

INSTITUTE OF AMERICAN INDIAN AND ALASKA NATIVE CULTURE AND ARTS DEVELOPMENT

FINANCE OFFICE

POLICIES & PROCEDURES MANUAL

ADOPTED January 1, 2009

(Last Revised 2021)

TABLE OF CONTENTS

Page

1. Organizational Structure 2

1. Accounting Department Position Descriptions 5
2. Budgeting 18
3. Cash Receipts 24
4. Purchasing 28

VI. Fixed Assets 55

VII. Payroll 59

VIII. General Ledger Reconciliation 64

IX. Financial Reporting 73

X. Grant /Contract Management 83

I. *ORGANIZATIONAL STRUCTURE*

Organization Description

The Institute of American Indian Arts is a congressionally chartered organization whose mission statement is as follows:

*To empower creativity and leadership in Native arts and cultures through higher education, lifelong learning, and outreach.*

Key Structural Data:

* Board of Trustees: Composed of 13 voting members and 6 nonvoting members. The voting members shall be appointed by the President of the United States. The nonvoting members shall consist of 2 Members of the House of Representatives, 2 Members of the Senate, the President of the Institute, and the President of the Student Body.
* Primary Funding Sources: Federal Appropriation through the Department of the Interior, tuition, room, and board, federal, state, and private grants, and revenues from private contributions.
* Fiscal Reporting Year-End: September 30

II. *ACCOUNTING DEPARTMENT POSITION DESCRIPTIONS*

(Position descriptions are for departmental overview purposes and should not be considered complete and up-to-date job descriptions. Complete and up-to-date job descriptions should be requested from HR)

**Chief Financial Officer**

**Summarized Job Description**

**1. SUMMARY OF RESPONSIBILITIES:**

Responsible for management overall IAIA financial operations, including accounting functions, cash management, budgeting, and purchasing, as well as compliance with government regulations, Board directives, and accepted practices. In addition to financial operations, oversees IT, Human Resources, Facilities, Security, and Auxiliaries.

**2. ESSENTIAL POSITION FUNCTIONS:**

* Oversees the development and ongoing revisions of policies and procedures which impact financial operations and asset protection and management.
* Oversees preparation of financial projections and budgets to achieve the college’s financial objectives.
* Directs the design, development, and implementation of financial and accounting systems which result in accurate financial statements and statistical data for internal and external users.
* Analyzes and interprets financial data and reports. Recommends policy or decisions based on reports or data.
* Ensures compliance with generally accepted accounting principles and other governing regulations and directives
* Supervise and evaluates finance staff.
* Assists management and administration with the development and preparation of internally generated business plans and evaluation of proposals submitted to the college.
* Recommends allocation of resources.
* Monitors, reviews, and negotiates contracts.
* Monitors cash management and investment performance.
* Serves as chair of the Finance and Administrative Services Committee.
* Develops and maintains financial policies and procedures.
* In collaboration with the college’s investment bank(s), ensures adherence to investment policy.
* Reviews and approves transfers.
* Serves on the campus-wide steering committee to update the college’s strategic plan.

**Chief Financial Officer**

**Summarized Job Description, cont’d**

* Prepares annual report to Congress and prepares annual appropriation request.
* May be called upon to represent the college before local, state, or federal governing bodies, at the President’s request.
* Prepares annual financial budget and prepared reports for governmental entities as required.
* Determines compliance with laws and regulations.
* Ensures the completion of form 990.
* Signs checks (dual signature required)
* Evaluate employee benefits and negotiate with vendors.
* Oversee the college’s self-funded health care program.
* Oversees capital projects at the college.
* In consultation with the external auditors, prepare drafts of year-end financial statements.
* Provides advice and counsel to management regarding the organization’s major objectives and management of fiscal policies.
* Other duties as assigned.

**3. REQUIRED EXPERIENCE AND EDUCATION:**

* BA and 8 years’ experience in a financial setting, preferably a post-secondary institution (MBA or CPA preferred).
* Experience and ability in handling revenues from multiple sources, with an emphasis in public fund accounting.
* Experience and ability in Development/Foundation accounting.
* Familiarity with non-profit taxation issues and knowledge of investment vehicles and practices
* Experience in federal government contracting and OMB Circular A-133 audit procedures
* Five years supervisory experience

**Chief Financial Officer**

**Summarized Job Description, cont’d**

**4. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

* Ability to communicate clearly and effectively with all levels and with all people and groups.
* Ability to interact and work successfully with faculty, students, and staff as related to job responsibilities.
* Ability to resolve conflicts constructively.
* Adheres to appropriate standards of conduct and ethics, including confidentiality, integrity, and honesty; following directives; exhibits ability to adapt to changing work environments; cooperates and works respectfully with others; participates in pro-active problem solving; regularly attends job duties, and participates in meetings as required.
* Must have a pleasant, courteous, and professional attitude and presence.
* Ability to work with minimum supervision, to begin projects independently (or as assigned), and to bring projects (or assignments) to a conclusion on a timely basis.
* Must be computer literate in word processing, spreadsheets, accounting systems, and databases.
* Ability to communicate well with both financial and non-financial personnel.
* Ability to prioritize and process financial functions promptly.

**5. WORKING CONDITIONS:**

Occasional out-of-town travel for meetings and conferences using a personal vehicle or company vehicle. This job description does not list all the duties of the job.

**Controller**

Summarized Job Description

**1. SUMMARY OF RESPONSIBILITES:**

Directs the accounting and reporting affairs of the company, and the day-to-day operations of the accounting department.

**2. ESSENTIAL POSITION FUNCTIONS:**

* Supervise all bookkeeping, accounting, and financial record keeping, for all department programs, grants, and foundation trusts.
* Supervise maintenance of payroll, accounts payable, and payment of invoices accounts receivable, billings, and general ledger.
* Prepare financial statements for internal and external reporting as required.
* Reviews and implements internal control and accounting systems for compliance with GAAP, government auditing standards, OMB, and other Federal, state, and local requirements.
* Design and implement financial systems as necessary.
* Compile and prepare financial reports as requested.
* Coordinates annual audit.
* Acts as liaison with auditors. Oversees preparation of audit work papers.
* Forecast/manage cash flow and provide the administration with investment information.
* Maintains the chart of accounts.
* Approves check runs.
* Release blank checks as needed.
* Carry out directives of CFO and President.
* Supervise all accounting staff and conduct annual evaluations.
* Initiate transfers between accounts.
* Reconcile control accounts to G/L.
* Prepare a monthly close checklist.
* Prepare monthly financial reports for departments.
* Prepare monthly financial reports for administration.
* Other duties as assigned.

**Controller**

**Summarized Job Description, cont’d**

**3. REQUIRED EXPERIENCE AND EDUCATION:**

BA in Accounting or related field and five (5) years of combined experience in financial and fund accounting. Knowledge of computerized spreadsheets and accounting software. Familiar with grant administration. Prefer advanced degree or CPA/CMA designation and knowledge of higher education organizations, non-profit, and fixed asset accounting.

**4. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

* Ability to communicate and interact positively with consultants, auditors, and any other professional affiliates or groups.
* Ability to interact and work successfully with faculty, students, and staff as related to job responsibilities.
* Ability to resolve conflicts constructively.
* Adheres to appropriate standards of conduct and ethics, including confidentiality, integrity, and honesty; following directives; exhibits ability to adapt to changing work environments; cooperates and works respectfully with others; participates in pro-active problem solving; regularly attends job duties, and participates in meetings as required. Refrains from engaging in rumors.
* Must have a pleasant, courteous, and professional attitude and presence.
* Ability to work with moderate supervision, to begin projects independently (or as assigned), and to bring projects (or assignments) to a conclusion on a timely basis.
* Knowledge of word processing and other computer capabilities.
* Knowledge of advanced accounting principles and theories.

**5. WORKING CONDITIONS:**

Occasional out-of-town travel for meetings and conferences using a personal vehicle or company vehicle. This job description does not list all the duties of the job.

**Senior Accountant**

**Summarized Job Description**

**1. SUMMARY OF RESPONSIBILITIES:**

Performs accounting functions according to established procedures and as directed by the Controller. Supports the mission of the Institute and serves on Institutional Committees as needed.

**2. ESSENTIAL POSITION FUNCTIONS:**

* Timely and accurate generation of worksheets and journal entries to record the monthly activity of bank accounts, Payroll, Museum Shop, and Gifts/Donations
* Timely and accurate data entry of approved journal entries
* Timely and accurate generation of monthly Budget reports
* Timely and accurate data entry of Budget Adjustment requests
* Responsible for reconciliation of all bank accounts to General Ledger accounts.
* Responsible for reconciliation of various General Ledger accounts.
* Maintain in an orderly fashion all files and paperwork related to General Ledger responsibilities.
* Ability to service personnel regarding questions about Budget and expenditures.
* Serves as liaison with IAIA community and Financial Services.
* Perform annual inventory

**3. REQUIRED EXPERIENCE AND EDUCATION:**

BA plus at least two years’ experience in a computerized financial office environment. Prefer a degree in accounting.

**Senior Accountant**

**Summarized Job Description, cont’d**

**4. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

* Ability to communicate effectively and work successfully with the IAIA community as related to job responsibilities.
* Ability to resolve conflicts constructively.
* Adheres to appropriate standards of conduct and ethics, including confidentiality, integrity, and honesty; follows directives; exhibits ability to adapt to changing work environments; cooperates and works respectfully with others; participates in pro-active problem solving; regularly attends job duties and participates in meetings as required.
* Must have a pleasant, courteous, and professional attitude and presence.
* Ability to work with close supervision, to begin projects independently (or as assigned), and to bring projects (or assignments) to a conclusion on a timely basis.
* Knowledge of basic accounting principles.
* Knowledge of computerized accounting systems, and spreadsheet programs such as Excel.

**5. WORKING CONDITIONS:**

Occasional out-of-town travel for meetings and conferences using a personal vehicle or company vehicle. This job description does not list all the duties of the job.

**A/P - Payroll Technician**

**Summarized Job Description**

**1. SUMMARY OF RESPONSIBILITIES:**

Performs Accounts Payable and Payroll functions according to established procedures and as directed by the Controller.

**2. ESSENTIAL POSITION FUNCTIONS:**

* Timely and accurate payment, recording and delivery of invoices, travel vouchers, and other approved requests for payment.
* Verification of invoices for quantity, prices, payment terms, etc.
* Verification of supporting paperwork for completeness and adherence to policies and procedures.
* Reconciliation of vendor accounts with vendor statements.
* Maintain in an orderly fashion all accounts payable related to files and paperwork.
* Service vendors and personnel regarding questions about accounts payable.
* Opens and date stamps all departmental incoming mail.
* Prepares receipts for incoming checks and cash.
* Enters Purchase Orders and updates MTD encumbrances.
* Send PO’s to vendors.
* Maintains PO files.
* Distributes checks.
* Timely and accurate payment, recording, and delivery of all payroll and payroll-related expenditures including tax withholdings, employee deductions, benefits, service charges, etc.
* Verification of supporting paperwork (including but not limited to employee timesheets) for completeness, accuracy, and compliance with policies and procedures.
* Timely and accurate auditing of paychecks and payroll reports.
* Maintain in an orderly fashion all payroll related files and paperwork.
* Ability to assist departments with questions about Payroll and related expenditures.
* Serves as liaison with Human Resources Department and Payroll Service Contractor.
* Other duties as assigned.

