



STILLMAN
COLLEGE | *Division of*
Administration
and Finance

**STANDARD OPERATING
POLICIES AND PROCEDURES**

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Introduction

The Division of Finance and Administration, as one of four divisions of the college, is responsible for establishing and maintaining procedures for accounting, budgetary control, internal checks and audits, inventory controls and business practices, all of which are designed to safeguard the resources of the college.

This manual serves multiple purposes. First, it sets forth procedural requirements that units of the college must follow to stay in compliance with college policies and procedures. Second, it establishes steps to be followed routinely in a given situation, to accomplish a specific task, and to facilitate day-to-day business operations that the staff may encounter. Third, it provides new staff with necessary information and tools to perform their duties effectively. Finally, it serves as a reference document to remain current with college policies and procedures, as the staff conducts college business.

While much attention is given to general accounting, the main emphasis of the manual is to provide guidance for those financial and human resources procedures and practices that the staff must follow to gain a thorough understanding of the business operations at the college. It is the intent of this manual that its' users will find the contents helpful in conducting their daily operations.

1.0 Accounting Principles

All financial transactions are recorded and reported in accordance with Generally Accepted Accounting Principles (GAAP). The college uses full accrual basis of accounting whereby all revenue is recorded when earned and expenses when incurred. Financial reporting is conducted in adherence to Financial Accounting Standard 116 (Appendix A) and Financial Accounting Standard 117 (Appendix B).

1.1 Accounting Period

The fiscal year is July 1st - June 30th. For audit purposes, all financial transactions processed during this time period will constitute the college's annual revenues and expenses.

1.2 Monthly Closing of Accounting Records

The Business Office shall conduct monthly closing fifteen (15) working days after the end of the calendar month. The steps involved in performing the monthly closing are as follows:

1. Post student related transactions (cash receipts, account adjustments, financial aid, etc.).
2. Post non-student related transactions (invoices, journal entries, checks, indirect costs, payroll, etc.).
3. Reconcile all bank accounts.
4. Reconcile all due to/from account to zero.
5. Reconcile subsidiary ledgers (A/P & A/R) to respective general ledger controlling account number.

1.3 Year-End Closing of Accounting Records

The Business Office shall conduct a year-end closing within ten (10) days after the final financial audit. The year-end closing is done using the following steps:

1. Conduct a final review of student accounts and make adjustments as necessary. Verify that all financial aid has been transmitted and all cash receipts are recorded and reconciled.
2. Conduct a final review of all non-student transactions, handwritten checks (clean up purchase file, reconcile payroll to the IRS Form 941, etc.).
3. Post year-end accruals.
4. Post any adjusting entries.
5. Close books and open the next year.

1.4 Reconciliations

As required by GAAP, monthly and annual reconciliations will be performed for all bank accounts, accounts payable, accounts receivable, payroll and financial aid.

1.4.1 Bank Reconciliations

All checking and investment accounts shall be reconciled by the Senior Accountant using the following steps:

1. Checking Accounts

- a. Collect bank statements, bank correction advices, G/L bank balance.
 - b. Enter all checks on the bank statement into the Datatel system.
 - c. Print report which shows the list of outstanding checks.
 - d. Reconcile bank deposits with Datatel cash receipts.
 - e. Reconcile deposits in-transit and outstanding checks.
2. Savings and Investment Accounts
- a. Collect investment statements.
 - b. Reconcile the G/L account balance.
 - c. Record interest earned.

As part of the bank reconciliation, all outstanding checks, including those issued for payroll, student refunds and accounts payable, on bank reconciliations shall be reviewed every three months to identify stale dated checks.

1.4.2 Stop Payments

Stop payment requests shall be honored for student refunds, payroll checks and other checks. A stop payment fee shall be charged to the requester based on the reason for request. If the check was lost in the mail, there is not a fee, but if the check was received and lost by the vendor/individual a fee will be assessed. The fee will be equal to the bank rate charged to the college.

1.4.3 Accounts Payable

The Senior Accountant and Accounts Payable Accountant will reconcile A/P.

1. Print the General Ledger Trial Balance, the accounts payable aged report, and the outstanding voucher report (customized report).
2. Compare all three reports and if out of balance, compare the outstanding voucher report to the A/P aged report to reconcile the difference.
3. Once reconciled, the Senior Accountant will approve it.

1.4.4 Student Accounts Receivable

The Senior Accountant and Student Receivable Manager will reconcile A/R.

1. Print the A/R Trial Balance and the General Ledger Trial Balance reports.
2. Reports should be printed on the last working day of each month.
3. Compare the reports, if not in balance, check to verify that all student batches are posted, cash receipts are reconciled, and general ledger postings are current.
4. Once reconciled, the Senior Accountant will approve it.

1.4.5 Financial Aid

The Senior Accountant, Senior Accountant, Student Receivable Manager, and Financial Aid Director will conduct the reconciliation.

1. On or before the 15th of the month, the aforementioned individuals will meet to perform the reconciliation.
2. The Business Office will print G/L balances for all financial categories, customized query of all financial aid transmission during specified time, GAPs report, and Financial Aid

COD reports.

3. Review each financial aid category to verify that the Financial Aid report, A/R report, General Ledger and GAAP system are consistent.
4. If the aid does not reconcile accurately, conduct a person-by-person review of the transactions on the Financial Aid roster and the A/R report.
5. When the reconciliation is complete, complete a Financial Aid reconciliation report.

1.4.6 Payroll

1. The Senior Accountant and payroll clerk will conduct quarterly payroll reconciliations in accordance with federal regulations.
2. The IRS Form 941 is received from Automated Data Processing.
3. The payroll amount on the IRS Form 941 is reconciled with the amount recorded in the General Ledger.
4. If there is a discrepancy, verify that all manual checks have been recorded.
5. File reconciliation with the IRS Form 941 report.

1.5 Audits

The college shall perform an annual external audit of its financial statements, federal funds, and retirement plan. This policy governs the engagement of an external audit firm, an overview of the different audits, and the audit completion deadlines.

1.5.1 Appointment of an Auditor

The Vice President for Finance and Administration and Treasurer shall be responsible for solicitation of bids for external audit services. The Vice President for Finance and Administration and Treasurer review the bids with the President and Audit Committee of the Board of Trustees who shall make the final selection decision.

1.5.2 Financial Audit

The financial audit is conducted by external auditors who review and issue an opinion on the college's financial statements. The auditors review the balance sheet, which is a summary of the organization's financial position at a specific point in time. The audit examines the income statement, which measures a company's financial performance over a period of time. The audit also examines the cash flow statement, which discloses all inflows and outflows of cash during the fiscal year. In addition to the financial statements, the auditors review ratio computations on the data provided by the college to ensure compliance with bond covenant and federal requirements.

1.5.2.1 The Audit Process

The Business Office prepares for the audit as part of its normal operational duties. The external auditors will begin their initial audit during the first week of August by conducting the following reviews:

1. Internal Controls - Tests the effectiveness of internal controls.
2. Substantive Procedures Conduct - Processes to reduce the possibility of a material misstatement.

3. Produce audit report and management letter to management and the Board of Trustees.

The financial audit shall be completed by mid-September. The audit reports are sent to state and federal agencies from which the college receives funds, financial institutions, and others who have a regulatory requirement to receive them.

1.5.3 OMB Circular A-133 Audit

The OMB Circular A-133 Audit is a college-wide audit that includes both the college's financial statements as well as its' federal awards as required by the Office of Management and Budget. This compliance audit ensures that all funding is properly accounted for and all pertinent rules and regulations have been followed.

The OMB Circular A-133 audit is done at the same time as the financial audit; however, the deadline for its submission is nine months after the end of the fiscal year, March 31st. After the single audit is complete, the auditor prepares two documents: a Data Collection Forms (SF-SAC) and a Reporting Package. It includes details of the audit, a list of the federal programs audited, and a summary of any audit findings. The Reporting Package includes:

- Auditor
- Management discussion and analysis
- Financial statements
- Notes to the financial statement
- Supplemental information
- Schedule of Federal Award Expenditures
- Schedule of Findings and Questioned Costs
- Schedule of Prior Audit Findings

1.5.4 Retirement Plan Audit

The college will conduct an annual audit of its Employee Retirement Income Security Act (ERISA) in accordance with the Department of Labor and Internal Revenue Services. ERISA-covered 403(b) plans with 100 or more participants generally will be required to file audited financial statements. The deadline for submitting this audit is July 31st.

1.5.5 IRS Form 990

The final IRS Form 990 is made available to the Board of Trustees for review electronically before it is filed.

1.5.5.1 Policy and Procedure

1. The IRS Form 990 shall be prepared by an independent Certified Public Accountant with the assistance of the Senior Accountant and Assistant Vice President for Finance and Administration.
2. After preparation of the IRS Form 990, the Vice President for Finance and Administration and Treasurer shall perform a final review of the IRS Form 990 before submission to the Audit Committee; the Board of Trustees is responsible for the review of the IRS Form 990 tax return. The Vice President for Finance and Administration/Treasurer serves as the staff

- person on the Audit Committee.
3. Upon the completion of the review of the IRS Form 990 and the satisfactory resolution of all questions resulting from the review, the IRS Form 990 shall be made available to all board members prior to the March board meeting (either by paper copy or secure access on the website) for their review and questions. This procedure will ensure that the Board of Trustees reviews the IRS Form 990 prior to the filing with the Internal Revenue Service.

2.0 Chart of Accounts

2.1 Account Code Scheme

The account number is a 17 digit number (XX-X-XXXX-XXXXX-XXXXX) that is broken down in the following categories:

1. Fund Group - the first two digits represent the fund code.
2. Function Code - the third digit represents the type of function (Academic Support Auxiliary, etc).
3. Division Code - the fourth digit represents the division.
4. Department Code - the fifth - seventh digits represent the department code.
5. Project Indicator - the next five digits represent a unique project code assigned mainly for sponsored programs.
6. Object Code -the last five digits represent the actual account type.

2.2 General Ledger Accounts -Balance Sheet Accounts

1. Asset Accounts tangible and intangible items owned by the college. Assets are recorded based on fund codes and object codes ranging from 10001-12299 (ie. XX-X-XXXX-XXXXX-10003).
2. Liability Accounts-long and short term debt. Liabilities are recorded based on fund codes and object codes ranging from 20000-21399. (ie. XX-X-XXXX-XXXXX-20015).
3. Net Assets and Reserves - reflect the difference between the assets and liabilities which is the excess/deficit reserves. (ie. XX-X-XXXX-XXXXX-30000).

2.3 General Ledger Accounts -Revenue Accounts

1. Operating Revenue - funds received that can be spent on day-to day operating expenses. (i.e.11-X-XXXX-XXXXX-4XXXX).
2. Non-Operating Revenue - funds that have been restricted for specific use (i.e. 21-X-XXXXXXXX-4XXXX).

2.4 General Ledger Accounts -Expenditure Accounts

1. Office Supplies – consumable items purchased (paper, toners, pencils, folders, etc).
2. Instructional Supplies - items that are used in the teaching process (books, pamphlets, white boards, erasers, etc.).
3. Computer Supplies - items used to support technology that cost less than \$1,000.
4. Maintenance Supplies - items used to clean, repair and beautify the campus.
5. Travel - all travel related expenses (i.e. airplane tickets, mileage, per diem, hotel, etc.).

6. Contracted Services - expenses for which there is an official agreement with stated rates and duration.
7. Equipment - items purchased that have a useful life of more than six months and cost less than \$1,000.
8. Furniture - items purchase to accessorize offices and residential halls (desks, chairs, beds, sofas, etc.).
9. Postage - purchase of stamps, UPS, FedEx, and other methods of sending physical mail and packages.
10. Telephone - expenses for all telephone related charges (i.e. – cell/office phones).

3.0 Budget Process

The college shall prepare an annual operating budget consisting of unrestricted and restricted funds.

