Tuesday, November 16, 2004

General Sessions:
9:10 – 10:00 a.m.  **Higher Education Update** *(Washington Lecture Hall)*
Mr. Dwight Shelton, the Vice President for Budget and Financial Management at Virginia Tech will discuss current issues in the higher education arena.

10:20 a.m.– 12 noon  **Mastering Self-Leadership** *(Washington Lecture Hall)*
Dr. Christopher P. Neck, Associate Professor of Management at Virginia Tech, will discuss leadership in general and recent advances in leadership approaches as he addresses the topic of "Mastering Self-Leadership". Self-Leadership, the process of leading oneself, is grounded in a simple yet revolutionary principle: "First learn to lead yourself, and then you will be in a solid position to effectively lead others."

Concurrent Sessions:
1:30 – 2:20 p.m.  **Bursar E-Commerce** *(Washington Lecture Hall)*
E-Commerce issues and solutions will be explored in this session such as receiving electronic funds from students and presenting student bills electronically. The speaker will be Timothy C. Ramsay C.P.M., the Assistant Vice President of Computer and Network Services for the University of Miami.

**International Taxes Roundtable** *(Harrison/Tyler)*
Terri Crowl, Assistant Director for Taxation at George Mason, and Roberta McLoughlin, Payroll Manager, at William & Mary, will lead a roundtable discussion on international tax issues that impact payroll and/or accounts payable. Send topics for discussion to Terri Crowl (*tcrowl@gmu.edu*).

**Financial Statement Development-Cash to Accrual** *(Wilson)*
Linda Dorsey, Director of Financial Reporting at VCU will host a roundtable discussion on the preparation of cash to accrual basis financial statements. The discussion will focus on the approach used at VCU and the other state colleges and universities to accumulate and compile the data for financial statement preparation. Please forward discussion items to Linda Dorsey at *ltdorsey@vcu.edu*.

**eVA Roundtable** *(Monroe)*
Cathryn Mobley, Purchasing Manager at Central Virginia Community College will coordinate a roundtable discussion of eVa issues that higher education institutions are facing.
Tuesday, November 16, 2004

Concurrent Sessions:
2:30 – 3:20 p.m.  **Bursar’s Roundtable** *(Wilson)*
The Bursar's Roundtable will be presented in two sessions and will be the traditional roundtable discussion providing an open forum for topics. Send topics for discussion to Debbie Taylor *(mrgray@vt.edu)*.

**Small Purchase Charge Card Program** *(Washington Lecture Hall)*
Representatives from George Mason, University of Virginia and the Virginia Community College System, will discuss the way their SPCC programs work, including responsibilities of Purchasing and Accounts Payable staff, review of cardholders purchases, and posting charge card activity.

**Study Abroad Issues** *(Harrison/Tyler)*
Vicki Hudson, Controller at James Madison University will facilitate a discussion on Studies Abroad fiscal activities. Please send your suggested topics to Ms. Hudson at hudsonvp@jmu.edu.

**Endowment Management** *(Monroe)*
This session will be led by Jane Johansen, UVA’s Director of Investment and Tax Services. The presentation will focus on the endowment accounting and distribution issues experienced at UVA. A particular focus will be on distribution policy and its effects on institutional budgeting and funding.

3:35 – 4:25 p.m.  **Bursar’s Roundtable** *(Wilson)*
The Bursar's Roundtable will be presented in two sessions and will be the traditional roundtable discussion providing an open forum for topics. Send topics for discussion to Debbie Taylor *(mrgray@vt.edu)*.

**Training for Users?......What is That?** *(Washington Lecture Hall)*
Terry Butler and Charles Kidd will present UVA’s re-thinking of how to fill the knowledge gap of their 1700 decentralized users. This session will include Procurement issues as well as classes designed to teach users how to process travel and follow State policy.

**Banner Birds of a Feather** *(Monroe)*
Beth Brock, Controller, and Barbara Doane, Assistant Controller, at George Mason, will lead this session in traditional BOF style, with an emphasis on Finance and Grants. Updates from pre-release testing of the upcoming 7.0 release by George Mason will be included.

Dinner Speaker:
6:45 – 7:15 p.m.  **So it’s your Job – Lighten Up** *(Crystal Ballroom)*
Dr. Jerry Via, Assistant Dean for Instruction in the College of Science at Virginia Tech, will share his expertise on how to manage stress and priorities in everyday life situations and in the work environment.
Wednesday, November 17, 2004

Concurrent Sessions:
8:30 – 9:20 a.m.  Ethics for CPAs (Wilson)
Dr. Douglas E. Ziegenfuss, Professor of Accounting at Old Dominion University, will present a two-hour training course which covers mandatory ethics material required by the Virginia Board of Accountancy for the calendar year 2004 as contained in the Board's February 6, 2004 outline.

Management Reporting (Washington Lecture Hall)
Each school will be asked to share two of their best reports, generated from their own systems, that they provide either their Board or management. The hope is that all of us will walk away with some ideas for reports that might help us do our jobs more effectively or how we might be able to better inform our Board if we generated reports similar to those being generated by our peers.

Multi-State Payroll Tax Issues (Monroe)
Sandra Ianuzi, Assistant Controller for Disbursements & Payroll, will facilitate a panel discussion about Multi-State tax withholding obligations and Sovereign Immunity. Colleges/Universities that have Multi-State tax issues should consider volunteering for the panel. Please send name of volunteers to sianuzi@odu.edu.

9:30 – 10:20 a.m.  Payroll Roundtable (Harrison/Tyler)
Roberta McLoughlin, Payroll Manager from the College of William and Mary will facilitate a payroll roundtable to discuss current topics in the human resource and payroll areas.

Grants Management Roundtable (Monroe)
The Grants Management Roundtable will offer a forum to discuss current topics related to managing, reporting and accounting for grants, contracts, and sponsored programs activities. Send topics for discussion to Sarah Underwood (sunderwo@radford.edu).

Accounts Payable Roundtable (Washington Lecture Hall)
Accounts Payable Roundtable will be the traditional roundtable discussion providing an open forum for topics. Send topics for discussion to Terry Bulter at UVA through the focuspayables@vt.edu list serve.

General Session:
10:50 – 11:40 a.m.  Auditor of Public Accounts Update (Washington Lecture Hall)
Mr. William H. Cole, Deputy Auditor of Public Accounts will provide an update from the state auditor’s office.

CPE Disclosure
The learning objective of the Fall FOCUS meeting is to provide attendees with information useful to them in their positions within college and university fiscal operations. This includes updates on legislative and regulatory requirements, accounting principles and practices, and administrative systems and procedures. Prerequisites and advance preparations are not required. The teaching methods will be lecture and panel discussion. A maximum of 7 CPE credits will be awarded to attendees who complete a CPE Credit and Evaluation Form at the conclusion of the meeting.