SPRING 2001 FOCUS MEETING SESSION DESCRIPTIONS

CPE Disclosure

The learning objective of the Spring 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 method 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.

General Sessions

April 26, 2001
Motivational Speaker

Harold Wood, a member of the National Speakers Association, immediate past president of the Virginia Speakers Association and Virginia Tech alumnus will present the topic, "Juggling Success/Team Magic. " Harold Wood combines his amazing talent and motivational techniques with audience participation to create a unique art form."

Department of Accounts Update

Mr. William Landsidle, State Comptroller, will provide an update on activities at the Department of Accounts that will impact higher education. Attendees are encouraged to e-mail questions and topics to pfhall@nsu.edu

April 27, 2001
"Higher Education and the Political Climate"

Dr. Robert D. Holsworth, Director of the Center for Public Policy at VCU, will close out the meeting with an update on the political climate and the impact on higher education in Virginia as well as other timely political topics. Bob's presentations are timely and informative. If there are issues on which you would like to have Bob's comments please e-mail them to jasatter@vcu.edu

Concurrent Sessions

April 26, 2001
Web for Accounts Payable (Session A)

Topics to be discussed include use of the web in local area networks for authorized signature verification (signature cards) to allow Controller's office staff to verify signatures without leaving their workstation. Using the web to review procedures and issue the American Express purchase card. Also, using Microsoft Access to assign non-default funds and accounts to American Express purchase card transactions, to prepare journal entries, validate funds and accounts.

GASB Topic (Session B & E)

GASB 34/35, the new financial statement model, will be in effect for the year ending June 30, 2002. The presentation will consist of two sessions and is intended to highlight issues and questions regarding the implementation of the new model. The first session will focus on the preparation of the Statement of Cash Flows to include both the technical requirements and a simplified worksheet approach to the preparation. The second session will be a roundtable discussion of issues surrounding the new financial statements. Linda Dorsey and Jim Satterwhite will coordinate the sessions. Roundtable questions should be sent to ltdorsey@vcu.edu
**Bursar's Panel (Session C & F)**

The tradition of a roundtable session to review questions and answers from those interested in hot topics for college and university Bursars continues. This year we have increased the allotted time to allow for more discussion topics. Bruce Jenkins and Cathryn Mobley from Longwood College will lead the discussion. Attendees are encouraged to e-mail potential topics to bjenkins@longwood.lwc.edu or cmobley@longwood.lwc.edu

**Accounts Payable Roundtable (Session D)**

This session will be used for Accounts Payable staff to discuss imminent changes for the American Express purchase card resulting from the recent state audit. Also to be discussed are EDI vendor account payment distribution problems and any other subjects that arise prior to the FOCUS meeting.

**April 27, 2001**

**E-Procurement/Purchasing (Session G)**

The business concept of e-procurement and the methodology used by the state to contract for this system will be explained. The initial functionality and how schools might use e-procurement will be discussed. Potential for future development, including interfacing, integration and functionality will also be addressed.

**Payroll (Session H)**

The Payroll Roundtable discussion will concentrate on best practices for handling VSDP and implications of a second VSDP open enrollment, 401 (A) match company issues, payroll processing and tax issues resulting from the new compensation plan and other current payroll issues. The session will include group discussion and the opportunity to ask questions. Suggested topics should be forwarded to Tammy Woods at James Madison University at woodstm@jmu.edu