



COLLEGE OF THE REDWOODS

Business Office
2023 Fall Training
September 28, 2023

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Welcome

- Please remain on mute; there will be Question & Answer sessions
- Use the chat feature to ask questions
- We will take a 10-minute break
- Submit Evaluation Form to BusAdmin-Assistant@redwoods.edu
- Business Office Introductions

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Budget Code Breakdown

<p>11006 Subfund</p> <ul style="list-style-type: none"> Set by College and determines the funding source such as District or Restricted Program <p>4020 Cost Center</p> <ul style="list-style-type: none"> Set by College and determines the department <p>008 Program</p> <ul style="list-style-type: none"> Set by College and additional description of department area <p>0956 Activity</p> <ul style="list-style-type: none"> Set by Chancellor's Office and determines the purpose of the expenditure <p>54300 Object</p> <ul style="list-style-type: none"> Set by the Chancellor's Office and determines the type of expense 	<p>Breakdown of a Subfund</p> <table border="0"> <tr> <td>1</td> <td>10</td> <td>06</td> </tr> <tr> <td></td> <td>11006</td> <td></td> </tr> </table> <p>Entity Fund Subfund</p> <table border="0"> <tr> <td>1</td> <td>110</td> <td>11006</td> </tr> </table> <p>Entity</p> <p>1 - District 2 - Foundation</p> <p>Fund</p> <p>110 - GF Unrestricted</p> <p>Subfund</p> <p>11000-11009 - GF Unrestricted 11010-11079 - GF Restricted 2XXXX - Foundation</p>	1	10	06		11006		1	110	11006	<p>Object Codes</p> <p>4XXXX Revenue 51XXX Instruction Salary 52XXX Non Instruction Salary 53XXX Employee Benefits 54XXX Supplies/Materials 55XXX Operating Expenses/Services 56XXX Capital Outlay 57XXX Other Outgoing</p>
1	10	06									
	11006										
1	110	11006									

Chart Of Accounts

- The Chart of Accounts is located on the Business Office webpage in the Training Resource Tab. 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.

Other Budget Information

- Monitor your budgets to make sure that you do not exceed what has been allocated.
- Build budgets around allowable expenditures.
- Review budgets regularly to ensure that salaries and benefits are coded correctly. If something looks incorrect please request an ECBR by emailing budget@redwoods.edu.

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.

fldDate	fldReferenc	fldEmployer	Employee#	fldAcctSegm	fldE	fld	fldObject	fldEarnings	fldSTRS	fldPERS	fldFICA	fldH&W	fldSUI	fldWC	fldTotalBenefits	fldTotalCost
31-Jul-18	REG			11000	6051	0	6720 52120	\$1,141.24	\$0.00	\$206.13	\$87.31	\$1,670.32	\$2.74	\$13.47	\$1,979.97	\$3,121.21
31-Jul-18	REG			11000	6051	0	6720 52120	\$3,395.60	\$0.00	\$613.31	\$259.77	\$1,700.88	\$8.15	\$40.07	\$2,622.18	\$6,017.78
31-Jul-18	REG			11000	6051	0	6720 52110	\$7,677.21	\$0.00	\$1,386.66	\$570.16	\$1,715.02	\$17.89	\$90.59	\$3,780.32	\$11,457.53
31-Jul-18	REG			11000	6051	0	6720 52111	\$3,150.75	\$0.00	\$569.09	\$241.04	\$1,708.40	\$7.56	\$37.18	\$2,563.27	\$5,714.02

Questions?

A graphic for a 'Travel Checklist' featuring a blue background with a white checklist, a red checkmark, a globe, a passport, and an airplane.

Travel Program

AP 7400

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Travel Program

- Forms and Resources can be found on the Business Office webpage
<https://internal.redwoods.edu/formsresources>
 - Please use the current forms

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Requirements for Driving

- Auto Use Permission Form
- In-District Travel Authorization Request
- Complete Defensive Driving Training (DDT)

Travel Program - Mileage Rate

- Mileage reimbursement rate for 2023
 - \$0.655 per mile
 - Rate may change for 2024
 - IRS updates mid-December

Questions?

