

THE UNIVERSITY OF NEW MEXICO

Safety In Numbers

Presented by
Terry Shoebottom
May 10th and 18th, 2010

Overview

Financial Information:

- Secure and Accurate
- Prevent Unauthorized access
- Detect and Correct
- Processes that help

And Avoid This!

Did Money Go To Booze and Lobster?
Taos School Board Questions How District Funds Spent

BY ANDY STINY
For the Journal

TAOS — Taos school board members, in response to an audit questionnaire, have raised allegations of misuse of school district funds for staff parties with steak and lobster and an open bar.

Time Sheet Fraud Found in UNM Audit
Biology Department may have paid unauthorized bonuses

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BY MARTIN SALAZAR
Journal Staff Writer

The University of New Mexico's Biology Department falsified time sheets, ran an unauthorized bonus plan and at times failed to pay employees enough for working overtime, according to an audit report approved Friday. The internal audit department...

Protect your financial information from unauthorized access and manipulation

- Follow Security Policies
- Verify Signature Authority
- Segregation of Duties



Avoiding Fraud

- A Departmental Responsibility.



Did You Know?

- UNM has general information that can help
- We will go over some of it in a “select the best statement” format
- You will use the clickers you picked up on your way in to anonymously select the most correct statement.




Which statement is the Best?

- Please select the best, most accurate statement from each of the following slides.

When depositing funds:

A. The best practice is for the same person who collected the funds to follow through with preparing a money list, depositing them into a Banner account, and performing the monthly index reconciliation.

B. To document all deposits, copies should be kept in the department of all currency before it is deposited on a money list into a Banner account.



All monies received from conferences or workshops funded fully or in part with University funds are to be deposited on a money list into a Banner account.

D. Departments are expected to collect any missing money from the department staff and deposit it on a money list into a Banner account to balance their Petty Cash fund monthly.

Departments Should:



- A. Reconcile their long distance calls monthly and have staff refund UNM the cost of any personal calls.
- B. Use only donations from outside the University to purchase gifts or pay for staff parties.
- C. Have employees review and approve their own internal time sheets each pay period.
- D. Not use the University accounting system for funds received from Conferences or workshops.

Gifts and Donations:

- A. Can be kept in a departmentally established private bank account, as long as policy is observed when funds are spent.
- B. Are not subject to UNM policy, but to donor intent.
- C. Can be deposited into an existing department Instruction and General (I&G) index primarily funded with state funds.



To the department should be deposited with the UNM Foundation and to a UNM account.


Contract & Grant:



Billing invoices are to be prepared by the Contract and Grant Financial Services office.

- B. Invoices are to be prepared by the department with whom the Principal Investigator is affiliated.
- C. Invoices can be prepared by either A) or B), depending on the work volume in the department.
- D. Invoices are to be billed once each year.

Financial Status Report:

- A. Information is to be prepared and submitted by the department to the awarding agency within the time prescribed by the awarding agency.
- B. Is no longer required, per Federal Regulatory Amendment 1248.
-  Information is sent by the department to the responsible Fiscal Monitor in the UNM Contract and Grant office so they can prepare and submit the report within the time prescribed by the awarding agency.
- D. Information is kept in Banner and prepared without departmental assistance by the UNM accounting office.

Contract & Grant Expenses:

A. Only the department supervisor is responsible for verifying all expenses for reasonableness and allowability on contracts or grants in their department.



The Fiscal Monitor is responsible for verifying all expenses for reasonableness and allowability on their assigned contracts and grants.

C. The funding source is responsible for verifying all expenses for reasonableness and allowability on their contract or grant before they make payment.




The Principal Investigator is responsible for verifying all expenses for reasonableness and allowability on their contract or grant.

Internal Service Centers:



- A. Are required to be properly set up by any department that provides a good or service to University departments.
- B. Are not required to be set up by departments that provide goods or services to both University departments and the general public.
- C. Are only required to be set up by departments providing goods or services of over \$50,000 per year.
- D. Can no longer be set up, as a sufficient number exist within the University for University needs.

With Internal Service Centers:


- A. The selling department maintains all sales records necessary to substantiate each charge and Financial Services records the charges on a timely basis.
- B. Financial Services is sent all sales records necessary to substantiate each charge and records the charges on a timely basis.
-  The selling department maintains all sales records necessary to substantiate each charge and records the charges on a timely basis.
- D. Financial Services is sent all sales record summaries annually and records the charges annually.

Department Time Reports:



- Are entered into the HR Banner system by the timekeeper and reconciled by the approver to the electronic submission.
- B. Are entered into the HR Banner system by the timekeeper. Employees will notify the department of any errors.
- C. Are entered into the HR Banner system by the Department Chair after departmental approval.
- D. Are entered into the HR Banner system by HR accountants, after Financial Services review.

