Spring 2007 FOCUS Session Descriptions

CPE Disclosure
The learning objective of the Spring 2007 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.

Monday, May 21
General Sessions:

Welcome and Higher Ed Update- Dr. Elsie Barnes
Dr. Elsie Barnes, Norfolk State University, Vice President for Academic Affairs.

Department of Accounts Update- David Von Moll
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. Additionally, he will address specific concerns and issues raised by the group.

Pandemic Influenza: Planning for the Possibility
Colonel Bob Mauskapf, State Emergency Planning Coordinator with the Virginia Department of Health, will discuss some of the many complex issues surrounding the possibility of a pandemic influenza outbreak, planning efforts and the impact such an occurrence may have on the Commonwealth of Virginia and our colleges and universities.

APA Update- Walt Kucharski
Walt Kucharski, Auditor of Public Accounts, will update the group on the latest GASB and SAS pronouncements as well as other audit issues on the horizon for which we need to be mindful.

Concurrent Sessions One:

A) Accounts Payable Roundtable- Question/Answer session with DOA Representatives
Laura Temple, Accounts Payable Specialist at the University of Mary Washington, will lead an informal “question/answer” format session with two DOA representatives. The DOA representatives will be Donna Brown, Assistant Director of General Accounting, DOA and/or Fay Lion, Supervisor of General Accounting, DOA. Questions for clarity from the DOA representatives will include but are not limited to:

- The Enterprise Car Rental requirements and all associated regulations (gas reimbursement when the Mansfield card is not used);
- Using departmental credit cards for hotel and car rentals;
- Contracts that include “travel reimbursements” but the invoice from the company exceeds the state’s regulations
- The allowable use of the GE MasterCard program for moving and relocation
Send detailed questions or topics that you would like to discuss with the DOA representatives to Laura at ltemple@umw.edu

B) Bursar’s Roundtable*
Sandra Riggs, Bursar at Norfolk State University, will lead a roundtable discussion focusing on issues regarding Student Financial Services. Topics for discussion should be forwarded to Sandra at snriggs@nsu.edu.

C) Payroll Roundtable
Leisa Shelor, Virginia Tech Payroll Manager, will facilitate a payroll roundtable session to discuss current topics in the payroll area. Please forward discussion items to Leisa at shelorl@vt.edu.

D) Budget Roundtable
Michael Maul, Associate Director of Planning and Budget for Education, Transportation and Public Safety, Department of Planning and Budget, will respond to questions on the topic “everything you always wanted to ask your budget analyst.”

Concurrent Sessions Two:

E) Financial Reporting Roundtable*
Session moderated by Virginia Haiderer, Assistant Director, Financial Operations of the College of William and Mary. The session will be a roundtable discussion of reporting topics submitted by representatives from individual schools as well as topics from the FOCUS group meetings with DOA on the financial statement template.

F) Accounts Payable Roundtable—Travel and General Discussion about earlier session *
Laura Temple, Accounts Payable Specialist at the University of Mary Washington, will lead an informal discussion of the earlier session and also will discuss various travel issues to include:

- Further discussion of the Enterprise Car Rental and all of the regulations surrounding that requirement (gas reimbursements when the Mansfield card is not used);
- How the program administrator for the Travel GE MasterCard program addresses offenses and offenders;
- Recent audit write-ups
- Rules and regulations regarding lodging costs that exceed allowable rates;
- Other travel or general concerns.

Send topic suggestions to Laura at ltemple@umw.edu.

G) Bursar’s Roundtable*
Sandra Riggs, Bursar at Norfolk State University, will lead a roundtable discussion focusing on issues regarding Student Financial Services. Topics for discussion should be forwarded to Sandra at snriggs@nsu.edu.
H) Banner Payroll*
Cheryl Sims, Payroll and HRIS Director at George Mason, will lead a roundtable discussion focusing on tips and tricks for using the Banner Payroll system efficiently and effectively. Sample topics include key audit reports that should be developed locally in addition to configuration strategies. Additional ideas for topics should be sent to Cheryl at csims1@gmu.edu.

Monday, May 22

ARMICS Roundtable
This is a follow-up roundtable discussion to the ARMICS meeting held on February 27, 2007 at JMU.

Concurrent Sessions Three:

I.) Financial Reporting Roundtable
Session moderated by Virginia Haiderer, Assistant Director, Financial Operations of the College of William and Mary. The session will be a roundtable discussion of reporting topics submitted by representatives from individual schools as well as topics from the FOCUS group meetings with DOA on the financial statement template.

J.) Non-Student Accounts Receivable Roundtable
Jessica Anderson, Assistant Director of Treasury Operations at VCU, and Evelyn Ratcliffe, University Bursar at Virginia Tech, will lead a discussion about current issues and best practices in this area.

K.) Fixed Asset Panel Discussion*
Becky Saylors, Fixed Asset Manager at Virginia Tech, Randy Sherrod, Controller at Longwood University and Elena Vasilyeva, Director of Financial Reporting at GMU, will lead a discussion about current issues and best practices in this area. Send discussion items in advance to Becky at saylorsb@vt.edu.

General Sessions:

ARMICS
Ron Necessary from the Department of Account will provide a status report on the Implementation of Comptroller Directive 1-07 Agency Risk Management and Internal Control Standards (ARMICS).

Higher Ed Restructuring/Goal 11
James Alessio, Higher Education Restructuring Director, State Council of Higher Education, will discuss Institutional Performance Standards, with specific emphasis on the financial and administrative standards.

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