**3. REQUIRED EXPERIENCE AND EDUCATION:**

Associate degree in accounting or related field, plus at least two years’ experience in a financial office environment and use of computerized systems.

**4. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

* Ability to interact positively with all department personnel.
* Ability to communicate clearly and effectively with all levels and with all people and groups.
* Ability to interact and work successfully with faculty, students, and staff as related to job responsibilities.
* Ability to resolve conflicts constructively.
* Adhere to appropriate standards of conduct and ethics, including confidentiality, integrity, and honesty; following directives; exhibits ability to adapt to changing work environments; cooperates and works respectfully with others; participates in pro-active problem solving; regularly attends job duties, and participates in meetings as required.
* Must have a pleasant, courteous, and professional attitude and presence.
* Ability to work with close supervision, to begin projects independently (or as assigned), and to bring projects (or assignments) to a conclusion on a timely basis.
* Knowledge of word processing and computer capabilities.
* Knowledge of basic accounting principles.

**5. WORKING CONDITIONS:**

Occasional out-of-town travel for meetings and conferences using a personal vehicle or company vehicle. This job description does not list all the duties of the job.

Finance & Administrative Assignment Summary

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Responsibilities** | **CFO** | **HR Director** | **IT**  **Director** | **Facilities**  **Director** | **Controller** | **Senior**  **Acct.** | **A/P-**  **Payroll Tech** | **Non**  **F&A** |
|  |  |  |  |  |  |  |  |  |
| **FINANCIAL MANAGEMENT:** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Development/Maintenance of policies/procedures | **X** |  |  |  |  |  |  |  |
| Cash Flow Report |  |  |  |  | **X** |  |  |  |
| Review Investment Policy Effectiveness w/B.O.T. | **X** |  |  |  |  |  |  |  |
| Initiate Transfers between accounts |  |  |  |  | **X** |  |  |  |
| Review/approve transfers | **X** |  |  |  |  |  |  |  |
| Update strategic plan | **X** |  |  |  |  |  |  |  |
| Prepare annual report to Congress | **X** |  |  |  |  |  |  |  |
| Prepare annual appropriation request | **X** |  |  |  |  |  |  |  |
| Prepare annual financial budget | **X** |  |  |  |  |  |  | **X** |
| Determine compliance w/ laws & regulations | **X** |  |  |  | **X** |  |  |  |
| Work with audit firm to prepare form 990 | **X** |  |  |  | **X** |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **FINANCIAL REPORTING:** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Reconcile band/trust accounts |  |  |  |  |  | **X** |  |  |
| Review/approve bank/trust reconciliations |  |  |  |  | **X** |  |  |  |
| Maintain the chart of accounts |  |  |  |  | **X** |  |  |  |
| Prepare misc. General Journal Entries |  |  |  |  | **X** |  |  |  |
| Review/approve misc. General Journal Entries | **X** |  |  |  |  |  |  |  |
| Enter General Journal Entries |  |  |  |  | **X** | **X** |  |  |
| Reconcile control accounts to G/L |  |  |  |  | **X** |  |  |  |

Finance & Administrative Assignment Summary cont’d

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Responsibilities** | **CFO** | **HR Director** | **IT**  **Director** | **Facilities**  **Director** | **Controller** | **Senior**  **Acct.** | **A/P-Payroll Tech** | **Non**  **F&A** |
|  |  |  |  |  |  |  |  |  |
| **PROCUREMENT:** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Prepare RFPs | **X** | **X** | **X** | **X** |  |  |  | **X** |
| Evaluate responses & select vendors | **X** | **X** | **X** | **X** |  |  |  | **X** |
| Negotiate terms & conditions w/ vendors | **X** | **X** | **X** | **X** |  |  |  | **X** |
| Review incoming Requisitions |  |  |  |  | **X** |  | **X** |  |
| Determine budget availability |  |  |  |  | **X** |  | **X** |  |
| Update MTD encumbrances |  |  |  |  |  |  | **X** |  |
| Approve Requisitions | **X** | **X** | **X** | **X** | **X** |  |  | **X** |
| Print P.O.s |  |  |  |  |  |  | **X** |  |
| Approve P.O.s (different $ levels) | **X** | **X** | **X** | **X** | **X** |  |  | **X** |
| Send P.O.s to vendors |  |  |  |  |  |  | **X** |  |
| Maintain P.O. files |  |  |  |  |  |  | **X** |  |
|  |  |  |  |  |  |  |  |  |
| **CASH DISBURSEMENTS:** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Receives goods & services |  | **X** | **X** | **X** | **X** |  |  |  |
| Close P.O. & create voucher |  |  |  |  | **X** |  | ***X*** |  |
| Monitor Open P.O.s |  | **X** | **X** | **X** | **X** |  | ***X*** |  |
| Match vendor invoices to voucher |  |  |  |  |  |  | **X** |  |
| Enter invoice |  |  |  |  |  |  | **X** |  |
| Maintain open invoice file |  |  |  |  |  |  | **X** |  |
| Mark invoices for payment |  |  |  |  |  |  | **X** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Responsibilities** | **CFO** | **HR Director** | **IT**  **Director** | **Facilities**  **Director** | **Controller** | **Senior**  **Acct.** | **A/P-Payroll Tech** | **Non**  **F&A** |
|  |  |  |  |  |  |  |  |  |
| **CASH DISBURSEMENTS cont’d:** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Approve Check Run | **X** |  |  |  | ***X*** |  |  |  |
| Release blank checks as needed |  |  |  |  | **X** |  |  |  |
| Print checks |  |  |  |  |  |  | **X** |  |
| Sign checks (dual signature required) | **X** |  |  |  |  |  |  | ***X*** |
| Distribute checks |  |  |  |  |  |  | **X** |  |
| Maintain paid invoice files |  |  |  |  |  |  | **X** |  |
| Reconcile vendor statements as necessary |  |  |  |  |  |  | **X** |  |
| Maintain petty cash fund |  |  |  |  | **X** |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **FIXED ASSETS:** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Perform annual physical inventory |  |  | **X** | **X** |  | **X** |  | **X** |
| Maintain database |  |  |  |  | **X** | **X** |  |  |
|  |  |  |  |  |  |  |  |  |
| **INFRASTRUCTURE MGMT:** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Supervise security services |  |  |  | **X** |  |  |  |  |
| Supervise maintenance/housekeeping services |  |  |  | **X** |  |  |  |  |
| Develop/maintain emergency procedures |  |  |  | **X** |  |  |  |  |
| Monitor routine maintenance schedule |  |  |  | **X** |  |  |  |  |
| Document service contracts & warranties |  |  | **X** | **X** |  |  |  |  |

III. BUDGETING

A. Budgeting

1. **The IAIA Congressional Budget Request is formally submitted to Congress by February of the preceding year. Testimony is presented in March, Congressional action is anticipated by September, but in the recent past, has taken much longer.**
2. **The Administration will prepare to present testimony on the approved budget before the Congressional Subcommittee on Interior and Related Agencies.**
3. **After notification by Congress of the amount of the approved appropriation, the Institute will apply any specific budgetary adjustments required by Congress.**
4. **Based on the funding level set forth by Congress, a Budget Summary together with a detailed analysis of significant budget increases/decreased is prepared by the CFO, for presentation to the President.**
5. **The Chief Financial Officer distributes proposed departmental budgets to department heads for their review and comment.**
6. **The Budget Summary and Analysis is presented to the Board of Trustees for examination and formal adoption, by resolution.**
7. **Final departmental budget requests are reviewed by the Chief Financial Officer and The President. All Strategic Priority proposals are reviewed at this time as well, and final decisions are made on both items.**
8. **Approved departmental budgets are entered into the accounting system by Finance staff and may become accessible on the first day of the fiscal year.**

A. Budget Process Timeline

The following timeline is illustrative of the Budgeting Request and Approval Process for 1 budget cycle.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Jun | July | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | July | Aug | Sep | Oct | Nov | Dec |
| 1. Preparation for OMB submittal |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. Budget Request is formally submitted to OMB |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. OMB questions are resolved |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. Budget Request is formally submitted to Congress. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. Responses to questions by Congressional subcommittees. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6. Testimony presented to Congress. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7. Proposed budget reviewed & approved by President. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8. Submitted to BOT Finance Committee. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9. Board approves Budget. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10. Budget Request packages to budget mgrs. Meetings held with mgrs. to discuss and adjust budgets. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11. Strategic Priority proposals submitted to the CFO. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12. Strategic Priorities proposals reviewed and acted on by the committee |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13. Notification by Congress expected. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14. Budgetary Adjustments applied. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

B. Budget Changes

1. Policies & Controls

1. Budget changes may be made at any time within the following guidelines:
2. All budget changes require department head approval.
3. Requests for a budgetary increase must be initiated by the department head and must identify the source of funds.

* The department head must submit any requested budget changes to the CFO.
* The CFO will review and if necessary, submit to the President and Board of Trustees for approval (adjustments that are not budget-neutral).

1. All budget changes will require detailed explanations by the department head indicating the purpose for the budget change:
2. Change in goals or objectives
3. Increase in line items that are overspent
4. Expenditures that have no budget
5. Unexplained needs
6. All budget changes will be reviewed by the CFO for mathematical accuracy and forwarded to the Controller for adjustment in the accounting system.
7. The Board of Trustees are kept advised of actual vs budget information and will be advised by the President of significant changes in the budget that are believed to be require

IV. CASH RECEIPTS

A. CASH RECEIPTS

1. Policies and Controls

All cash receipts are to be deposited in the appropriate bank accounts within one week of receipt, at a minimum. However, more frequent deposits are preferred. Receipts awaiting deposit shall be placed in the safe until deposit.

2. Procedures

1. Student and Miscellaneous Cash Receipt Procedures

Step One: The Stud. Accts. Coordinator shall make copies of all student payments and post to the appropriate student accounts. The original payment documents will then be delivered to the Controller to be deposited.

Step Two: The A/P-Payroll Tech. shall open the finance department mail daily and receipt all incoming cash and checks.

Step Three: The Controller shall prepare the weekly deposit and the Senior Acct. prepares a JE to post the deposits into the appropriate general ledger accounts.

Step Four: The A/P-Payroll Tech. shall deliver the deposit to the appropriate banking institution via electronic imaging deposit. Any cash should be delivered to the Controller, to secure for courier pick up.

Step Five: The Controller shall review all cash receipt postings to assure proper classification.