Concerning Purchases:

- A. Purchasing verifies that all purchases are allowed and reasonable before the purchase is made.
- B. Financial services verifies that all purchases are allowed and reasonable after the purchase is made.
-  C. The department verifies that all purchases are allowed and reasonable before the purchase is made.
- D. The vendor must practice “due diligence” and refuse unallowable purchases.


Concerning Purchases:



All purchases made by the department, regardless of their funding source, are expended through the University accounting system.

- B. Purchases made by the department, regardless of the accounting system tracking them, are expended according to University Policies.
- C. Purchases made outside the accounting system are only made with money from departmental bank accounts.
- D. Purchases using the funds collected from selling unneeded assets in the department are not required to go through an accounting system.

When Items are Received on an Open PO:

- A. The items are immediately placed in lab or office inventory by the admin assistant.
-  B. Someone knowledgeable of the items received and the information on the open PO completes the Banner Receiving Report.
- C. Someone knowledgeable of the items received puts them away.
- D. The items are distributed for use.

In Summary:

- **The big picture**

- Is the process safe?



- Does it follow UNM Policies?

In Summary:

- **The departmental details**

- Reconcile

- Review



reconcile

In Summary:

- **Educate**

- What is the Policy?



How Budgets can Help:

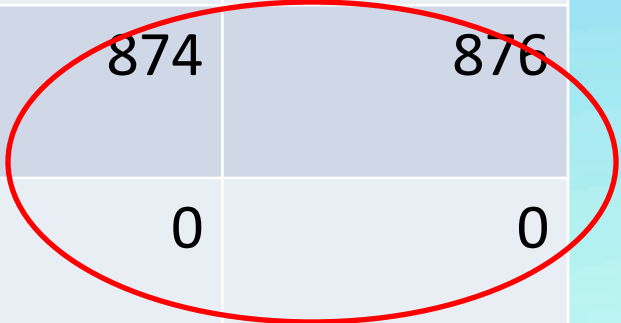
Account	Account Name	Budgeted Amount	Actual Expense YTD	Available Balance
2040	Technical Salaries	\$23,000	\$18,000	\$5,000
3820	Out of state travel	7,000	0	7,000
3180	Non Cap Eq < \$5,000	1,750	0	1,750
3185	C&G Non Cap Eq < \$5,000	0	874	(874)
63A0	Conference Fees	4,000	0	4,000

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How Budgets can Help:

Account	Account Name	Budgeted Amount	Actual Expense YTD	Available Balance
2040	Technical Salaries	\$23,000 34,000	\$18,000	\$16,000
3820	Out of state travel	7,000 0	0	0
3180	Non Cap Eq < \$5,000	1,750	874	876
3185	C&G Non Cap Eq < \$5,000	0	0	0
63A0	Conference Fees	4,000 0	0	0



Let existing Policies and Procedures Help

- Purchasing-
 - Get a valid PO before the purchase
- Pcards-
 - Allocate charges timely

Education and Help

Core Office help available

Name	Phone	Email	Website
Financial Services Support Center (FSSC)	277-3457	FSSC@salud.unm.edu	http://www.unm.edu/~fssc
Unrestricted Accounting- Main Campus	277-2018	gacal@unm.edu	http://www.unm.edu/~gacctng/
Unrestricted Accounting- HSC Campus	272-6266	hscfinancialservices@unm.edu	http://hsc.unm.edu/financialservices/accounting/
C & G Accounting- Main Campus	272-4721	Contact your Fiscal Monitor	http://www.unm.edu/~cgacctng/
C & G Accounting – HSC Campus	272-9383	Contact your Fiscal Monitor	http://hsc.unm.edu/financialservices/cga/
Purchasing	See “staff” on website	Website (right) lists staff and phone numbers	http://www.unm.edu/~purch/
Accounts Payable	277-2014	acctspay@unm.edu	http://www.unm.edu/~apweb/

Education and Help

Description	Location	Comment
Fast Info	http://unm.custhelp.com/cgi-bin/unm.cfg/php/enduser/stdalp.php?p sid=S	Or go to fastinfo.unm.edu and select the link <i>Search Fast Info</i>
Job Aids	http://www.unm.edu/~fssc/jobaids.html	Regularly updated list of job aids by Function.
LEARN	http://www.unm.edu/~fssc/LEARN.html and http://hsc.unm.edu/financialservices/accounting/LEARN.shtml	Copies of Manuals and Presentations of these one hour training sessions
Learning Central	https://learningcentral.health.unm.edu/plateau/user/login.jsp	Sign in to register for UNM sponsored job related training
UNM classes	http://www.unm.edu/~unmreg/catalog.htm	UNM Catalog of classes. Tuition reimbursement may be used.
Continuing Education	http://dce.unm.edu/	Home page for this department

Any Questions

