

# University Fiscal Officers' Meeting

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AUGUST 12, 2020

**CSUDH**

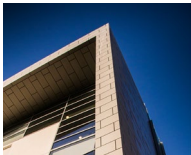
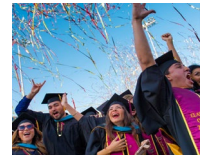
DIRECTORY

**CSUDH**

CALIFORNIA STATE UNIVERSITY  
DOMINGUEZ HILLS

# AGENDA

1. Procurement & Contract Updates
2. CSUDH Travel Policy
3. FY20-21 Budget Posting Process





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# Procurement and Contracts

**Gene Surh / Maria Hernandez**

# Procurement & Contracts Update

- Home Delivery updates
  - <https://www.csudh.edu/procurement/>
- P-card Reconciliation Updates
  - All outstanding P-card reconciliations due by September 1, 2020
  - <https://www.csudh.edu/procurement/>
- P-card Violation Notices
  - Any outstanding monthly reconciliation submissions will be reported to VPs effective 9/1/20 and will be processed as a P-card “violation” in accordance with Procurement P-Card Policy

P-Card Violation Notice Message

 P- Card  
To: Maria E. Hernandez

Reply Reply All Forward

Tue 8/4/2020 11:35 AM

Maria Hernandez,

Active cardholders of the CSUDH Procurement Card Program are responsible for strict adherence to all policies and processes including complete and timely monthly reconciliation of P-card purchases. The Accounts Payable Office and the P-card Administrator jointly perform a monthly audit of P-card reconciliation submittals to ensure activities are consistent with all programmatic requirements.

Your 2020-08-11 reconciliation submittal has been flagged for the following violation(s):

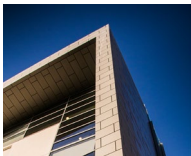
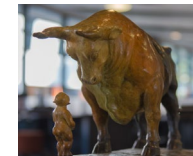
Violation Type: Personal Purchase  
This is your violation number: 2

Up to two (2) violations in a six-month period will result in a warning to the Cardholder, a third violation in the same period will result in a thirty (30) day suspension. The cardholder will be required to attend P-card Refresher Training to reinstate P-card privileges. Continual violation of any part of the policy shall result in the permanent revocation of P-card privileges and card cancellation.

Periodic refresher training is highly encouraged. The P-card Policy is available at <https://www.csudh.edu/procurement/procurement-contracts/procurement-card>.

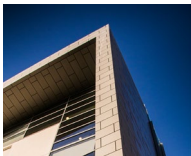
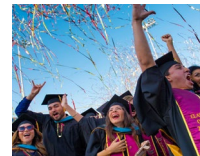
Based on the violation number, the P-card Administrator will be in contact with you to discuss next steps. If you have any questions or concerns regarding this violation notification, please contact the P-card Administrator, Nicholas Salcido at [p-card@csudh.edu](mailto:p-card@csudh.edu).

Submitted By: [mehernandez@csudh.edu](mailto:mehernandez@csudh.edu)  
Submission Time (UTC): 8/4/2020 6:34:58 PM



# Procurement & Contracts Update

- COVID-19 Activity Log reminders
  - Continue to submit activity logs
  - Entries should only be for activities that would otherwise not have occurred had it not been for COVID-19 (coming on campus to do one's normal, non-COVID-19 work does not count)
  - Any challenges / improvement suggestions?





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# Accounting Services – CSUDH Travel Policy

**Wayne Nishioka / Cecilia Patz**



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# Budget

**Katie Robinson**

# Base Budgets

	19/20 Base Budget	20/21 Starting Base Budget	Final 20/21 Base Budget
Total Revenues	\$200,558,869	\$ 193,177,417	\$ 193,177,417
Total Expenses	\$200,558,869	\$ 203,077,060	\$ 193,177,417
<b>NET</b>	<b>\$ -</b>	<b>\$ (9,899,643)</b>	<b>\$ -</b>





# Base Budgets

- Base Budgets will be posted the week of August 17<sup>th</sup>
- Base Budget amounts will reflect approx. \$10M in reduction distributed across the divisions
- A portion of the reduction to each was made through campus wide strategies (e.g. eliminating vacant positions)
- The remainder of the reduction will be identified by each division individually



# Carryforward Balances

- Carryforward balances will be posted on the week of August 17<sup>th</sup>
- Adjustments will be made through September 1<sup>st</sup>, consistent with strategies outlined by the Executive Policy Group
  - Travel will be swept in the amount equal to 19/20 actuals
  - Identified membership budgets will be swept
- Remaining carryforward balance strategies are still in discussion



# All Funds Budgeting

- An integral part to mitigating both base AND one-time shortfalls is ensuring we are utilizing every source of funding
- These funds are designated for specific purposes, but their utilization frees resources in the Operating Fund
- Below are some examples of funds to be maximized:
  - Trust Funds
  - Lottery Funds
  - Foundation Funds

