Spring 2006 FOCUS Session Descriptions
Hosted by The College of William and Mary

CPE Disclosure
The learning objective of the Spring 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 10 CPE credits will be awarded to attendees who complete a CPE Credit and Evaluation Form at the conclusion of the meeting.

Monday, May 8
General Sessions

Introduction and Update on Higher Education Restructuring
Mr. Samuel Jones, Vice President for Finance at the College of William and Mary, will start our Spring 2006 FOCUS conference with a few welcoming remarks and provide an update on higher education restructuring. The update will reflect 2006 General Assembly actions and the timetable for implementation.

General Assembly Update
Mr. Dan Hix, Senior Policy Director at the State Council of Higher Education for Virginia, will discuss 2006 General Assembly actions relating to Virginia higher education.

The Five C’s of Goals
Mr. Jim Ball from the Goals Institute will deliver an exciting presentation on effective ways to formulate and establish goals that will help in your business and personal lives. This program teaches leaders and managers how to create and communicate inspiring goals that move people to act and that motivate people to stay persistent and on track until they attain their goals.

Concurrent Sessions

A. Bursar’s Roundtable *
Ms. Linda Combs from James Madison University will lead a discussion and presentation on how to approach the issues of electronic billing and payments with your senior management; whether to use the JMU contract with InfiNET or put one out yourself, how electronic billing works, things to know before you decide to switch and how to make it work better once you do.

B. Auditor of Public Accounts—NCAA Agreed Upon Procedures
Mr. William Cole, Deputy Auditor of Public Accounts, will provide results from the latest NCAA agreed-upon procedure reports and information on how to prepare for the
next year. Included in this session will be common financial statement reporting issues found during the audit process.

**C. Accounts Payable Roundtable** *
Ms. Laura Temple, Accounts Payable Specialist, and Ms. Leigh Penn, Accounts Payable Manager at the University of Mary Washington, will lead this traditional FOCUS roundtable discussion of various accounts payable topics. Please send topics of interest to ltemple@umw.edu.

**D. Payroll Roundtable** *
Ms. Cheryl Sims, Payroll Director at George Mason University, will facilitate this roundtable discussion on topics of interest in the payroll area. Please send questions or issues in advance to Cheryl at csims1@gmu.edu.

**E. Bursar’s Roundtable** *
Ms. Linda Combs from James Madison University will lead discussion of numerous topics: departmental deposits, bank lockbox, decentralized invoicing, returned checks and cashiering issues to include counterfeit bills, safety and auditors.

**F. Financial Reporting Roundtable** *
This session will be a traditional roundtable discussion providing an open forum for topics related to financial reporting. Please send topics for discussion to Ms. Suzy Bledsoe at Radford University (sbledsoe@radford.edu).

**G. Credit Card Compliance**
All agencies are dealing with the recent credit card compliance requirements. NOVA Information Systems will join us to explain these compliance requirements and answer questions from conference attendees.

**H. Payroll Roundtable** *
This session will be a continuance of session D, providing additional discussion on topics of interest in the payroll area. Please send questions or issues in advance to Ms. Cheryl Sims at csims1@gmu.edu.

**I. Financial Reporting Roundtable** *
This session will be a continuance of session F, providing an open forum for topics related to financial reporting.

**J. Travel Roundtable** *
Ms. Laura Temple, Accounts Payable Specialist at the University of Mary Washington, will lead this traditional FOCUS roundtable discussion of various travel related topics. Please send topics of interest to ltemple@umw.edu.

**K. Lessons Learned—Data and Asset Security** *
Mr. Chuck Banner from the University of Virginia’s College at Wise and Ms. Kay Sommers from Virginia Commonwealth University, will lead a panel discussion on data
and asset security. Do we really know what kind of data might be stored on our campus, where it might be stored, and how it might be stored? Find out what others have discovered.

**L. Higher Education Restructuring**
Representatives from the College of William & Mary, University of Virginia, and Virginia Tech will discuss operational changes at their respective organizations resulting from restructuring.

**Tuesday, May 9**
**General Session**

**Department of Accounts Update**
Mr. David Von Moll, Comptroller for the Commonwealth of Virginia, will provide an update on new initiatives and recent developments at the Department of Accounts.

**Concurrent Sessions**

**M. Internal Controls 101/ARMICS**
Agency Risk Management and Internal Control Standards (ARMICS) is a proposed initiative by the Commonwealth’s Department of Accounts. Its basic concepts go by many different names—some have even termed it a sort of Sarbanes-Oxley for the public sector. ARMICS is not a new concept, but formalizes a lot of the risk management and internal control processes our organizations are already doing, or should be doing. Learn how ARMICS looks from an auditor’s perspective—that the initiative doesn’t have to be just a painful paperwork exercise, but can be leveraged to improve the accomplishment of your goals and help in compliance with a host of other standards and regulations. Mr. Deane Hennett, Internal Auditor at Old Dominion University, will be the presenter.

**N. Reporting Tool**
Mr. Dave Boling, Associate Comptroller for Financial Analysis at the University of Virginia, will demonstrate a new financial reporting and analysis tool which has streamlined and improved the University’s analytical abilities. Mr. Rick Seaman, Director of Financial Information Services at UVa, will be on hand to answer technical questions about the product.

**O. Update on GE MasterCard Program**
Ms. Valerie Smith, Department of Accounts Charge Card Project Analyst, will update the group on the program and provide a demo of the reporting system available through GE MasterCard. Time will be provided for questions.

**P. Report from Internal Control/Risk Assessment Sub-Group—ARMICS**
A panel discussion will be held to discuss the Department of Account’s proposed directive regarding Agency Risk Management and Internal Control Standards and University proposed policies and procedures to comply with the directive.
Q. Banner Schools Roundtable *
Mr. Randy Sherrod from Longwood University will lead this roundtable discussion on topics related to the implementation of Banner. Topics discussed during this session will include advice from schools that have implemented Banner, issues related to current implementation projects, effective test plans, pitfalls and accomplishments.

* Attendance at these sessions is reserved for FOCUS members.