3.1 Budget Assumptions

Recent history, current trends, and informed estimates are employed to shape the assumptions supporting the budgeting process. Budgets are designed to provide the funds needed to support the achievement of the mission, programs and services to ensure that students are successful in attaining their degrees. Funds provided also facilitate a safe environment that is conducive for teaching and learning. In developing the annual budget, the college shall employ the following budget assumptions, with cost escalation guidelines provided in the budget instructions.

3.1.1 Priorities

The budget will reflect a realistic assessment of the revenues, obligations, and priorities of the college. The top priorities shall be the educational programs and support services for students. The college will continue its strong commitment for providing the best experiences for its students and employees.

3.1.2 Enrollment

The institution will review enrollment projections, which provide a large portion of revenues to support its operations. The budget models for the fall enrollment class shall look at enrollment data for the spring, adjusted for graduates, stop-outs, students on disciplinary, academic, and financial suspensions, and estimated freshmen class.

3.1.3 Student Revenues

The rate of increase for cost of attendance shall be tied each year to the Consumer Price Index for higher education, which has been approved by the Board of Trustees.

3.1.4 Financial Aid

The budget will include an estimate for tuition discounts and other institutional scholarships, which will be based on enrollment.

3.1.5 Endowment

The budget will include estimated transfers from the endowment in accordance with Board of

Trustees policy.

3.1.6 Federal Grants and Contracts

The budget will include an estimate of funds from federal sources for existing and new grants shall be included in the budgets, along with appropriate indirect cost revenue.

3.1.7 Private Gifts and Grants

The budget will include an estimate of revenue from private gifts and grants based on an assessment of past performance and environment market scans.

3.1.8 Other Revenues

The budget will include an estimate of revenue from other sources, including athletic ticket receipts, bookstore sales, and commissions.

3.1.9 Staffing

The institution will make a conscious effort to maintain faculty to student ratios and class sizes that promote teaching and learning. The need for support staff shall be determined based on enrollment and other economic factors. Salaries for faculty and staff may be reviewed and adjusted by an appropriate inflation factor.

3.1.10 Benefits

The budget shall reflect an appropriate percentage for employee fringe benefits, which shall be reviewed annually.

3.1.11 Other Operating Expenses

The budget shall reflect an estimate for other operating expenses required to support the mission and programs. Such expense items include insurance, utilities, supplies, contracted services, depreciation and maintenance.

3.1.12 Debt Service

An estimate for annual debt service expenses will be provided in the budget to ensure payment of obligations when due.

3.2 Preliminary Budget

1. The Vice President of Finance and Administration sends the budget request forms to department chairs and unit heads. After discussion with members of the unit, the department chair or unit head completes the budget request form and forwards it to the dean or immediate supervisor.
2. Deans and area supervisors review budget request forms within the context of institutional priorities and realities, make modifications as necessary, sign off on each request and forward them to the respective Vice President. When appropriate, the area supervisor or dean completes a budget request form for his/her office and forwards it to the Vice President.
3. Vice Presidents review and approve, with modifications as necessary, all budget requests. Special attention is given to personnel requests and general requests that exceed growth

targets. Cases may be made for any level of increase a unit believes warranted. Vice Presidents submit their budget request forms to the Senior Accountant/Assistant Vice President for Finance and Administration.

4. The Senior Accountant compiles all budget requests into an institutional request for the next year in a format consistent with the approved chart of accounts.
5. The Vice President for Finance and Administration and the Senior Accountant present the institutional budget request to the President for review.
6. The President negotiates divisional budgets with each Vice President. The President then forwards the projected budget to the Vice President for Finance and Administration to put in the proper format with accompanying notes, for Board of Trustees review. The Vice President for Finance and Administration submits the tentative budget in the appropriate form to the President.
7. The President submits the tentative budget for the next fiscal year to the Board of Trustees for approval.
8. Based on the action of the Board, the President gives the Vice President for Finance and Administration an operating budget to be entered into the computer system before July 1. The Vice President of Finance and Administration distributes the resulting budgets to the Vice Presidents for dissemination to unit heads.

3.3 Final Budget

The President presents the final budget for board approval following fall enrollment. Following the September board meeting all previously approved budgets are subject to modification. The Vice President for Finance and Administration provides any modified budgets to those affected units.

4.0 Expenditure of Funds

All purchases and contractual agreements shall be approved by the Division Dean and/or Vice President and signed by the President or Vice President for Finance & Administration before obligating college funds. Purchases made without proper authorization shall be considered as personal obligations between the individual and the vendor. The college does not have a centralized purchasing department. Most purchasing is done on a decentralized basis by individual departments, except in the case of some office supplies purchased by Auxiliary Services. Purchases can be made via a Purchase Order Requisition.

Budget authority at the college resides with Vice Presidents and Deans. In the academic division, department chairs and, on occasion, other division directors may be assigned such authority under the guidance of a Vice President. Budget authority describes the standing need to approve purchase of goods and services, to receive monthly expenditure reports, and to initiate the budget request process at the designated time.

4.1 Purchasing

All Stillman College purchases, with the exception of travel related expenses, require a Purchase Order. Purchases must be pre-approved by authorized personnel including the final approval of the Vice President for Business and Administration before obligating any funds. Exceptions to this policy may only be approved by the Vice President for Business and Administration.

Payment for unauthorized purchases (those for which no Purchase Order was requested and issued) will be the responsibility of the person placing the order.

All sales to SC are tax-exempt; therefore, no taxes will be paid on purchases made. The Alabama Tax Exempt Number is #EXM-R009317674. Copies of Federal and State exemption letters may be obtained from the Business Office.

Also, please note that all contracts/agreements of Stillman College must be signed by either Dr. Peter Millet or Dr. Delphine Harris to be valid legal documents.

Purchasing Procedures:

1. Review the budget for your unit to determine if sufficient funds are available to make the purchase.
2. Obtain a quote from a vendor. For purchase requests of \$1,000 or more, two quotes are required.
3. Fill out the Purchase Order Requisition form completely.
4. Attach quote(s) to the Purchase Order Requisition form.
5. Obtain approval signatures from the Vice President, Dean, Chair, Departmental and/or Program Director/Administrator in the appropriate order.
6. Submit the completed Purchase Order Requisition form (including all supporting documentation such as quotes, samples of printing, advertisement layout) to the designated Datatel data entry person in your department so a requisition number may be generated.
7. The requisition number must be added to the Purchase Order Requisition form.
8. The completed Purchase Order Requisition form along with supporting documentation and requisition number must be then be submitted to the Administrative Assistant to the Vice President for Business and Administration.
9. If the Business Office is able to identify a savings opportunity, either through bulk ordering office supplies or a vendor with a lower cost than the quotes originally submitted, the lower cost item will be substituted in place of the higher cost item. In such cases, the unit that submitted the original Purchase Order Request form will be notified. Office supply orders will automatically be substituted at the lower price.
10. The Vice President for Business and Administration must sign off on all Purchase Orders for final approval.
11. The Purchase Order will then be sent back to the Division/Area/Department to place the order except as noted in line 9 above.

4.2 Authorization

Expenditures approved or initiated by the department shall be forwarded to the relevant Officer with Budget Authority (OBA). For restricted funds, requests shall be forwarded to the grant accountant or Title III Coordinator for review and fund encumbrance. The requisition is taken to the Finance and Administration assistant or grant accountant who verifies that the request has been properly approved and has all of the supporting documentation. If not, the requisition is

returned to the requester.

4.3 E-Requisition

The expenditure document is entered into the electronic requisition system by the administrative assistant once approved by the OBA or grant accountant. Three copies of the Purchase Order are generated and given to the Senior Accountant for approval and signature. Approved Purchase Orders are given to the administrative assistant for distribution.

4.4 Purchase Orders/Request for Funds

Two copies of the Purchase Order are returned to the requester within 24 hours and one copy is given to Accounts Payable (A/P) to file. The requester shall mail or fax one copy of the Purchase Order to the selected vendor. If the requisition is a request for funds, the Senior Accountant shall sign and indicate a date to process.

The requisition is then forwarded to Accounts Payable for processing. Checks are given to the Administrative Assistant for verification, distribution and mailing. If checks are mailed, the Administrative Assistant must indicate the date the check was mailed. Persons picking up checks must sign and date them. Invoices sent to individuals or departments shall be immediately forwarded to Accounts Payable in the Business Office. A copy of the packing slip or other documentation such as receipts of goods or services received shall also be forwarded. The requester and Accounts Payable shall resolve all discrepancies between invoices, Purchase Orders and packing slip before payment is made.

4.5 IRS Form 1099 Process

In adherence to federal tax regulations, all vendors who receive stipends or fees for consulting services from the college must complete an IRS Form W-9. The W-9 must be submitted with the request for payment. The vendors will then receive an IRS Form 1099 at year-end.

5.0 Travel

The college will reimburse employees for travel expenses incurred while on official business for the college. Official travel is defined as travel expenses related to the employee's work, which is deemed necessary to enhance the employee's scope of knowledge, as well as improve the efficiency of his/her work. All travel must be approved in advance by the employee's respective Division Dean or Vice President. Travel reimbursement will be in accordance with established allowance incidental to approved travel. Travel requisition forms should be completed at least five days prior to the date of travel. IS PER DIEM STILL SUSPENDEND????

5.1 Travel by Air

The college does not have a travel specialist; therefore, travel itineraries must be planned and submitted by the traveler. Because airline tickets have frequent price changes, it is recommended that the traveler purchases his/her ticket and submits it for reimbursement after the appropriate approvals have been obtained.

5.2 Use of Personal Vehicle

An employee is allowed to drive his/her own vehicle for official business for the college and

shall be reimbursed at the rate of forty-two cents (\$.42) per mile. Such mileage shall be computed based on using the most direct route. No additional expense incidentals relating to the use of a personal vehicle will be reimbursed. Reimbursement will be for mileage only. For interstate travel, the cost of the use of the personal vehicle shall not exceed the cost of the economy fare.

5.3 Use of a College Owned Vehicle

There shall not be a reimbursement for mileage if a college vehicle is used for travel. Reimbursement will be given for gas purchases. Actual gas receipts shall be submitted in order to receive reimbursement. The following conditions apply:

Vehicles shall be available for use by the college staff on approved college business.

1. All drivers are required to complete a Vehicle Request Form. Drivers must be certified by the Finance and Administration Office before using college vehicles, as required by the insurance carrier. This certification consists of registering the driver's license with a possible review of their driving record and completing the Alert Driving Training. The certification must be renewed annually.
2. The vehicle shall be returned to the designated parking area as instructed by Director of Plant Operations.
3. All persons driving college vehicles shall be expected to operate the vehicle in accordance with local and state laws. All fines, court costs, recovery expenses due to vehicles being towed, traffic and other violations, as well as liens, storage fees incurred shall be the responsibility of the employee to whom the vehicle was assigned.
4. All vehicles must be reviewed for obvious damage to the body and interior before departing campus. Any damages found should be reported immediately.
5. Driver may be held responsible for payment of the deductible portion of the insurance if there is an accident and the driver is found to be at fault or negligent.
6. Vehicles shall be returned free of stains, dirt and trash. A \$25 fine shall be assessed to the department/unit if the vehicle is returned unclean.
7. Smoking is not allowed in college owned vehicles. The college assumes no responsibility for articles or equipment lost or stolen from college owned vehicles.

5.4 Use of Public Transportation

Reimbursement shall be made to an employee who uses public transportation while on official travel for the college. Reimbursement shall be limited to the actual cost of such transportation, which is evidenced by actual receipts.

5.5 Allowance for Meals and Lodging

An allowance for meals and lodging shall be paid to employees traveling outside of the city as follows:

- Thirty dollars (\$30.00) for meals for each twenty- four (24) hour period.
- For periods of at least six (6) hours, but less than twenty four (24) hours, a partial allowance for meals of \$15.00 will be paid.
- For employees who incur expenses exceeding \$30.00, the employee must submit detailed receipts for the total amount of the request.

Reimbursement for lodging shall not exceed the actual reasonable cost evidenced by receipts. It is advised that economy be considered in choosing lodging; three-star hotel not five-star hotel.