A. CASH RECEIPTS

2. Procedures, cont’d

1. Fundraising Cash Receipt Procedures

Step One: The Advancement department shall, based upon the restrictions placed on the cash receipts, record all fundraising cash receipts into appropriate Raiser’s Edge fundraising accounts as received.

Step Two: The Advancement department shall further, based upon the above restrictions, prepare the bank deposits and deposit the cash receipts into the appropriate bank accounts on a weekly or as needed basis.

1. Direct Deposit Cash Receipt Procedures

Step One: The Senior Accountant shall record all direct deposit cash receipts into the general ledger on a monthly basis.

Step Two: Direct deposit cash receipts that advance notification is not received for shall be recorded as part of the monthly bank reconciliation process.

1. Museum Shop & Campus Bookstore Cash Receipt Procedures

Step One: The Museum Shop and Admission cash receipts shall be deposited by Museum staff on a 2-day basis. The Campus Bookstore shall deposit on a weekly basis.

Step Two: On a monthly basis the Museum Shop and Campus Bookstore shall send all sales and admission, daily and monthly sales reports to Financial Services.

A. CASH RECEIPTS

2. Procedures, cont’d

d. Museum Cash Receipt Procedures cont’d

Step Three: The Senior Accountant will compile the daily sales reports onto a single report showing the total monthly sales. This total shall be reconciled to the monthly sales report provided by the Museum, any variances shall be resolved.

Step Four: The Senior Accountant will proceed to prepare the monthly Museum Sales and Admission journal entry which shall record the Museum Shop and Admission activity include the establishment of credit card accounts receivable and revenues.

Step Five: The Senior Accountant shall further prepare the Museum cash bank reconciliation. At this time the journal entry to record cash receipts for the Museum will be prepared with the corresponding credit card accounts receivable relief entry for actual credit card receipts received.

1. NSF Check Procedures

Step One: Upon notification of Non-Sufficient Funds for a prior check deposited into a bank account, the Senior Accountant shall immediately reverse out the prior cash receipt general ledger entry. If the check is for a student’s institutional education costs, the Student Accts. Coordinator shall be notified immediately so that the student’s account can be adjusted as appropriate.

Step Two: The Senior Accountant shall proceed to notify the party responsible for the check to arrange for repayment of the NSF amount and appropriate banking fees.

1. PROCUREMENT, TRAVEL,

REQUISITIONS, & DISBURSEMENTS

A. Procurement

1. Policies & Controls
2. For expenditures </= $5,000, purchases may be awarded without soliciting competitive quotations if the price is deemed to be reasonable.

* Documentation that verifies price reasonableness need only be provided if (a) the product or service is of such a unique nature that it lacks widespread familiarity for comparison, or (b) if purchasing a product or service for which no comparable pricing information is readily available.
* Such purchases should be equitably distributed among qualified suppliers to the extent practicable.

1. For expenditures >/+ $5,000 & </= $24,999, competition should be promoted to the maximum extent practicable, to obtain products and services from the source whose offer is the most advantageous.

* Maximum practicable competition can ordinarily be obtained by soliciting quotations or offers from at least 3 sources, preferably within the local area.
* Whenever possible, quotations or offers from 3 sources should be secured.
* Records of price quotations should be retained to reflect clearly the propriety of placing the order at the price paid with the supplier concerned. In most cases, this will consist merely of showing the names of the suppliers contacted and the prices and other terms and conditions quoted by each.

1. Written solicitations in the form of a Request for Proposals (RFP) should be used if the contract is >/= $25,000.

* Financial services can assist in preparing, distributing, and evaluating RFPs based on the specifications supplied.
* Written documentation of solicitations must be maintained, including the RFP, the proposals submitted in response to the RFP, scoring sheets from RFP review, and correspondence to prevailing and non-prevailing offerors.
* All documentation about the RFP process must be submitted to the Finance department for safekeeping, once the process has been completed. This includes all items listed above.

1. When soliciting quotations or offers, potential bidders should be notified of the criteria on which the award will be made.

* Offers should be evaluated on the basis established in the solicitation.
* Discretion may be used in fashioning suitable evaluation procedures.
* Additional statements supporting the award decision should be included if other than price-related factors were considered in selecting the supplier.
* *In all cases, the offeror providing the greatest value to the college should be selected.*

1. For expenditures >/= $100,000, the Simplified Acquisition Procedures described in Part 13 of the FAR do not apply.

* Assistance with contract actions likely to exceed $100,000 will be supplied by Financial Services on an as-needed basis.

1. Sole Source Solicitation may be used if it is determined that the circumstances surrounding the product or service deem only one source reasonably available. A comprehensive statement must be submitted to the Controller, explaining the absence of competition if only one source is solicited.
2. Independent Contractor/Visiting Artist/Honorarium agreements require a signed contract, a current W-9, and a P.O. Requisition for processing before services being provided and payment requests being submitted. See P.Os & P.O. Requisition Policies & Procedures for details on processing. Independent contractor status must be determined by Human Resources who will draw up a contract or Personnel Action Request as appropriate

A. Procurement, cont’d

Procedures:

Contract expected to be >/= $100,000?

Contract expected to be >/= $5,000?

See Financial Services for special assistance.

YES

YES

NO

Contract expected to be >/= $25,000?

NO

Prepare written RFP. Offerors should be notified of the evaluation criteria.

YES

Solicit price quotation from one or more sources.

NO

NO

YES

Solicit proposals from at least3 sources.

Solicit quotations from at least 3 sources.

Is the price quoted going to be accepted?

Is the price quoted reasonable?

NO

Prepare & maintain records of price quotations

YES

Provide documentation of circumstances.

YES

Proceed with purchasing process. (See VI. C.)

Upon making selection, proceed with purchasing process. (See VI. C.)

Procurement, cont’d

Commercial Card Program

1. The college has engaged Wells Fargo Bank as its partner in implementing a purchasing card program. The goals of the purchasing card program are to 1) increase efficiency by reducing the A/P burden on the Finance office, 2) reducing A/P related costs, 3) provide a comprehensive solution to employees having to charge travel and supply expenses to their personal credit cards, that includes adequate oversight, controls, and assurance measures.
2. Policies & Procedures for participation in the commercial card program:

* *Only employees of IAIA may apply for a purchasing card.*
* Cards must be requested at the director level. If it is determined that an employee below the director level should be issued a card, the request must come from their departmental director. The request for a new card is made to the Controller.
* Once the Controller has approved the request for a new card, it will be mailed to the college, from Wells Fargo. Before issuance of the card to the employee, the employee must complete:
* An online training tutorial
* The cardholder agreement form
* Once the employee has obtained their purchasing card, they will also need to obtain a login and password for the Wells Fargo online portal. From this portal, the employee will be able to review charges, review receipt images, and complete the online approval process.
* If possible, the employee should also download the Wells Fargo Mobile app to their smartphone. This will significantly streamline the receipt imaging process.
* At the end of each month (at a minimum) the employee must upload all applicable receipts (no receipts required for food purchases covered by per-diem), either by physically scanning them or uploading them with a smartphone.
* At this time, the employee should also review the dept. and account to be charged and make any necessary revisions. Additionally, descriptions should be added where applicable.
* After completing the tasks above, the cardholder should certify their review as complete. Once this occurs, the employee’s supervisor will receive a notification via email, to complete a final review.
* If the employee is a supervisor with direct reports that hold purchasing cards, they will need to complete a final review and approval for these employees, in addition to their own expense submissions.
* *For purchases between $5,000 and $24,999:*
* A purchase order requisition must be completed, with both Wells Fargo & the vendor name included on it.
* 3 comparative quotes from vendors should be attached to the P.O. If 3 vendor quotes are not available or other extenuating circumstances prevent the solicitation of quotes, a written statement if the selected vendor is not the lowest cost.
* Signature from the department head and President if the purchase exceeds $10,000.
* The name of the Wells Fargo cardholder that will be making the purchase should also be included on the P.O., on the “Requested by” line.
* Once the P.O. is approved by the Financial Services department, the requesting department will be contacted to authorize the purchase.
* *For purchases over $24,999: The formal RFP process must be followed. The Finance office should be contacted for assistance with this.*
* Any failure to adhere to any of the above policies and procedures may result in the suspension of cardholder privileges or revocation of the card permanently, at the discretion of the CFO.

**Cardholder User Agreement**

You are being entrusted with an IAIA purchasing credit card, issued by Wells Fargo Bank. The card is provided to you based on your need to purchase materials for IAIA. It is not an entitlement nor reflective of title or position. The card may be revoked at any time without your permission. Your signature below indicates that you have read and will comply with the terms of this agreement.

1. I understand that I will be making financial commitments on behalf of IAIA and will strive to obtain the best value for IAIA.

2. I have read and will follow the Purchasing Card Policies and Procedures. Failure to do so could be considered as misappropriation of IAIA funds. Failure to comply with this Agreement may result in either revocation of my use privileges or other corrective action, up to and including termination.

3. I understand that under no circumstances will I use the PurchasingCard to make personal purchases, either for myself or for others. Using the card for personal charges could be considered misappropriation of IAIA funds and could result in corrective action, up to and including termination of employment.

4. I agree that should I violate the terms of this Agreement and use the Purchasing Card for personal use, IAIA shall have the right to deduct any amounts owed, including but not limited to charges incurred from collection agencies, internal administration costs, court costs, etc, from my paycheck or final paycheck.

5. The Purchasing Card is issued in my name. I will not allow any other person to use the card. I am considered responsible for any and all charges against the card.

6. The Purchasing Card is company property. As such, I understand that I may be periodically required to comply with internal control procedures designed to protect IAIA assets. This may include being asked to produce the card to validate its existence and account number.

7. If the card is lost or stolen, I will immediately notify Wells Fargo Bank by telephone at 800-932-0036 and the Program Administrator.

8. I will receive a monthly statement, which will report all purchasing activity during the statement period. Since I am responsible for all charges (but not for payment) on the card, I will reconcile the statement each month, make any coding changes to the expenses if needed, and resolve any discrepancies by either contacting the merchant or Wells Fargo Bank myself.

**9: INFORMATION EXCHANGED BETWEEN IAIA AND WELLS FARGO:**

Information concerning your use of the Commercial Card, including details regarding each individual transaction, may be furnished by Wells Fargo to IAIA. Information concerning reimbursement received, employment status, and location may be furnished by IAIA to Wells Fargo.

10. I agree to surrender the PurchasingCard immediately upon termination of employment, whether for retirement, voluntary, or involuntary reasons.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name (Print) PurchasingCard Account Number (Last 8 digits)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

B. Travel

1. Policies & Controls

1. An employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.
2. Traveling expenses that will be reimbursed are confined to those expenses essential to the transacting of official business.
3. All travel shall either be authorized or approved by an official to whom such authority has been delegated as follows:

* Dept. Heads must authorize and approve all travel within their depts.;
* Cabinet members must authorize and approve all travel for their direct reports, all travel of $5,000 and above, and all instances where the hotel rates are proposed to exceed the allowable per diem rate for the place of travel;
* The President must authorize and approve all travel for direct reports and all travel of $10,000 and above;
* The Board of Trustees Chair will approve all college-related travel expenses for the President, with a preliminary review completed by the Controller;
* F & A will authorize and approve all travel concerning ensuring that the particular dept has sufficient room in its travel budget and that all appropriate supporting documentation and approving signatures are present.

