UNC COLLEGE OF ARTS & SCIENCES

Accounting Services Meeting Minutes
February 8, 2012

Stewardship Reviews
Tammy McHale, Senior Associate Dean for Finance and Planning

The Foundation and the Dean's Office will soon begin reviewing private funds with departments in order to create a renewed awareness of the importance of private support within the College and review fund usage against gift agreements and fund authorities. Please see the attached file, "Stewardship Review" for details.

Some key points

- Departments will receive a reference notebook, complete with copies of all gift agreements or original donor documentation regarding the gift.
- The Dean's Office will provide summary reports for the review.
- Departments will leave the meeting with a summary of goals and questions for a follow-up meeting.
- One department, per division will be reviewed each quarter, beginning with Geology, Art, and Political Science.

Stewardships
Del Helton, Associate Director for Donor Relations

Del provided an update on how to properly fill out your department's stewardship in the Annual Report, and you can review her attached PowerPoint slides "Stewardship PowerPoint". Please remember that:

- The College has a fiduciary responsibility for reporting and managing private funds.
- Donors have expressed much gratitude in receiving letters regarding their gifts (see slide 4).
- You should report recipients and activities
- The Stewardship system will open in Mid-March

PeopleSoft Update
Collette Wilshire, Budget Analyst for the Social Sciences and International Programs

Collette briefly discussed several important announcements regarding the PeopleSoft Finance modules for campus:

- PeopleSoft Finance scheduled to go live July 1, 2013!
- The PeopleSoft/ERP team has requested the mapping plan from Schools.
    - The Dean's Office will contact departments individually to meet the April deadline.
- Collette also gave a presentation on the new account structure, or chartfield string. The slide from her presentation is attached.

Finance Announcements
Ryan Greenway, Director of Finance

Ryan gave several announcements related to information from several campus finance meetings:

- *Spend state funds* – we have heard positive news regarding the budget and state receipts, but you should always think about spending state funds first.

- *PeopleSoft Finance training stages* – ITS and HR are planning four stages of training: demos, go live, transition, and on-going (for new employees).
- *New Role in the P-Card system* – the "operator/coder" role has been added. You can assign this role to other staff or work study students in your department to enter the commodity codes only.

- Fisher Scientific now in ePro.

- *P-Card system change requests* – send your issues with the P-Card system to Martha Pendergrass by the end of February. The funding for system modifications will end in the next month.

The Tar Heels,
the College of Arts & Sciences
and Stewardship

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KELLY
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Why bother with stewardship?

1) The College, through the Arts and Sciences Foundation, has fiduciary responsibility for reporting and managing these funds.

2) Donors are interested in how gifts are used. We want to tell them!

January 29, 2012

Dear Del:

Thanks for your letter of January 29. Jane and I are always delighted to hear from you with details regarding how income from the Cowell Endowment has been used by the Curriculum on Peace, War and Defense.

In this day and age with so much ill will towards the United States, it is imperative that our colleges and universities prepare our future leaders with the background, knowledge and decision-making ability to ensure the continued freedom of this great nation. It appears to me the PWAD curriculum at Carolina is able to do this better than most any other curriculum in other universities.

Again, many thanks for taking the time to inform us about activities in PWAD funded by the Cowell Endowment.

Sincerely,

Russ

RECEIVED
JAN 31 2012
Arts & Sciences FBN

Fondly,
Paul & Mary Beth
Powrzynik

1-25-12

Dear Sir:
Thank you for updating us on the Susan Powrzynik Cole Fund at U.N.C.
We are happy that 5 students received support, in order to participate in the WAFFY'S program during summer 2010.
The message that Brian Gottfried wrote was inspiring. I know Susan would be very happy.
Miss her with every day. We are greatful her work continues.
The best to you in 2012

Best stewardship practices

1. Spend the payout.

2. Spend it according to terms in the gift agreement.

3. Report usage in Annual Report.

What NOT to report

“No qualified recipients were identified during this period.”

“Not awarded this year.”

What to report

Recipients. List all individually as “Recipient” so they receive automated email survey (two questions).

Activities. Be a journalist – who, what, when, where, how. Are there links to an event? Is there a brochure or flier?

