EXPENDITURE CONTROL

Top billing this issue goes to Expenditure Control – CU's comprehensive new approach to promoting sound fiscal management by addressing the problem of deficit spending. It becomes effective January 8, 2007 for SpeedTypes in Funds 26, 72, 78, and 80.

Campus training workshops are scheduled as follows: January 3rd at Downtown Denver, January 4th at UCCS, January 5th at Fitz, January 5th at 9th and Colorado, and January 8th at Boulder. Training is geared towards units with activities in the Phase 1 funds noted above. Go to the Training Courses and Registration Information web page for details about the time and location of each session.

WRAPPING UP GIFT FUND TRAINING

December 1st was the deadline to complete training for those having a fiscal role on Fund 34 (Gift Fund) SpeedTypes. You may recall that this training requirement was implemented in response to the November 2005 State Auditor's Performance Audit. The good news? Approximately 85% of the individuals required to complete the training have done so. The not-so-good news? The individuals not yet completing training hold fiscal roles across close to 400 SpeedTypes. These SpeedTypes have been inactivated until everyone who has a fiscal role on the SpeedType finishes the training. Please direct questions about inactivated SpeedTypes or individuals still needing to complete training to your campus controller office. To access the online training, go to the Office of University Controller web page and select the Gift Fund Management Online Training and Assessment link.

MORE REPORTING ON REPORTING

Reports for July through October have been burst to the portals on all campuses; November reports should be delivered to your portal the week of December 11th. If you have Finance System access, you can also run reports on-demand in the Reporting System. See the Reporting System Step-by-Step Guides for directions on logging in to the Reporting System, basic Reporting System navigation, and how to read/run various financial reports. Remember: you can run reports for multiple SpeedTypes at once by choosing Org/Org Node in the *Report Style* box on the parameters page. Also, the SpeedType search box can accept multiple SpeedType values.

ALPHABET SOUP - ePER and PETs

Lots of folks are reviewing and certifying their ePERs (electronic Personnel Effort Reports). In the electronic process, if the actual effort you certify on a sponsored project (e.g., Fund 30) SpeedType is less than what is displayed on the ePER, the system will automatically generate a Payroll Expense Transfer (PET). An email notification of this PET is sent to the fiscal manager of the project. If you receive the PET email, DO NOT CANCEL the PET without first discussing it and the PER with the person who certified the PER. Cancelling the PET will cancel certification of the PER. The PET can, however, be adjusted. This adjustment, in turn, will recreate the PER instead of deleting it. When you receive a PET email, please work with your organizational unit's payroll liaison to approve and post the PET. See the ePER web site or contact your campus sponsored project office to obtain additional information.

HOLIDAY HAPPENINGS

With the holiday season upon us, keep in mind the following as you plan and enjoy your holiday functions and related employee recognition events. Organizational units may have a **staff appreciation meal** or other **employee recognition event** that is timed to coincide with the holiday season. A staff appreciation meal is defined as an infrequent, unique, official function that is hosted and attended by the head of an organizational unit for the purpose of showing appreciation to departmental staff members. Other than the meal itself, a staff appreciation meal does not include any additional awards, rewards, or prizes. If a staff appreciation meal does involve additional recognition – such as an award, reward, or prize – then it is considered to be an employee recognition event, and becomes subject to the rules outlined in the PSC Procedural Statement (PPS) Recognition and Training.

- *Special Approvals* – If the amount of the staff appreciation holiday function exceeds $50 per person or $4,500 in total cost, then an appropriate campus officer must approve the event in advance. On some campuses, advance approval is required at amounts below the $50 and $4,500; contact your campus controller's office about the specific limits for your particular campus.
- *Alcohol* – If alcoholic beverages will be served at the official function, then refer to the Administrative Policy Statement (APS) Alcohol Purchase and Provision. Remember, only Gift Funds (Fund 34) with a Gift Purpose Code 2 of "Y" can be used to purchase alcohol for personal consumption at an official function.
- *Immediate Family Members* – Spouses, domestic partners and/or immediate family members may attend a staff appreciation meal or employee recognition event as a gesture to show that they have contributed to the success of the university program being recognized. Be sure to identify and explain event attendance by such individuals when articulating the business purpose on the Official Function form.
- *Holiday Gifts* – University funds may not be used to purchase holiday gifts, greeting cards, etc. for faculty, staff, or students, but may be used for external relations. Refer to the PSC Procedural Statement Sensitive Expenses for additional information.

HOLIDAY DONATIONS

Is your organizational unit thinking about getting involved in a holiday season donation activity, such as collecting items from employees and donating them to a good cause? If you answered "yes" to this question, then please read carefully the Donations APS. Generally speaking, these types of activities are permissible at the department, college, or campus level if they have received approval **in advance** from the appropriate Vice Chancellor or Vice President.

HOLIDAY CLOSURE

The OUC will be open December 22nd and closed December 26th, 2006.