1. Ordinarily, a travel authorization shall be issued before the incurring of expenses.

* The Travel Authorization should be as specific as possible as to the travel being performed.

1. Per Diem rates listed by CONUS will be used as published in the Federal Travel Directory by the General Services Administration and Department of Defense.

* The Per Diem rates include all charges for meals and lodging (*including taxes and* tips).
* Where meals and/or lodging are furnished without charge or billed directly to the Institute, an appropriate deduction shall be made from the authorized per diem rate.

B. Travel, cont’d.

1. Policies & Controls, cont’d

1. Policies regarding allowable transportation expenses are as follows:
2. Allowable expenses include fares, rental fees, *personal vehicle* mileage payments, and any incidental expenses such as parking;
3. Methods of transportation that are authorized include railroads, airlines, buses, streetcars, subway, taxicabs, government-owned and contract rental automobiles and airplanes, privately owned and rented automobiles and airplanes, and other necessary means of conveyance;
4. Travel on official business should be by the methods of transportation which will result in the greatest advantage for the Institute, cost, and other factors considered. Consequently, Institute vehicles should be used wherever practicable before the use of a personal vehicle is considered. Institute vehicles are most easily reserved from the Facilities or ARE departments.
5. In selecting a particular method of transportation, consideration should be given to the total cost to the Institute, which includes costs of per diem, overtime, and loss of work time as well as actual transportation costs.
6. Policies governing the use of commercial transportation are as follows:
7. Taxicabs for local or while on official business travel may be allowed if authorized or approved as advantageous to the Institute.

* The employee will be allowed reimbursement of the taxi fare as well as tips not to exceed 15% of the reimbursable fare.

1. Rental cars or other special conveyances will be allowed if authorized or approved as advantageous to the Institute.

* If the hire does not include the costs of incidental expenses of gasoline or oil, rental of a garage, etc., these expenses should be paid by the person furnishing the accommodation or by his operator and should be itemized in the bill.

B. Travel, cont’d.

1. Policies & Controls, cont’d

* When two or more people travel together in the same rental car or special conveyance, each traveler must include that information in his travel voucher.

1. The cost of transportation paid by the Institute shall not exceed the lowest first-class rate of the transportation facility used.

* Justification will be required and certified by the traveler on the voucher that the lowest first-class accommodations were not available, or that use of superior accommodations was authorized or approved by his designee and/or the President of the Institute.

1. With regards to airline accommodations, “coach” accommodations instead of that designated first-class should be used with due regard to the efficient conduct of the Institute’s business and the traveler’s conveyance, safety, and comfort.
2. SATO Travel is the agency IAIA commonly uses to book airline travel where it is important to have fully refundable fares because the risk of non-travel may be high (eg. Travel booked months in advance). Car rentals may also be booked through SATO. SATO handles government contracts but usually does not provide the lowest rates. Where travelers believe the risk of non-travel is low, they may save significantly by shopping on-line for the cheapest non-refundable fares from sources other than SATO and are authorized to do so.

* SATO direct bills IAIA on the corporate US Bank Visa Card and provides itineraries for all travel.
* The phone number for SATO is 1-800-359-7286.
* Where the traveler has used a personal credit card to pay for their airfare, they may not claim for reimbursement until the travel has occurred and they can provide proof of travel (boarding pass or supervisor’s signature on travel voucher). However, in cases where the travel will not occur before the employee must pay their credit card bill, they may request a travel advance for the airfare by completing the travel advance request form along with the travel authorization form to F & A.

B. Travel, cont’d.

1. Policies & Controls, cont’d

The traveler will then have to show the advance as a deduction on the travel voucher form when claiming for reimbursement once the travel is complete. This also allows F & A to track the advance to ensure that the travel occurred and, if not, to obtain a refund from the employee for the advance provided.

1. Policies governing the use of privately owned cars or other privately owned conveyances are as follows:
2. Mileage reimbursements will be made when employees and others rendering service to the Institute use privately owned cars in the conducting of official business within or outside their designated post of duty or places of service when such use is authorized or approved as advantageous to the Institute. Employees should attempt to use an Institute vehicle before using their personal vehicles on Institute business wherever practicable. These vehicles should be most easily reserved by contacting Facilities or ARE with your request.

* It is the responsibility of the proper officials of the Institute to fix appropriate mileage rates. IAIA is not bound to the federal reimbursement rate for mileage. The college reserves the right to determine its own mileage reimbursement rate.
* Reimbursement will be allowed for round-trip mileage of a privately owned car used by an employee or relative going to and from either the employee’s home or place of business to or from a transportation terminal.
* Where an employee is traveling in a private automobile between their place of work and their home and they agree to take a detour to run an errand for the Institute, the only mileage which may be claimed is the excess mileage above the mileage traveled in their normal commute. E.g. If the normal commute distance is 10 miles and the errand causes the employee to drive 15 miles, the employee may claim the 5-mile excess and not the whole 15 miles.

B. Travel, cont’d.

1. Policies & Controls, cont’d
2. Miscellaneous expenses:
3. Telephone, cable, fax machines, and radio services may be used on official business when necessary.

* Charges for local phone calls and one home call per day while on official business are allowable.

1. Copy/typing services or rental of equipment for preparation of reports or correspondence while on official business are allowed when authorized or approved.
2. Policies for Travel Advances are as follows:
3. Issuing checks for and subsequent accounting and reconciliation procedures for travel advances is expensive and time-consuming. Employees are encouraged to use the college’s commercial cards for such expenses. By Board decree reimbursements are processed within 14 days of submission to F & A provided that the completed Travel Voucher and all receipts (except for those covered by per diem) are submitted no later than 30 days following completion of travel.
   * + 1. Where a Travel Advance is required the completed Travel Advance Application form must be submitted to F & A at least 14 days before the date on which the check is required.
       2. Travel Advances will not be approved for anyone who has not properly accounted for a previous Travel Advance. This policy includes students traveling for IAIA or ASG. Also, students who have received a travel advance may not simply instruct F & A to charge it to their student account instead of properly accounting for the advance as required by this policy. Students who have not accounted for a prior travel advance will not be permitted to travel for IAIA or ASG.
4. Travel cont’d.
   * 1. Policies & Controls, cont’d
5. Policies for claims for reimbursement are as follows:
6. All persons authorized to travel on business for the Institute should keep a record of expenditures properly chargeable to the Institute, noting each item at the time the expense is incurred and the date. Reimbursements are made on the actual travel time (beginning and ending). The information should be used in the preparation of the related travel voucher.
7. Receipts are required and must be dated consecutively and submitted with the travel voucher for the following expenditures:

* Airlines, Hotels w/ telephone charges (but not in-room entertainment), rental cars, taxis, limos, etc., and other services utilized as approved. Note, where the traveler is receiving a per diem allowance for meals and incidentals, but not accommodation, the traveler must deduct from their hotel bills the costs of any meals charged to their room when filling out the Travel Reimbursement Voucher.
* Failure to produce a receipt in any instance must be fully explained on the travel voucher. Mere inconvenience in the matter of taking receipts shall not be considered a valid reason for failing to furnish receipts. Duplicate receipts will not be accepted.

1. Erasures and alterations on travel vouchers must be initialed by the traveler or designated individuals, and erasures and alterations on receipts must be initialed by the person who signed the receipt.

B. Travel cont’d.

* + 1. Policies & Controls, cont’d

1. To obtain a timely picture of actual period expenses it is important to submit Travel Vouchers within 5 business days of completion of travel. Where a voucher is not submitted within 30 days of completion of travel reimbursement will not be processed unless the voucher is accompanied by a written justification for the tardy submittal which is signed by the traveler’s supervisor.

The Institute shall establish necessary administrative arrangements for an appropriate review of the justification for travel expenses claimed by the traveler to determine whether they are proper subsistence expenses. Center/Department Heads are cautioned to see that travel is administered in accordance with the spirit and intent of the law and to take such steps as necessary to prevent abuse.

B. Travel, cont’d.

2. Travel Authorization Procedures

**Step One:** A completed Travel Authorization is to be submitted to Dept. Heads, Center Heads, the President’s Office, and F & A, whichever applies, for processing **at least 7 days prior to the actual travel start date.** A sample Travel Authorization form is shown below.



**Indicate if a travel advance is needed and by what date.**

**Dates of travel.**

**Be as specific as possible.**

#### Sign & Date

**Traveler information.**

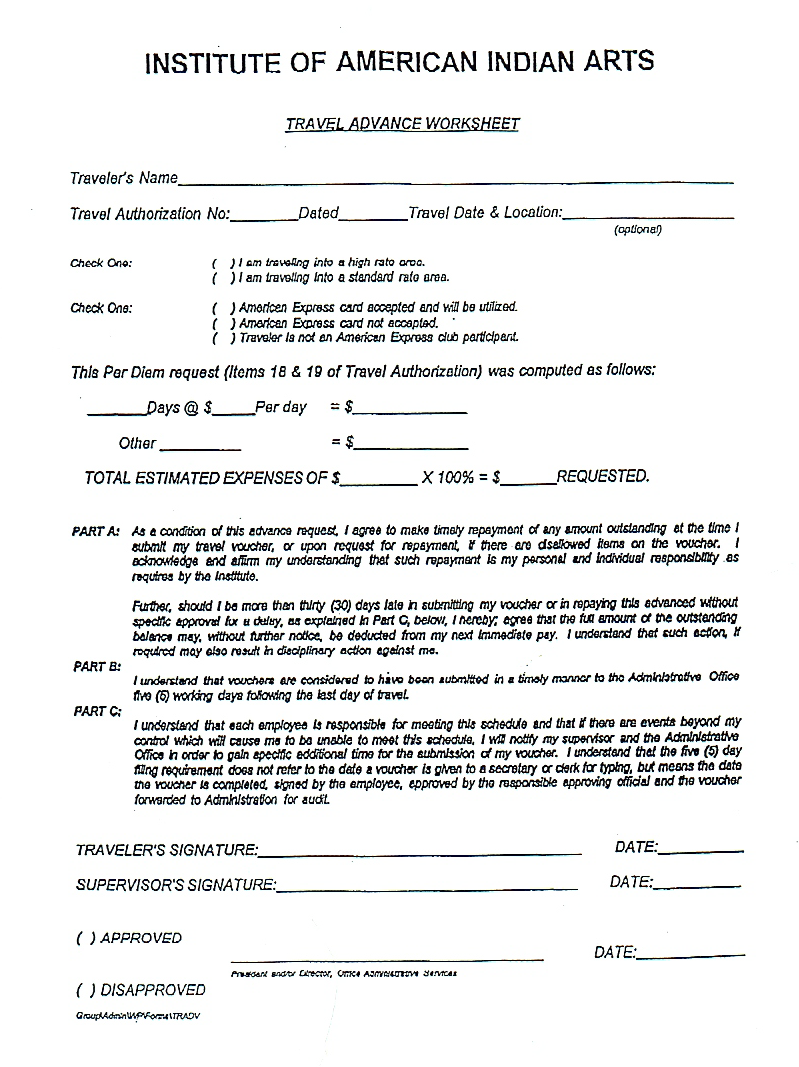
**Authorizing**

**signatures.**

B. Travel, cont’d.

2. Travel Authorization Procedures, cont’d

**Step Two:** If requesting a travel advance, this should be submitted along with the travel authorization at least 14 days prior to the date on which the check is needed. A sample Travel Advance Worksheet is shown below.

