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December 23, 2010

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Amarillo College
2201 South Washington Street, LIB 110C
Amarillo, TX 79109

ATTN: Ms. Cara Crowley, Director of Grants Assessment & Development

SUBJ: On-site Monitoring Report for American Recovery and Reinvestment Act (ARRA), State Fiscal Stabilization (SFSF), Government Services Fund, Subrecipient award

REF: (a) THECB ARRA Notice of Grant Award No. 3587
(b) USDE Prime Award No. S397A090044

Dear Ms. Crowley,

The Texas Higher Education Coordinating Board (THECB) has engaged the firm of Clifton Gunderson LLP to conduct on-site monitoring of the above referenced (a) grant subaward. Clifton Gunderson has completed the site visit and reported to the THECB all observations based on an agreed-upon set of procedures, both of which have been incorporated into the monitoring report.

You will find attached for your review the final report of that monitoring effort, with the following test results requiring your institution's management response:

- Step 3.a: Amarillo College does not have general written procedures for its financial and grant management processes, so they do not address the requirements of the federal Cash Management Improvement Act (CMIA).
- Step 3.d: Amarillo College does not have policies and procedures that address the period of availability of federal funds requirements.
- Step 3.e.i: Amarillo College did not have specific written procedures to ensure that reconciliations of financial status reports to supporting documentation take place.
- Step 5.a.ii: Amarillo College does not have written procedures to ensure that activities are allowable.

- Step 5.a.iii: Amarillo College does not have written procedures to ensure that costs are allowable
- Step 5.a.iv: Amarillo College does not have written procedures to ensure that purchases comply with procurement standards for suspension and debarment.
- Step 5.d: Amarillo College does not maintain written procedures for the maintenance of property, safeguarding against loss, theft, or damage, the valuation of property, or the procedures to keep items in good working condition through repair and maintenance.

We understand that while your institution may have adequate working controls in place to ensure compliance, these controls may not be a component of your written or published policies and procedures, nor may they be applicable as deemed by your institution's experts. Due to the heightened levels of accountability and transparency required by the federal government in all of its grants, contracts, and loans to public institutions, we consider this an opportunity to address any gaps you may have in your policies, procedures or practices.

Your written response is requested within fifteen (15) business days of receipt of this letter to (a) confirm receipt of the THECB's monitoring report, and (b) provide management's response relevant to the above on-site monitoring observations.

In addition, please be advised that in the interest of increased transparency under ARRA, the U.S. Department of Education has requested that the THECB post all monitoring reports and management responses to its ARRA grants program website.

The THECB sincerely appreciates the opportunity to work with your staff in this endeavor and the commitment your institution has made to ensure this ARRA project met its requirements of accountability and transparency. If you have any questions or need additional information, please do not hesitate to contact me directly at the numbers listed below.

Sincerely,

Dan Griffiths
Director, ARRA Grants Program
(TEL) 512.427.6118
(EML) dan.griffiths@theeb.state.tx.us

ATTCH



Amarillo College

January 18, 2011

Mr. Dan Griffiths, Director, ARRA Grants Program
Texas Higher Education Coordinating Board
PO Box 12788
Austin, Texas 78711

Dear Mr. Griffiths:

Thank you for your correspondence dated December 23, 2010. Amarillo College is dedicated to accounting for all grants and contracts under all applicable guidelines and regulations. Therefore, all Amarillo College's policies and procedures are written with this in mind. They are written to cover all grants and contracts and not a specific grant or contract.

Below are the responses to the test results mentioned in your correspondence.

Step 3.a: The college's preferred policy is that all grants be handled on a reimbursement basis. Funds are not requested from the grantee until after an expenditure is made.

Amarillo College Accounting Manual III: B. 2a attached.

Step 3.d: For restricted (grant) accounts, all requisitions must be approved by the Grant compliance officer and grant accounting to ensure that all requirements for the grant are met.

Amarillo College Accounting Manual V: B. 1 attached.

Note: All expenditures from a grant or contract are also approved by the Grant Project Director, and the Project Director's immediate Supervisor.

Step 3.e.i: All grant financial reports will be submitted in a timely manner. All financial reports are approved by the preparer's immediate supervisor.

Amarillo College Accounting Manual III: B. 2b attached.

Step 5.a.ii: For restricted (grant) accounts, all requisitions must be approved by the Grant compliance officer and grant accounting to ensure that all requirements for the grant are met.

Amarillo College Accounting Manual V: B. 1 attached.

Note: All expenditures from a grant or contract are also approved by the Grant Project Director, and the Project Director's immediate Supervisor.

Step 5.a.iii: For restricted (grant) accounts, all requisitions must be approved by the Grant compliance officer and grant accounting to ensure that all requirements for the grant are met.

Amarillo College Accounting Manual V: B. 1 attached.

Note: All expenditures from a grant or contract are also approved by the Grant Project Director, and the Project Director's immediate Supervisor.

Step 5. A.iv: Amarillo College utilizes State of Texas Contracts, such as Term Contracts, Department of Information Resources (DIR) Contracts, and Texas Multiple Award Contracts (TXMAS) for the majority of its purchases.

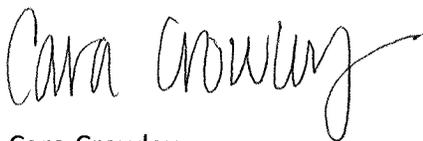
Amarillo Colleges Purchasing Agent is notified when a vendor is removed from the State of Texas Contracts list. Additionally a suspension and debarment statement is being added to the Purchasing Procedures Manual. All equipment purchased with these ARRA funds were purchased using Vendors off the State of Texas Contracts.

Step 5.d: The primary user is responsible for maintenance of equipment and/or property. The following forms are available for use by the primary user.

Amarillo College Accounting Manual V: F. 4 attached.

The above should satisfy all the results listed in your correspondence of December 23, 2010. Additionally I would like to make you aware that the majority of this information was available when the audit was performed, but was never requested by the Auditors. With this in mind Amarillo College submits this letter in response to your inquiries.

Sincerely,



Cara Crowley
Director of Grants

Attachments

**AMARILLO
COLLEGE**

**ACCOUNTING
MANUAL**

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AMARILLO COLLEGE
ACCOUNTING MANUAL

I. INTRODUCTION

The purpose of this manual is to present in an organized manner the accounting functions at Amarillo College. This manual will serve as an orientation vehicle for the new employee as well as a reference manual for the seasoned employee.

