

Budget Reports

- **ACBL** - Check account available balance, allocated budget, actual expenses & details, and encumbrances.
- **AHST** - Check multiple year's available balance, allocated budget, actual expenses & details, and encumbrances.
- **GLSA** - Snapshot of the budget, showing revenue, expenses, encumbrances, and available budget. Good to use for budget transfers and a quick overall view.
- **GLTB** - Breakdown of the budget - showing details of each line item for revenues and expenses. Can be exported to excel. Good to use for billing purposes.

ECBR – Payroll Detail Report

- An ECBR Report is a detail of payroll costs broken down by salary and benefits.
- It can be used to assist with budgeting and tracking payroll costs. Reviewing individual salary codes in Datatel does not provide detail of which employees make up the totals. An ECBR report can provide you with that detail.
- An ECBR can be requested by:
 - Funding Source
 - Employee

Once you receive your report, you can sort for your needs.

Month	FundSource	Department	Department	Department	Department	Department	Department	Department	Department	Department	Department	Department	Department	Department	Department	Department	Department	Department
12-14-18-REG	10000-0011	6-6700-2100	\$1,350.00	\$0.00	\$203.10	\$203.10	\$4,702.00	\$1.10	\$14.47	\$4,717.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12-14-18-REG	10000-0011	6-6700-2100	\$1,350.00	\$0.00	\$203.10	\$203.10	\$4,702.00	\$1.10	\$14.47	\$4,717.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12-14-18-REG	10000-0011	6-6700-2100	\$1,350.00	\$0.00	\$203.10	\$203.10	\$4,702.00	\$1.10	\$14.47	\$4,717.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12-14-18-REG	10000-0011	6-6700-2100	\$1,350.00	\$0.00	\$203.10	\$203.10	\$4,702.00	\$1.10	\$14.47	\$4,717.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Budget Planning for 2024/2025

- Please make an appointment by emailing budget@redwoods.edu for assistance in planning your budget for 2024/2025.
- When planning your new fiscal year budget, it is helpful to use your previous fiscal year budget/actuals as a guide.
- You can request the budget form from budget@redwoods.edu to assist with creating your budget.



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Loading the Budget

- Once budgets are loaded, remaining available fund balances will be loaded in contingency accounts (GL codes ending in -57990).
- **Do not attempt to pay expenses from object code 57990.** this object is for budget only, not actuals.
- Move funds from contingency to the appropriate GL expense code.
- You can move funds by doing a budget transfer.



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Loading the Budget

- The Business Office attempts to load the budget as soon as possible at the beginning of the fiscal year.
- Submit your department's budget to budget@redwoods.edu

Budget Submitted By	Budget Loaded By
June 24, 2024	July 1, 2024
July 22, 2024	July 29, 2024



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Year End

- Monitor your budgets to make sure that you do not exceed what has been allocated.
- Review budgets regularly to ensure that salaries and benefits are coded correctly. If something looks incorrect, please request an ECR by emailing budget@redwoods.edu.
- Get all expenditures posted for 2023/2024 as soon as possible.
- Complete final adjustments to programs in July.
- All GL accounts will be closed in August.

13

Questions?

14

Travel

AP7400


Reminders, Updates, and
Fiscal Year Transition



15

Travel Program - Reminders


- Forms and Resources can be found on the Business Office Webpage <https://www.redwoods.edu/businessoffice/>
 - **Please use the most recent forms**
- Travel Request Authorization
- TAR – Travel Advance Request (If requesting meal funds before trip)
- TER – Travel Expense Request (Post-Travel) Must be completed withing 14 days following the trip end date.



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Travel Program - Reminders


- Each employee must fill out travel documents.
- Travel Insurance is not an allowable expense.
- Meals while traveling can not be paid with a Cal Card.
- Mileage reimbursement rate for 2024
 - \$0.67 per mile
- Utilize the Hotel/Motel Transient Occupancy Tax Waiver



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**Permanent Employees
Requirements for Driving – Reminders**

- Automobile Use Permission Form
- In-District Travel Authorization (covers the Fiscal Year)
- Complete Defensive Driving Training (DDT)



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Travel Program Updates

- ACBL must be attached with the Travel Advance/Travel Expense Request.
- ACBL must be attached with Mileage Reimbursement Request.
- Travel Forms for 2024/2025 will be posted on the Business Office website by June 3rd.
- Invitation for Travel Training will be sent out first week of April 2024.



