

September 1, 2008 - CEP ACCOUNTING PROCEDURES – HOW TO SUBMIT – AND TRACK - REQUESTS

OVERVIEW OF CEP AND MONEY

The CEP is now comprised of five committees each who require CEP monies for their respective committee projects. In order to be transparent, efficient, and accountable in our financial spending, in order to minimize the “accounting labor” of CEP members, and in order to have up to date information so that we can maximize our planning, I have revamped or introduced the following procedure for requesting monies.

Submitting monies and tracking your submissions in the “payment pipeline” requires that you submit requests to the CEP membership and check in from time to time at the CEP Expenditures google spreadsheet. The spreadsheet, which contains the most up to date balances (both approved monies and paid monies) for Fund 11, can be found on the CEP home page. Basically the process for submitting money requests is that you first check the CEP Expenditures website to see how much of Fund 11 monies are available, then make your request to the CEP, then, if approved by the CEP, email your request (with appropriate info!) to Rosanne Faugn, and then check the website to monitor “progress” of payment. Specifics are explained below.

FUND 11 AND FUND 12 MONIES

Below is a description of Fund 11 and Fund 12 monies – the two types of funds that the CEP or its committees use to fund their activities:

Fund 11 are monies allotted to the Civic Engagement Project each year by the college. As of 2008, we are receiving \$5,000 a year in non-rollover monies each fiscal year beginning Aug. 1. Non-rollover means that whatever we do not spend by the end of a given fiscal year (ie, by July 31) is “lost” and rolled back into the MJC general fund. Since Fund 11 monies are shared by all five committees it’s important that all uses be approved either at our monthly general meetings or via CEP executive email vote (for emergencies). In those cases in which a committee knows it must spend money but does not know in advance of purchase how much will be needed, an “estimate” can be approved and then adjusted later. Since many of our approved payments can take up to a few months to be “paid” it’s crucial that we know ahead of time what has been approved even if only “ballpark” so that others can plan accordingly for their needs. Importantly the spreadsheet also keeps to parallel balances: approved and what was actually paid. I’ll discuss this below in further detail.

Fund 12 - A very different category, Fund 12, are those funds that DO rollover – whatever is left at the end of year “rolls over” and can be used the following year. Usually Fund 12 monies are things like MJC Foundation grants or monies raised directly by a committee (ie, ProjectGreen’s recycling fundraisers). Whereas Fund 11 monies are CEP-wide – available to all CEP committees, Fund 12 monies are monies given or raised by a specific committee and thus do not require CEP membership approval for payments, etc. While the CEP does not approve specific fund 12 expenditures (as it does with Fund 11), the college still manages Fund 12 monies for us.

HOW TO SUBMIT REQUESTS FOR FUND 11 MONIES (if FILM FUND 12 then submit to Kim Schraeder)

1. CHECK THE EXPENDITURE PAGE ON THE HOME PAGE OF THE CEP WEBSITE:

- a. First check the website for the remaining “balance of approved monies.” If there is not enough money there for your request then, well, things do not look so good for your approval request. If there is money but not a lot, keep in mind how late in the year it is (is it Fall? Spring?) and that other committees might be asking for monies as well.
- b. Also check to see the progress of monies that have been previously approved. Have they been paid yet? If not is there a good reason why not? Monies approved but that go unpaid by the end of the fiscal year end up being monies lost that perhaps another committee could have used.

2. MAKE YOUR REQUEST TO THE CEP

- a. If your request can wait until the next CEP meeting, then please wait until the next monthly CEP meeting and make your request at the CEP general meeting (on Fridays of last month usually). You can also email the coordinator ahead of time and have the item placed on the agenda. Usually our first order of business is to vote on money requests.
- b. If your request is an emergency of some sort and cannot wait then EMAIL THE EXEC COMMITTEE (CHAIRS, COORDINATOR, PLUS ASMJC REP) and request approval to submit to CEP membership via subsequent email vote. If a majority of the CEP exec says yes, then notify the CEP coordinator to conduct an email vote of the CEP membership. Remember – you can request approval of a “ballpark” amount – although it’s easier for all if your ballpark is close to the actual amount.