5.6 Student Travel

Approval for student travel is contingent upon the recommendation of the Vice President for Student Affairs, Deans, Directors, faculty members or other responsible college officials. Students traveling on behalf of the college are eligible to have their expenses paid by the college. Lodging and travel arrangements will be made by the college official responsible for taking the student to the event. Meal allowances are distributed to students as follows:

1. College officials responsible for coordinating travel will submit a travel request outlining the purpose of trip, dates needed, supporting documentation for travel and with appropriate approval to the Business Office.
2. When a check is processed, it will be given to the travel coordinator who will take the check to the bank.
3. The travel coordinator will place cash in an envelope per student, with name and amount for the number of travel days.
4. Each student will sign a log indicating that they received the cash. After the trip, the travel coordinator will submit the signed log to the A/P accountant along with any undistributed cash.
5. A/P accountant will issue a receipt for undistributed cash, write the G/L account number to where the cash should be debited and give the cash to cashier to record the transaction into the system.
6. The A/P accountant will attach the signed log to the original travel request and maintain a copy for audit purposes.

5.7 Allowance for Travel Under Funded Grants/Sponsored Programs

The same restrictions apply for funded grants/sponsored programs as for those of the college.

5.8 Travel Advances

Travel advances are given to employees for expenses to be incurred while traveling on official college business. All travel advances received must be reconciled with the Accounts Payable accountant within five days of the travelers return. Failure to reconcile advances will affect future travel advances. When submitting travel advance reconciliation paperwork, receipts for the following must be submitted:

1. Hotel
 2. Gas
 3. Car rental
 4. Airfare
 5. Registration fees
 6. Other miscellaneous charges
- (Receipts are not required for per diem and mileage expenses.)

6.0 Payroll

Currently, payroll is outsourced to Automated Data Processing (ADP). The college has three categories of payroll: students, hourly, and salaried employees. Payroll is processed bi-weekly (students and hourly employees) and end of the month (salaried employees). It is the college's policy not to issue payroll advances. Exceptions are only granted via approval of the President.

6.1 Benefits

A complete description of leave benefits for full-time staff is covered in the Staff Handbook.

6.1.1 Annual Leave

Faculty, temporary and 10 month employees are not eligible for annual leave. Annual leave is accumulated on the 25th of the month based on each individual's time sheet or attendance report.

6.1.2 Disability Insurance

Short-term and long-term disabilities are available to employees who qualify. Long-term disability benefits are not available for persons working from a federally funded grant unless the grant provides for it. Stillman pays the full cost of this coverage.

6.1.3 Flexible Benefit Plan

Internal Revenue Code Section 213 allows two components of the Flexible Benefit Plan at the college: Non-reimbursed Medical Account and Dependent Care Account. Participation in either or both accounts allows an employee to pay certain expenses that the employee knows he/she will incur during the year. No employee shall be forced to participate in these plans. However, an employee who elects to sign for the plans shall not opt out until the end of the year. Employees will be required to re-sign in order to continue to participate.

6.1.4 Health Insurance

The college provides health insurance and prescription drug plans for employees. There shall be a matching requirement for all employees. Dependent coverage shall also be available for employees. All employees are required to complete an application even if they choose not to participate.

6.1.5 Cancellation of Insurance

Employees wishing to terminate their health coverage shall do so at any time by submitting a written request to the Office of Human Resources. The request must be completed by the 24th of the month. If a termination request is not submitted, the coverage shall go into effect the following payroll. The Office of Human Resources shall promptly submit a written authorization to the health insurance provider to remove the employee from the colleges' group health care plan. Employees who cancel their insurance shall not be eligible for COBRA benefits.

6.1.6 Life Insurance

The college provides life insurance equivalent to two times their annual salary to all full-time employees, with an age reduction coverage clause beginning after age 65. The coverage shall end when the employment terminates or the employee retires.

6.1.7 Sick Leave

All full-time staff earn eight hours or one sick leave day each month. Unused sick leave shall be rolled over to the following year up to 30 days. No monetary value shall be associated with sick leave. All employees who are out on sick leave more than 3 consecutive days may be required to submit a physician's statement to their supervisor for approval. The supervisor shall have the right to deny sick leave. Sick leave shall not be transferred between or among employees.

6.1.8 Teachers Insurance and Annuity Association of American/College Retirement Equities Fund (TIAA-CREF)

Voluntary contributions may be made by any employee who elects to participate.

6.1.9 Unemployment Compensation

Compensation is provided for persons who become unemployed through no fault of their own due to layoffs or termination. It shall be the policy of the college to closely review cases and to appeal all unemployment compensation benefits filed by persons who resign with no cause or are terminated for gross misconduct or the end of a federally funded program where the grant did not provide for benefits beyond the grant end date. Students on work-study shall not be eligible for unemployment compensation.

6.1.10 Workers Compensation

All work related injuries, no matter how minor, shall be reported to the immediate supervisor as soon as possible. The supervisor shall be responsible for completing an accident report and submitting the report to Human Resources. The report shall provide the following information:

1. Describe the cause of the accident.
2. What time was the accident?
3. Where did the accident occur?
4. Were there any witnesses? If so, include witness statements.
5. Describe the nature of the injury.
6. What was the employee doing at the time of the injury?

The employee shall be written up for failure to adhere to good safety practice in the work place if it becomes clear that the injury was due to negligence. Treatment for work related injuries shall be provided by Emergi-Care, or Stillman's designated physician, clinic or nearest medical facility in emergency situations. The college's insurance carrier must authorize all referrals to specialists. The college shall reserve the right to require drug and alcohol testing at the time of treatment.

6.2 Employee Pay

Before an employee may begin work and be added to the payroll they must complete a Form I-9 and Form W-4. Employees must complete attendance reports indicating their time off from work, so it can be accurately reflected for payroll.

6.2.1 Employment Eligibility Verification – Form I-9

Federal Law requires the college to verify employment status of all employees within three days of hire or the employee shall be terminated. All employees, including new hires, shall be required to provide proof that they can legally work in the United States.

6.2.2 Employee's Withholding Allowance Certificate – Form W-4

All employees shall be required to complete the Employee's Withholding Allowance Certificate, which allows the payroll office to determine applicable tax withholdings from salaries and wages. The Human Resources Office shall notify the Internal Revenue Service (IRS) when an employee reports over ten exemptions on this form.

6.2.3 Employee Attendance Reports

All full time salaried employees shall record leave usage on the Employee Attendance form. It is the employees' responsibility to accurately record all leave taken. All Employee Attendance forms shall be verified by the immediate supervisor for accuracy before submission to the Office of Human Resources.

6.2.4 Court Orders

The college receives legal notices, including garnishments and child support orders, from the IRS and courts affecting employees. These notices and orders give specific authority to the college to take certain actions. Garnishments and child support orders shall be processed in the month in which they are received. The college is not responsible for notifying the affected employee(s) of these transactions. The college cannot change or negotiate the terms of court orders documents.

6.2.5 Payroll Processing

6.2.5.1 Bi-weekly Employees

Bi-weekly payroll encompasses employees and students who are paid an hourly rate. Employees who work in excess of eight hours per day are paid overtime pay. The pay period for employees represents two work weeks, beginning on a Thursday and ending on a Wednesday.

1. The payroll clerk publishes and distributes an annual payroll calendar at the beginning of each fiscal year, which outlines all of the payroll dates.
2. Payroll information shall be submitted to the payroll clerk by 5:00 pm on the Monday the payroll is distributed.
3. The department supervisor or a designee submits the payroll information to the payroll accountant on a spreadsheet, which shows the employees name, number of hours worked, vacation hours, sick hours, pay rate, account number and total pay. The supervisor signs and dates the payroll sheet.
4. The payroll clerk enters the payroll data into the ADP database. This includes the time worked and any payroll changes from the Director of Human Resources. After verifying that the information is correct, the payroll is submitted for processing.
5. Payroll checks are delivered the following morning by an ADP courier. The Senior Accountant reviews the checks to verify that all are received.
6. After the review, the Senior Accountant gives the checks to the Payroll Accountant to be sorted by department. Checks are distributed on Friday at 2:00 pm to each department designee.
7. The designee signs and dates the payroll log indicating the department name. If

individuals pick up their checks, they sign the payroll log.

8. Any checks not picked up at this time are stored in the vault. Any checks not picked up from their designee by the close of business on payday should be returned to the Business Office by opening of the next business day.

6.2.5.2 Bi-Weekly Student Work-Study/Stipends

Bi-weekly payroll for students includes students who work as residential assistants, tutors, work-study, and students who receive stipends for participation in grant programs.

1. Students paid bi-weekly follow the same process outlined above, with the exception of work-study students and grant stipends.
2. Work-study students:
 - a. Students complete time sheets indicating the date, time, and number of hours worked.
 - b. The supervisor verifies the hours worked, then signs and dates the timesheet at the end of the month and submits it to the Financial Aid Work-Study Coordinator.
 - c. The Financial Aid Work-Study Coordinator reviews the timesheets verifying the accuracy of hours worked, the amount to be paid and the appropriate signatures. Time sheet information is entered into the spreadsheet, including the student's name, number of hours worked, rate of pay, and total pay.
 - d. The Financial Aid Work-Study Coordinator sends the spreadsheet along with a certification form signed by the Financial Aid Director to the Payroll Clerk.
 - e. The Payroll Clerk follows steps 3-7 above.
 - f. The Payroll Clerk gives the Senior Accountant a copy of the certification form which has the total amount of the work-study payroll.
 - g. No more than three days before the payroll, the Senior Accountant requests work-study funds from the Department of Education.
2. Grant Program Participant Stipends:
 - a. Grant recipients shall track the dates that participants attended the program and submit monthly requests for stipends to the payroll clerk
 - b. The grant recipient completes a stipend listing, which shows the student's name, SS#, stipend date, amount, and account number. The listing shall be signed by the Principal Investigator or Program Director and submitted to the payroll clerk.
 - c. The payroll clerk follows steps 3-7 above.

6.2.5.3 Monthly Employees

Monthly payroll includes all salaried employees who are paid based on an annual contract or agreement. Monthly payroll is distributed the 1st of each month except when it falls on a weekend or holiday.

1. On or before July 1, the Director of Human Resources reviews all contracts and agreements for staff employees to identify payroll changes. The Director of Human Resources completes a payroll adjustment form and submits it to the Payroll Clerk for processing.
2. On or before August 15, faculty members submit a payroll preference form to the Director of Human Resources indicating whether their salary will be paid over nine or twelve

months.

3. Faculty members who elect to receive their salary over nine months shall receive 2/3 of their salary in August and 1/3 in May.
4. The Payroll Clerk enters any payroll changes into the ADP database. After verifying the information is correct, the payroll is submitted for processing.
5. Payroll checks are delivered the following morning by ADP courier. The Senior Accountant reviews the checks to verify that all are received.
6. After reviewing, the Senior Accountant gives the checks to the Payroll Clerk to be sorted by department. Checks are distributed on the 1st of the month at 2:00 pm to the department designee.
7. The designee signs and dates the payroll log indicating the department name. If individuals pick up their checks, they sign the payroll log.
8. Checks not picked up at this time are stored in the vault. Checks not picked up from their designee by the close of business shall be returned to the Business Office by opening of the next business day.

6.2.6 Garnishments

The college is required to honor all garnishment requests received from the courts.

1. The Payroll Clerk receives garnishment adjustments from the Director of Human Resources and updates the employee payroll record with the new deductions. A code is assigned to the deduction for tracking and reporting purposes.
2. At the end of the month, the Payroll Clerk runs a garnishment report, then processes and mails checks for both bi-weekly and monthly employees.
3. The Payroll Clerk enters the garnishment checks into the Datatel system.
4. The Payroll Clerk files copies of the garnishment checks with A/P under the name of the vendor paid.

6.2.7 W-2 Wages and Tax Statements

In adherence to the legal requirement, the college issues W -2 forms to all employees on or before January 31st. All current employees and students receive W-2 forms from the Business Office, department designee or via external mail.