B. Travel, cont’d.

2. Travel Authorization Procedures, cont’d

**Step Three:**  The Travel Advance will be processed in the accounts payable check run immediately prior to the date of travel.

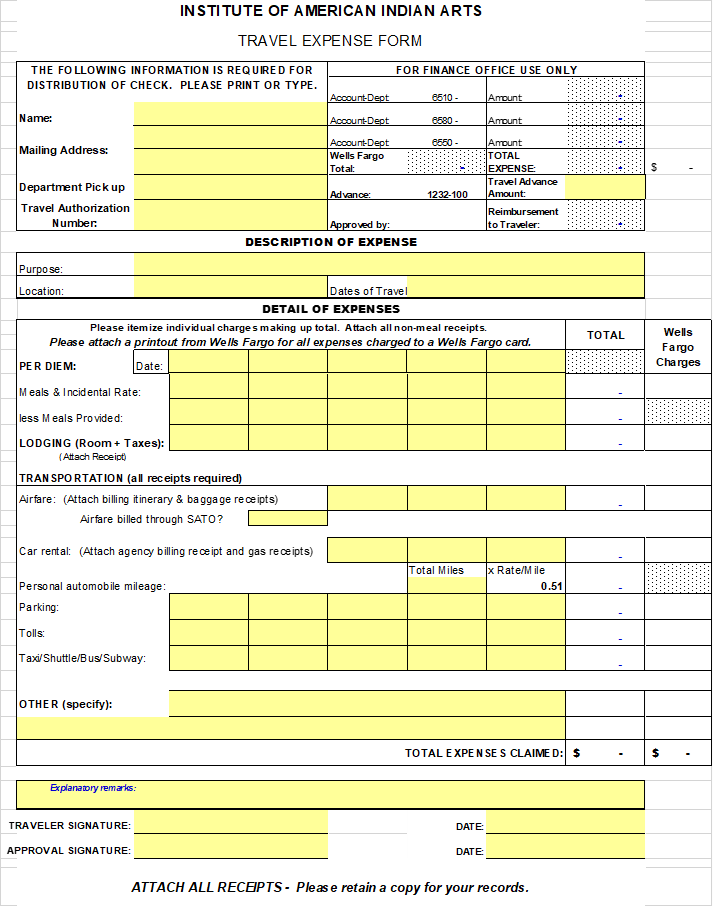
3. Amended Travel Authorization Procedures

An Amended Travel Authorization must be submitted to F & A where it is determined, either before or after travel is completed, that the actual cost of the travel exceeds the originally-approved Travel Authorization by the greater of 10% of the original amount or $50.00. No amendment will be required where the excess is within these parameters. Eg. If the original TA is for $1,000 the actual travel expenses would have to be greater than $1,100 before an Amended Travel Authorization would be required (greater of $1,000 x 1.1 or $1,000 + $50).

B. Travel, cont’d.

4. Travel Voucher Procedures

**Step One:** Travel Vouchers should be submitted **within 5 working days following the last day of travel.** Page 1 of a sample Travel Voucher is shown below. Page 2 is shown on the following page. Travel Vouchers submitted more than 30 days following completion of travel will require a written justification for the late submission signed by the traveler’s supervisor.



B. Travel, cont’d.

4. Travel Voucher Procedures, cont’d

**Step Two:** Submit all receipts with the Travel Voucher (airline, hotel, telephone, taxi, shuttle, tips, etc.). **Lack of receipts must be certified by the traveler and supervisor on the Travel Voucher**.

C. Purchase Orders & P.O. Requisitions

1. Policies & Controls
2. A Purchase Order (P.O.) must be prepared and approved

before an order being placed with a vendor, if the order exceeds $1,000.

* If an emergency arises, commitments for goods and/or services may be made without a P.O. with the approval of the department director. Related vendor invoices must be approved as described in the Disbursements section of this Manual and sent to Accounts Payable accompanied by a completed Check Requisition form.
* Blanket Purchase Orders should be prepared for recurring expenditures such as rents, maintenance contracts, utilities, etc.

1. A Purchase Order Requisition along with all necessary signatures and supporting vendor quotes, if any, must be submitted to F & A before the issuance of a P.O.

* P.O.s are prepared by the Accounting Department based on the information supplied by the requesting department on the Purchase Order Requisition.
* The Purchase Order Requisition must be filled out and signed by a supervisor or Department Head before submission to the Accounting Department. If the PO amount is for $5,000 or more, the Cabinet member’s signature will be required in addition to the Dept. Head’s. If the PO amount is for $10,000 or more, the President’s signature will also be required.
* Where the PO Requisition has been submitted to the President’s Office for signature, the contact person in the originating dept. will be notified by email by the President’s Office once it is signed. The originating dept. must then pick it up from their box in the mailroom and log it into the F & A dept for final processing.
* All service contracts require the President’s signature regardless of the amount.

1. The P.O. Requisition is reviewed upon submission to F & A for budget availability.

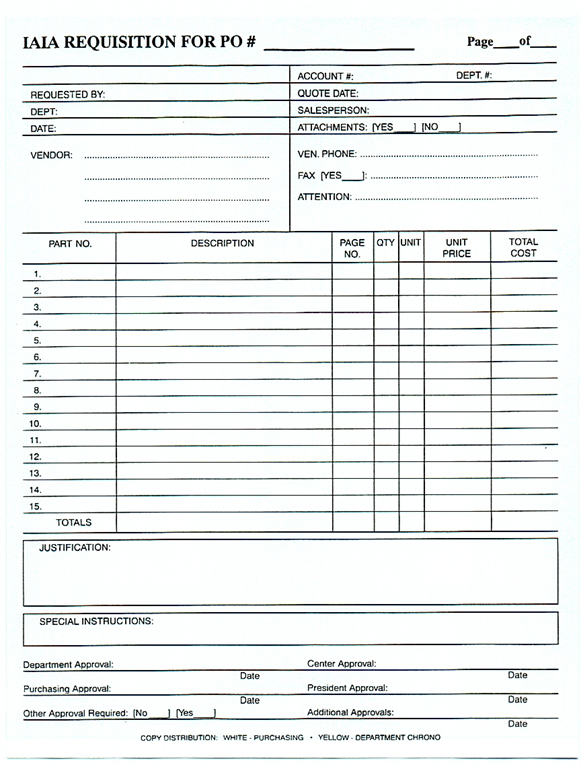
* The requesting individual will be notified promptly if approval is withheld for some reason.

1. Purchase Order Requisitions will be processed by 5:00 pm of the second day following the receipt of the Requisition.

* The P.O. will be mailed or faxed to the vendor as per the requestor’s instructions.
* P.O.s will be expedited to the maximum extent possible should an emergency arise.
* Documentation should be date & time stamped in the Accounting Department by the requestor to verify submission of the documentation.

1. Purchase Order Requisition Procedures

**Step One:** IAIA Purchase Order Requisition Form is received, date and time stamped, in Accounting Department. A sample P.O. Requisition form is shown below.



**Step Two:** Review Purchase Order Requisition form for completeness. Check for appropriate Departmental & Cabinet Approvals (if $5,000 or more) & President Approval (if $10,000 or more). Incomplete forms should be returned to the requesting individual for revision.

C. Purchase Orders & P.O. Requisitions, cont’d

2. Purchase Order Requisition Procedures, cont’d

**Step Five:** Upon return from the CFO, the completed Purchase Order should be mailed or faxed to the vendor as per the instructions specified by the requestor on the Purchase Order Requisition form by 5:00pm of the second day following the receipt of the Requisition.

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**Step Three:**  The Purchase Order Requisition form is logged in when it arrives in F & A. Review account and department coding for availability of funds. Verify that the Total Costs on the P.O Requisition form for the Account and Department number listed do not exceed the current available budget and that the expenditure is classified in the correct account. If funds are not available or the coding is incorrect, notify the requesting dept. of needed changes. Once all is complete, enter it into Financial Edge, create the official PO and print it in duplicate. Enter the system generated PO number on the PO Req. form. Forward the PO Req., supporting documentation, and related PO’s to the CFO for approval.

**Step Four:** CFO reviews Purchase Order Requisition form for accuracy & completeness. CFO will return the documentation to the A/P-Payroll Tech to amend if anything is incomplete or unclear. If the documentation is complete the CFO approves the requisition form and the PO’s and returns them to the A/P-Payroll Tech for distribution. The President may approve PO’s in the CFO’s absence

**Step Six:** A copy of each of the completed Purchase Order & related Req. form should be forwarded to the requestor and the other copy of the PO, related Req. form & all supporting documentation should be maintained in the Accounting Department Purchase Order files.

D. Disbursements

1. Policies & Controls

1. For vendor invoices for which a related Purchase Order (P.O.) exists:

1) When an authorized approver for the initiating dept. approves an invoice for payment their signature certifies that:

* the goods and services were satisfactorily received;
* the correct price is being charged;
* the invoice is approved for payment.

Note: An independent contractor’s invoice should itemize the work that is being billed for during the period covered by the invoice. Each invoice should show the dates that the work was performed along with an itemized breakdown of the number of hours being charged for each separate task.

1. No additional approvals are required.
2. The invoice should be forwarded to Financial Services where it will be included in the next appropriate check run.
3. If the vendor invoice exceeds the amount of the related P.O. by the greater of 10% of the original PO amount or $50.00, then another P.O. Requisition must be prepared to increase the original PO amount. Such adjustments are processed in the same manner as the original P.O. See instructions under VI. C.

* E.g. If original PO is $1,000.00, the vendor invoice could be as high as $1,100.00 (greater of $1,000.00 x 1.1 or $1,000.00 + $50.00 = $1,100.00) without requiring another PO Requisition. If the invoice is more than $1,100.00 another PO requisition would be required to increase the original PO amount as needed before the bill could be paid.

1. When a vendor invoice is received by the responsible dept. which exceeds the PO amount, but by an amount which is within the parameters defined in 4 above, the dept. can write on the invoice that the excess amount over PO is approved for payment. If the dept. does not catch this, accounting may point out the discrepancy to the dept by email and request approval for payment of the excess. An emailed approval from the dept. head will be acceptable for continuing to process this payment.