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Travel Program - Fiscal Year Transition

- Fiscal Year Transition - Travel paperwork due in the Business Office by end of business on **July 3, 2024**.
- Utilize travel advance funds:
 - Cal Cards will be turned off on Wednesday, May 22, 2024.
 - Chevron fuel cards should not be used June 24 - 30, 2024.
 - Utilize the authorization form from hotels to charge Cal Card in advance.



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Travel Program


Fiscal Year 2024/2025

- In-District Travel Request Authorization Form for FY 2024/2025
- Auto Use Permission Form
- Submit on or before June 30, 2024 to purchasing@redwoods.edu



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Questions?



22




Purchasing



23

Purchasing - Reminders

- Use the most recent versions of these forms:
 - Re-encumber
 - Dis-encumber
 - Vendor Application



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Purchasing - Reminders

- Enter the AP Type in the REQM screen
 - For a District purchase - REG
 - For a Foundation purchase - FND
- Shipping vs. Shipping & Handling
 - Shipping - Not Taxed
 - Shipping & Handling - Taxed
- Mark Requisition Done -YES
- GL codes ending with **56xxx** must have the **Director, Administrative Services** as the final approver in Datatel.

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25

Purchasing - Reminders

- If you enter the requisition, you must have a separate approver on your requisition. You cannot enter it and approve it.
- Send the quote, invoice, contract, any backup information to purchasing@redwoods.edu to process the requisition and have it turned into a PO/BPO.
- Use the Printed Comments section and remember to use the tilde sign ~ before and after ~ to ensure the comments print on the PO or BPO.

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Purchasing - Reminders

- **Amazon Business Account**
 - Amazon purchases should be done with a BPO.
- **Staples Advantage Account**
 - The District has a Business Account with Staples.
 - Staples purchases should be done with a BPO.
 - District staff should be utilizing this account and avoid purchasing items on Staples.com with a Cal Card.
- Departments will continue to place their own orders after they receive their PO/BPO.

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Purchasing

Please note that the approval limits on the following slide pertain to approving and/or signing for the following:


- Requisitions
- Contracts
- Re-Encumbers



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Purchasing


- **Approval Limits (AP 6150):**
 - Deans, Directors, and Cost Center Managers have an approval limit **up to \$11,450.**
 - The VPs of Instruction, Student Services, and Human Resources have an approval limit **up to \$57,250.**
 - The VP, Administrative Services has an approval limit **up to \$458,000.**
 - The **President has no limit.**
 - GL codes ending with **56xxx** must have the **Director, Administrative Services** as the final approver in Datatel.



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Purchasing - Fiscal Year Transition

- **Check your e-mail!**
 - Departments will receive an e-mail listing all open purchase orders and blanket purchase orders on Monday, April 15, 2024.
 - Respond to purchasing@redwoods.edu and accounts-payable@redwoods.edu which purchase orders and/or blanket purchase orders can be closed.
 - In your email please specify the:
 - Purchase order number
 - Vendor name



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Purchasing - Fiscal Year Transition

- Important Dates for **General Fund**

April 24, 2024

- last day to create a requisition

May 1, 2024

- last day purchase orders and blanket purchase orders will be created



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Purchasing - Fiscal Year Transition

- Important Dates for **Grants and Categorical Programs**

May 22, 2024

- last day to create a requisition

May 29, 2024


- last day purchase orders and blanket purchase orders will be created



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Purchasing - Fiscal Year 2025


- June 2024
- Continue to close Fiscal Year 2023/2024 purchase orders and blanket purchase orders
- Prepare for 2024/2025 requisitions with departments



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Purchasing - Fiscal Year 2025

- Important Dates
 - When can departments create requisitions for FY 2024/2025?
 - Monday, June 3, 2024
 - Requisitions for 2024/2025 date must be dated 07/01/2024



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Questions?