1. On or before December 31, the Payroll Clerk verifies that annual payroll checks have been entered into ADP system and all payroll corrections have been made.
2. If payroll changes are required, a special payroll is submitted to update records.
3. ADP processes the changes and sends the W-2 via courier no later than January 1st.
4. A lost W-2 form can be replaced for a \$20.00 fee.

7.0 Banking and Investment Management

7.1 Establishing Bank Accounts

No bank accounts shall be opened or closed in the name of the college without the approval of the Vice President for Finance and Administration or a designee. The following conditions serve as guidelines:

1. The number of bank accounts shall be held to a minimum.
2. One bank account shall be maintained to facilitate the requirement of federal funds flowing through the automatic clearinghouse.
3. All funds received on behalf of the college must be promptly transmitted to the Business Office for deposit to the appropriate bank account.

7.2 Bonding

All employees responsible for handling cash transactions are covered under the college's Educators Legal Liability insurance, which protects the college from fraudulent acts by employees. All acts of employee dishonesty are to be reported immediately to the Senior Accountant.

7.3 Investments

The college is governed by the investment policy approved by the Board of Trustees. The policy allows both the fixed income and equity components to be not less than 30% and not more than 70% of the current market value of all endowment funds. The policy also gives specific guidelines to portfolio managers in terms of investment constraints. For example, managers may not invest (i) in more than 1 % of the authorized shares of any one company, (ii) more than 5% of the managed portfolio in the securities of anyone company at cost or (iii) in bonds rated less than "A".

7.4 Investment Spending Guideline

The investment policy allows an annual spending amount for current operating needs. The overall withdrawal or spending rate from the endowment shall be nominally 5% of the three year moving average of the endowment's end of year market value (either actual or forecasted using the previous quarter). Adjustments may be made to take into account economic conditions (inflationary pressure, market trends, etc.) to avoid erosion of principal, to build a reserve, or to fund special needs of the college.

7.5 Endowments and Special Gifts

All endowments are managed by a professional investment manager under policies established by an authority delegated by the Board of Trustees. Original source documents that identify the principal donated and restrictions imposed on the use of either principle or income shall be maintained.

Before an endowed scholarship can be awarded, it must have a minimum of at least \$25,000 and have produced its first annual earnings. Spending for endowed scholarships that are pooled together will be 5% of the annual earnings. If an endowed scholarship drops below the endowed amount, no award will be made until the scholarships market value returns to the original endowed amount.

Annually, before the Awards Convocation, the Staff Accountant will provide the Scholarship Committee a report outlining the endowed scholarship earnings/losses and the amount of funds available to be awarded as scholarships. When requests are received from donors regarding the

financial status of their endowed scholarship, the Staff Accountant will work with Institution Advancement to provide the current market value of the endowed scholarship.

7.5.1 Gifts of Securities

The donor or his/her broker should immediately inform the college that he/she intends to make a stock gift to the college. The Business Office shall provide the necessary stock transfer instructions to the broker. Stocks transferred as gifts shall be sold upon receipt in the college's brokerage account and proceeds invested appropriately in strict compliance with the instructions of the donor.

7.5.2 Gifts without Donor Instructions

Gifts received without specific donor instructions shall be used based on the directives from the college and shall be directed to accounts with the most pressing needs.

7.5.3 Gifts of Real Estate Personal Property

The college accepts all gifts of land and personal property. Titles for such gifts shall be transferred to the college after the Board of Trustees agrees to accept and administer such gifts.

7.5.4 Bequests

Gifts to the college through bequests shall be accepted and appropriately reported. The college shall maintain records and use the funds according to the wishes of the donor.

7.5.5 In-Kind Gifts

The appropriate department head must approve in-kind gifts received in the department. The valuation of in-kind gifts is the responsibility of the donor, who may give an estimate of the fair market value or provide receipts showing what was paid for the item if the item is relatively new. The department accepting gifts-in-kind must ensure that the gift is usable and must properly forward appropriate documentation to the Business Office for accounting purposes.

8.0 Cash Management

The procedures for recording and depositing all funds that the institution receives are outlined in this section. Funds may be in the form of cash, credit/debit cards, money orders, checks or wire transfers. The college accepts Visa, MasterCard and Discover credit cards. Personal checks are processed electronically. Business checks are endorsed and deposited.

8.1 Receipting Funds

All payments and other forms of receipts shall be processed daily and entered into the Datatel system by the cashier in accordance with the following procedures:

1. A receipt shall be issued for all cash and other forms of payment received.
2. Receipts shall be reconciled in the Datatel system at the end of each day. If errors are found they shall be reconciled.
3. The cashier shall print a cash receipt reconciliation report along with a credit card summary and electronic check report.

4. These reports shall be reviewed and approved by the Student Accounts Receivable accountant.
5. The cash receipt reconciliation report totals should agree with the amounts of cash on hand to be deposited, electronic checks and credit cards.
6. Any cash shortages in collections shall be reported immediately to the Senior Accountant.
7. All persons responsible for receiving cash must exercise reasonable care in screening cash transactions for counterfeit currency. Suspected counterfeit transactions should be immediately reported to a supervisor.

8.2 Depositing Funds

All cash and checks collected shall be deposited daily to the appropriate college account in accordance with the following procedures:

1. After the receipts sessions are closed and reconciled, the cashier makes copies of all the checks and supporting documentation, stamps checks "For Deposit Only", prepares a daily deposit log, and prepares the deposit slip for each bank.
2. In preparing the Daily Deposit Log, the cashier must indicate the amount to be deposited at each bank, the credit card total of electronic checks, other checks, and cash denominations.
3. The cashier shall call for a security officer to pick up the deposit bag containing the deposits and deposit slips. The officer must sign and date the deposit tracking log before taking the deposit bag.
4. The cashier shall put all the deposit documentation, including the daily deposit log, Cash Receipt reconciliation report, copies of checks, all supporting documents, and deposit slips in the deposit envelope.
5. The security officer must return the deposit receipt to the cashier who places it in the daily deposit bag.
6. The cashier shall give the daily deposit envelope to the Student Accounts Receivable accountant for verification.

8.3 Verification of Funds

The Student Accounts Receivable Manager will verify the daily deposits to ensure that deposits are correct and all supporting documentation is included in the deposit envelope.

1. The Student Accounts Receivable accountant shall verify the physical and electronic checks, cash and credit card amounts with the deposit log and the Cash Receipt Reconciliation Report.
2. When verifying the Deposit Log, the Student Accounts Receivable accountant shall confirm that the credit card and electronic check report and cash agree with the Cash Receipts reconciliation report for these types of receipts. If there is a difference, the Student Accounts Receivable accountant shall investigate to determine the reason for the difference.
3. The Student Accounts Receivable accountant shall confirm that copies of checks, manual receipts, and other supporting documentations are included in deposit envelope.
4. The Student Accounts Receivable accountant shall sign the daily deposit report indicating that the deposit is correct.

5. Any irreconcilable discrepancies with the deposit amounts, deposit slips, and Cash Receipt Reconciliation Report must be given to the Senior Accountant to investigate.
6. The Senior Accountant shall review the discrepancies to determine the problem, document the reason for the difference and sign the daily deposit report.
7. All deposit envelopes shall be stored in the Business Office vault.

8.4 Special Events

The Business Office shall distribute and monitor tickets for all special events, including Greek Shows, athletic games, and fundraisers. Business Office staff shall be responsible for serving as cashiers at these events.

8.4.1 Greek Shows

The following procedures shall be followed:

1. The Director of Student Activities, who shall be responsible for ordering the tickets, shall determine the number of student and general admissions tickets.
2. All tickets printed shall be delivered to the Senior Accountant for pre-verification and sale.
3. The Senior Accountant or designee shall distribute the tickets to cashiers for sale to students and the general public.
4. The cashiers shall note the number of tickets received and shall sign the designated form.
5. The cashiers shall count the amount of money in ticket sales and reconcile it to the number of tickets sold.
6. The cashiers shall give the money collected and unsold tickets to the Senior Accountant or designee for verification, reconciliation and approval.
7. The funds shall be given to the cashier who shall prepare official cash receipts and deposit the funds to the proper account.

8.4.2 Athletic Events

Football and Basketball Games

1. The Senior Accountant shall complete and publish a schedule for the Business Office staff to serve as cashiers during football and basketball games.
2. On the day of the event the cashier shall give each worker seed money, along with a designated number of tickets. The worker shall acknowledge receipt by signing the game day form, which shows the number of tickets issued and amount of seed money received.
3. After the game, the worker shall turn in monies collected along with the unsold tickets to the cashier for verification.
4. The cashier shall acknowledge receipt of the funds, reconcile funds and tickets and shall record the funds in the system. The cashier will provide a copy of the receipt.
5. The cashier shall attach system-generated receipts to the other supporting documentation and shall file the documents for audit purposes.

Football Game Tailgating

1. The cashier shall reserve tailgating areas on a first come first serve basis.

2. Reservations and payments for the spaces can be made via e-mail, telephone or in person at the cashier's window in the Business Office located in Batchelor Hall.
3. A tailgating form shall be completed when making reservations. When payment is received, a tailgating area shall be reserved and identified by a unique number.
4. A card with the unique number shall be made and given to the requester, to be displayed in his/her area.
5. Cash collections shall be receipted and accounted for in the usual manner.

Vendor Booths

1. Vendors must complete a Vendor Approval Form in the Business Office. Once approval is granted, vendors may purchase vendor booths in the Business Office.
2. Payments for the spaces can be made via e-mail, telephone or in person at the cashier's window in the Business Office located in Batchelor Hall.
3. When payment is received, space for a booth shall be reserved and identified by a unique number.
4. A card with a unique number shall be made and given to the vendor, to be displayed in his/her area.
5. Cash collections shall be receipted and accounted for in the usual manner.

8.4.3 Fundraisers

The Business Office staff assists at different college sponsored fundraisers (UNCF, Hearts of Fire, concerts, etc.). The cashier shall give the event worker seed money, which shall be acknowledged by an appropriate signature. At end of each event, the funds shall be returned to the cashier to be processed, as outlined under football and basketball games.

8.4.4 Facility Rental

Requests for information to rent college facilities must be directed to the Public Relations Department. Once approval has been received from Public Relations, the Business Office shall collect the rental fees, issue receipts and communicate with Public Relations when payment has been made.

9.0 Student Accounts Receivable

Student Accounts Receivable Manager is responsible for ensuring that all student accounts are correctly billed and funds collected. The accountant will perform collection efforts to reduce accounts receivable.

9.1 Registration Financial Clearance Process

All students enrolled at the college must be financially cleared by the Business Office in accordance with the following procedures:

1. During registration, financial clearance is the last step in the registration process
2. Each student should have three (3) documents when attempting to get financially cleared.
 - a. A Registration Verification Form indicating the student has gone through all of the required registration stations.
 - b. A Registration Statement, which shall include the class schedule and an itemization of

- all charges (tuition, fees, housing, meal plan, etc.).
- c. A Student Financial Aid Awards Letter which shows all of the financial aid that the student shall receive (loans, grants, scholarships, etc.).
 3. Verify that all fees are accurate based on the most current academic fee schedule. Students living in residence halls are required to have a meal plan. Therefore, a student that has housing charges shall also have meal plan charges. If not, the student shall be sent back to the housing station to have their meal plan/housing charges adjusted.
 4. Calculate total approved Financial Aid, excluding work-study. If the student has PLUS loan but does not have evidence that it has been approved, the student can be given credit for the amount of the unsubsidized loan that corresponds with the student's classification.
 5. The student's balance is calculated by subtracting total aid from total charges.
 6. If total aid exceeds total charges the student is expected to receive a refund.
 7. If total charges exceed total aid, the student may take care of the difference by paying cash, using a credit/debit card, increasing loans, or by a payment plan.
 8. If the student does not have a balance or has signed a payment plan, the student's paperwork should be stamped "Cleared", signed and dated by Business Office staff. No student is financially cleared unless the "Cleared" stamp is indicated on his/her paperwork.
 9. Once cleared students should be directed to Auxiliary Services to obtain an ID card.