BREAK



Non-Permanent Employees

- Students
- Temporary Employees
- Volunteers

Approval Packet Requirements

- Copy of Driver's License
- Certified Copy of DMV Record – current or within the semester
- Copy of Proof of Insurance – if close to expiring please send updated one when available
- Auto Use Permission Form
- Volunteer Form (not applicable to temporary employees)
- Protocols for driving District vehicles
- Defensive Driving Training (DDT)

Process

- Once the items on the previous slide are collected & processed for signature, please submit to BusAdmin-Assistant@redwoods.edu.
- Executive Assistant to VP, Administrative Services (EA) will review for completeness and request VP, Administrative Services approval.
- Once approved EA will ask Human Resources to assign Defensive Driver Training (DDT).
- Once DDT is complete, EA will send approval letter to requestor.

Questions?

Contracts



Contracts

- What is a contract?
 - An agreement between a buyer and seller for Goods or Services.
 - Who can sign a contract?
 - Contracts are not enforceable obligations until they are ratified by the Board (BP6340).

When is a Contract Required?

Contracts are required for:

- Services > \$1,000
- Goods > \$109,300
 - This amount is updated every year in January.

Types of Contracts

- Service Agreement for Service Providers
- Service Agreement for Individuals

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.

Insurance Requirements

- At a minimum **Professional Liability Insurance** is required for:
 - Service Providers
 - Individuals
 - Engineers
 - Architects
 - Other licensed professionals
- If the vendor will be on District property, the vendor must provide proof of the following:
 - Commercial or Comprehensive General Liability Insurance
 - Automobile Insurance
 - Workers Compensation Insurance

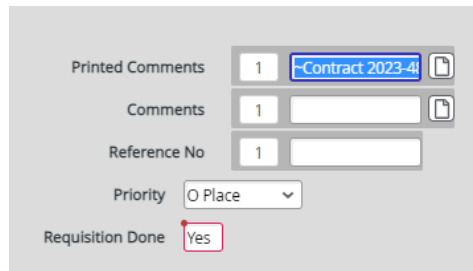
NOTE: A business license is required for an independent contractor/sole proprietor.


I have a contract now what?


- Email the fully signed contract to Purchasing@redwoods.edu
- Purchasing and the requestor will receive a contract number from BusAdmin-Assistant@redwoods.edu

I have a contract number now what?


- Now is the time to start your requisition.



Printed Comments 1 [-Contract 2023-41](#) 

Comments 1 

Reference No 1

Priority 

Requisition Done Yes



Purchasing

Purchasing

- Forms and Resources can be found on the Business Office Webpage at <http://www.redwoods.edu/businessoffice>
- *Purchasing and Requisition Manual* can be found on the Business Office Webpage
 - REQM Screen Guide

Purchasing

- Determine the funding source
- Department checks Datatel for vendor
 - If you cannot find the vendor in Datatel, request CR Vendor Application, W-9 Form, and Business License from vendor and submit the information to purchasing@redwoods.edu
- Supporting documentation for requisitions
 - Quotes, membership form, registration forms, contract with COI and business license if applicable
 - Email this information to purchasing@redwoods.edu
 - Email subject line should include **Vendor Name** and **REQ#**

Purchasing

- Department enters requisition
 - **DO NOT USE object code 57990**
 - Obtains appropriate approvals
- Purchasing reviews requisition
 - Communicates with Department

Purchasing

- Throughout the Fiscal Year departments can:
 - Advise the Business Office of blanket purchase orders and purchase orders that can be closed
 - Email your list to be closed to both:
 - Purchasing@redwoods.edu
 - ~AND~
 - Accounts-Payable@redwoods.edu
 - Include in your e-mail:
 - Purchase order number
 - Vendor name

Questions?

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.

Certificate of Insurance

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

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 CR 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**.

Questions?

Accounts Payable & Revolving Cash



PAID PAID PAID
PAID IN FULL
THANK YOU
PAID IN FULL

Submit Your **REPORT**

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Invoices

To ensure that District bills are paid in a timely and efficient manner, all invoices, statements, etc. should be sent to the Eureka Campus address and/or emailed to accounts-payable@redwoods.edu.

*Any late fees accrued when this process is not followed will be charged to the department.

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Approving Invoices for Payment

- **\$0 to \$10,930**
 - Deans, Directors, and **Cost Center Managers** have authority to sign the invoice.
- **\$10,931 to \$54,650**
 - Cost Center Manager signs the invoice, as well as the **senior administrator** over the cost center manager's area (**VP of Administrative Services, Instruction, Student Services, Human Resources**).
- **\$54,651 to \$437,200**
 - Cost Center Manager, Senior Administrator, and **VP of Administrative Services** sign the invoice.
- **\$437,201 and greater**
 - Cost Center Manager, Senior Administrator, VP of Administrative Services, and the **President** sign the invoice.

