From the desk of the Controller

On June 30 we will bid a sad farewell to longtime colleague Mary Funke, retiring after 19+ years of service. Mary, we will miss you. Read on to meet Mary’s successor in the collection specialist role.

As many of you know, the grant accounting function has been moved to the Office of Grants and Contracts, following the model used by UI and BSU. This shift has worked out well for both offices and for the College. See year end guidance from Savona and Sarah further down.

On behalf of the entire Controller’s Office, have a good summer!

Jeff Phelps

Fiscal year dates and reminders

1. Please make sure all deposits for FY2014 are submitted to the Cashier’s window by noon, June 26.

2. Mark your calendars to reflect the last check runs for FY2014. June 25 will be the last state account check run (acct number begins with a 10) and June 26 will be the last local account check run (all other accts).

3. Obtain new cost centers for grants beginning July 1. Initiate new PA’s and notify necessary departments of new cost centers.

4. FY15 requisitions will be accepted starting June 16. Clearly identify the fiscal year on the RQ to alleviate any confusion.

5. Submit FY15 requisitions for annual PO’s prior to June 30.

6. Clean up any old encumbrances and notify the Purchasing Dept. regarding needed disencumbrances prior to June 27.

7. Submit travel expense claims for processing by June 18.

8. Submit internal ID documents (ID-G,M,P,V,W) to the Controller’s Office for processing by June 20.

9. As in previous years, P-cards will be suspended June 20-30. No Pcard charges during this time.

10. Contact the Controller’s Office for answers to any questions. We are glad to assist in any way we can.
Meet our New Staff Members

**Maria Johnston**
Maria is a 2008 graduate of Carroll College and a 2012 graduate of LCSC. She was employed by the college as irregular help in the library when she was a student and joined the college full-time in the Purchasing department in the spring of 2013. She enjoys working at LC and is excited about the opportunity to work in the Controller’s Office. In her spare time, Maria likes to camp, downhill ski, cook, and read.

**Debbie Frye**
We are pleased to announce that Debbie Frye has accepted our offer to fill the Collection Specialist position. Debbie comes to us from the Student Accounts office at WSU, where she has been doing similar work since 2001. Debbie is a Clarkston resident, is looking forward to joining the LC family, and will begin work on June 9.

A note from........... the Office of Grants & Contracts
Fiscal monitoring for grants is now handled through the Office of Grants & Contracts. Please contact Sarah Reaves (ext. 2461) for information about establishing new grant cost centers, grant analyses and fiscal activity, the required paperwork for grant administration (PAs, ICPs, GAARPS, etc.), and all grant related activity and procedures.

If your grant is expiring as of June 30 and a new grant cycle is beginning July 1 with the new fiscal year please:
- Notify Bev Hill to change the cost center for telephone and photocopier expenses by July 2.
- Notify Campus Print and Mail Services and other departments to change the cost center for other expenses by July 2. Correct cost centers as necessary on any preprinted envelopes and forms.
- Review grant analyses and account detail in F9 on a timely basis and notify Sarah if an adjustment is necessary, as soon as it is determined.

If your grant is paying registration, stipends, or other amounts to students for the Fall 2014 semester please submit an authorization form to Sarah by August 1.
Cashier’s Corner

END OF YEAR. - It is that time again - June 30 marks the close of LCSC’s fiscal year, and it is important to record all funds received by this deadline. Please submit all cash deposits and other cashier transactions as soon as possible to allow time for processing.

By submitting your deposits by Noon on Thursday, June 26, you can be assured that they will be included in the current year’s business. While we will do our best to accommodate the inevitable last minute payments, we would greatly appreciate deposits being made as quickly as possible during the last two weeks of June.

Petty cash transactions should be submitted by Noon, Monday, June 23, to allow time for processing. Any transactions submitted after this time/date may not be processed until the new fiscal year.

Student Accounts

Fall semester charges will be posted to student accounts by July 18. After charges are posted, emails are sent to advise students to view their bill on their Student Account Statement and payments can be made on Warrior Web. This is the only bill students will receive; however, we do send several more reminder email messages.

Changes coming for Fall 2014!
Beginning with the fall semester, students who advance register in the spring and early summer are being asked to confirm they still plan to attend in the fall semester. This “Confirmation of Return/Intent to Attend” is designed to allow students who prefer direct deposit of residual funds the option to receive them electronically before the semester begins. Verifying the intent to attend will allow the Financial Aid Office to revise award letters if needed. Students who advance registered but can no longer attend are encouraged to drop those.
classes which may allow waitlisted students to enroll.

Another change that begins with the fall 2014 semester is a $2,500 limit on student residual funds released before the semester begins. Receiving residual funds in advance allows students to purchase books and supplies, pay rent, buy gas and groceries, etc. However, Day 1-10 schedule changes frequently reduce financial aid eligibility, and at times students end up owing money back to the College. By limiting the initial aid payment to $2,500, the College expects to reduce this problem while providing adequate resources for students to begin the semester. Remaining residual balances will be released after attendance for day 10 is confirmed.

