CPE Disclosure
The learning objective of the Fall 2006 FOCUS meeting is to provide attendees with information useful to them in their positions within higher education fiscal operations. This includes updates on legislative and regulatory requirements, accounting principles and practices, and administrative systems and procedures. Prerequisites and advance preparation are not required. The teaching method will be lecture and panel discussion. A maximum of 9 CPE credits will be awarded to attendees who complete a CPE Credit and Evaluation Form at the conclusion of the meeting.

Tuesday, November 14
General Sessions

Team Building for Success
Jim Larranaga, head coach of George Mason University’s men’s basketball team, will discuss his philosophy and approach to building and leading a team. He will discuss the role the team leader must play in fostering a climate for communication, leveraging the skills each member brings to the team, and creating the synergy needed to achieve goals.

NACUBO Update
A representative from the National Association of College and University Business Officers will provide background information about the organization and explain the various ways it supports business officers in higher education. The representative also will describe some of the projects and development programs with which NACUBO is involved.

ARMICS
Randy McCabe, Assistant Comptroller of Accounting and Reporting at the Commonwealth of Virginia’s Department of Accounts, will discuss the upcoming Comptroller’s Directive on Agency Risk Management and Internal Controls (ARMICS).

Supplier Diversity in Higher Education
Bill Cooper, the University of Virginia’s Director of Supplier Diversity, will describe the successful efforts he has led to increase the University’s number of contracts with small, women and minority owned vendors. He will also discuss his strategies and data-based reporting and decision-making initiatives.

Concurrent Sessions

Concurrent Session One

A. Ethics for CPA’s
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 2006 calendar year. (Will be continued during Concurrent Session Two.)
**B. Accounts Payable Roundtable—General**
Laura Temple, Accounts Payable Specialist at the University of Mary Washington, will lead an informal discussion of various accounts payable topics to include:
- The GE MasterCard program and the role of accounts payable;
- 1099 issues associated with the GE MasterCard program;
- Prompt pay and Banner.
Please send suggestions for additional topics to ltemple@umw.edu.

**C. Bursar’s Roundtable**
Patrick Quinn, Director of Student Fiscal Services at George Mason University, will lead a discussion on topics of interest to the Student Accounts and Cash Office areas. Please send topic suggestions to pquinn2@gmu.edu. (Will be continued during Concurrent Session Two.)

**D. Payroll Roundtable/NRA’s**
Carmelita Holmes, VCCS Payroll Manager, will facilitate a payroll roundtable session to discuss current topics in the payroll area. Please forward discussion items to cholmes@vccs.edu.

**E. Budget Roundtable**
This session is a new track focused on budget development issues. The format will be a traditional roundtable discussion providing an open forum for topics of interest such as legislative planning tools, budget development processes, and the six-year financial plan.

**Concurrent Session Two**

**F. Ethics for CPA’s**
This session will be a continuation of Session A.

**G. Accounts Payable Roundtable—Travel**
Laura Temple, Accounts Payable Specialist at the University of Mary Washington, will lead an informal discussion of various travel issues to include:
- IRS regulations and DOA guidance regarding mileage reimbursement for moving and relocation;
- The allowable use of the GE MasterCard program for moving and relocation;
- How the program administrator for the Travel GE MasterCard program addresses offenses;
- Rules and regulations regarding lodging costs that exceed allowable rates;
- The commuting regulation for faculty during the summer and when school is not in session;
- Other travel concerns. Send topic suggestions to ltemple@umw.edu.

**H. Bursar’s Roundtable**
This session will be a continuation of Session C., providing an open forum for topics of interest to the Student Accounts and Cash Office areas.
I. IRS Update
Robert Architect, Senior Tax Law Specialist from the Tax Exempt/Governmental Entities at the IRS, will speak on current topics on 403(b), 457 plans and deferred compensation, including an update on regulatory activity and issues found during recent audits. Time will be provided for questions.

J. Banner Reporting/Reconciliations
Jesse Garland, Assistant Controller at Virginia State University, will lead this session, addressing VSU’s approach to producing the Statement of Net Assets, Statement of Revenues, Expenses and Changes in Net Assets, and Statement of Cash Flows. A brief discussion of the VSU Chart of Accounts and how it was designed to produce these statements will follow. The second portion of this session will be a discussion of VSU’s approach to preparing monthly CARS reconciliations. Examples of reports generated by the Banner system will be provided along with a discussion of the reconciliation process that allows for timely completion.

Wednesday, November 15
Concurrent Sessions

Concurrent Session Three

K. Financial Reporting Roundtable
Randy Sherrod, Controller at Longwood University, will lead a discussion of current issues affecting financial reporting. Topics will include SAS 112, DOA reporting requirements, changes made at each university to address the APA’s request for more in-depth MD&A reports, and questions individuals may have about Fiscal Year 2006 financial statements. Please send questions and other financial reporting topics to sherrodrb@longwood.edu.

L. Accounts Payable Service Structure
There’s more than one way to organize the accounts payable function. Centralized, decentralized, a hybrid? Alphabetical by vendor, production assembly line, academic unit focused? Bill Hardiman, Director of Accounts Payable and Purchasing at George Mason; Sharon Rodgers, Director of Accounts Payable at James Madison; and Nancy Gruber, Accounting Services Manager at Virginia Tech, will briefly describe the AP service structure at their school, including why they chose their approach and its strengths and weaknesses.

M. Accounts Receivable Management
This session will be a panel discussion with representatives from William and Mary, James Madison University and the University of Virginia. Susan Petersen, UVa’s Accounts Receivable Manager, will lead the panel in a discussion about current issues and best practices in this area.
Concurrent Session Four

N. Auditor of Public Accounts Update
Mr. William Cole, Deputy Auditor of Public Accounts, will provide an update from the state auditor’s office.

O. 1099 Reporting
Ilan Glitten, President of Balance Consulting, will provide an overview of 1099 reporting for colleges and universities. Please send any questions or subject items that need to be provided to the speaker in advance to Nancy Gruber at looneyn@vt.edu.

P. Banner Student Accounts Receivable
The College of William and Mary will lead a roundtable discussion on the use of Banner student accounts receivable module. Pam Johnston, Bursar, and Barb Heberling, Manager of Student Accounts, will discuss their experience with the module and address systems considerations with the group. Topics will include refunding student loans (PLUS, ACH), reporting and aging quarterly accounts receivable, recognizing student receivables with collection agencies, acknowledging student responsibility for charges incurred, handling mandatory health insurance coverage and others.

General Session

Higher Education Management Standards and SAS 112
Bill Cole, Deputy Auditor from the Auditor of Public Accounts, and Tod Massa, Director of Policy Research and Data Warehousing at the State Council of Higher Education in Virginia (SCHEV), will discuss the new standards related to Restructuring and how the organizations plan to perform their certifications. In addition, Mr. Cole will discuss the new auditing standard, SAS 112, its likely affects on annual audits, and its potential effect on the Restructuring management standards.

*Attendance at these sessions is reserved for FOCUS members only.