9.2 Payment Plan

All fees are due and payable at time of registration. However, a payment plan option is available for parents, guardians, and students who are unable to pay the total balance due. Payment plans must be paid in full before the end of semester. Payment plans are not available during summer school.

The procedures for issuing payment plans are outlined below:

1. During registration, if it is determined that a student does not have enough Financial Aid to fully pay the amount owed and the student is not able to immediately pay, the student can be given a payment plan if they meet certain requirements.
2. The payment plan amounts are issued according to student's classification. The Business Office manager must approve any amount above the limits stated below:

Freshmen:	\$1,500.00
Sophomore:	\$2,000.00
Juniors:	\$2,500.00
Seniors:	\$3,000.00
3. The student completes a payment plan form that includes the total amount owed, payment due dates and the amount of each payment, student's name and address and the parent's name and address and driver's license number. The payment plan balance is divided into three equal payments. The student and Business Office staff must sign and date the payment plan.
4. A fee is assessed for the payment plan. The Student Account Receivable accountant charges this fee to the student's account.
5. After registration, payment plans are mailed to the student's home along with a letter explaining the payment plan. At a minimum, payment plan notices are mailed before mid-

term and final examinations.

9.3 Book Voucher Process

Book vouchers can be issued to students who have more financial aid than total fees if requested by the student. The book voucher can be used to purchase books and supplies from the bookstore. The procedure for issuing a book voucher is outlined below:

1. The amount of a book voucher is determined by the amount of funds left over after all fees have been deducted.
2. The book voucher is a manual process whereby the Business Office staff writes book voucher or BV on the student's registration form with the approved amount. The Business Office staff signs and dates the book voucher information.
3. The student takes the paperwork to the bookstore. Once the purchases are made, the bookstore manager enters the book voucher into the point of sale system to track student purchases and balances. The bookstore manager gives the Director of Auxiliary Services the book voucher receipt who enters the data in the students account.
4. The Director of Auxiliary Services sends a copy of the processed book voucher to the Student Accounts Receivable accountant to be filed.

9.4 Tuition Discounts

Regular full-time employees and dependents of full-time employees, defined as children or legal wards through the age of 25, may receive a maximum of 80% tuition abatement each semester for the portion of the tuition not covered by a scholarship or grant.

The process for determining tuition discounts are outlined below:

1. The Director of Human Resources submits the approved Tuition Abatement form to the Student Accounts Receivable accountant for processing.
2. The Student Accounts Receivable accountant will calculate the tuition discount based on one of the two methods:
 - a. If the student receives only loans as financial aid, this qualifies them for an 80% Tuition Discount. This is calculated by multiplying 80% times the tuition amount.
 - b. If the student receives any free funds (grants, scholarships), the total of these funds are deducted from the tuition and the difference becomes the tuition discount.
3. The Student Accounts Receivable accountant credits the tuition discount to the student's account in the Datatel system.

9.5 Tuition Reimbursement

The following steps outline the procedures used to request student fees that are paid via reimbursement from corporations, federal agencies, prepaid tuition plans and other plans.

1. At registration, students have to provide one the following documents, which shall inform the Business Office that they will be receiving other financial assistance.
 - a. A Vocational Rehabilitation ADRS sponsorship letter indicating how much the student shall receive.
 - b. A Pre-Paid Tuition Letter (from various states), the amount that will be paid is calculated by multiplying the number of credit hours by a pre-determined rate, plus

- a specific amount of fees.
 - c. An Air National Guard DA Form 2171E-R listing the amount the student shall receive.
 - d. A Corporation Official tuition voucher letter indicating the amount the student shall receive.
2. After registration, the Student Accounts Receivable accountant creates an invoice on college letterhead, completes the appropriate form listed above as requested by the specific organization and mails it to the designated person.
 3. When a check is received, it is given to the cashier to post to student's account. A copy of the check and supporting documentation are given to the Student Accounts Receivable accountant for filing.

9.6 Inter-Institutional Agreements

The college has an inter-institutional agreement with University of Alabama, whereby full-time students can cross enroll without paying additional tuition.

The following steps are taken to adjust the student's tuition covered by the inter-institutional agreement.

1. At registration, the student must show a Letter of Transiency from the University of Alabama to the Registrar and the Business Office.
2. The Registrar confirms the number of credit hours the student is enrolled between the two institutions. If the student is enrolled in less than a total of 18 hours, there is no charge. Based on the letter, the Business Office will financially clear the student.
3. If student has greater than 18 credit hours, the student has to pay Stillman College for the additional credit hours. The student has to pay the balance before he/she can be financially cleared.
4. After registration, students who have less than 18 credit hours, the Student Accounts Receivable accountant will credit the students account for the total amount due, using the "Waive" code.

9.7 Student Refunds

Student's accounts that have a credit balance as a result of Title IV federal funds will receive a refund within 14 days after the account has been credited. Credit balances resulting from college scholarships and grants are not refundable.

The following steps outline the student refund procedures for all students:

1. The Student Accounts Receivable accountant runs the credit balance report.
2. The Student Accounts Receivable accountant prints the bill for students who have a credit balance.
3. The Student Accounts Receivable accountant reviews the bill to verify that all fees on student accounts are collected (tuition and fees are correct, if student has housing, must have a meal plan, etc.)
4. The Student Accounts Receivable accountant reviews the financial aid posted to the account. Key things to look for:

- a. Does the aid exceed the Financial Aid budget for the semester?
- b. Is the credit balance the result of scholarships and grants? If so, this amount is not refundable. The bill should be noted and sent to Financial Aid.
5. If there are billing or Financial Aid concerns with the account, the Student Accounts Receivable accountant investigates them with the appropriate department.
6. After the Student Accounts Receivable accountant reviews the student bills, they are given to the Senior Accountant for a formal review before the refund checks are processed.
7. After verification of the student accounts, all information is entered into the Datatel ST Application Mnemonic RFND in the student's name unless the credit is the result of a PLUS loan or payments from their parents. If so, the refund check will be issued in the parent's name.
8. After the refund information is entered into the system, the Accounts Payable accountant prints the checks and gives them to the cashier for review and distribution. Also, a copy of the checklist is given to the Administrative Assistant who creates a list of student ID numbers to post which informs students who will receive refunds.

Refund checks are printed every other Friday. Notification of refund distribution is sent to students via e-mail.

9.8 Return of Title IV Funds

In accordance with OMB Circular A133, the college shall calculate the return of Title IV funds to the applicable lending agencies/institutions after a student withdraws or is administratively withdrawn from the college via the following steps:

1. When a student voluntarily withdraws or is administratively withdrawn, a Student Withdrawal form is completed. The Senior Accountant signs the form and gives a copy to the Student Accounts Receivable accountant for office records.
2. The Student Accounts Receivable accountant is responsible for entering in the withdrawal information to determine if Title IV funds must be returned.
3. Use the website of www.fafsa.ed.gov to enter all information.
4. To access FAA Access:
 - a. Select calculate and manage the return of Title IV funds.
 - b. Confirm your identity by answering all four (4) questions. Click Submit.
 - c. On the main menu select Return of Title IV Funds.
 - i. Enter your TG#.
 - ii. Enter your federal school code.
5. Return of Title IV Funds. Select create new record.
6. Enter SS#. Click Record Found.
7. Input Student info. Click on R2T4 (Top Right)
8. Return of Title IV Funds worksheet:
 - a. Award year - use year of fall semester.
 - b. School calendar - click on calendar profile and select semester.
 - c. Withdrawal date - use the date on the withdrawal form or suspension letter.
9. Input student and Title IV aid information:

- a. Is school required to take attendance? Yes.
 - b. Withdrawal type - required to take attendance/last date of attendance.
 - c. Grade level - make a selection.
 - d. Date form completed - use the date on the form.
 - e. Date of the schools determination that the student withdrew - use the date on the form.
 - f. Enter amounts of aid received.
 - g. Enter total charges for the semester. Submit. Click file print to print out info to indicate if the student has qualified for all funds or if the student has to send funds back.
10. The Students Account Receivables accountant completes a request for payment to lending agencies. The Accounts Payable Accountant processes the check.
 11. After approval by the Business Office manager, the Students Accounts Receivable accountant makes a copy of the check for the files then mails the check to the lending agency.

9.9 Transcript Process

The transcript process outlines how Stillman's current and former students can obtain a copy of their official college transcript. All requests must be made in writing (letter, e-mail, completed transcript form, etc.) Transcript requests must originate from the student, not a third party. The cost for a transcript is \$5 per transcript. The preferred method of payments is money order, credit/debit card, check and cash.

This process addresses the steps to follow in processing a transcript request for three categories of students; pre-1998 graduates, post-1998 graduates, and non-graduates.

9.9.1 Pre-1998 Graduates

Due to the college policy during this time, students may have graduated and had an outstanding balance with the college agreeing to pay at a later date.

1. The registrar receives the request and appropriate payment. The request and payment is sent to the Business Office to verify the account balance.
2. The Business Office verifies the financial status of the student's account. If the student has a zero balance, the cashier approves the request and processes the payment. The request is returned to the registrar, who in turns mails the transcript. This process should take no more than three days.
3. If the student has an account balance, the Business Office will send a letter to the student indicating that s/he has a balance, a copy of their bill, and how they can make payment on their account. A copy of the letter is sent to the Registrar for their file.
4. If the request originates in the Business Office, steps 2 & 3 will be followed.

9.9.2 Post-1998 Graduates

Transcript requests for students who graduated in 1998 and afterward should have a zero balance due to the college's policy change that all graduates must have cleared all of his/her financial obligations in order to graduate.

1. The registrar receives the written request and appropriate payment. The payment is forwarded to the cashier in the Business Office. The transcript is mailed by the registrar within 48 hours. No verification is required by the Business Office.
2. If the request is received in the Business Office and payment is included, it is given to the cashier. The cashier verifies that the student does not have a balance, processes the request and sends it to registrar within 24 hours. The registrar will mail the transcript within 24 hours of receiving the paperwork from the Business Office.

9.9.3 Non-Graduates

1. Once the registrar receives the request and appropriate payment, the request and payment is sent to the cashier in the Business Office to verify the account balance.
2. The Business Office verifies the financial status of the student's account. If the student has a zero balance, the cashier approves the request and processes the payment. The request is returned to the registrar, who in turn mails the transcript. This process should take no more than three days.
3. If the student has an account balance, the Business Office will send a letter to the student indicating that s/he has a balance, a copy of their bill, and indicate that if the student is willing to make a down payment and sign a promissory note agreeing to pay the balance within 12 months, the college will process their request.
4. A copy of the letter is sent to the registrar for their file.

10.0 Equipment Capitalization

The college maintains records of all purchases or donations of equipment (buildings, building additions and improvements, land, and land improvements held and to capitalize and depreciate those that are depreciable according to accounting and regulatory requirements) as determined by the Vice President for Finance and Administration or the Senior Accountant. Once the equipment's cost is capitalized, it shall be written off periodically, or depreciated, in a systematic manner over its useful life.

10.1 Policy

Stillman College has established a capitalization level of \$1,000 and/or a useful life of more than one year for fixed assets, including computers and purchased computer software. The federal definition of equipment conforms to the college's definition, as stated below. Equipment purchased with restricted funds shall be treated according to the guidelines in the award notification documents. For federal awards, equipment is defined, in both Office of Management and Budget (OMB) Circulars A-21 and A-110, as an item of non-expendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of the capitalization level established by the recipient organization for financial statement purposes, or \$5,000.

Each item of equipment shall be assigned a serial numbered tag. Non-capitalized items of equipment (valued at less than \$1,000) shall be tagged with specially identifying tags provided by Auxiliary Services. College property that is federally titled shall be tagged with a label that indicates federal ownership and inventory records maintained that include the description of the equipment, identification number, location, acquisition date, acquisition cost, and disposal date.