The manual begins with the organization of the areas supervised by the Vice President of Business Affairs, continues with an overview of the financial management system, explains the account structures, and ends with an explanation of policies and procedures.

II. ORGANIZATION OF OFFICE OF VICE PRESIDENT OF BUSINESS AFFAIRS

A. Organization Chart – See Section VII.

B. Departments under supervision of the Vice President of Business Affairs

- 1. Office of Vice President of Business Affairs**
- 2. Business Office**
- 3. Human Resources**
- 4. Purchasing**
- 5. Auxiliary Enterprises**
- 6. Mail Room**
- 7. Copy Center**
- 8. Physical Plant**
- 9. Central Receiving**
- 10. Police**
- 11. Emergency Management**

C. Departments involved in the accounting function.

1. Office of the Vice President of Business Affairs

The organization chart reflects all the personnel under the supervision of the Vice President of Business Affairs. This Accounting Manual will be concerned only with those personnel involved in the accounting function – the Business Office and Payroll. The Business Office and Human Resources manager are responsible to see that the accounting records are maintained accurately and up-to-date.

2. Informational Systems and Technology

All Amarillo College accounting records are computerized. The Chief Information Officer works closely with the Vice President of Business Affairs office and the Business Office personnel in producing the daily, weekly, monthly, and yearly accounting records, as well as developing new accounting records and updating existing accounting records.

3. The accounting records are physically located in the Business Office. The Business Office Manager is responsible for the Business Office operations.

III. FINANCIAL MANAGEMENT SYSTEMS

A. Accounting Policies

1. Fund Accounting

The College uses the fund accounting concept. The following is an excerpt from the Higher Education Finance Manual, 1975, published by the National Center for Educational Statistics, which explains fund accounting.

Two characteristics that have a major influence on the kind of reporting used in higher education are (1) the nonprofit nature of higher education institutions and (2) the unique flow of revenues in higher education.

a. Nonprofit Nature of Higher Education

Higher education institutions are created to carry out public service rather than to produce profits. Naturally, the institution will want to be able to provide for its future operating needs. The user of higher education financial data, however, should focus on the sources and uses of institutional resources and the way in which those uses contribute to the attainment of the institution's objectives.

b. Flow of Revenues

In the profit sector, each product is purchased by one consumer who pays at least the company's full cost of producing the product. However, in higher education the "products" (instruction, research, public service, etc.,) are paid for by a number of sources (private gifts, tuition, governmental appropriations, etc.,) each of which pay some portion of the total cost. The persons or agencies providing the revenues are not necessarily the same person or agencies that directly benefit from the products of higher education (e.g., donors usually receive no goods or services in return for their gifts).

Donated monies are a source of income for higher education institutions. However, such monies are often donated with accompanying “restrictions” that stipulate how they are to be used by the institution. These restrictions usually are specified by the donor as a precondition for the acceptance of the funds by the institution and are legally binding. Funds also are received in return for goods or services that must be rendered to the payer. These monies may be either unrestricted funds (e.g., student tuition) or funds on which very specific restrictions have been placed (e.g., federal grants). This mixture of restricted and unrestricted funds introduces to higher education financial reporting an additional dimension that does not exist in the profit sector.

As a result of these and other characteristics of higher education finance, a type of financial accounting known as “fund accounting” is used for the maintenance and reporting of financial data.

c. Classification of Accounts into Fund Groups

The basis for almost all fund accounting reports is the concept of “fund groups.” A fund group is used to report all those institutional resources that are available for, or restricted to, the same purpose. Each fund group may include resources that are restricted to a particular purpose as well as those unrestricted resources that the institution decides to use for the same purpose.

The College has eight fund groups: General Unrestricted, Restricted, College Endowment, Loan Funds, Amarillo College Benefit Plan, Plant Funds, Agency Funds plus The Amarillo College Foundation, Inc., a separate entity. These fund groups will be defined later on in this manual.

d. **Unrestricted, Restricted, and Designated Funds**

It was pointed out earlier that restrictions often are placed on the use of certain institutional funds. However, there are various types and degrees of restrictions. Unrestricted funds are monies that the institution's management may use for any purpose it deems necessary. Restricted funds are given to the institution for a very specific use, thereby "designating" them for that purpose only. However, the governing board may change the designation at any time and redesignate the funds for some other use; therefore, designated funds are included in unrestricted funds in financial reports.

It can be stated generally that any monies added directly to a fund group other than the "General Unrestricted Fund" are restricted. All unrestricted funds the institution receives must be reported first in the unrestricted "General Unrestricted Fund." Then, if necessary or desirable, they may be classified as designated and transferred to another fund group.

e. **Transfers and Interfund Borrowing**

Accounting for the institution's resources in several fund groups is somewhat analogous to several distinct businesses operated by one manager – the institution. Therefore, it is not unusual for the institution to make transfers between fund groups whenever necessary and permissible. If the institution determines that one fund group needs additional resources in order to adequately perform its functions, the institution often will "borrow" them from the unrestricted funds of one of the other fund groups. If it is intended that the money be paid back to the lending fund group, the transaction is referred to as an interfund borrowing. Interfund borrowings are shown in financial reports as a due to (liability) in the borrowing fund group and as a due from (asset) in the lending fund group.

A second procedure used to provide funds to other fund groups is to take the money out of unrestricted funds without paying it back. This type of transaction is known as a “transfer.” For reporting purposes, there are two types of transfers: non-mandatory transfers and mandatory transfers. A non-mandatory transfer is made at the discretion of the institution’s governing board between unrestricted funds and another fund group. A mandatory transfer is made from unrestricted funds to fulfill a legal obligation of the institution in another fund group. For example, if funds are needed to meet debt obligations in the “plant fund,” a mandatory transfer may be made from the unrestricted “current fund” to the “plant fund.” If the same kind of transfer is made with no attendant legal obligation, it would be reported as a non-mandatory transfer.

2. Accrual Accounting

The College’s accounts are maintained according to the accrual basis of accounting which means that revenues are recorded when earned and expenditures when materials or services are received.

B. Fund Groups

A fund is defined as an accounting entity with a self-balancing set of accounts consisting of assets, liabilities, and fund balance. Since many funds have the same characteristics, they are combined to make fund groups.

