

Controller's Office Advisory Group

Control Points:

To follow up on our discussion at the Control Points Meeting on Friday, December 5, I would like to formally outline our new CO Advisory Group initiative and ask for nominations.

Purpose:

To form an Advisory Group consisting of department and school representatives who understand the workings of financial-related topics and their associated processes within departments. These individuals will be an additional point of contact for the Controller's Office when policies and procedures change, new products are offered, training is developed, and major issues are discovered. This group augments the current Control Point structure.

The Group and Focus Areas:

This advisory group will consist of four Focus Areas: Payroll, Accounts Payable, EMF, and Financial Reporting. For each Focus Area, we have listed sample topics and sample job titles of individuals who you may want to consider for nominations. However, please do not feel limited to the job titles listed.

- Payroll:
 - Sample Topics: Payroll Procedures, OLPPS, Hiring, Terminations, Separation of Duties, PAFs
 - Sample Job Titles: OLPPS Processors, Department HR Managers

- Accounts Payable:
 - Sample Topics: Submitting Invoices and Check Requests, Travel & Expense Policy, Reimbursements, Purchase Orders, P2P
 - Sample Job Titles: Department AP Administrator, Finance Managers

- EMF:
 - Sample Topics: Expired Funds, Funds in Overdraft, Billing and Accounts Receivable, Award Set-up
 - Sample Job Titles: RSAs, Financial Analysts

- Financial Reporting:
 - Sample Topics: WebLinks Reports, Ad Hoc Reporting, General Ledger Verifications, Audits, SAS112
 - Sample Job Titles: Finance Managers

Department Representative Responsibilities:

Representatives on the CO Advisory Group should be able to commit up to 5 hours per month on this assignment. In addition to reviewing proposed policy/procedures changes, the representatives will be expected to discuss changes with other departments (area of responsibility to be assigned by the Control Points), bring up changes in staff meetings, and provide timely feedback to the CO Advisory Group Coordinator. While we do not envision regular CO Advisory Group Meetings at this time (most communication will be through email), at least one 2-hour orientation meeting will be required. The term for each department representative will be 1-year.

Please discuss this new initiative with your departments, ask us questions for clarification, provide us with your feedback, and submit your nominations to me by January 15, 2009. We are excited about the many benefits that can be achieved with this new advisory group initiative.

Sincerely,

Cecilia Hamilton
Assistant Vice Chancellor and Controller