3. CHECK TO SEE THAT YOUR APPROVAL WAS POSTED ON THE CEP SPREADSHEET – go to the CEP home page and click on the CEP expenditure spreadsheet – make sure that your approved request is listed. If it is not listed, contact the CEP coordinator ASAP to remind her or him to update the spreadsheet.

4. SEND EMAIL (and drop off ORIGINAL receipts) TO ROSANNE FAUGHN (faughnr@mjc.edu)

- a. Upon approval and indication of approval on the website, email your funding request to Rosanne at faughnr@mjc.edu in the Office of Planning and Budget, East Campus, Morris Building 211. Her phone number is x6889 if you have questions. Include ALL of the following in your email:
 - i. **Name, Address, Phone of person, institute, organization, film distribution company, etc. to be paid.** Supply a “contact name” as well for whomever is handling payment to the vendor.
 - ii. **Dollar amount** of payment and **itemized costs** (it’s OK if it is estimated – but be sure it include all itemizations even if estimated – for example if there’s one charge for the “physical” film and a separate charge for the rental of the film then list these separately).
 - iii. **Name and Purpose of the event.**
 - iv. **Date of the Event**
 - v. **Special instructions for payment** (if you do not include special instructions then payment will be mailed to the address that you provide in the email). If a check

is needed on the day of the event, MJC can do that but it is much easier if the speaker is ok with receiving the check via mail. Please let the speakers know that MJC will not make FULL payments in advance of the event (partial yes, full no). Payment can be sent to “direct deposit” if requested. Specify if RUSH payment is needed.

- b. **Drop off receipts:** You will need to drop off all **ORIGINAL** receipts for the event to Rosanne (ie, restaurant, hotel, etc). Copies of receipts are not accepted.
- c. **PLEASE COPY ROSANNE ON ALL EMAIL CORRESPONDENCE WITH SPEAKERS REGARDING PAYMENT** (that way she can follow-up if need be).

5. ADDITIONAL INSTRUCTIONS FOR PROJECT GREEN

- a. Unlike the Film Fund 12, ProjectGreen’s Fund 12 is also managed by Rosanne. Thus please specify which account your request is to come from. If you do not specify which Fund, Rosanne will automatically take it out of fund 12 unless you tell her to take out of fund 11 and then Rosanne will check against the “approved expenditures list” on website.
- b. **Petty cash:** is anything under \$100 – ie, if order online, print a receipt, submit statement from credit card; order things in YOUR OWN NAME if it's a petty cash, need receipt original with evidence... (of course if Fund 11 this still must be approved by the CEP)

6. CHECK TO SEE THAT ROSANNE HAS UPDATED THE CEP EXPENDITURE SHEET – once Rosanne receives your emailed request she will then do the following:

- a. She will check the CEP Expenditure website to see that yes, your request has been approved.
- b. **Turnaround time:** If she sees that your request has been approved AND that you have submitted the proper info to her via email then she will UPDATE the CEP expenditure page with a “YES” in the “Submitted to Rosanne” column. Then she will process your request. Requests will take up to two months from receipt of email to mailing out of the check. If you need your check mailed or delivered sooner than that then indicate with “RUSH” when you send your email to Rosanne. Note: Turn-around time –A RUSH – could be 24 hour or 1 week; **two months** if no rush
- c. Once the vendor or person has been paid (ie, the check sent in the mail) then Rosanne will again update the website with the amount of money that was actually paid to the recipient. This will be indicated in the column, “Amount PAID to Payee” and the Balance of PAID monies will automatically adjust.

7. FINALLY, MONITOR YOUR PAYMENT - CHECK THE CEP EXPENDITURE PAGE FROM TIME TO TIME TO SEE WHERE “IN THE PIPELINE” YOUR PAYMENT REQUEST IS... (we’ll also “check in” with this same expenditure sheet at our monthly meetings...