1. Current Funds

Current funds are resources which will be used for general operating purposes during the current fiscal year. Current funds at the College are classified as unrestricted and auxiliary enterprises.

a. Current Funds - Unrestricted

These are current funds on which no restrictions have been made by an outside agency as to how the funds are to be expended. Tuition is an example of unrestricted current funds.

b. Auxiliary Enterprises

An auxiliary enterprise is an entity which exists to furnish goods or services to students, faculty, or staff and which charges a fee that is directly related, although not necessarily equal, to the cost of the service. Most auxiliary enterprises are profit oriented. Examples are the Bookstores.

2. Restricted

These are funds on which restrictions as to how they may be expended have been imposed by outside agencies. Outside agencies are to be distinguished from the College's Board of Regents which would be considered an internal agency. A federal government grant would be an example of a restricted fund.

a. The colleges' preferred policy is that all grants be handled on a reimbursement basis. Funds are not requested from the grantee until after an expenditure is made.

b. All grant financial reports will be submitted in a timely manner. All financial reports are approved by the preparer's immediate supervisor.

3. College Endowment

From time to time, external agencies give endowments to the College for the benefit of a specific organization or group, either within the College or for another outside agency. These funds are segregated from College funds.

4. Loan Funds

At the College, loan funds are gifts and grants that are available for loan to students. Currently no funds are available for loan to students. The Scott Loan Fund is in The Amarillo College Foundation, Inc., which is a separate entity. Guidelines have been established for using these funds to make short term loans to appointed personnel.

5. AC Benefit Plan

The AC Benefit Plan, established in 1982 after termination of AC's participation in Social Security, was created to provide similar benefits to eligible employees of AC. The Plan is a tax-exempt 403(b) defined contribution plan.

6. Plant Funds

All the College's Physical Plant assets are recorded in this fund. There are four classifications of plant funds:

a. Unexpended Plant Funds

Funds that are available for new construction, renovations, and acquisition of physical properties, but which are, as of the date of reporting, unexpended.

b. Debt Service Funds for Retirement of Indebtedness

Funds set aside to pay off the principal and interest charges on College properties.

c. Investment in Plant

Funds which have been expended for College Physical Plant assets at the date of reporting.

d. Funds for Renewal and Replacement

Funds set aside for the renovation and improvement of institutional properties. This classification does not include those funds used

for the ordinary maintenance and repair of institutional properties – such monies are reported in the “current fund.”

7. Agency Funds

Funds held by the College as custodian or fiscal agent. The Courtesy Fund is a good example of an agency account.

8. The Amarillo College Foundation, Inc., Fund

The Amarillo College Foundation, Incorporated (the Foundation) is a nonprofit organization founded in 1962 to function as a legal conduit for the acceptance, investment and distribution of private gifts and grants given for the funding of educational activities and programs.

C. Classification of Accounts

1. General Ledger Accounts

Each fund group has a set of general ledger accounts- assets, liabilities, and fund balances. Assets usually consist of cash, accounts receivable, notes receivable, prepaid items, investments, inventories, and amounts due from other fund groups. Liabilities usually consist of accounts payable, notes payable, deposits, and amounts due to other fund groups. The fund balance is the difference between the assets and liabilities of a fund group. At the College, fund balances usually consist of designated fund balance, un-designated fund balance, and during the year, income in excess of expense.

2. Revenue Accounts

Revenue accounts consist of control accounts and subsidiary accounts receivable accounts. The accrual basis of accounting requires that revenues be reported when earned. Unrestricted monies are recorded in the revenue accounts when earned. Since some restricted funds are not earned until the money is expended, according to the agreement under which the funds are given to the College, they are not recorded as revenues

until the funds are expended. Revenue accounts are closed out at the end of the fiscal year into the general ledger fund balance account.

3. Expenditure and Transfer Accounts

The expenditure accounts consist of disbursement control accounts and subsidiary accounts. When Purchase Orders are established for merchandise or services, they are set up as encumbrances in the accounting records. When the Purchase Orders for merchandise and services are paid, the encumbrances are released and the cost is recorded as an expenditure. Encumbrances representing outstanding purchase orders for materials or services not received as of the reporting date are not reported as expenditures nor are they included as liabilities on the balance sheet. They are recorded as Fund Allocations on the following year's accounts.

Transfers are amounts moved between fund groups.

The expenditures and transfer accounts are closed out into the general ledger fund balance account at the end of the fiscal year.

IV. ACCOUNT STRUCTURE

A. Account Code System

The account number at the College is composed of 18 digits.

Major Components

Fund	Location	Element of Cost	Department	Object
XX	- XX	- XX	- XXXXXX	- XXXXXX

SubComponents

X	Fund Group
XX	Fund

X	Service Area
XX	Location

XX	Type
XXXX	Division
XXXXXX	Department

X	G/L Class
XX	G/L Subclass
XXX	Category
XXXX	SubCategory
XXXXXX	Object

1. Fund

The first digit identifies the fund groups as follows:

- 1 – General Unrestricted
- 2 – Restricted
- 3 – College Endowment
- 4 – Loan Funds
- 5 – AC Benefit Plan
- 6 – Plant Fund
- 7 – Agency Fund
- 8 – AC Foundation

These numbers are constant on both revenues and expenditures.

2. Location

The first digit identifies the service area and the second digit identifies specific locations within the service area.

- 00 – Institutional**
- 1X – Amarillo**
- 10 – Washington Street**
- 11 – West Campus**
- 12 – Polk Street**
- 13 – East Campus**
- 14 – AISD**
- 20 – Moore County Campus**
- 30 – Hereford Campus**

3. Element of Cost

The element of cost groups transactions into specific areas which enables reporting of activity for Federal, State and Audit reporting.

- 00 – Balance Sheet**
- 01 – Institutional Support**
- 02 – Student Services**
- 03 – Fringe Benefits**
- 04 – Resident Instruction**
- 05 – Academic Support**
- 06 – Research**
- 07 – Public Service**
- 08 – Operation of Plant**
- 09 – Special Items**
- 10 – Major Repairs and Rehab**
- 11 – Student Travel**
- 12 – Student Development**
- 13 – Debt Service**
- 14 – Plant – Unexpended**
- 15 – Investment in Plant**
- 20 – Foundation**
- 21 – Challenge Grant 1**
- 22 – Challenge Grant 2**
- 70 – Agency**

4. Department

The Department identifies the lowest level cost center when transactions are accumulated. The first two digits identify the type of department.

**00 – Balance Sheet
1X – Institutional Support
2X – Student Services
3X – Fringe Benefits
4X – Resident Instruction
5X – Academic Support
6X – Public Service
70 – Special Items
71 – Auxiliary
75 – Agency
8X – Restricted
9X – Foundation**

The first four digits further identifies the Division or further grouping in which a department belongs.