10.2 Title to Equipment

Equipment purchased or otherwise acquired by the college to carry out the activities related to its mission is considered college property upon acquisition unless otherwise noted. Specific exceptions to this policy include equipment provided to the college by the federal government for use on federally sponsored projects, equipment purchased for use on federal contracts, and other equipment loaned to the college by public or private entities. The college may request the transfer of accountability for federally titled equipment to other federal projects once the original project has been completed or it may request outright title to the equipment if the equipment continues to be used for similar activities. The Grant Accounting Office should be contacted for instructions when a department wishes to transfer accountability or request title to federal equipment.

10.3 Assets Useful Life

Effective July 1, 2003, the useful life used to depreciate buildings, building improvements, computer equipment, and equipment has changed to reflect a more accurate usefulness of the assets. This change is retroactive to prior years.

- Buildings - from 40 years to 60 years.
- Building improvement - from 40 years to 60 years.
- Computer Equipment - from 5 years to 7 years
- Equipment - from 5 years to 7 years

Depreciation for all new fixed assets (first year of capitalization) will be calculated using only one half of the first year's depreciation. For example, if a computer was capitalized for 8 months in its first year, the depreciated expense for the first year will be for 4 months.

10.4 Inventory

Auxiliary Services shall provide an accurate physical inventory of all assets purchased and/or donated to the college.

1. Receive all incoming package(s) via held-hand scanner.
2. The tracking number distinguishes how each package was shipped. If a package is received damaged, carriers must indicate on delivery papers.
3. Packages for the college are opened to retrieve packing slips to verify shipment and obtain Purchase Order numbers.
4. After verifying items are deemed to be classified as fixed assets, they are tagged with Stillman College barcodes for institutional funding, or special barcodes to be used for grant funding.
5. Packing slips are verified by two employees, signed, dated and forwarded to Accounts Payable.
6. Equipment data is keyed into the fixed assets report as follows:
 - a. Stillman College barcode
 - b. Description
 - c. Property type
 - d. Estimated life

- e. Custodian
- f. Location
- g. Serial Number
- h. Model
- i. Discount type
- j. Departmental funding source
- k. Acquisition cost
 - i. Acquisition date
- l. Depreciation method
- m. Depreciation start date

Fixed asset reports shall be submitted at the end of each fiscal year to the Senior Accountant, Accountant and Vice President for Finance and Administration.

11.0 Restricted Funds

Grants and contracts are made or entered into by government agencies and other external entities to or with the college. While there is always a Principal Investigator or Project Administrator set out in the award notice or contract, the agreement exists between the funding authority and the college. The college bears ultimate responsibility for accounting for the funds and ensuring the implementation of the project or program complies with the intent set out in the approved proposal or application. Administrative oversight for grant implementation resides in the same organizational structure as exists for the normal duties of the Principal Investigator or Project Administrator. The college has the specific responsibility to exercise a regulatory management and control function for the restricted funds that are awarded. All employees on funded projects are required to complete Time and Effort reports in accordance with OMB Circular A-133. This function is exercised in the Division of Finance and Administration.

Principal Investigators and Project Administrators may not obligate or authorize the expenditure of restricted funds outside of the protocol and authority operational at the college. The exercise of this function may not exceed the fiduciary responsibility of the college, such that it compromises the freedom of the Principal Investigators and Project Administrators to achieve their intended goals.

11.1 Grant Budget/Expense Process

Below are the procedures for setting up and reviewing grant budgets and processing expenditures. This process will help to ensure that all expenses are properly charged to the correct accounts.

1. The Business Office has the responsibility to review grant budgets. The objective of the review is to ensure that no financial commitments are made that the college cannot afford. The budget is also reviewed to ensure that the college's negotiated indirect cost rate is reflected. All exceptions shall be approved by the Vice President for Finance and Administration or a designee.

2. Upon approval of a grant, the grant recipient shall send a copy of the signed grant award letter, along with a detailed budget, to the Vice President for Finance and Administration or Senior Accountant.
3. A copy of the award letter and budget shall be given to the grant accountant to begin the process.
4. The grant accountant shall work with the Senior Accountant to get a new project number for the grant. Once the grant is received, the grant accountant shall prepare the budget and give it to the Senior Accountant to assign a project number and enter the budget into the Datatel system.
5. The grant accountant shall provide a copy of the new budget to the grant recipient.
6. For currently employed personnel, the Principle Investigator shall submit the employment recommendation for all full and part-time contract grant employees to their respective Vice President and the President for approval. The Principal Investigator shall include a Personnel Action Form with the employment recommendation.
7. If the Principal Investigator wishes to hire new employees, he or she must complete a Personnel Requisition Form before beginning the search. Once the Personnel Requisition Form is approved, the Principal Investigator or a designee shall prepare the employment recommendation with the Personnel Action Form attached and submit to their respective Vice President and the President for approval.
8. Once approved by the President, the documents are sent to the Director of Human Resources who gives a copy of the employment recommendation and Personnel Action Form to the grant accountant for their files.
9. The Human Resources Office shall prepare a contract for the employee and submit it to the President's office for signature. Once signed by the President, the Human Resources Office gives a copy of the contract to the employee. After the employee has signed the contract, the contract is placed in the contract notebook located in Human Resources Office.
10. The Director of Human Resources shall complete an employee payroll adjustment form and give it, as well as the Personnel Action Form, to the Payroll Accountant who shall update the system with salary changes and correct account numbers.
11. If at any time during the grant, personnel changes are made, the Principal Investigator or a designee must complete the personnel action form, obtain the required Vice President signature and submit it to the grant accountant. The grant accountant gives the paperwork to the Director of Human Resources and Step 8 is repeated.

11.4 Time and Effort Reports

In keeping with federal mandates, all grant employees shall complete Time and Effort reports indicating the number of hours worked. Time and Effort reports shall be signed by the employee, their supervisor and the Principal Investigator. Time and Efforts reports must be submitted to the appropriate Vice President for signature and then to the grant accountant to file. Grant employees who do not submit a Time and Effort report will not be paid until the report is submitted.

11.3 Request for Grant Funds

Persons wishing to expend grant funds shall follow these steps:

1. The Principal Investigator initiates the paperwork for the various requests along with any supporting documentation. The Principal Investigator and the departmental Vice President must approve the request before the requisition is entered into the Datatel system.
2. After entering the request into the system, the paperwork is submitted to the grant accountant in the Business Office for a compliance review and to verify account number accuracy.
3. When approved by the grant accountant, the paperwork is given to the Finance and Administration assistant to complete the requisition. After completion, the Senior Accountant reviews/approves the request and assigns a payment date. The paperwork is then given to Accounts Payable for processing of the checks. For Purchase Orders, the paperwork is given to the Finance and Administration assistant.
4. The Finance and Administration assistant and the Principal Investigator are contacted. Checks are either mailed or given to the Principal Investigator depending on the type of request. If the check is picked up, the Accounts Payable check log is signed by that individual. If the check is mailed, it is noted on the log with the date the check was mailed.

11.4 Reporting

The Principal Investigator shall be given monthly budget reports in order to monitor expenses. The Principal Investigator can work with the grant accountant to get other reports as needed. The grant accountant shall complete the monthly, quarterly, and annual reports as required by the funding agency.

11.5 Fund Draw-Downs

In accordance with federal regulation, the college shall request funds no more than three days prior to expending the funds. At least three days before the end of the month, the grant accountant shall complete the Cash Drawdown Report, which reconciles grant expenses with the amount of funds received from the grant and indicates the amount of available cash. This report is given to the Senior Accountant to request or pay back funds. A copy of the report is also given to Senior Accountant. When funds are received, the Senior Accountant records the revenue in the appropriate account(s). The President designates an individual to draw down federal funds.

11.6 Preparing the Request for Funds Draw-Down Report

Please reference the steps for preparing the request for funds draw-down report is located in the implementation section.

Policies and procedures affecting the business operations are discussed in this section. Full discussions of such policies and procedures are contained in the Staff Handbook and the Policy Manual.

12.0 Human Resources

12.1 Hiring

No unit of the college shall employ a full-time faculty or staff member without expressed permission from the President. All employment shall be done in accordance with prescribed policies and procedures.

12.2 Background Checks

Background checks will be conducted as part of the selection process to assist the college in determining an individual's overall employability, thus ensuring the protection of current employees, students, property, and information of the college. Background checks will be conducted once an applicant is recommended for hire by the area Vice President. All background checks will be coordinated through the Human Resources office.

12.3 E-Verify

The college participates in the E-Verify Program, an employment eligibility verification system operated by the U.S. Department of Homeland Security. All employees must complete a Form I-9, Employment Eligibility Verification, and produce documents proving authorization to work in the United States by the end of the third day of employment.

12.4 Reference Checks

The department chair/director/head will ensure reference checks are conducted for an applicant who has been recommended for hire. This includes verification of any information provided by the applicant including salary, educational background, or verification of required licensure and certifications.

12.5 Orientation

All new employees shall be required to attend an orientation with the Human Resources office. The orientation shall cover such matters as salary and benefits, along with policies and required federal mandates.

12.6 Sexual Harassment Training

Employees are required to receive sexual harassment training within thirty days of hire. Thereafter, employees will receive sexual harassment training every other year of employment.

12.7 Termination/Separations

Employment may end in one of three ways: resignation, non-renewal or termination. Employees wishing to resign should formally notify their supervisors by giving a 20 day notice. Employees whose services are no longer needed due to budgetary reasons shall be given a 20 day notice. An employee discharged from any area of the college shall be ineligible for future employment with the college.

12.8 Exit Interviews

All employees who separate from the college for any reason shall complete an exit interview with their immediate supervisor as well as the Director of Human Resources. The separating

employee shall complete a checkout form, have it signed by the immediate supervisor and return it to the Human Resources office. All college properties assigned to the employee will be collected for as part of the exit interview process.

12.9 Monthly Annual Processes

The following processes shall occur as indicated:

1. Attendance reports are processed on the 24th of every month. Payroll processing shall begin on the 25th of every month, unless the 25th falls on a holiday or weekend in which case the payroll processing should occur in the prior week.
2. Paychecks for monthly employees shall be issued by the 1st of each month as set out in the employment contract except when the 1st falls on a weekend or holiday.
3. COBRA notices shall be mailed within 30 days of the action to the separated employee by certified mail
4. Form 5500, Annual Return/Report of Employee Benefit Plan, filings are completed each year during the month of June. Federal regulations dictate the information required for the current year. Forms are completed and signed by the Director of Human Resources as the plan administrator and the Vice President of Finance and Administration as the employer plan sponsors. Filings are prepared for the pension plan (TIAA-CREF) as well as the benefit plans (health and dental, long-term and short-term disabilities).
5. Medicare questionnaires shall be conducted annually. These forms should be filled out with the employee and returned prior to the deadline.
6. OSHA reporting is conducted annually. Data that is collected from workers compensation injuries shall be logged on the OSHA Form 300 for filing. The information is then transferred to the OSHA report and submitted for processing. All reports of injuries should be documented and reported within 24 hours of the occurrence.
7. Staff Handbook and Policy Manual updates shall occur in the spring semester. The handbook committee shall begin to meet and make updates, suggestions or changes.
8. Verification of benefit premiums are calculated monthly for MetLife (life insurance, long and short-term disability). Once the verification is complete, the report is completed and a request for funds is submitted to Accounts Payable for processing.
9. TIAA-CREF calculations are verified and corrections are made and submitted to the Senior Accountant for approval prior to submission. After submission, a final report should be given to the Senior Accountant.

12.10 Conflicts of Interest

To safeguard the management and control of college finances and other assets, conflicts of interest or even the appearance of conflicts of interest are prohibited. Employees in the Division of Finance and Administration shall: 1) abide by the segregation of duties as set out in this manual, 2) refrain from executing transactional decisions regarding one's self and familial relations, 3) avoid non-essential contact and engagement with vendors and other vested parties regarding college transactions, 4) decline premiums and other gifts from persons doing business with the college that are generally not available to other employees, and 5) initiate the Whistle Blower Policy when other employees violate the policy.