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Breaktime

Back in 10 minutes



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Contracts

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When is a Contract Required?

- Contracts are required for:
 - Services > \$1,000
 - Goods > \$114,500
 - This amount is updated each year in January.

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Types of Contracts

- Services Agreement for Service Providers
 - District is hiring an outside entity to provide specific professional services.
- Service Agreement for Individuals
 - Most basic District services outside of consulting or construction.
 - Ex: Special event speakers

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Contract Terms

- Continuing contracts for work or **services** furnished to the District are not to exceed **five** years.
- Contracts for **goods** (materials and supplies) are not to exceed **three** years.

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Insurance Requirements

- At a minimum **professional liability** insurance is required for:
 - Service Providers
 - Individuals
 - Engineers
 - Architects
 - Other licensed professionals
- If performing repairs or services on District property, the vendor will provide proof of the following:
 - Commercial
 - Auto and
 - Workers Compensation Insurance
- College of the Redwoods must be listed as "Additional Insured" on the Certificate of Insurance

NOTE: A business license is required for an independent contractor/sole proprietor.

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Reminders

- Contracts are not enforceable until ratified by the Board.
- Email contracts to: Purchasing@redwoods.edu
- Approval Limits:
 - Cost Center Managers < \$11,450.
 - The VPs of Instruction, Student Services, and Human Resources (HR) < \$57,250.
 - The VP, Administrative Services < \$458,000.
 - The President has no limit.

These amounts change annually in January.

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Questions?



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Accounts Payable
&
Revolving Cash



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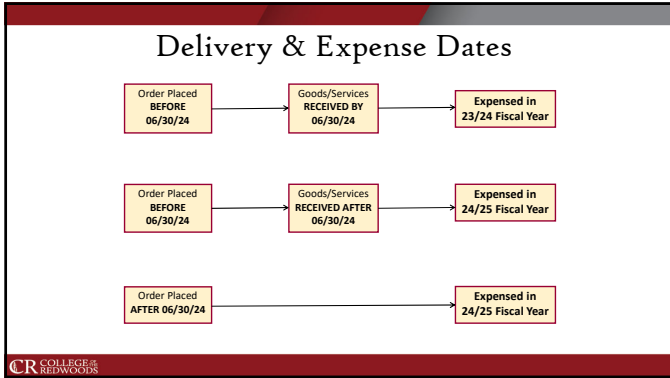
When will your order arrive?

All Goods must be delivered to the campus by
Thursday, June 27, 2024

Note: Please consider supply chain issues, etc.



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Fiscal Year 2023/2024 Invoices Due **June 24, 2024**

- Recurring Monthly Payments
- Supply Account Invoices
- Service Invoices
- Delivered Orders

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Close 2023/2024 Blanket Purchase Orders

Email both purchasing@redwoods.edu and accounts-payable@redwoods.edu

Benefits of Closing Blanket Purchase Orders

- Free up encumbered funds
- Assists in year-end closing process



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2024/2025 Requisitions

Entry can begin on **June 3, 2024**

Must be Dated **July 1, 2024**


- ▶ **Recurring Monthly Expenses**
- ▶ **Time Sensitive Payments**
- ▶ **Charge Accounts**
- ▶ **Rents / Utilities / Services**

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Revolving Cash Request Process

- Revolving Cash Requests are employee reimbursements for out-of-pocket expenditures
- Submit as soon as possible
 - *When you submit could affect the fiscal year it is paid out of*
- Submit Revolving Cash Requests to accounts-payable@redwoods.edu
- Requests must be signed by all parties and must be accompanied by
 - Revolving Cash Request Detail Form
 - Original receipt(s)
 - GL codes
 - Proof of Availability of Budget
 - Submit a screen shot of ACBL




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Revolving Cash – Fiscal Year Transition

Last day to submit Revolving Cash Requests
to the Business Office

**Thursday
June 27, 2024**



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Cal Cards & Sales Tax

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Cal Cards - Reminders

- Move budget to cover your expenses; **BEFORE** submitting your reconciliation.
- If you are using someone else's GL code on your reconciliation; approval is needed as backup.
- Include both the credit card transaction receipt and a **detailed receipt**, even if they are hand-written by the establishment you are purchasing from.
- Review the reconciliation before submitting for signature processing.
 - Check that the charge amounts on the statement are listed correctly and in order on the reconciliation and match the receipts.
 - Ensure that you have all receipts.
 - Enter a description for each receipt, this is entered into Datatel for future reference.