Example:

**4005 Access Division
4011 Behavioral Sciences
4012 Business Division**

See Section VI for a complete listing of Departments.

5. Object

The six digit Object number can be broken down into five separate groupings.

**G/L Class – the first digit
1 – Assets
2 – Liabilities
3 – Fund Balances
4 – Revenues
5 – Expenditures**

The next five digits represent further breakdown of the Object.

1 – Asset

10 – Current Assets

101 – Cash and Cash Equivalents

1011 – Demand Accounts

101000 – Primary Cash Account

See Section VI for a complete listing of Objects and Departments.

V. BUSINESS OFFICE PROCEDURES

A. Receipts

All monies for the college are received at the Business Office, except for the locations at the Moore County Campus and the Hereford Campus. Monies for these campuses are deposited into their local banks. The following procedures explain the initial receipting of the money and how it is recorded on the Daily Posting Report, how it goes through the accounting system and then eventually being posted to the General Ledger.

1. Receipting by Cashier

A tuition receipt, general receipt, deposit receipts and sponsor receipts must be made for all monies received by the college. A tuition receipt is prepared for all tuition and fees at the time of payment. A general receipt is prepared for all other income received. A deposit receipt is prepared for any deposits made for housing. A sponsor receipt is prepared for all billings done to an outside entity. Detailed procedures for preparing these receipts are in the Cashiers Procedures Manual. All receipt information is entered on the computer by the cashiers or various counter staff.

2. Daily Cash Reconciliation Report

Each cashier or counter staff balances their cash drawer after the end of the day's business and prepares a deposit slip. The cashiers balance to a CR SESSION RECONCILIATION REPORT generated by the computer that recaps the transactions for the day for each individual teller station. The Accounting Supervisor – Income or Business Office staff prepares a Bank Deposit Report from the cashier's CR SESSIONS RECONCILIATION REPORT and balances the total cash for that day to the total of all CR Sessions Reconciliation Report.

3. Bank Deposits

Daily deposits are prepared by each cashier or counter staff. Daily deposits are gathered in the Business Office by the Accounting Supervisor-Income or Business

Office staff. All the deposits are delivered to the bank by Amarillo College Campus Police. All monies received each day are deposited in the Local Maintenance account unless otherwise specified. Direct deposits to operation accounts can be made at the discretion of the Director of Accounting to facilitate investment of surplus funds.

4. Daily Log

Accounting Clerk III enters the total of summary of Daily Cash Receipts and Daily Credit Card Totals on a daily spreadsheet that is given to the Accountant to be used for reconciling bank and credit card statements.

5. Monthly Bank Balancing

The accountant in charge of balancing the bank statements does so each month. The daily deposits, credit card transactions and miscellaneous banking transactions are balanced back to the General Ledger for each bank account held by the College. These reconciliations are then reviewed by the General Accounting Manager.

6. Computer

A computer transaction file for tuition, fees and any other monies collected at the college at a cashier station or by a computer staff is prepared daily.

7. Daily Business Office Files

Any receipt with significant backup is gathered and filed in the Business Office file room. (Not all receipts are printed and filed. Access to reprint these receipts is available and may be reprinted at any time).

8. Daily Posting Reports

The computer gathers all information entered through the AR/CR Module and generates all transactions that will be posted for the following:

IGLP: Register report of all invoices generated for a specific date is run in report mode. This file is copied to the AR Posting file that is accessible by everyone in the Business Office as a read only file. After the file has been copied, this report is processed in Update mode for invoices from the register to post to general ledger. This file is also copied to the AR Posting file.

CGLP: Register report of all cash receipts generated for a specific date is run in report mode. This file is copied to the AR Posting file that is accessible by everyone in the Business Office as a read only file. After the file has been copied, this report is processed in Update mode for cash receipts from the register to post to general ledger. This file is also copied to the AR Posting file.

FGLP: Register report of financial aid transactions to student accounts generated for a specific date is run in report mode. This file is copied to the AR Posting file that is accessible by everyone in the Business Office as a read only file. After the file has been copied, the report is run in Update mode for financial aid transactions from the register to post to general ledger. This file is also copied to the AR Posting file.

DGLP: Register report of deposits received for dorms or housing for a specific date is run in report mode. This file is copied to the AR Posting file that is accessible by everyone in the Business Office as a read only file. After the file has been copied, the report is run in Update mode for deposits received from the register to post to general ledger. This file is also copied to the AR Posting File.

SGLP: Register of corrections for all sessions for a specific date is run in report mode. This file is copied to the AR Posting file that is accessible by everyone in the Business Office as a read only file. After the file has been copied, the report is run in Update mode for corrections for all sessions from the register report to post to general ledger. This file is also copied to the AR Posting file.

Posting reports are generated daily by the Accounting Clerk III in the income department. Reports are checked for any errors that may occur and corrected as soon as possible.

After these reports are run, Accountants run a report (PGLT) to actually post these report totals to the general ledger. Transfer drafts are approved and signed by the Business Office Manager and Director of Accounting or Cash Management Coordinator.

9. Student Awards and Refunds

Awards and refunds are processed based on the credit balance on a student's account. These credit balances could be for loan, scholarship, overpayments or for dropped or cancelled courses for a specific term. These refunds or awards are processed as per schedule that is determined by the Business Office and Financial Aid office for loans and scholarships. All other refunds are processed after the last refund period is over. Tuition and fees paid directly to Amarillo College by a sponsor, donor or scholarship shall be refunded to the source rather than directly to the student. Tuition and fees paid by a credit card will be refunded back to the original credit card.

10. Payment Plans

Students can sign up for the AC Alternative Payment Plan. These are signed at the time payment is collected. Payment is due at the time of enrollment for the payment plan. Amount due is 50% of tuition and fees plus a \$20.00 non-refundable administrative fee. The balance is then divided by two more payments that are due prior to the 6th week of the semester and prior to the 11th week of the semester. If these payments are not met, then a \$15.00 payment plan late fee is assessed for each late payment to the balance of a student's account. Students with a financial aid credit balance will have the balance of their payment plan paid for before any refunds are sent to student.

11. Sponsors

Sponsors and sponsorships are set up in the Business Office and maintained by either one of the two Billing Specialists. These accounts are set up, kept and billed in the Business Office. All billings and payments are processed in the Business Office. All counter staff have access to enter students into sponsorships, but the sponsor must be maintained by the Business Office.