13.0 Auxiliary Enterprises

Auxiliary Enterprises provides support services to the entire Stillman community. It is comprised of various service providers that enhance the quality of student life on campus by delivering a variety of goods and services. Included under Auxiliary Enterprises are: food services, the bookstore, post office, central supply, and shipping/receiving. Auxiliary Services is the central location for deliveries and other pickups to the college for items sent via Fed Ex, DHL, UPS, and other freight companies.

13.1 Deliveries

Auxiliary Services provides the most efficient means of delivering Fed Ex, UPS, DHL and other deliveries to the administration, faculty, staff and students via electronic notification. There are two types of notification; e-mail notification via Stillman e-mail addresses and paper notification. Electronic notification will be sent only to Stillman e-mail addresses.

13.2 Receiving and Routing Packages via Pitney Bowes Scanner/PC Arrival System

When packages are delivered to Stillman via Fed Ex, DHL, UPS or other freight companies, data is entered into the Pitney Bowes Scanner. The system generates an electronic e-mail notification indicating where packages are located. Please reference the steps for receiving and routing packages in the implementation section of the manual.

13.3 Delivering Packages via Pitney Bowes Tracking Assistant Scanner/PC Arrival System

Please reference the steps for delivering packages via the Pitney Bowes PC Arrival System in the implementation section of the manual.

13.4 Shipping Pre-Paid Packages

Auxiliary Services is the central location for all pre-paid shipment via Fed Ex, UPS, DHL and other freight companies. Packages can also be shipped via the United States Postal Service.

13.5 Campus Identification Cards

Students, faculty and staff must carry college identification (ID) cards on campus at all times. The procedures for ID cards are:

1. All incoming freshman/transfer students are issued ID cards at no cost.
2. Students must be enrolled during the current academic semester/summer session.
3. Administrators, faculty and staff must be employed during the current academic semester.
4. Returning students must present a cleared registration statement stamped, dated and signed by the Business Office staff.
5. Returning students must present their ID card from the previous semester for validation or shall be charged a \$20.00 fee.
6. Students must complete the ID registration form.
7. New students shall be issued a new ID card with a validation sticker.
8. Students who return shall receive a validation sticker.
9. A Student ID report shall be submitted to various offices including the offices of the Vice Presidents.

13.6 Guest Rooms

The college has guest rooms for recruiting prospective employees and guests of the college. The rooms are not for parent or student use. The following steps shall be followed to obtain a guest room:

1. Requester shall contact the Director of Auxiliary Services for availability.
2. Auxiliary Services personnel shall complete a guest room form.
3. Auxiliary Services shall assign available guest rooms and notify the requester.
4. The requester shall pick up keys from Auxiliary Services during business hours.
5. Guests shall return the keys to Auxiliary Services if check-out occurs during business hours.
6. Guests shall return the keys to campus police if check-out occurs after business hours.

13.7 Use and Rental of Facilities

All facility rentals are handled through the office of Public Relations, except for the faculty dining room in the Hay College Center. Requests for rental of this facility shall follow these steps:

1. Contact the Public Relations office to request the use of a college facility.
2. Contact the Director of Auxiliary Services to rent the faculty dining room.
3. When renting Stillman facilities, personal property insurance is required.
4. A deposit is required and full payment must be made to the Business Office at least seven days prior to the event.

13.8 Special Events

Special events may be assigned to the Auxiliary Services from time to time including, but not limited to, the President's office. These events shall be handled on a case-by-case basis.

14.0 Food Services

The college uses a food service contractor to provide dining services for students and other patrons.

14.1 Meal Plans

Students residing on campus must participate in a meal plan program. Non-resident/commuter students may purchase meal plans through the college. The following steps are required to participate in a meal plan:

1. Once the student is cleared they are directed to Auxiliary Services for meal plan verification.
2. If a student has been billed for a meal plan on his registration account statement, their ID will be programmed with the selected meal plan.
3. The IT Department will export a list of students assigned meal plans from the Datatel system and give it to the food service vendor on a CD. The food services vendor activates the student's ID number in their system, which allows students to eat in the cafeteria.

14.2 Student Auxiliaries

The meal rate will vary until students are officially enrolled for the semester. The directors of each auxiliary such as football, basketball, baseball, softball, track/field, tennis, band, choir, student leaders, residence assistants, and volleyball must contact the Director of Auxiliary Services a week prior to auxiliaries returning. Each director shall contact the food service vendor and provide arrival dates, the expiration date, guaranteed number, and the number of meals to be served.

1. The food services vendor shall generate a quote for each auxiliary and e-mail the quote to the requester.
2. Each auxiliary must generate an electronic requisition for request for funds.
3. Submit the request to the Business Office.
4. Obtain and deliver checks to the food service vendor.
5. Auxiliary Services shall issue cards to each group to present to the food services vendor cashier.

14.3 Catering Events in Dining Services

Catering events for the college are handled through the Auxiliary Services office. Food service vendors should contact the Public Relations office for facility clearance.

The following steps shall be followed by all college departments requesting catering services:

1. Requests for catering services should be submitted at least two weeks prior to the event to the Auxiliary Services Director.
2. The Auxiliary Services Director shall contact the food service vendor to request a suggested menu and price quote.
3. The Auxiliary Services Director will e-mail the quote to the requester.
4. The requester shall submit an electronic requisition to the Business Office to request a check.
5. The requester shall submit payment to the food services vendor.

15.0 Postal Services

In support of the students, departments, offices and employees who reside on campus, the campus post office provides timely pick-up and delivery of incoming, as well as, interdepartmental mail. For greater efficiency, each department must separate mail by class (First Class, International, and On Campus.) Interdepartmental mail should be sent using the standard interdepartmental envelopes. These envelopes should be used to eliminate the use of Stillman College letterhead envelopes for campus mail.

15.1 Opening Campus Post Office

Upon opening the post office, petty cash shall be removed from a secured area with two employees counting, verifying and setting up the till for daily operations. Postal supplies shall be removed from the secured area and placed under the register for daily sales (single stamps, book stamps, postcards and stamped envelopes).

15.2 Incoming and Outgoing Mail

The campus police department shall be the only authorized agent for transporting mail to and from the campus. They are the only authorized agent to sign for certified, express, delivery confirmation and registered mail. They are the authorized agent for purchasing domestic postage, supplies and running bank errands for the post office.

15.3 Processing Incoming Mail

USPS mail is received twice daily on Monday-Friday between the hours of 8-8:30 a.m. and 3-3:30 p.m. from the downtown post office. The mail is delivered to the campus post office. Mail tubs are moved to the processing area for distribution. Incoming first class and bulk mail is sorted and placed in campus mailboxes. Any departmental mail will also be processed. Improperly addressed mail is set aside until time permits the Post Office Manager to look up mailbox numbers via the Datatel system. Once completed, mail is processed and placed in the appropriate mailbox.

15.4 Receiving and Routing Mail via Pitney Bowes PC Arrival System

When certified, registered, express, priority, insured, bar-coded and delivery confirmation mail is delivered to Stillman, the data is entered into the Pitney Bowes PC Arrival System. The system generates an electronic e-mail notification indicating where packages are located. Please reference the steps for receiving and routing packages in the implementation section of the manual.

15.5 Meter Postage

The following steps shall be followed to request funds:

1. A hard copy of the request for funds shall be submitted to the Business office to be processed.
2. The Business Office shall issue a check to the postal manager.
3. The Postal Manager shall process the necessary paperwork (deposit slip, check and mail).
4. The location of the college's electronic metered postage download is Philadelphia, PA.
5. Once payment is credited to the account, funds may be downloaded through the Pitney Bowes processing system.
6. All authorized mail is processed through the college's postal services where it is metered and charged to the appropriate departmental postage expenditure accounts via the Pitney Bowes processing system.

15.6 Postage Expenditure Account

All departments and units shall be assigned an account number to track postage expenditures. Charges back to the departments or units shall be based on summaries from these accounts. The account numbers shall be manually keyed into the Pitney Bowes accounting system. The following steps must be completed in order to add an account:

1. Setup.
2. Add account.
3. Key in account name.

4. Save.
5. Sub-account.
6. Save.
7. Apply.

The system automatically assigns an account code to each account. Once accounts have been added to the system, mail may be processed and charged to the appropriate departments.

15.7 Processing Outgoing Mail

When mail is received for processing the following steps are followed:

1. All mail shall be identified by departments for charging purposes, and bound in rubber bands.
2. All campus mail should be separated from outgoing mail requiring metered postage.
3. All campus mail for students should reflect the student's box number and should be arranged in P.O. Box order.
4. International mail should be identified as such to receive proper postage.
5. All campus mail for employees should reflect the department or area.
6. All outgoing mail must be in the post office and completed for processing by 3:30 p.m.
7. All mail received after 3:30 p.m. will be processed the next business day.

15.8 Delivering USPS Mail/Packages via Pitney Bowes PC Arrival System

Please reference the steps for delivering packages in the implementation section of the manual.

15.9 Addressing First Class Mail Packages

Mail leaving the campus should be properly addressed, including a return address. The following steps should be followed when addressing first class mail packages:

1. The college's mailing address is P.O. Box 1430, Tuscaloosa, AL 35403. If you are expecting mail through the United States Postal Service, you should always use the mailing address.
2. The college's physical address is 3601 Stillman Blvd, Tuscaloosa, AL 35401.

15.10 Special Mailings

All special mailings (express/overnight, certified, return receipt, priority, and registered), must be in the campus post office by 3:30 p.m. Registered mail is not processed in the campus post office.

15.11 Express/Overnight/Priority

Express, overnight, and priority mail must be in an express, overnight, priority mailer with an express, overnight, priority mail label. The following are express mailers:

1. Flat rate envelope.
2. Soft pack mailer.
3. Express box.

4. Priority box.

All of the items listed require the same label for mailing. The determining factor for express mail reaching its destination is the zip code. All express mail must be inside the downtown post office by 4:15 p.m. for processing.

15.12 Certified Mail

Certified mail must include two documents: a certified mail receipt and a return receipt. The following steps should be taken:

1. To mail a legal size envelope, the return receipt should be placed on the back of the envelope, article address to face up.
2. The certified mail receipt should be placed as closely to the return address as possible.
3. If a 9x12 or 10x13 envelope is used the return receipt should be placed on the front of the envelope up under the return address. The certified mail receipt should be placed as closely to the return address as possible.

15.13 Mass Mailing

All departments anticipating mass mailings must consult with the campus post office in advance to ensure that adequate postage is available on the postal meter to accommodate the proposed mailing. Such advance planning helps to ensure prompt and satisfactory service.

15.14 Forwarding Mail

The federal government requires that mail received at the campus post office for individuals who are no longer affiliated with the college be forwarded for a period of three months. Mail is returned to sender after the three month period. The following steps are taken to forward mail:

1. Obtain a forwarding address form from the person requesting mail forwarding service.
2. Search for the forwarding address in the Datatel system.
3. Place a label over the sent to address and write the new address on the label.
4. Using an oil lead pencil, blacken out the barcode on the front and back of the envelope.
5. Stamp mail to be returned with a "Forwarded" stamp and send to the downtown post office.

15.15 Returning Mail

Mail received for persons who are not affiliated with the college shall be returned to the USPS in accordance with federal policy. The following guidelines shall apply:

1. Only first class mail forwards or returns itself.
2. Use oil lead pencil to black out the barcode on the front and back of the envelope.
3. Stamp "Not at This Address" at the bottom of the envelope.
4. Draw an arrow upward toward the return address.
5. Using a rubber stamp, stamp "Return to Sender" next to the arrow.

15.16 Expenditure Reports

The Postal Manager shall prepare and provide a postage expense report to Accounting and Grants, and DBE departments at the end of each month. A merchandise resale report of metered postage sold to the college community shall also be submitted to the Business Office cashier each week.

15.17 Residential Students Mailbox

All residential students acquire a campus mail box. The post office staff also provides mailboxes for department administrators, facility, staff and employees residing on campus. Prior to assigning campus boxes to incoming students, combinations must be reset for previously occupied mailboxes.

