**From the desk of the Controller**

**Happy Holidays from the Controller’s Office!**

Last month we bid a sad (we were sad, she wasn’t) farewell to Sonya Moss, retiring after 33 years at LC. Thanks to all who came by and gave their good wishes to her. This month we welcome Julie Hutchinson to the fold (see below).

The office will be operating with a skeletal crew on December 23. The Cashier window will close at noon, and the office doors will close at 2PM so that staff and contractors can prepare for carpet replacement.

The recent Action Planning visit by Ellucian (Datatel) was productive, and we came away with ideas for better utilization of our existing technology. Other technology improvements (also see below) are on the way as well.

Jeff Phelps

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**Important dates and deadlines**

**December 24 - January 1**  
Campus Holiday Closure

**Cashier’s Window**

- December 6  
  Closed at 3:30 for Winter Revels
- December 13  
  Deadline for submitting Petty Cash for December
- December 20  
  Deadline for submitting December deposits
- December 23  
  Closed at noon for carpet replacement

**Student Accounts**

- January 17  
  First residual Student Aid check release
- January 21  
  Student Health Insurance Program (SHIP) waiver deadline
- January 27  
  Tuition and Fee payment deadline

**Travel & Vendor Checks**

- December 18  
  Last fund 10-state check run until January 8
- December 19  
  Last local funds check run until January 7
- December 19  
  Last travel reimbursement checks until January 7
Meet our New Staff Member

Julie Hutchinson

My parents retired and moved to Orofino, Idaho about 9 years ago. From the moment I set my eyes on the beautiful Clearwater River, I knew someday I would also make my home in Idaho. Although I started working at age 12 in my family’s restaurant, most of my professional life was spent as the Assistant Vice President & Compliance Officer at Mojave Desert Bank. When I decided to move to Idaho in 2011, I accepted the position of Technical Records Specialist at the Idaho Correctional Institution in Orofino. Now I am excited to be here in the Controller’s Office at Lewis-Clark State College where I have taken on the role of Financial Technician. I have 4 beautiful daughters with ages ranging from 8 to 23 and on November 14th I became a first time grandma to the most handsome boy in the world!

Office closure

The Controller’s Office will close at 4:00 p.m. on Friday, December 6th so the staff can attend the Winter Revels Christmas Party.

The Controller’s Office will close at 2:00 p.m. on Monday, December 23rd to dismantle the office for carpet replacement. Please pickup any checks or drop off your deposits by Friday, December 20th.

Cashier’s Corner

To ensure that your deposits will be processed in December, please submit your deposits to the Cashier’s window by noon on Dec. 20, 2013 (earlier if possible 😊). **All checks and cash should be removed from your office and deposited with the Cashier before the Christmas break.**

If you have Petty Cash expenses you want charged in December, please have your receipts to Jacque by Dec. 13th.

As a reminder to those seeking the services of the cashier, student traffic at the Cashier’s window is expected to be heavy from Jan. 17 – 27th. To avoid waiting in line, payment can be made on Warrior Web for your student fees.

When giving individuals directions to the Cashier’s Window, please specify that the Cashier’s Window is outside the Controller’s Office by the front entrance to the Administration Building. This prevents students from waiting inside the Controller’s Office and then being redirected back out to the Cashier’s Window.

If you receive a check that does not have the payer’s name imprinted on the check, please be sure to print their name and phone number on the upper left-hand corner. It is also helpful to ask if the preprinted information is still current, and includes a phone number. If the check should be returned from the bank for any reason we will need this information to contact the payer.
Student Accounts

Spring semester tuition and fees will be billed on December 11 and can be viewed on Warrior Web by selecting the Student Account Statement. Financial aid funding and fee reductions will not be posted until we return in January. The first residual check release will be January 17. Students who are signed up for electronic refunds by January 5, and are eligible for residual funds, should have funds in their bank by January 16.

E-mails are sent to students when charges have been billed, financial aid has been posted, fee payment deadline is coming, when residual funds are ready, and a variety of other important financial notifications. Please encourage students to read their LC Mail frequently.

The student health insurance waiver submission deadline is January 21, the first day of the spring semester. Students will be notified of the status of their waiver request by LC Mail. Student accounts will not reflect the credit from the waiver until the waiver has been verified and approved.

Beginning in Fall 2014, the initial disbursement of residual funds will be limited to $2,500. Students eligible for residual funds in excess of $2,500 will receive the remaining residual funds approximately 2 weeks after the semester begins after attendance has been verified.

Attendance verification continues to be critical for students who receive federal financial aid. Please assist our students with prompt attendance verification. After the semester begins, federal regulations prevent us from posting aid until attendance (in all classes) has been reported. Students who missed having their aid disbursed before school started have to wait for attendance to be submitted for all classes before their aid can be disbursed. This means students are waiting for attendance posting to get fees paid and receive residual funds for books and supplies. Financial aid will be posted for students who have all attendance reported beginning January 23.

Spring fees are due by January 27, 2014, the 5th day of the spring semester. Late fees are assessed on January 28. Students who received their aid before the semester started must also have attendance verified to support the aid they received. Without the attendance verification, the aid will be reduced or cancelled. Thank you in advance for your assistance.

The new LCSC web site will now have a separate page for student financial information. When the new site goes live you will find us on the new Student Accounts webpage at www.lcsc.edu/student-accounts. We also have a new office email for student communications at studentaccounts@lcsc.edu

The Controller’s Office General Accounting will remain coap@lcsc.edu
**WebNow**
The last fund 10 (state) check run for December will be on Wednesday, December 18th. The last local check run will be on Thursday, December 19th. Be sure to approve invoices promptly in WebNow on the week of December 16th to meet these deadlines. If you are going to be out of the office, please contact Bev or Kristina with a backup contact name for invoice approvals prior to the Christmas break.

**FRx**
The FRx replacement is coming in 2014. Watch for training announcements in February with a go live date of March 1st. Thanks to our colleagues across campus that were involved in determining the best fit for the College. We are excited to roll it out!

**PDT Trainings**
Have you been watching for a particular PDT training from the Controller’s Office that just hasn’t come up? Email coap@lcsc.edu or contact Jeff or Bev with suggested PDT classes. The tutorials on our website typically cover the bases but if we get enough feedback on a specific subject, we would be happy to provide the training classes.

**Website**
Check out our new and improved website http://www.lcsc.edu/controllers-office/home/
New subjects have been added like WebNow and MER. We’ve also added “Charlie” to alert you to some helpful tips and tricks. Check back for updates and announcements.

*Have a Safe and Happy Holiday Season from the Controller’s Office!*