12. Deregistration

Deregistration of students for non-payment is done after the last day to pay for advanced registration. Students with pending financial aid will be excluded from the initial deregistrations process and will be deregged after a date set by the Accounting Clerk IV and Income Supervisor. A daily deregistration is done after that date. A list of students that enroll in courses and fail to pay for these courses will be sent to the Registrar's Office to be deregistered from these courses.

13. 1098-T's (IRS Tax Forms)

These forms are prepared by the Accounting Supervisor – Income with help from the ITS department. Prior year files are purged and a new file for the new tax year is prepared. Tax forms are then run, printed and sent to students that are qualified to receive these forms. A file is sent electronically to the IRS for processing. Students can also view and print their 1098-T on line by logging into WebAdvisor.

14. Check Log

Process for all checks received in the Business Office: Checks are received via US mail, interdepartmental, in-person.

The Sr. Staff Assistant logs checks into a spreadsheet located on J:\BUS-OFF2 where there is a folder named to correspond to current fiscal year. The Payer name, amount, check number, date of check and date received are entered into the spreadsheet. Checks are then forwarded to Cashiers for receipting. In some cases, checks are distributed according to the purpose of

payment, i.e., tax revenue to Director of Accounting; scholarship payments to Accounting Clerk, etc. Occasional special circumstances require investigating proper handling and/or forwarding of check.

The check log is used to make sure all of the checks have been receipted into the computer system in a timely manner.

B. Disbursements Procedures

1. Requisitions and Purchase Orders

The Disbursements Accounting Supervisor or Disbursements Accountant receives the online requisitions from the various departments for approval. **For restricted (grant) accounts, all requisitions must be approved by the Grant compliance officer and grant accounting to ensure that all requirements for the grant are met.** Once approved, the requisitions are pulled over in the Purchasing department to create Purchase Orders. They also receive Request for Payment, MRs from the Physical Plant and bookstore payments. Purchase Orders are required to be generated via the Datatel Colleague system. Exceptions to this procedure, along with procedures on the Colleague requisition process, are cited in the Accounts Payable Policy and Procedures Manual.

The Colleague system verifies funds availability and the approvers verify account information and detailed information in regards to the request. If approval is granted, the requisition is approved and sent electronically to purchasing to be assigned a purchase order number. Please refer to Accounts Payable manual under on-line approvals regarding policy classes. Request for Payments are routed to the appropriate Business Office Accountant and approved by their manual signature before they are vouchered.

2. Accounts Payable

All payments by check or direct deposit to any vendor must be done in the Colleague system via the Voucher system. (This includes bills, requisitions, travel expenses or monies due to a student). All Requisitions

are vouchered and printed in hard copy by the Accounting Clerks; to be verified for accuracy (vendor name, account numbers, amounts, etc.) by the Disbursements Accounting Supervisor or Disbursements Accountant and approved for payment. Each voucher must balance the amount to be paid against the amounts charged to General Ledger account numbers. Capital purchases are checked for proper object codes and capital identification in the Colleague system.

3. Daily Disbursements Run

- a. AP Checks and direct deposits (by ACH file) are run on Mondays, Wednesdays, & Fridays. The Vouchers are grouped together and a report is generated in Datatel to check that all vouchers approved are included in the check run. The Disbursements Accountant selects which AP types to issue checks for. After the vouchers are checked, the Disbursements Accountant prints the checks and creates the ACH file using Colleague. The printed checks are prepared for distribution by the Accounting Clerks. Checks and direct deposits over \$5,000.00 are checked and initialed by the Vice President of Business Affairs with the Business Office Manager as backup. After the checks print successfully, the Disbursements Accountant posts the check run to the General Ledger and a check register and/or ACH file register is printed. The check copy is stapled with the voucher and backup and filed. Detailed instructions are identified in the Accounts Payable Policy and Procedures Manual under *Check Runs – All*.**
- b. Student Award & Refund Checks are run on Tuesdays & Thursdays. The Income Accounting Clerk or the Income Supervisor informs the Disbursements Accounting Supervisor or Disbursements Accountant when student refund vouchers are ready to be paid. The number of vouchers and total amount to be paid are verified with the Income Accounting Clerk before printing. Once this step is verified, the Disbursements Accountant issues the checks and creates the**

ACH file following the same procedure described in “a” above. Detailed instructions are identified in the Accounts Payable Accountant Procedures Manual under *Check Run – Financial Aid and Check Run – Refunds.*

- c. Credit card refunds are run on Tuesdays & Thursdays. The Income Accounting Clerk or the Income Supervisor informs the Disbursements Accounting Supervisor or Disbursements Accountant when credit card student refund vouchers are ready to be paid. The number of credit card refund vouchers and amount to be paid are verified with the Income Accounting Clerk or the Income Supervisor before posting for electronic transfer using Colleague. Detailed instructions are identified in the Accounts Payable Accountant Procedures Manual under *Credit Card – Refunds 003 & Housing 004.***
- d. Payroll Closing Checks are run as needed. A Payroll Employee brings a tape total of vouchers to be paid to the Disbursements Accounting Supervisor or Disbursements Accountant so they may issue the checks on the necessary day. A report is generated and verified with the tape for the amount to be paid. Once this amount is verified, the Disbursements Accounting Supervisor or the Disbursements Accountant issues the checks. The checks, check copies and check register report are given to Payroll.**
- e. Amarillo College Foundation checks are run on Tuesdays & Thursdays. The Vouchers are grouped together and a report is generated in Colleague to check that all vouchers approved are included in the check run. The Disbursements Accountant selects the proper AP type to issue checks for. After the vouchers are checked and approved, the Disbursements Accountant prints the checks using Colleague. The printed checks are prepared for distribution by the Disbursements Accountant. After the checks print successfully, the Disbursements Accountant posts the check run to the General Ledger and a check register is printed and given to the Director**

of Accounting. Checks over \$5,000.00 are checked and signed by an Amarillo College Foundation Officer. The check copy is stapled with the voucher and backup and filed in the storeroom. Detailed instructions are identified in the Accounts Payable Accountant Policy and Procedures Manual under *Check Run – Foundation*.

- f. Internal Transfer checks are run on Mondays, Wednesdays & Fridays. Disbursements transfers expenses to proper departments utilizing the AP check system. Some examples: Bank Card expense assignments, Bookstore Materials Requisitions (MRs), Print Shop charges, etc. They are expensed internally within Amarillo College. When AP receives the documentation detailing the amounts to transfer, a voucher is created moving expenses to necessary accounts and crediting another account. These vouchers are processed with the checks in “a” above and the printed “\$0.00” check is shredded. The check copy is stapled with the voucher and backup and filed in the storeroom. Detailed instructions are identified in the Accounts Payable Accountant Procedures Manual under *Check Run – A/P*.