Complete sentences, perfect grammar not required!

Handy tip

- **Steward Comment to Recipient**

  “Chris, please take a moment to comment on how the Allred Fund enabled you to teach courses that emphasized oral communication and critical thinking. This is a great opportunity to describe your work in your own words and to thank donors who made this support possible.”

- **Steward Comment to A&S Fdtn**

  “Professor Della Pollock, department of communication studies, second of three-year term, Bank of America Professorship. Pollock taught an Honors seminar, "Memory Acts," in fall 2009 and an Honors seminar, "The Ethnographic Return," in spring 2010. The fall course enrolled 12 students, and the spring seminar enrolled 22."

Support future Tar Heels:

Reinvest unused income!

Why reinvest?

- Ex: $50,000 endowment
  - (6.2 percent annual return)

After 10 years:

$85,919

$93,969 (reinvesting 20% of unused income)

Why reinvest?

- Ex: $50,000 endowment
  - (6.2 percent annual return)

After 50 years:

$1,012,035.72

$1,664,426.15 (reinvesting 20% of unused income)

NORTH
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newsobserver.com

Connect CAROLINA

The New Chart of Accounts

PeopleSoft

Fund Code	Dept ID	Class	Account	Program	Project ID	Cost Code
XXXXX	XXXX - XX	XXX - XX	XXXXXX	XXXXX	XXXXXXX	X (10)
WHERE are we spending from?	WHO is spending the funds?	HOW are we spending the funds?	WHAT are we spending the funds on?	WHY are we spending the funds?	WHY are we spending the funds?	WHY are we spending the funds?

• State
• F & A
• Trust
• Grants
• Contracts
	• Dean's Office
	• Biology
	• Art
	• Sociology
	• Math
		• Instruction
		  • Start-up
		  • Retention
		• Research
		  • Start-up
		  • Retention
		• Financial Aid
		• Institutional Support
			• Office Supplies
			• Travel
			• EPA Faculty
			• SPA Staff
			• Communication
			• Services
				• Faculty Name
				• Event/Conf
				• Administration
					• Grant
					• Contract
					• Capital Projects
					• Cost Share
						Individual units will be able to develop their own cost codes based on their needs.

Similar to FRS GL	*Similar to FRS Department*	*Similar to FRS Purpose*	*Similar to FRS Object*		*Similar to FRS OSR SL*	

Greenway, Ryan

Subject: RE: Optional role of Operator/Coder added to P-card System

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From: Kelly-Scholle, Janet [mailto:janet_kelly-scholle@unc.edu]
Sent: Friday, February 17, 2012 3:42 PM
To: UNC Dept. Business Managers
Subject: [business_managers] Optional role of Operator/Coder added to P-card System

TO: University Business Managers, Procurement card (Pcard) holders and reconcilers

FROM: Martha Pendergrass, Director of Procurement Services

A third role has now been added to the P-card system based on feedback received from departments. The new role is the "operator/coder" role. Use of the "operator/coder" role is ***optional*** and a business decision for each department. This role will allow the department to designate an "operator/coder" to enter commodity code information ***only***. The guidelines for establishing this role in your departments are as follows.

An operator/coder:

- may not be any of the other roles (cardholder or reconciler)
- must have a FACS ID (aka RACF ID)
- is linked only to the department they are entering transaction details for

This is a three step process:

1) If the operator does not have a FACS ID, the department's FACS coordinator must assign them one within the FRS mainframe system.
2) The department's FACS Coordinator submits a Consolidated Financial Systems Access Request Form (new version attached) to the Financial Security Access (FSA) Coordinator.
3) The Financial Security Access (FSA) Coordinator routes the form to the P-card Administrator, who will designate the individual as an operator/coder in the P-card system, and contact the operator/coder once this process is completed.

Please note: This access is not instantaneous as it involves **three** different processes to receive access requested. Please plan accordingly, and remember the FRS mainframe data only refreshes overnight.

- -- You are currently subscribed to

business_managers as: betsy@unc.edu. To unsubscribe send a blank email to leave-30886588-35553178.e874753c4d7f1b04acdb80d922e8e433@listserv.unc.edu