Closing BPOs

Send an email to purchasing@redwoods.edu & accounts-payable@redwoods.edu

Benefits of Closing BPOs

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

Revolving Cash Request Process

- Employee reimbursements for cash paid out-of-pocket
- Submit as soon as possible
 - *When you submit could affect the fiscal year it is paid out of*
- Request must be accompanied by
 - Revolving Cash Request Detail Form with all appropriate signatures
 - Original receipt(s)
 - GL codes
 - Proof of Availability of Budget
 - Submit a screen shot of ACBL



Cal Cards & Sales Tax

Cal Cards

When is the monthly statement reconciliation due in the Business Office?

As soon as possible, or by the 15th of the month following the statement date or sooner.

Who needs to sign off on my Cal Card reconciliation?

The cardholder, supervisor, and Vice President or President (*if applicable*).

Why is it so important go 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.**

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**

Cal Cards

- **If you need GL codes set up to have correct Object Codes, please email budget@redwoods.edu**
- **Deliveries are to be made to the CR locations only.**
- **Please make sure to separate out the receipts. For example, you have purchased both Food (-54710) and Supplies (-54730) in the same transaction. In the Description box, note the different GL codes, what was purchased for each GL code, and the amount to be charged to each GL code.**
- **If you have been approved to purchase food for an event, a *Meal Roster Sign-In for Food Purchases* form signed by all attendees must accompany the charge.**

Before Submitting Your Statement

- Do a final review to verify statement reconciliation is correct and complete.
 - GL Code for each charge
 - Description for each charge
- **DO NOT USE** object code **-57990** on your reconciliation.
- Move budget to the appropriate GL Codes.
- 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.
 - You will receive a copy of the final, signed version for your files.

Sales vs. Use Tax

- College of the Redwoods is not a tax-exempt entity.
- 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. The District is paying tax to use, store, or consume items purchased.

Sales/Use Tax Rates

- | | |
|--|-------|
| ▪ Eureka Main Campus ~ Humboldt County | 7.75% |
| ▪ Klamath-Trinity Site ~ Humboldt County | 7.75% |
| ▪ City of Eureka | 9.25% |
| ▪ Workforce & Community Education | |
| ▪ Adult Education | |
| ▪ Crescent City ~ Del Norte County | 8.25% |

Note: Tax rates can and do change periodically.

Questions?

Adobe Sign

<https://help.redwoods.edu>

To submit a Help Desk Ticket for IT, please click on the “Report an Issue” button and fill out the form.

Issue related to: IT
Subject: Adobe Sign access



<https://secure.echosign.com/public/login>

Why use Adobe Sign?

- **E-signatures**
 - Multiple or single signers
 - No account necessary for signer
 - Sends and tracks signatures for you
 - Copy to those who need the signed document
- **Templates**
 - Created for being fillable or signature only

Tips & Tricks for Adobe Sign

- Digital Signatures - Adobe Sign can be used to get additional e-signatures
- Audit Pages
- Combining signed documents - Portfolio

Adobe Sign Training is Available

- Convocation 2020
 - www.redwoods.edu/pd
- Electronic Documents and eSignatures
 - Adobe Sign @ 32 min mark
 - Request Signatures @ 34 min mark
 - Templates @ 36:30 min mark
 - What it looks like from an approvers view @ 40 min mark

Business Office Contacts

- ❖ **Business Office webpage** - <https://www.redwoods.edu/businessoffice>
- ❖ **General inquiries** - call 707-476-4126 or email business-office@redwoods.edu
- ❖ **Purchasing & Contracts** - purchasing@redwoods.edu
- ❖ **Accounts Payable (A/P)** - accounts-payable@redwoods.edu
- ❖ **Cal Cards** - ericka-barber@redwoods.edu
- ❖ **Travel** - purchasing@redwoods.edu
- ❖ **Student Accounts** - business-office@redwoods.edu
- ❖ **Accounts Receivable (A/R)** - business-office@redwoods.edu
- ❖ **Budgeting** - budget@redwoods.edu
- ❖ **Certificates of Insurance** - BusAdmin-Assistant@Redwoods.edu

Thank you for attending!

Any Questions?



Business Office Training Evaluation
Form

The image shows a teal square graphic with the text "Business Office Training Evaluation Form" at the top and a QR code in the center. The QR code is intended to be scanned to access the evaluation form.