All checks, unless otherwise instructed, are distributed by the U.S. Postal System.

4. AP Balancing to the General Ledger

At the end of each day at 4:00 p.m., Disbursements informs the Cash Management Coordinator that disbursements for that day are complete and that they can send the check file to the bank. After vouchering is finished for the day, a member of Disbursements runs a query to list all outstanding vouchers that have not yet been paid. This report is saved for balancing to the GL the next morning.

An accountant under the General Accounting Manager posts all transactions to the GL after business hours that day. The following morning, the Disbursements Accounting Supervisor runs a General Ledger Trial Balance, to balance the General Ledger control account

with the Outstanding Vouchers list. Procedures for this are outlined in the Accounts Payable Policy and Procedures Manual.

5. Travel Authorizations & Travel Expense Statements

Accounts Payable oversees travel for Amarillo College. Completion of a Travel Authorization form approved by the appropriate supervisor/division head/Cabinet member must be on file with the Business Office before travel starts. Travel expenses incurred with grant or contract funds require completion of a Travel Authorization approved by the coordinator of the grant and by the Grants Office of the Business Office. The Travel Expense Report must be approved in the same manner. Once the approved Travel Authorization is received by Disbursements, the Disbursements Accounting Clerk will create a voucher(s) for any necessary expenses that require payment in advance. Examples are: conference registration fees, airline reservation fees, hotel reservation fees, etc. A travel advance check or direct deposit may also be issued to the traveler to help cover expenses that cannot be prepaid, such as meals, parking, etc.

All travel expense reports should be approved by the budget officer responsible for the account from which the funds are budgeted/expended. The approver will forward the report to the Accounting Clerk in the Business Office for processing. If any expenses are owed, a voucher is created to pay the Traveler, less any cash advance received. If no more expenses are owed, the Travel Expense Statement is filed with the original Travel Authorization. Policies are outlined in the *Travel Policy* available on the AC Website.

6. Processing 1099 Income Tax Forms

Reports are generated via the Colleague system beginning the mid-part of November and concluded through December 31 by IST Colleague Financials Programmer. Reports are analyzed by the Disbursements Supervisor for selection of vendors meeting the dollar amount qualifications set by the Internal Revenue Service for 1099's. Once the selection has been made, the vendor information and amount

calculations are validated or corrections made. The actual 1099misc is prepared in laser format with the assistance of the IST Colleague Financials Programmer. The 1099misc forms are sent out by the Disbursements Supervisor to the vendors selected and are post-marked no later than January 31. Required documentation is sent to the Internal Revenue Service by certified mail and is post-marked no later than February 28. Detailed instructions are found in the Accounts Payable Policy and Procedures Manual – labeled *1099s Preparing & Processing*.

7. Petty Cash Fund

A Petty Cash Fund of \$3,000.00 is handled in the Accounts Payable area. Reimbursements are made by the Disbursements Accounting Clerk with the Disbursements Accountant serving as a backup. Monies are reimbursed to individuals in various departments after receipt of signed documentation from the appropriate budget officer approving the disbursement, along with the signature of the person receiving the cash. Once a week the Disbursements Accounting Clerk enters a voucher to assign the expenses to the departments and a check is issued to replenish the Petty Cash Fund. The Policy is outlined in the Petty Cash Policy available on the AC Website.

C. Payroll

As information is received from Human Resources by the Payroll Office, it is keyed into Colleague and filed in the proper folders in preparation for payroll processing. One-time payments such as retro pay and overload are paid as stipends on the appropriate payroll.

1. Bi-Weekly Payrolls

- a. On Monday of payroll week, Payroll will enter all time sheets received. The Positive Time Discrepancy Report is run to determine if there are missing time sheets. Employees/Supervisors are contacted regarding missing time sheets. When all time sheets have been entered, the Pay Period Hours Report is run to balance total hours.

Once hours have been balanced, time records are generated and the register is run to check deductions. Corrections, changes and additions are made if necessary and a final run is printed and saved. When the Computer Center is finished creating the file for payroll advices employee time history is updated and payroll is posted.

- b. Student time sheets are due in the Payroll Office the same time as bi-weekly. College Work Study hours are compared against financial aid award and changes made as necessary. Time is entered and hours balanced using the Pay Period Hours Report. Time records are generated and the register is run. Corrections are made and a final run is printed and saved.

When the Computer Center is finished creating the file for payroll advices, employee time history is updated and payroll is posted.

2. Monthly

a. Regular Monthly Payroll

When Human Resources has completed data entry for new hires and updated leave plans, monthly time records are generated and a register is run. The prior months' gross wages is the starting point to balance the monthly payroll. Using a spread sheet and the previous month's gross wages enter the amount of any changes to the previous month's payroll. When the spread sheet gross wages and the register gross wages agree the payroll is balanced. Any corrections or additions are made and a final register is run and saved.

When the Computer Center has completed creating file for payroll advices, employee time history is updated and payroll is posted.

b. Overload and Supplemental Payrolls

Each semester instructional departments enter information for all classes. This creates the Faculty Overload & Part-time Report (XCSFR01). This report is

reviewed and classes are verified by the Office of the Vice President of Academic Affairs.

Human Resources generate stipends from the approved report and run the Stipend Overload & Part-Time Pay Report (XCSFR02). This process divides and spreads load hour pay over the months to be paid. These stipends will pay along with the monthly payroll. The total load hour wages for each month should be included on the spread sheet to balance the monthly payroll.

c. Clock Hour Payrolls

Clock hour instructors are paid on the 10th of each month for time worked during the previous month. Payroll enters time records for each time sheet and run the Pay Period Hours Report to balance hours. The payroll is completed using the same procedures as the Bi-Weekly and Monthly payrolls.

If a monthly classified or administrative employee starts work on the first day of the month or resigns at the end of the month, they are paid a full month's pay. If not, we pay by duty days for the year. Annual salary divided by 260 duty days (schedule may vary) = daily rate.

$2\frac{1}{2}\%$ Fringe Benefit = $2\frac{1}{2}\%$ of annual salary to be paid for the year divided by number of pay periods (either 24 bi-weekly or 12 monthly).