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Cal Cards - Reminders


- If you provide a meal/food/etc. you must have a **Meal Roster Sign-In for Food Purchases**. This form must accompany the receipt on the monthly reconciliation. The form can be found on the Business Office webpage.
- If you have been approved for ASCR funding, you must attach the minutes from the ASCR meeting that the purchase, etc. was approved.
- Use Datatel as a tool to see if a vendor is already set up for the requisition process, do not use a Cal Card for a vendor that is in our system.
 - Examples: CDW-G, Staples, Amazon, etc.
- Utilize the **Amazon Business Account** and the **Staples Advantage** account. Consider the cost savings to your budget, program, etc.

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Cal Cards

- What is the last day to use a Cal Card for this fiscal year?
 - **Monday, May 20, 2024.**
- When will my Cal Card be deactivated for year-end processing?
 - **Wednesday, May 22, 2024.**
- When will my Cal Card be reactivated for 2024/2025?
 - **After July 1, 2024, and once the 2024/2025 Cal Card Agreement has been received.**
- When is the monthly statement reconciliation due in the Business Office?
 - **As soon as possible, but no later than the 15th of the month following the statement date.**
- Who needs to sign off on a Cal Card?
 - **The cardholder, the supervisor, and the Vice President or the President (if applicable).**
- Why is it so important to complete and submit my Cal Card in a timely manner?
 - **The sooner the reconciliation is submitted to the Business Office it can be processed and posted. Making your budget much more accurate as you review it for expenditures, etc.**




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Cal Cards

Why is it necessary to fill out a new Cal Card Agreement each fiscal year?


- Accountability
- Reminders of the do's and don'ts of being a responsible cardholder
- Updates on policies and procedures for cardholders
- Changes may occur each fiscal year



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Before Submitting Your Statement

- Do a final review to verify the statement reconciliation is correct and complete
 - GL Codes
 - Explanation of what was purchased
 - Correct purchase amount
 - All receipts attached
- Cal Cards are due in the Business Office as soon as possible, but no later than the 15th of the following month
- **Email your completed Cal Card Reconciliation document to BusAdmin-Assistant@redwoods.edu for Adobe Sign signature processing**




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Sales Tax vs. Use Tax

Retailer/Seller charges **Sales Tax**, they are responsible for reporting and paying to the State of California.

No tax charged, the District is responsible for accruing and reporting **Use Tax** on those purchases and paying the tax to the State of California.

Tax applies to the sale of merchandise. We are paying tax to use, store, or consume items purchased.




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Sales/Use Tax Rates


- Eureka Main Campus - Humboldt County 7.75%
- Hoopa K-T Site - Humboldt County 7.75%
- City of Crescent City - Del Norte County 8.25%
- City of Eureka 9.25%
 - Workforce & Community Education
 - Adult Education

Note: Tax rates can/do change periodically, usually in January and April of each year.
An email will be disseminated from Business Office Staff.



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Questions?



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Requests for Certificate of Insurance


Covering CR Staff, Faculty and Students while using non-District property.
OR
Covering CR while non-CR entities and individuals use District property.



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Certificate of Insurance

Why would I need a Certificate of Insurance (COI) when using non-District property?




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Certificate of Insurance


When a non-CR affiliated event occurs on District property, what insurance is needed?

- Contact BusAdmin-Assistant@redwoods.edu to review the insurance coverage needs for each event.
- Events will require the group to add College of the Redwoods as "Additional Insured."
- What if the group or vendor does not have insurance? TULIP event insurance is available. Contact BusAdmin-Assistant@redwoods.edu
- Individuals will require a **Release of Liability Waiver**.



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Questions?



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Business Office Webpage


<https://www.redwoods.edu/businessoffice>



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Thank you for attending!

Any Questions?



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