Please be aware that federal regulations require students to attend 60% of the semester to ‘earn’ this aid that is advanced to them. If a student withdraws before they ‘earn’ their aid, they will need to repay LCSC. Please refer financial aid and payment questions to the Financial Aid Office and/or Student Accounts in the Controller’s Office.

Deadlines! Students who wish to opt out of the Student Health Insurance Plan (SHIP) must submit a waiver on Warrior Web no later than the FIRST day of the semester, August 25, 2014. Students should monitor their LCMail for an approval, denial or a request for additional information.

Only students with an approved waiver will have the SHIP premium reversed from their student account charges.

The fee payment deadline is the FIFTH day of Fall semester, August 29, 2014. Fees can be paid through Warrior Web, at the Cashier’s Window, or mailed to the college. We also accept VISA, MasterCard, Discover Card and American Express. All credit/debit card payments incur a 2.5% service fee.

Verification of attendance continues to be required for students who receive federal financial aid. Students are advised to check Warrior Web to see if their attendance has been verified and if their aid has paid their student account balances. Thank you for helping our students to meet their fee payment deadlines with timely attendance posting.

We continue to encourage students to sign up for direct deposit for their residual funds. Processing residual funds electronically saves the college money. Money is in the bank sooner. No line to wait in. Go Green. Encourage electronic residual funds!

Please direct students to Student Accounts in the Controller’s Office regarding information or questions about registration charges, payment plans, late fees, residual checks, refunds, and the financial consequences of dropping classes or withdrawing.
**P-Card Points**

To reflect expenditures in the correct fiscal year and due to Bank of America cutoff dates, **do not use your P-Card from June 20 - June 30**. As in previous years, June P-Card charges will be charged against FY2014 budgets. Be sure to allow for these charges in your budget planning. Please review and approve your June transactions by 5:00 p.m.

**July 3**. The June F9 reports will reflect May P-Card charges with a date of 06/01/14 and June P-Card charges with a date of 6/30/14.

Did you know that the sweep date for the Pcard is updated monthly on the Pcard website? Take a look: [http://www.lcsc.edu/controllers-office/p-card/works/](http://www.lcsc.edu/controllers-office/p-card/works/)

**F9 Reports**

Due to numerous fiscal year end processes, the June FY2014 F9 reports will reflect transactions through June 30 and will not be updated with year-end adjusting entries or June P-Charges until July 9. Final FY2014 balances will be available on your June F9 reports, July 18.

This is the one time of the year that changes can be made to the F9 reporting trees. Contact Bev Hill with any changes you would like by July 14. FY2015 F9 reports will be available after year-end closing on July 23.

**PDT Classes**

Due to the numerous staff turnovers, we will be having several introductory PDT classes covering Travel, F9, MER’s, and WebNow. Watch the PDT class schedule for the times. Let us know if there are other classes that would benefit you or your colleagues.

**WebNow**

With the year-end deadlines for the last check runs for FY14, be sure to log into WebNow and approve invoices promptly. Please notify us if you’re going to be on vacation the last week of June.

Important Dates to Remember:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>June 18</td>
<td>Last day to submit FY2014 travel claims</td>
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<tr>
<td>June 20</td>
<td>Last day to submit FY2014 ID’s</td>
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<tr>
<td>June 20-30</td>
<td>P-Cards suspended</td>
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<tr>
<td>June 23</td>
<td>Petty Cash deadline at noon</td>
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<tr>
<td>June 25</td>
<td>Last FY2014 State account check run</td>
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<tr>
<td>June 26</td>
<td>Last FY2014 Local account check run</td>
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<td>June 26</td>
<td>Deposits accepted until 10 am</td>
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<tr>
<td>June 30</td>
<td>FY14 Requisitions accepted until 11 a.m.</td>
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<td>July 1</td>
<td>Fiscal Year 2015 begins <em>Happy New Year</em></td>
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<tr>
<td>July 3</td>
<td>June P-Card approval deadline</td>
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<tr>
<td>July 16</td>
<td>FY2014 Year End Close * Colleague unavailable between 2-3pm</td>
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<tr>
<td>July 18</td>
<td>Final FY2014 F9 reports available</td>
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<td>July 18</td>
<td>Fall charges on Warrior Web Student Account Statements</td>
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<td>July 22-Aug 13</td>
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<td>July 23</td>
<td>FY2015 F9 reports available</td>
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<td>August 15</td>
<td>First Financial Aid posting for Fall 2014</td>
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<tr>
<td>August 22</td>
<td>Financial Aid Residual (Paper) Checks released</td>
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<td>August 25</td>
<td>Fall Semester begins, LAST day to submit health insurance waivers</td>
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<td>August 25</td>
<td>External financial auditors, Moss Adams LLC, arrive. Be prepared to</td>
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<td>present P-Card documentation as needed</td>
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<tr>
<td>August 29</td>
<td>Last day to pay Fall semester fees without late fees</td>
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Have a Safe and Fun Summer!