Faculty daily rates are calculated on the nine month base, same procedure as classified.

Nine month base divided by 180 days = daily rate
Full fall semester or full spring semester = $\frac{1}{2}$ nine month base

Total salary divided by months to be paid = monthly salary. The Human Resources Manager may need to verify number of duty days that will be worked. Emergency hire for only one semester may be paid through May.

Information provided by payroll is used by the General Accounting Manager to create JE's to record the payments of

payroll taxes, ERS, TRS, ORP, AFLAC, TexSaver, Child Support, Manual Deposits and Retiree Match payments.

D. Cash Management

Cash management can be defined as the maximum use of temporarily available cash for short-term investment. The Vice President of Business Affairs is responsible for cash management at the College. The Director of Accounting assists the Vice President of Business Affairs by analyzing the receipts and disbursements of the college, recommending what should be invested, and handling the mechanics of investments in accordance with the Amarillo College Investment Policy. Investments are layered to have funds maturing on a regular basis.

1. Spreadsheets and Accounting Records

The Director of Accounting maintains a cash position spreadsheet to reflect the day-to-day balance for the college bank accounts. They also maintain an investment and securities spreadsheet. These spreadsheets must balance to the General Ledger which is the college's accounting record of the year-to-date activity of the various college accounts. The A/P Checking account is a zero based account. Funds are moved by the bank from the Local Maintenance account daily to cover checks cleared on the A/P Checking. The bank balances of the various funds are used to determine excess funds available for investment. The Director of Accounting estimates when excess funds will be needed in the college operating accounts and recommends investing for the best return possible, keeping in mind when the proceeds from the investment will be needed.

2. Mechanics of Investments

If it is determined that excess funds are available in an operating account, the Director of Accounting can recommend the type and length of the investment.

- a. Short term investments will generally be made to TEXPOOL to keep daily operating money invested, but available. The Investment Policy states the amount, as a percentage of total investments, to be maintained in TEXPOOL. If the investment is in TEXPOOL, a wire

transfer is initiated by calling the bank and requesting a wire transfer to be made from the bank operating account to the matching TEXPOOL account. The wire deposits and withdrawals are also input on the TEXPOOL internet site. The Director of Accounting initiates the deposit or withdrawal and the Cash Management Coordinator inputs the transaction on the TEXPOOL internet account and calls the bank to wire the money. In the absence of one, any deposit or withdrawal must be signed off on by another administrator in the Business Office. A journal entry is prepared to record the TEXPOOL deposit or withdrawal.

- b. If it is determined that the funds can be invested in a security, the Director of Accounting contacts the investment consultant, with the fund, amount and term of the investment. The investment consultant obtains a trade ticket for a security within the guidelines of the investment policy. The trade ticket is faxed to the college to be signed by the Director of Accounting or the Vice President of Business Affairs. A copy of the ticket is also faxed to the college depository bank for settlement from the college bank account. A letter to the bank is prepared describing the investment, amount, account being charged, maturity date and settlement date. The letter must have two signatures of the following:

1. President of the College
2. Vice President of Business Affairs
3. Business Office Manager

After the letter is signed, it is sent to the bank as authorization to purchase the security. The Director of Accounting also calls the accounting department of the bank to make certain the fax was received and the right bank account is charged. The depository bank will send a book entry confirmation from the safe keeping bank a few days after the trade. The investment consultant will also send a trade confirmation. A journal entry is prepared to record the investment purchase.

- c. Funds may also be invested in a Certificate of Deposit or CDAR. The Director of Accounting will call the bank

with the amount and term of the investment and will obtain a rate quote from the bank. An investment letter will then be prepared stating the account to be charged, amount of the Certificate of Deposit or CDAR, term and interest rate. The letter must be signed by two persons from the same list as the security investment. The signed letter is sent to the bank to authorize the bank to debit the bank account to purchase the Certificate of Deposit or CDAR. A copy of the Certificate of Deposit or CDAR and withdrawal slip is then sent to the Director of Accounting. A journal entry is prepared to record the investment.

- d. Maturing investments are studied to determine what portion, if any, is not needed by the operating account from which the investment is made. Any excess funds are reinvested. The mechanics for reinvesting funds are the same as above. A journal entry is prepared to show the maturity of the investment, interest earned and purchase if reinvesting.

E. Internal Audit Policy and Procedure

Policy

It will be the policy of Amarillo College to follow these internal audit procedures in order to establish better control; including complete control of all funds, the assurance that proper accounting procedures are established and are being followed, and that all policies of the College are enforced. Responsibility for the installation and performance of this policy rests with the Vice President of Business Affairs or his representative.

Procedure

Listed below are those areas which will be audited. This list may be edited as changes occur. Each is to be audited a minimum of three times a year. A Business Office Accountant will set up and perform the audits along with several other Business Office personnel. After the audits are completed, the worksheets are turned in to the Grants Manager. A log will be maintained in the Business Office by the Grants Manager listing each of these areas and the date that the audits were performed.

Cash Funds – Each area that has any cash funds will have a written policy governing how the funds are to be maintained. All cash funds of any type are to be counted and verified. This includes change funds, cash register funds, and petty cash funds. A worksheet is to be prepared showing the count by number of loose and wrapped currency which is then extended into the Total column. Checks and/or vouchers will be listed separately or a calculator tape attached with total. The worksheet should show the total of the count and be compared to what the balance is on the AC books. The worksheet will be signed by the individual doing the audit and the person responsible for the fund. For the petty cash fund, there will be supporting receipts for the expenditures and proper approval on them. Below are those areas that have a cash fund on hand:

Washington St. Business Office	Cashier's Change Fund Petty Cash Fund Income Supervisor Fund
West Campus Business Office	Day Fund Change Fund Petty Cash Fund Financial Aid Fund
Bookstores (WSC, WC)	Cash Register Fund Petty Cash Fund Scantron Vending Machine (WSC)
Dental Clinic	Change Fund
Physical Plant Testing Center	Petty Cash Fund Change Fund
Carter Fitness Center & Gym-EC	Cash Register Fund
Student Assistance Center (WSC,EC)	Cash Fund (Supervisors) Petty Cash Fund Cash Drawers
Moore County and Hereford	Cash Fund Petty Cash Fund

English Department

Change Fund

Lynn Library (CAI Lab & Book Fines) Change Fund

In addition to auditing the cash accounts, physical checks (those given to the college when the accounts were opened) for the following accounts are kept in the vault in the Business Office and counted during each Business Office audit:

- Bond Proceeds
- A/P checking
- AC Credit Cards
- Revenue Bond Int. & Sinking
- Revenue Bond Reserve Fund

F. Inventory Policy

Policy

All equipment (instructional, office, classroom, and other equipment) are tagged and entered in the Fixed Asset system using the following guidelines.