D. Disbursements

1. Policies & Controls, cont’d

1. For vendor invoices for which no related P.O. exists (e.g. urgent expenditure requirements for which the PO process was not feasible), a Check Requisition Form must be completed:
2. In a situation where a disbursement is to be made using the Check Requisition method, the expenditure must still be approved by an authorized person before the commitment being made to the vendor. See C. 1. a) above.
3. The Check Requisition must be filled out and signed by a supervisor and/or Department Head before submission to F & A and must be accompanied by the original vendor invoice with all appropriate approvals. Where the Check Requisition is for $5,000 or above, the Center Head’s signature will also be required. If it is for $10,000 or more the President’s signature must also be present.
4. Check runs are conducted every week as published in the schedule prepared by F & A.
5. To be included in the check run, the properly completed and approved documentation (vendor invoice against an existing P.O. or Check Requisition) must be received by noon on the Friday before the check run.
6. Requisitions lacking signatures and supporting documentation, or vendor invoices that do not match the related PO (subject to the 10%/$50 variation allowance), will cause a delay in payment.
7. Checks of $10,000 or more require two signatures.
8. Rush checks will be addressed on a case by case basis.

f) For expense reimbursements of $50.00 or less, a dept. should use its Petty Cash Fund rather than incurring the expense of having a check issued.

D. Disbursements

2. Procedures

Is invoice amount </= existing P.O or within 10%/$50 rule??

Does a P.O. exist?

Invoice

Received

Yes

Submit invoice with completed & approved documentation to Financial Services.

Yes

Check prepared on the next appropriate check run.

No

No

Prepare

Check Requisition & have approved

Prepare another P.O. Requisition to increase amount. See VI.C. for directions.

VI. FIXED ASSETS

A. Capitalization & Disposal

1. Policies and Controls

* 1. It is the policy that all property costing $5,000 or more with an estimated useful life of four (4) years or more shall be capitalized. Property, plant, and equipment that shall be capitalized include but are not limited to the following:
* Land
* Buildings
* Improvements extending the useful life of the property, plant, and equipment
* Vehicles
* Furniture
* Computer equipment
* Software
* Office equipment
* Classroom and other equipment
  1. Records for all inventoried items shall include the following:
* Tag number
* PO# if available
* Type of property, plant, or equipment
* Description
* Make
* Model
* Serial number
* Building location with room
* Date acquired
* Cost, and
* Estimated useful life

A. Capitalization & Disposal

1. Policies and Controls, cont’d

* 1. An inventory shall be conducted, on an annual basis, by departments requested by Management. The inventory shall include a physical count of all tagged property, plant, or equipment which will be recorded on a property count sheet. The property count sheet shall include the tag number, location, description of the equipment, and the condition of said equipment. The inventory shall be conducted beginning on September 30th. If September 30th falls on a weekend the inventory shall begin on the next business day after September 30th.
  2. Copies of the property count sheets shall be provided to the accounting department for reconciliation to accounting records. Any unexpected variances shall be investigated and resolved.
  3. Finance shall perform a search of the expenditure accounts, in the Blackbaud accounting system, for all cash disbursements equal to or greater than $5,000. The list of cash disbursements shall be scanned for possible items that may need to be capitalized. All items determined to be candidates for capitalization shall be reversed from the original account of entry and transferred to the plant fund and recorded appropriately.
  4. Items determined to be broken, excess, unsafe or useless, during the inventory, shall be recommended for disposal. The CFO shall be authorized to approve the disposal of all items or any systems valued at $5,000 or less. The President shall be authorized to approve of the disposal of any item valued at greater than $5,000 and less than $10,000. The disposal of land, buildings, and any item or system valued at $10,000 or greater must be approved by the Board of Trustees.
  5. The Facilities Management Department shall maintain a disposal log for all inventoried items that have been disposed of during the year. This log shall include the tag number, date of disposal, reason for disposal, and method of disposal. All disposals shall be properly documented through a bill of sale, witnesses, or other verifiable means.
  6. The disposal log shall be provided to the accounting department so that the item and related accumulated depreciation can be removed from the accounting records.

B. Depreciation

1. Policies and Controls

* 1. It is the policy that all property, plant, and equipment cost or fair market value at the date of donation be depreciated over its estimated useful life, except for land and the permanent collection.
* The cost of acquisition through construction shall include the total of materials, labor, engineering, design, surveys, permits, supervision, contractual costs, administrative salaries and expenses, legal expense, insurance, taxes, and interest, at the time construction is complete or an occupancy permit is issued.
  1. It shall be the policy of IAIA to estimate the useful lives of property, plant, and equipment as follows:

* + Computers & Software 4 years
  + Vehicles 5 years
  + Equipment 7 years
  + Audio-Video 7 years
  + Furniture 10 years
  + Musical Instruments 10 years
  + Library Books 10 years
  + Buildings 20 - 40 years

The institute recognizes that there may high dollar items with unusual technological advances or other circumstances that may require a deviation for the above estimated useful lives. These items will be handled on a case by case basis and adjusted as necessary.

* 1. All depreciation shall be calculated on the straight-line basis. The straight-line basis shall be calculated for a full month in the month of acquisition.
  2. The Department of finance and administration shall calculate the annual depreciation expense upon reconciliation of accounting records to the property inventory. All depreciation expense shall be recorded in the Plant fund.

1. PAYROLL

A. Payroll

1. Policies & Controls

1. Timesheets must be completed for each two-week pay period.

* Pay periods end every other Friday at midnight as per the pay schedule published by Financial Services.

1. A Request for Leave must be submitted into the online payroll system.
2. Both the Timesheet and Request for Leave form must be approved by the supervisor, within the online system.
3. Faculty members are not required to prepare individual timesheets.

* The Dean’s office has historically prepared a combined timesheet for the faculty.

1. Employees are responsible for entering their time into the online payroll system by 5:00 pm on the Friday of the pay period.
2. Paychecks (as well as payroll tax deposits and reports) are processed by the college’s third-party payroll provider, under the supervision of the Financial Services department.
3. Paychecks are available for pickup in Financial Services on Friday of the following week from 8:00 am to 5:00 pm.

A. Payroll

1. Policies & Controls, cont’d

* Employees will be asked to sign for their check to maintain a record of distribution.
* Other individuals will not be allowed to pick up another employee’s check unless permission is given to Financial Services in advance, in writing.

1. Direct Deposit is available for employees whereby their paycheck is automatically deposited into the employee’s account by 8:00 am on the Friday payday.

* Employees wishing to be set up on Direct Deposit should consult the Office of Human Resources

1. Questions about or changes to personal or benefit data (name, address, tax withholdings, benefits, rate of pay, etc.) should be directed to the office of Human Resources.
2. Questions about the number of hours the employee has been paid and/or the pay codes used should be directed to the A/P-Payroll Technician.

A. Payroll

2. Procedures

**Step One:** An approved timesheet is submitted to the online payroll system, by 5:00pm on the Friday in which the pay period ends. The timesheets are reviewed for completeness by the A/P-Payroll Tech.

Exempt

Non-exempt

**Step Two:** If time off is included on the timesheet, an approved Request for Leave form must accompany the timesheet, in the online payroll system.

A. Payroll

2. Procedures, cont’d

**Step Three:** Hours worked, leave adjustments, and changes to pay rates, personnel data, withholding data, and pay codes are reviewed in the online payroll system by the A/P-Payroll Tech.

**Step Four:** A report detailing the payroll input for the pay period in process is printed and reviewed by the Controller for accuracy of input.

**Step Five:** Upon verification of accuracy, the payroll data is transmitted electronically to the online payroll system for processing by 12:00 noon on Monday.

**Step Six:** Pay checks, check registers, and payroll summary and tax reports are received from the College’s third-party payroll provider on Tuesday and reviewed by the Controller for accuracy.

**Step Seven:** Paychecks are available for pickup in Financial Services on Friday of the following week from 8:00am to 5:00pm. Direct Deposits are transmitted via the College’s third-party payroll provider and are deposited into accounts by 8:00am on Friday. Payroll tax deposits are also transmitted by the third-party provider.

VIII. G/L RECONCILIATION

A. G/L Reconciliations

1. Policies & Controls

It is the policy that all cash and investment accounts held by external financial institutions shall be timely reconciled to the general ledger monthly. All due from/to and transfer in/out accounts shall also be balanced monthly.

1. All bank statements (cash & investment) shall be provided unopened, to the CFO. The CFO shall review and initial each statement, before sending them to the Senior Accountant.

* The month-end balance for the cash/investment account shall be compared to the month-end balance per the general ledger.
* All outstanding items from the prior month shall be checked to assure that they have cleared in the current month. Items that have cleared shall be removed from the reconciliation. Items that have been outstanding for more than 90 days shall be researched and resolved.
* A journal entry shall be immediately prepared for all items on the bank statement that are not recorded in the general ledger account.
* All current month general ledger entries that have not cleared the bank shall be recorded on the reconciliation as an outstanding item. When all outstanding items have been recorded on the reconciliation the balance per bank should equal the balance per book.

1. At month-end, the Senior Accountant shall obtain all the due from and due to accounts to assure they are in balance.

* All due from accounts shall be totaled and compared to the total of all due to accounts.

A. G/L Reconciliations

1. Policies & Controls, cont’d

* If the totals are not equal (out of balance) the Senior Accountant shall obtain the current monthly transactions for the due from and due to accounts and reconcile to each other.
* After the reconciliation is completed the Senior Accountant should have un-reconciled transactions, that when totaled equal the out of balance amount previously determined.
* Un-reconciled items shall be researched to determine the validity of the account classification and adjusted as necessary.

1. At month-end, the Senior Accountant shall obtain all the transfers in and transfers out to assure they are in balance.

* All transfers in accounts shall be totaled and compared to the total of all transfers out accounts.
* If the totals are not equal (out of balance) the Senior Accountant shall obtain the current monthly transactions for the transfers in and transfers out accounts and reconcile to each other.
* After the reconciliation is completed the Senior Accountant should have un-reconciled transactions, that when totaled equal the out of balance amount previously determined.
* Un-reconciled items shall be researched to determine the validity of the account classification and adjusted as necessary.