15.17.1 Resetting Mailbox Combinations

Prior to assigning campus mailboxes to incoming students, mailboxes must be assigned a new combination. Administrators, faculty, staff and employees residing on campus shall be issued a key mailbox. The following steps shall be followed to assign a new combination to mailboxes:

1. The graduation program shall be used to determine box occupancy.
2. Remove assignee(s) name from the mailbox and the Datatel system.
3. Record the mailbox number on the manual log.
4. Combination tools (two screw drivers, a letter opener, the manual log, and a blank combination card) are needed for this process. This operation requires the removal of hardware, manually setting the combination, recording the combination and returning the hardware.

15.1.7.2 Mailbox Assignments

1. Resident students must acquire a campus mailbox.
2. Mail for non-resident students should be delivered to their residence, or it shall be returned to sender.
3. In order for a student to receive a mailbox, they must provide a current student ID card (with a current validation sticker) issued by Auxiliary Services.
4. Manually record the student's name and student number.
5. A memorandum/combination card is provided at the time a student mailbox is assigned. The memorandum provides the college mailing address as well as instructions on how mail should be addressed to the student.
6. All mailbox numbers assigned to students are keyed into the Datatel system. This process updates the student record and provides the necessary information required to generate a post office box roster of resident and non-resident students.

16.0 Central Supply

The college has a central location for the receipt and distribution of operational supplies for the departments and units.

16.1 Requesting Supplies

The following steps must be followed to acquire supplies for the storeroom:

1. Supply vendors are contacted to obtain price quotes. Every effort must be explored to get the best price possible.
2. Generate a purchase requisition.
3. Submit the purchase requisition to the Director of Auxiliary Services for approval.
4. Enter the purchase requisition in the Datatel system.
5. Submit the purchase requisition to the Business Office.
6. The Business Office generates a Purchase Order and an order is placed for the supplies.
7. Supplies are received, verified, priced and stocked.
8. Packaging slips are signed and forwarded to the Business Office to be attached to the invoices.

16.2 Distributing Supplies

Departments needing consumable supplies such as paper, pads, envelopes, pens and pencils must follow these steps:

1. Generate a requisition with the appropriate account number. Requisitions without proper account numbers shall be returned to the departments or units.
2. Secure appropriate supervisory approvals, including Dean and Vice President.
3. Secure Business Office approval.
4. Forward to Central Supplies.
5. Requisitions are filled and processed for pick-up and distribution by Plant Operations.

16.3 Central Supply Expense Reports

The Central Supply Clerk shall prepare and provide a supply expense report, accompanied by journal entries, to Accounting, Grants and DBE departments as required. Central Supply reports are submitted to the Business Office each month.

17.0 College Bookstore

The college bookstore carries a wide variety of insignia merchandise including, t-shirts, jackets, sweatshirts, caps, sweat-pants, etc. Textbooks should be ordered based on the needs of faculty and students. The bookstore has a non-refundable policy on textbooks. Students must therefore exercise care in buying textbooks for their classes. Soft good merchandise such as sweatshirts, t-shirts, caps, sweatpants, etc., that is not damaged and is in the same condition as when purchased, and still in stock may be exchanged with the original receipt.

17.1 Opening Bookstore

Monies from the secured area located in the bookstore shall be removed at the start of each workday and counted and verified by two employees. The funds shall then be entered into the Point of Sales system. The following steps shall be followed to operate the system:

1. Open the IC Verify Multi-user program by double clicking on the icon on the desktop.
2. When the program launches, minimize by clicking on the minus symbol.
3. Open the CRE 2000 program on desktop.
4. Login with assigned user's name/password.
5. Personnel are limited to certain functions without administrative override.

17.2 Daily Operations

Only valid and authorized users shall sign on to the CRE Point of Sale system. The following steps are taken:

1. The store is ready to officially operate.
2. Merchandise may be scanned, barcoded, or manually entered in to the Point of Sale system.
3. When the correct barcode is scanned or correct item name is entered the corresponding price for the item will be displayed on the users screen and the customers display screen.
4. Checks, credit cards and book vouchers require proper identification.
5. At the end of the workday, the Point of Sale system is settled for accountability.

17.3 Merchandise Resale

Merchandise purchased for resale shall be used to generate additional revenue for the college. One or a combination of the following may be used to make purchases:

1. Cash.
2. Credit Card.
3. Debit Card.
4. Check.

17.4 Departmental Charge-Backs

Departments and units may acquire merchandise from the bookstore provided they have available funds. The Business Office shall make the appropriate entries to transfer funds from the department/unit to the bookstore account. Those departments or units wishing to obtain items from the bookstore should contact the Director of Auxiliary Services.

17.5 Detailed Daily Reporting

Bookstore sales reports, credit receipts, credit card settlement reports, checks, and any other documents resulting from voided credits shall be processed as follows:

1. Reports are verified and receipted by the Business Office cashier and bookstore staff the following morning, after the close of each workday.
2. All keys for display cases, registers, and spares are locked in the safe for safe keeping.

17.6 Textbook Requisition Request

Faculty shall be expected to use all textbooks/titles ordered for their courses. Students shall be required to rent textbooks at the start of classes.

17.6.1 Placing Textbooks Orders

Auxiliary Enterprises shall circulate a list of instructions for ordering textbooks for each academic semester and summer school, along with copies of the textbook requisition form. The following steps shall be followed:

1. The division chair submits textbook requisition to the Dean.

2. Requisitions are approved by the divisions and submitted to the Post Office Manager.
3. Requisitions are date stamped and sorted by publishers.
4. Review pre-registration rosters from the Registrar's Office.
5. Requisitions completed by the POM are based on the number of students pre-registered, classroom capacity, and the number of textbooks already in stock.
6. Requisitions must be signed and dated with the bookstore account number.
7. The POM contacts publishers for pricing and availability.
8. The POM generates a purchase requisition, copies textbook requisitions, attaches and submits them to Auxiliary Services for an electronic requisition.
9. Auxiliary Services distributes documents to the bookstore, post office, and must submit hard copies to the Business Office for the purchase order.
10. Once the purchase order is received, textbook orders are placed.

17.6.2 Stocking Textbooks

1. Once the textbooks are received, the books are counted and verified via the packing slip and purchase order. Purchases are confirmed by two employees' signatures.
2. Price the books and input the book's ISBN#, title, price, quantity, and date purchased into the Point of Sale system.
3. Place books on the shelves by course number.

17.6.3 Textbooks Rental Program

The textbook rental program is intended to be a retention and cost savings program and is open to all full-time students enrolled at the college.

17.6.3.1 Rental Process

1. Students must be enrolled during the current semester.
2. After the Business Office financially clears a student, the student shall present a valid ID and a copy of their current semester's class schedule marked "Cleared" to the college bookstore.
3. Students must read and sign the Textbook Rental Agreement form. Textbooks shall be issued based on the class schedule presented by the student.
4. Textbooks shall be scanned into the system based on barcodes for each student. Students shall be given the textbooks, a copy of the contract, and a receipt for the textbooks.
5. Students will be notified during the semester of the dates for textbook returns via electronic and print media.
6. Students are required to return textbooks to the bookstore staff at the end of the semester. Textbooks are checked for damages and the barcodes are scanned.
7. Student who return textbooks in good condition shall be cleared and will be eligible for continued participation in the Textbook Rental Program.
8. Students who damage, lose, or return textbooks late shall be fined. These students will be ineligible to participate in the Textbook Rental Program until charges are cleared.

18.0 Document Retention and Destruction

Stillman College records policy ensures that necessary records and documents are adequately

protected and maintained. It also ensures that records that are no longer needed, and are of no value, are discarded at the proper time by the appropriate method. In addition, it assists employees in understanding their obligations in retaining electronic documents including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

18.1 Administration

The Record Retention Schedule is approved as the initial maintenance, retention and disposal schedule for physical records and the retention and disposal of electronic documents. The Vice Presidents for Finance and Administration, Academic Affairs, and Institutional Advancement are jointly in charge of the administration of this policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Vice Presidents named above are also jointly authorized to:

1. Make necessary modifications to the Record Retention Schedule to ensure it is in compliance with local, state and federal laws and includes the appropriate document and record categories.
2. Monitor local, state and federal laws affecting record retention.
3. Annually review the record retention and destruction program.
4. Monitor compliance with this policy.

18.2 Suspension of Record Disposal in Event of Litigation or Claims

In the event the college is served with a subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning the college or the commencement of any litigation against or concerning the college, such employee shall inform the Vice Presidents for Finance and Administration, Academic Affairs, and Institutional Advancement and any further disposal of documents shall be suspended until such time as the Vice Presidents, with the advice of counsel, determine otherwise. The Vice Presidents shall jointly take such steps as is necessary to promptly inform all staff of any suspension in further disposal of documents.

18.3 Applicability

This policy applies to all physical records generated in the course of the college's operations, including both original documents and reproductions. It also applies to the electronic documents described previously.

Appendix A – Summary of FASB Statement 116

Accounting for Contributions Received and Contributions Made (Issued 6/93)

This Statement establishes accounting standards for contributions and applies to all entities that receive or make contributions. Generally, contributions received, including unconditional promises to give, are recognized as revenues in the period received at their fair values.

Contributions made, including unconditional promises to give, are recognized as expenses in the period made at their fair values. Conditional promises to give, whether received or made, are recognized when they become unconditional, that is, when the conditions are substantially met.

This Statement requires not-for-profit organizations to distinguish between contributions received that increase permanently restricted net assets, temporarily restricted net assets, and unrestricted net assets. It also requires recognition of the expiration of donor-imposed restrictions in the period in which the restrictions expire.

This Statement allows certain exceptions for contributions of services and works of art, historical treasures, and similar assets. Contributions of services are recognized only if the services received (a) create or enhance nonfinancial assets or (b) require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. Contributions of works of art, historical treasures, and similar assets need not be recognized as revenues and capitalized if the donated items are added to collections held for public exhibition, education, or research in furtherance of public service rather than financial gain.

This Statement requires certain disclosures for collection items not capitalized and for receipts of contributed services and promises to give.

This Statement is effective for financial statements issued for fiscal years beginning after December 15, 1994, except for not-for-profit organizations with less than \$5 million in total assets and less than \$1 million in annual expenses. For those organizations, the Statement is effective for fiscal years beginning after December 15, 1995. Earlier application is encouraged. This Statement may be applied either retroactively or by recognizing the cumulative effect of the change in the year of the change. The provisions for recognition of expirations of restrictions may be applied prospectively.

Appendix B -- Summary of FASB Statement 117

Financial Statements of Not-For-Profit Organizations (Issued 6/93)

This Statement establishes standards for general-purpose external financial statements provided by a not-for-profit organization. Its objective is to enhance the relevance, understandability, and comparability of financial statements issued by those organizations. It requires that those financial statements provide certain basic information that focuses on the entity as a whole and meets the common needs of external users of those statements.

This Statement requires that all not-for-profit organizations provide a statement of financial position, a statement of activities, and a statement of cash flows. It requires reporting amounts for the organization's total assets, liabilities, and net assets in a statement of financial position; reporting the change in an organization's net assets in a statement of activities; and reporting the change in its cash and cash equivalents in a statement of cash flows.

This Statement also requires classification of an organization's net assets and its revenues, expenses, gains, and losses based on the existence or absence of donor-imposed restrictions. It requires that the amounts for each of three classes of net assets—permanently restricted, temporarily restricted, and unrestricted—be displayed in a statement of financial position and that the amounts of change in each of those classes of net assets be displayed in a statement of activities.

This Statement amends FASB Statement No. 95, *Statement of Cash Flows*, to extend its provisions to not-for-profit organizations and to expand its description of cash flows from financing activities to include certain donor-restricted cash that must be used for long-term purposes. It also requires that voluntary health and welfare organizations provide a statement of functional expenses that reports expenses by both functional and natural classifications.

This Statement is effective for annual financial statements issued for fiscal years beginning after December 15, 1994, except for organizations with less than \$5 million in total assets and less than \$1 million in annual expenses. For those organizations, the Statement is effective for fiscal years beginning after December 15, 1995. Earlier application is encouraged.

Federal Accounting Standards Board - Summary of Statement No. 117