1. The equipment is moveable;
2. The useful life is two or more years;
3. The cost of the individual item is greater than or equal to \$500.00 for computer hardware; \$1,000.00 for all other equipment; all firearms regardless of cost and library books.

Only items with a value of \$5,000 or more and useful life of two or more years are capitalized and depreciated. Donated items are entered into the system once the fair market value has been determined but also meeting the guidelines listed above.

The Accountant and Fixed Asset Inventory Specialist will enter any changes, additions, or disposals as notified by proper usage of forms. The Fixed Asset staff will conduct inventories of all fixed assets at least every two years preferably every year. As the inventory is being conducted, we will ask where items are if they are on their listing but not found in their department.

Procedure

1. Equipment Purchases

- a. Each equipment purchase starts with the requisition phase identifying vendor of choice with information about the equipment and costs. The requisition phase will also check for a budget approval.**
- b. After the requisition phase, it is converted to a purchase order which goes to the vendor of choice.**
- c. Once the equipment is received, a voucher will be issued to pay the vendor.**
- d. The accountant, who processes vouchers, brings those that he/she thinks may meet the capital criteria to the Manger of General Accounting to verify that the “Fixed Assets” code and GL code are correct.**
 - i. The Fixed Asset Code is an indicator that pulls the voucher into the “FAIL” which the fixed asset staff used to enter the data into the Fixed Asset System.**

2. Tagging and Recording of Fixed Assets

- a. The Fixed Asset Inventory Specialist keeps a log of all assets that are tagged. The log contains the property control number, description, serial number, department, location and purchase order number.**
- b. The Accountant or Fixed Asset Inventory Specialist will assign a number and tag the new equipment when notified by the department or when the FAIL report is generated in the Fixed Asset System.**
- c. The FAIL report is generated at least weekly to show the new items that have been purchased. It is compared to the log to match up what has been already tagged.**
- d. Once the FAIL report and the log have been compared, the Fixed Asset Inventory Specialist will enter it into the Fixed Asset system thru the ASST screen. On the ASST screen, the property control number, asset type, asset category, description,**

building, room, department, model, serial number, and steward are assigned. Additional screens will record the cost, acquisition date, useful life and any other pertinent information.

3. **Balancing Fixed Assets Equipment report to General Ledger**

- a. At month end, a Fixed Assets Equipment report is printed. It is compared to what is in the general ledger. The reports are reconciled to each other by asset ID and GL code. Notations are made on both reports. Any discrepancies found are corrected before capitalization process takes place. The Accountant will look at where it is expensed in general ledger and how it is classified on the equipment report making changes as necessary.
- b. Disposals are handled by the Accountant. The Accountant will enter on ASST screen a disposal date and add other pertinent information from the approved disposal form and remove the information that hinders the process. The Accountant then performs the disposal process in Fixed Assets.
- c. Once all discrepancies are resolved, the capitalization process starts. A review is made again to check for any problems.
- d. After the Disposal and Capitalization processes, Depreciation process is started. A review is done again to check for any problems.
- e. The general ledger and queries are run to balance the additions, disposals, depreciation, and total assets to correct General Ledger accounts.

4. **Forms**

The primary user is responsible for maintenance of equipment and/or property. The following forms are available for use by the primary user.

- a. **Equipment Transfer Forms** – This form is used when equipment other than computer (see Computer Equipment Transfer/Disposal form for more

information) is being transferred between departments. The department requesting the transfer of items will fill out the form. The instructions and forms are located on the internet. The transfer form will be sent to the correct department for movement (such as custodial for moving of equipment or User Support for movement of computers and related items) by the Fixed Asset Inventory Specialist. The transfer will be entered into the Fixed Asset system after all the signatures have been obtained. Then all the copies are filed in the Business Office.

- b. **Equipment Disposal Form** – This form is used when the College no longer needs the equipment. The instructions and forms are located on the internet. The department wanting to dispose of the asset fills out the disposal form. The Accountant will make sure all signatures are obtained and it has gone to the auction company before recording it as a disposal in the system. If any item has been stolen, an incident report needs to be filed with the AC police dept. noting that on the disposal form. All copies are filed in the Business Office.
- c. **Computer Equipment Disposal/Transfer Form** – This form is used exclusively for computer or electronic equipment (i.e. T.V.'s, VCR's, computers, computer hardware, printers, projectors, etc.). Upon receipt by Business Office, these forms are delivered to IT for their determination as to whether the item is to be transferred or disposed. The forms are then returned to the Business Office for processing in the same manner as transfer or disposal forms as determined by IT.
- d. **Donation Form** – This form is used when items come to the college in the way of donation/gift. The instructions and forms are located on the internet. The department receiving the donation fills out the donation form. The Accountant will make sure that all department and Vice President of Business Affairs signatures have been obtained then enters into the system if the fair market value of the item meets capitalization guidelines. It is the responsibility of the receiving department to send a thank you to the

donating company. All copies are filed in the Business Office.

G. Budget

The College is required to file its approved annual budget by December 1st of each fiscal year with the agencies listed in the THECB's Budget Requirements and Annual Financial Reporting Requirements for Texas Public Community and Junior Colleges.

The budget process starts in January or February of each year with the Associate Dean of Finance meeting with the President and/or Cabinet to determine the criteria to be followed for the next fiscal year. Budget officers are then provided with a budget packet and they complete budget request forms in March. The President's cabinet reviews the requests and it is their responsibility to develop a plan to balance the budget as well as make recommendations for possible raises, increased tuition and or tax rate changes.

A budget workshop is held during the summer to present preliminary information on the budget to the Board of Regents and to get their input on how to complete the process – i.e. how to handle raises and property tax rates.

During the month of August the Board of Regents meets to discuss the tax rate, hold hearings if required and adopt the budget and set the tax rate.

H. Audit

The College is required to have an annual fiscal year audit. Independent Auditors perform the audit for the college. Field work is performed by the auditors and the audit is presented to the Board of Regents for approval in November. The audit is filed with the appropriate agencies as listed in the THECB's Budget Requirements and Annual Financial Reporting Requirements for Texas Public Community and Junior Colleges by January 1.

Office of Vice-President of Business Affairs