B. Standard Monthly Journal Entries

The following are standard journal entries that occur monthly:

* + 1. Museum Shop Cash $xx,xxx.xx

03-1354-3010 Museum Shop A/R Amex xx,xxx.xx

03-1355-3010 Museum Shop A/R MC/Visa xx,xxx.xx

03-1356-3010 Museum Shop A/R Discover xx,xxx.xx

03-4xxx-3010 Museum Shop Revenue $xx,xxx.xx

*Entry to record Museum Shop cash accounts receivable, and revenues for the month. Note: Normally the revenues will be entered in detail such as pottery, t-shirts, etc.*

03-6010-3010 COGS Museum Shop $xx,xxx.xx

03-1510-3010 Inventory Museum Shop $xx,xxx.xx

*Entry to record the increase in the cost of goods sold and decrease in inventory for the month.*

03-1114-3010 Museum Shop Cash $xx,xxx.xx

03-6060-3010 Museum Shop CC Disc.Fee xx,xxx.xx

03-1354-3010 Museum Shop A/R Amex $xx,xxx.xx

03-1355-3010 Museum Shop A/R MC/Visa xx,xxx.xx

03-1356-3010 Museum Shop A/R Discover xx,xxx.xx

*Entry to record cash receipts for Museum Shop accounts receivable and related credit card discount fees for the month.*

01-6160-10xx Insurance Expense $xx,xxx.xx

01-1610-1000 Prepaid Insurance $xx,xxx.xx

*Entry to record monthly insurance expense and reduce prepaid insurance.*

B. Standard Monthly Journal Entries cont’d

01-2143-1000 State W/H Payable $xx,xxx.xx

01-2145-1000 Federal W/H Payable xx,xxx.xx

01-1112-1000 Payroll Cash xx,xxx.xx

*Entry to record the payment of the State and Federal payroll W/H payable.*

*Note: This is a transaction performed by the college’s third-party payroll +\*service.*

01-51xx-10xx Salaries Expense $xx,xxx.xx

03-51xx-3xxx Salaries Expense xx,xxx.xx

04-51xx-4xxx Salaries Expense xx,xxx.xx

01-2145-1000 FICA W/H Payable xx,xxx.xx

01-2145-1000 Federal W/H Payable xx,xxx.xx

01-2145-1000 EIC Payable xx,xxx.xx

01-2143-1000 State W/H Payable xx,xxx.xx

01-2255-1000 Emplee Deduct 403B xx,xxx.xx

01-2142-1000 Emplee Deduct Insurance xx,xxx.xx

01-2250-1000 Emplee Deduct BIA Pension xx,xxx.xx

01-1330-1000 Moving Advance xx,xxx.xx

01-1332-1000 Travel Advance xx,xxx.xx

01-1480-1000 Pledge Due to Foundation xx,xxx.xx

01-2720-1000 Garnishment xx,xxx.xx

01-1112-1000 Sal & Wages Pay. (Checks) xx,xxx.xx

01-1112-1000 Sal & Wages Pay. (EFTS) xx,xxx.xx

01-1112-1000 Sal & Wages Pay (V/M) xx,xxx.xx

01-14xx-1000 Due from xx,xxx.xx

03-14xx-3000 Due to xx,xxx.xx

04-14xx-4000 Due to xx,xxx.xx

*Entry to record payroll expense and related payroll employee liabilities for the month-end.*

01-2143-1000 State W/H Payable $xx,xxx.xx

01-2145-1000 Federal W/H Payable xx,xxx.xx

01-1112-1000 Payroll Cash xx,xxx.xx

*Entry to record the payment of the State and Federal payroll W/H payable.*

*Note: This is a transaction performed by the college’s third-party payroll service.*

01-5210-10xx FICA Expense Employer $xx,xxx.xx

03-5210-3xxx FICA Expense Employer xx,xxx.xx

04-5210-4xxx FICA Expense Employer xx,xxx.xx

01-5220-10xx Federal Retirement xx,xxx.xx

03-5220-3xxx Federal Retirement xx,xxx.xx

01-5240-10xx Co. Paid Insurance xx,xxx.xx

03-5240-3xxx Co. Paid Insurance xx,xxx.xx

04-5240-4xxx Co. Paid Insurance xx,xxx.xx

01-2142-1000 Insurance Pay-Principal xx,xxx.xx

01-5240-10xx Co.Paid Long-Term Disability xx,xxx.xx

03-5240-3xxx Co.Paid Long-Term Disability xx,xxx.xx

04-5340-4xxx Co.Paid Long-Term Disability xx,xxx.xx

01-2142-1000 CLTD Payable xx,xxx.xx

01-5230-10xx Employer Expense 4% xx,xxx.xx

03-5230-3xxx Employer Expense 4% xx,xxx.xx

04-5230-4xxx Employer Expense 4% xx,xxx.xx

01-2255-1000 403B Payable xx,xxx.xx

01-5230-10xx Employer Expense Match xx,xxx.xx

03-5230-3xxx Employer Expense Match xx,xxx.xx

04-5230-4xxx Employer Expense Match xx,xxx.xx

01-2255-1000 403B Match Payable xx,xxx.xx

01-14xx-1000 Due From xx,xxx.xx

03-14xx-3000 xx,xxx.xx

04-14xx-4000 xx,xxx.xx

*Entry to record employer payroll expense and related liabilities for the month.*

04-6025-4xxx Indirect Cost $xx,xxx.xx

* + 1. Due to $xx,xxx.xx

01-1440-1000 Due From xx,xxx.xx

01-4315-1000 Indirect Revenue xx,xxx.xx

*Entry to record the indirect cost for the special revenue fund and the indirect revenue for the general fund, with corresponding due to/from.*

*Note: When the special revenue fund pays the cash to the general fund the above due to/from will be reversed and the related cash accounts will be adjusted accordingly.*

IX. Financial Reporting

A. Financial Reporting

1. Policies & Controls

It is policy that IAIA management have updated financial data available for query, within the Financial Edge system, monthly. The purpose of the monthly data is to inform management about the overall financial condition of the Institute, as well as, the more specific aspects of certain financial matters.

1. The financial services department shall update the following quarterly, as a more comprehensive set of financial data, for management’s use:
   * + Budget to Actuals - Summarized (See Example)
     + Statement of Revenues - Comparative (See Example)
     + Schedule of Revenue and Expenditures – IAIA & Aux. (See Example)
     + Schedule of Revenue and Expenditures Museum Shop (See Example)
     + Schedule of Revenue and Expenditures – Inst. Advancement (See Example)
     + Schedule of Revenue and Expenditures - Campus Bookstore (See Example)
     + Schedule of Revenue and Expenditures – Conference Services (See Example)
     + IAIA Permanent Endowment Analysis (See Example)

A. Monthly Reporting, cont’d

Budget to Actual - Summarized



A. Monthly Reporting, cont’d

Statement of Revenues - Comparative



A. Monthly Reporting, cont’d

Schedule of Revenue and Expenditures – IAIA & Aux.



A. Monthly Reporting, cont’d

Schedule of Revenue and Expenditures Museum Shop



A. Monthly Reporting, cont’d

Schedule of Revenue and Expenditures – Inst. Advancement



A. Monthly Reporting, cont’d

Schedule of Revenue and Expenditures – Campus Bookstore



A. Monthly Reporting, cont’d

Schedule of Revenue and Expenditures – Conf. Services



A. Monthly Reporting, cont’d

Quarterly Endowment Analysis



X. GRANT/CONTRACT MANAGEMENT

A. Grant/Contract

1. Policies & Controls

This policy establishes procedures and guidelines (standardized rules) from the proposal development application process to management for the maximum benefit of program development and offerings that benefit the IAIA students, and to facilitate optimum contract compliance.

Coordination, monitoring, and providing technical assistance to staff and faculty for all proposals to Granting Agencies for IAIA program funding needs are the responsibility of the Sponsored Programs Office.

The Sponsored Programs Office assists in the coordination and oversight of Federal Government Grants.

a. Departmental Roles

1. The Office of the President. The President of the IAIA is the sole individual designated to approve and sign off on all submitted Grant Contract Proposals or Letters of Intent.
2. The IAIA Board of Trustees. The IAIA Board of Trustees have fiduciary responsibility for the IAIA, assuring that the Institute has needed financial resources: earned, contributed, and invested. Board involvement in fund raising is derived from this responsibility.
3. The IAIA Board of Trustees Development Committee. This Committee takes appropriate roles in supporting and implementing the IAIA fund raising plan.
4. The Sponsored Programs Office. This office is responsible for:
   1. Implementing the IAIA Needs Assessment Process before each fiscal year to determine program funding needs to be identified from the departmental annual strategic plan (goals & objectives) and included in the IAIA’s fund raising plan;
   2. Aiding with federal government grant contracts;

A. Grant/Contract

1. Policies & Controls, cont’d

* + 1. The Office of Financial Services. This office is responsible for the fiscal management of all grants and contracts, maintaining standard accounting bookkeeping practices for all awarded grants and contracts of the IAIA. For this *Policy*, it will be sufficient to say that the Office of Financial Services is responsible for all financial activity and monthly reports that pertain to all grant-funded IAIA programs and provides Institute budget information for support materials on proposals being developed.
    2. IAIA Departments. All IAIA departments are required to meet with the Sponsored Programs Office before developing any government or private grant proposals. Coordination of all grants and contracts begins with the Sponsored Programs Office to ensure that the needs of the IAIA are met most profitably with the right prospect.

b. Glossary of Terms

1. Budget Period. The period of time designated by the grant contract. Budget periods are generally for twelve (12) month periods but may be for shorter or longer periods, if appropriate.
2. Code of Federal Regulations. The Code of Federal Regulations (CFR) is a series of books published by the Federal Government which contains a codification of the general and permanent rules published in the Federal Register by agencies of the Federal Government.
3. Federal Register. A document published daily by the Office of the Federal Register, National Archives and Records Service under the Federal Register Act which provides a uniform system for making available to the public, regulations and legal notices issued by Federal Agencies.
4. Grant. Financial assistance to carry out a program or project which is based on an approved program plan and budget.
5. Contract. A written agreement between the IAIA and a *Grantor* specifies and binds these parties to certain terms and conditions.

A. Grant/Contract

1. Policies & Controls, cont’d

1. Grantee. The agency, institution, or organization to which a grant is made and which is accountable to the funding agency, *Grantor*, for all project funds, non-cash contributions to the project, and program-generated income for the performance of the grant-supported activity. The IAIA will be the *Grantee* for all purposes of this *Policy.*
2. Grantor. The government or private agency, institution, or organization that is providing the funds to the IAIA for program needs.
3. Program Period. The total time for which support of a program has been approved.
4. Days. For the purpose of this *Policy*, “days” will mean working days.
5. Contracting Officer’s Representative. The person the *Grantor* has designated to represent their interest in the contract.
6. Program Director or Manager. The IAIA individual designated to be responsible for the overall direction of the project and maintenance of compliance with the requirements of the *Grantor Agency* who has granted funds for a program.
7. Office of the President. For this *Policy*, the President of the IAIA is the Chief Executive in charge of overall grant-funded program operations and for compliance with all grant-funded IAIA programs. The President of the IAIA is the sole individual designated to approve and sign off on all submitted *Grant Contract Proposals or Letters of Intent.*
8. Needs Assessment. The process by which the Office of Planning, Research and Assessment identifies program funding needs of the IAIA which become part of the IAIA’s fundraising plan.

c. Pre-Submission Steps: Funding Proposal for New or Renewable Projects. Proposals or Letters of Intent seeking funding or re-funding through government and private *Grantor Agencies* are coordinated through the Campaign and Development Grants Monitor (C&D monitor)

1. Individuals or departments (hereafter PD, or Project Director) seeking funding submit Form DV 1.1 (Program Funding Request Form) to the President for approval to begin the process leading to the submission of a project proposal to a Grantor.

A. Grant/Contract

1. Policies & Controls, cont’d

1. The PD files the DV1.1 form with the Sponsored Programs Office Grants Monitor (C & D Monitor)
2. The PD obtains an application package from the Grantor agency.
3. If needed, the C & D monitor provides tech assistance in preparing the proposal.
   1. The Sponsored Programs Office will document the tentative submittal date of the proposal to help ensure that timely submission.
   2. All support material regarding proposals is coordinated through the C & D monitor. The C & D monitor will be available to review proposal drafts.
4. The PD submits the proposed or renewing project budget to the CFO to ensure project compatibility with Institute budget policies and support resources.
5. Upon review and recommendation on the project budget to the CFO, the PD submits the final proposal draft to President at least two (2) weeks before Grantor submission Date.
6. Upon Presidential approval of the grant proposal, PD submits the proposal to Grantor.
7. Upon its submission to Grantor, PD copies proposal to C & D monitor and copies to PD.
8. Grantor notification, by letter, of project award or denial:
9. Denial: the original letter is date-stamped and forwarded to the Sponsored Programs Office Director. A copy will be forwarded to the Program Director if one has been assigned
10. Award: President date-stamps original letter to the C & D monitor and copies to PD.
11. C & D monitor enters the notification info into the database (Raiser’s Edge), and sends copies of the notification, along with completed DV1.2 (Program Control Form), to the Controller, (3) the Accounts Grants personnel, and (4) OPRA; after assignment of an Acct. number to award, CD forwards acct. # to all parties above.

A. Grant/Contract

1. Policies & Controls

* Since the President’s signature is required for all proposals submitted to Grantors, correspondence from the Grantor agencies is normally sent to the President’s Office. Original correspondence from a Grantor agency will be forwarded by the President’s Office to the C & D monitor who will copy all correspondence to the appropriate PD.
* The Sponsored Programs Office will ensure that the PD receives any additional material requested by the granting agency, including revisions. The Sponsored Programs Office maintains the DV1.1 form (Step 2) and copy of the submitted proposal (pending, Step 10) in the database (Raiser’s Edge) until notification of approval or denial is received by the *Grantor Agency.* All original correspondence for the *Granting Agency* throughout the project period, such as meeting and training notifications, etc., received by either the Program Director or the Office of the President will be stamped with the date received and forwarded to the Sponsored Programs Office for filing and appropriate referral.

d. Program Requisition and/or Budget Modification Process: The *Program Control Form* (DV1.2) submitted to the Program Director and the Controller will reflect the Grant Number assigned for use on all requisitions about the grant, and to assist the Program Director in meeting the reporting deadlines.

1. PD submits all major budget modification requests (“major” as defined by the grant, or % for Finance and Administration Services), to President for approval, including the DV1.3 form (Grants Modification Request);
2. PD submits all regular budget line item requisitions (i.e. utilizing authorized monies from an awarded grant) and budget modification requests approved by the President to the Controller for processing. For budget modification requests, the PD must also submit to the C & D monitor a copy of the DV1.3 form;
3. After processing, the Controller confirms the transaction (regular or budget modification req) and copies C & D (modification only).
4. C & D monitor enters modification database entry under program grant.

Note: Accounting cannot process any requisitions involving major budget modifications without the signature of the President on the accompanying DV1.3 form.

A. Grant/Contract

1. Policies & Controls, cont’d

e. Program Modification. A program modified according to the following procedures:

1. The Program Director will submit the DV1.3 form (*Grant Modification Request)*, along with a revision budget and/or revised program objectives, if relevant, to the President, with a copy to the Sponsored Programs Office for review and comment.
2. The Sponsored Programs office reviews the proposed changes to assure that it meets the following criteria:

* Allowable under the grant contract;
* Is in the best interest of the program;
* Is attainable; and
* The funds are available.

1. The Sponsored Programs office review of the modification request can recommend a revised modification if the Sponsored Programs office considers it to be more beneficial to the goals and objectives of the program.
2. After consulting with the CFO, the Sponsored Programs Office director forwards his/her findings and comments to the President are signed by the President.
3. The President approves the program modification request by signing the DV1.3 or returns it to the PD with comment.
4. The PD submits the modification request to the *Grantor Agency* along with supporting documents and provide copies to the Sponsored Programs Office.
5. Notification by the Grantor Agency,
   1. Denial: The President forwards an original letter of notification to the Sponsored Programs Office, with copies to the PD.
   2. Approval: The President forwards an original letter of notification to the Sponsored Programs Office and a copy to the PD monitor.
6. C & D monitor enters original letter approving modification and DV1.3 form into a database for grant award (under award #), and copies of both docs to Dir/Fas, and OPRA.

A. Grant/Contract

1. Policies & Controls, cont’d

f. Program Monitoring. The Sponsored Programs office helps ensure timely submission of program reports to the *Grantor Agency.* He/she gives the PD a copy of the DV1.2 (Program Control Form) at the time the award is made, to assist the PD in meeting Grantor-report submission deadlines.

1. The Program Director submits a draft copy of his/her Grantor final report and its DV1.2 form to the President, and the fiscal section/report to the Controller, and copies of the draft and DV1.2 to the Sponsored Programs office.
2. The Sponsored Programs office, who may wish to consult Finance, forwards comments to President.
3. Upon approval by the President, PD submits Final Report to Grantor, with a copy to the Sponsored Programs office. If not approved, the Report is returned by the President to the PD.
4. The Sponsored Programs office enters a digital copy of the Final Report into the grant database under the award number assigned by Acct. Mgr.

* If the Grant Contract does not call for a specified time to complete objectives, the Sponsored Programs office should consult with the PD to recommend self-imposed deadlines for meeting program objectives.
* If PD is not meeting any established time frames, the Sponsored Programs office meets with the Program Director to develop an action plan that will meet objectives.
* The Department of Finance and Administration Services monitors program expenditures to ensure they are allowable and within the program’s budget limits and provides the PD with assistance in preparing the Final Report’s financial & other relevant sections.
* FAS submits monthly financial reports on all grant-funded programs to PD and the Sponsored Programs office.

A. Grant/Contract

1. Policies & Controls, cont’d

g. Program Evaluation

1. The Sponsored Programs office is to provide a status report (timeline and evaluation) on all grant-funded programs to the President regularly. Information should include:

* program identification, including number,
* status of objectives (complete or incomplete)
* problems encountered, including timely submission of reports,
* a corrective action plan, if needed,
* budget status, and status of program Grantor reports (current and outstanding)

1. At the onset of the program, the Sponsored Programs Office will assist each Program Director to ensure that there are adequate means to evaluate a program. This can be accomplished by setting up the evaluation criteria for each program, where needed, by objectives and time frames. The Sponsored Programs office should provide assistance to the PD, where needed, to develop evaluation criteria. The Sponsored Programs office should follow the project’s progress toward accomplishing its objectives and will offer to assist in taking corrective action where needed.
2. Evaluation of project success includes the following criteria:

* status of program completion of objectives,
* program budget balance per line item,
* program benefits concerning the IAIA’s mission, and its funds.

h. Maintenance of Grant Files. The Sponsored Programs office is responsible for maintaining copies of submitted proposals and correspondence from *Grantor Agencies* for audit purposes.

1. Each file will contain, but not necessarily be limited to the following information:
   * Program control form,
   * *Grantor Agency* contact name and phone number,
   * Copy of proposal,
   * Award notification letter,
   * Copies of approved modification requests, if any,

A. Grant/Contract

1. Policies & Controls, cont’d

* + Program budget,
  + Reporting requirements (due dates),
  + Relevant correspondence relating to grant,
  + Copies of submitted reports, including financial reports, etc.

j. Hiring a Program Director. When the *Award Notification* is received, and a Faculty or Staff member has not been designated the Program Director of the funded

program, a Program Director may be hired according to the IAIA Policies and Procedures and in compliance with the grant proposal and grantor guidelines. Upon the hiring of such an individual, the Sponsored Programs office will request an orientation meeting with the Project Director and the President to:

1. review the Project Director responsibilities regarding:
   1. reports,
   2. on-going program performance evaluations,
   3. submission of requisitions regarding program needs,
   4. review of project goals and objectives
   5. review of reporting requirements and requirements of *Grantor*
   6. review of the documents that the campaign & development office will need
      1. pertinent correspondence,
      2. reports,
      3. modifications to program activities, objectives, and budget
      4. other relevant data
2. Submit all pertinent information to HR and the individuals responsible for implementing the hiring process.
3. If at any time a Program Director resigns, is transferred, or terminated, he/she is responsible for turning in all files about the program to the Sponsored Programs office.

k. Program Close-out.

1. The Sponsored Programs office will review the program during the last quarter of its project end-date, coordinating efforts with the Office of Financial Services and the Project Director regarding its audit actions:

A. Grant/Contract

1. Policies & Controls, cont’d

* 1. This review will document any action needed to be taken to close out that particular program according to the regulations (CFR or other) that govern the program.

1. If a grant-funded program is ineligible to receive continued funding from the *Grantor Agency*, it must be determined by the President whether the program warrants the Sponsored Programs office to pursue other funding sources.
2. If the program will be closed-out, the Program Director is responsible for turning in all records, files, data, or statistics gained from the program to the Sponsored Programs office:
   1. Copies will be maintained for the Sponsored Programs office files and the Office of Financial Services for audit purposes.

The FAS Department is responsible for scheduling audits for program closeouts. Audits should be scheduled three (3) months in advance of program-end-date, if possible.

1. Public Information and Confidentiality. All program information, documents, reports, etc., should be maintained confidentially. *Special Condition Reports* will be defined as report information that is requested or made available to American Indian Programs and Tribes.
2. The IAIA shall make information and reports available to American Indian Programs and/or Tribes based on written requests and shall be made available to these groups within 10 days of receipt of the request, subject to any exceptions provided for in the Freedom of Information Act (5 U.S.C. 522), as amended by the act of November 21, 1972 (PL 93-502; Stat. 1561).
3. Amendments to this *Policy* will be screened by:
   1. The Director of Sponsored Programs
   2. The CFO
   3. The President
4. Upon approval by the President, amendments to this *Policy* will be incorporated.
5. Forms Required by this Policy:
6. Program Funding Request Form (#DV 1.1)
7. Program Control Form (#DV 1.2)

A. Grant/Contract

1. Policies & Controls, cont’d

1. Grant Modification Request Form (#DV 1.3)
2. Principles of this Policy comply with the following documents:
3. Federal Register
4. Code of Federal Regulations
5. Foundation Sources
6. Institute of American Indian Arts Policies and Procedures