

CONTROLLER'S OFFICE NEWS AND NOTES

Visit our Website <http://www.smith.edu/controller> to print forms, read policies, view the college's financial statements, review the latest reimbursement rates and much more.

Current Staff Listing - College Hall 204

Ruth Constantine, VP for Finance and Administration

David DeSwert, Director of Budgets and Grants

Laura Smiarowski, Controller

Jan Cole, Investment Accountant

Janusz Czarniecki, Budget Analyst

Honey Gillman, Payroll and Disbursements Assistant

Susan Hollingsworth, Staff Accountant

Linda Jacque, Payroll and Disbursements Associate

Marcia Kennick, College Cashier

Donna Kortez, Payroll and Disbursements Assistant

Ruth Ann McCloud, Executive Assistant

Scott Morin, Staff Accountant

Thomas Neuburger, Financial Systems Analyst

Trish Rockett, Assistant Controller

Bill Sheehan, Director of Accounting

Danielle Smith, Grants Accountant

Please send any feedback, ideas or suggestions to Laura Smiarowski, Controller, lsmiarow@smith.edu

PAYROLL

Upcoming project – Paperless Payroll - The Controller's Office plans to implement a paperless payroll effective January 1, 2010. More information will be sent to employees in the fall.

Web Time Entry (WTE) Reminders for staff, students and approvers:

- **Supervisors** - please encourage employees to enter their hours worked daily. If the employee has opened his/her time sheet, the approver can access it in the event the employee does not submit the time sheet before the deadline.
- **Approvers** - please approve time sheets before the approver's deadline. The system will allow you to approve after the deadline, however, the time sheet may not be processed if Payroll has already imported the completed time sheets into the payroll processing system.

Student Payroll -The academic year is well under way. Visit our website for the following information:

- Student Payroll Calendar
- Web Time Entry Users Guide
- Student Position Wage Rates
- Exception Time Submission Retro Hours (how to submit hours worked in previous pay periods)
- Bi-weekly Pay dates
- Payroll Staff listing

<http://www.smith.edu/controller/payroll.php>

ACCOUNTS PAYABLE

Performer withholding policy - The Massachusetts Department of Revenue has implemented a policy that requires organizations to withhold Massachusetts tax on payments exceeding \$10,000 issued to performers and performing entities, including athletes, entertainers, and speakers.

Accounts Payable Authorized Signer's Form - If your Departmental Authorized Signer's list needs updating, please complete and submit a new form, located on the Controller's Office web site at <http://www.smith.edu/controller/Forms.php>

Banner Xtender (document imaging) Reminder – In order to efficiently scan all accounts payable and journal documentation into Banner, please **tape** all receipts smaller than 8 ½ x 11 to an 8 ½ x 11 piece of paper and paper-clip the payment package, **NO staples**. If documents need to be returned to the vendor, please binder clip them to the paper clipped package.

Traveling or Entertaining for College Purposes - The College's Travel and Entertainment Policy which includes reimbursement rates at a glance, is available on the Controller's Office website, www.smith.edu/controller. The following highlights are from the policy on obtaining reimbursement:

- Complete an expense reimbursement form and submit within 60 days of completion of travel.
- Advances must be settled within 30 days after travel.
- Ensure proper authorization has been obtained on the expense reimbursement form before submission to accounts payable for processing.

Procurement Card - The College is actively reviewing ways to encourage greater use of the procurement card. Changes being considered are:

- Allowing on-line reallocation of charges, eliminating the need to do journal entries.
- Centralizing record keeping and compliance.

Specifics will be available as the new features are implemented.

IRS Form W-9 is required for **all new vendors** doing business with Smith College. Please obtain Form W-9 from the vendor during the initial contact phase. This form is appropriate for U.S. Citizens and permanent residents. Include Form W-9 with your payment request. If a Form W-9 is not on file at the time the request is

submitted, payment requests will be returned to the department. Form W-9 can be obtained on our website and on the IRS website, <http://www.irs.gov/formspubs>.

New Record Keeping Requirements – Foreign

Expenses - The Internal Revenue Service has mandated that all not-for-profit organizations track and report all foreign expenditures starting with the fiscal year that begins in calendar year 2008. This includes travel, student grants, payroll, etc. All foreign expenses must be reported by nine regions, not country for security reasons. We have modified both the Expense Reimbursement Report and the Accounts Payable Voucher to capture this new required information. The region should be entered on the form under “Coding of Expenses” in the “Location” or “LOC” field.

We do not need to report as foreign expenditures goods (books, equipment, supplies, etc.) that are purchased outside the United States, but are shipped and consumed in the United States (on-campus for instance).

Payments to Foreign Visitors - If your department is planning to invite a foreign visitor to campus and will reimburse for travel expenses and/or pay an honorarium, please contact Hrayr Tamzarian (x4943) in the Office of International Students and Scholars to ensure the visitor enters the U.S. with the proper immigration visa and contact The Controller’s Office to determine the forms and documents required for paying a foreign person. For more information, please refer to the Payments to Non-Resident Aliens policy located on the Controller’s Office website <http://www.smith.edu/controller/NRAPolicies.htm>

Miscellaneous Income (58838) and Miscellaneous Expense (77777) - These two miscellaneous codes should be used very sparingly. They are for one-time small transactions. If the transaction is large or is to be repetitive, an accounting code more descriptive of the transaction should be used. If an existing code is not suitable, a new code can be readily established. Please contact this office if you need help in identifying the right code to use. You do not need to have an amount

budgeted before using an accounting code. If appropriate, budget may be transferred to the code.

BANNER

Banner will undergo a major upgrade over the Thanksgiving Break. From Wednesday noon of the week until the following Monday Banner will be unavailable. Banner Finance forms will be mostly unchanged as the upgrade (7.x to 8.7) allows for international characters and longer address fields.

GIFTS AND BEQUESTS

Bequests to the College -On occasion, a department will receive notification of a bequest to the college. The notification may contain a check for the amount of the bequest. So what do you do? Send the notification (please include the envelope it was mailed in) to Susan Hollingsworth, Staff Accountant, Controller’s Office, College Hall #204. Susan handles all bequests to the college, no matter how small or large. Legal considerations exist in the case of a bequest and we have formal procedures that need to be adhered to. Susan may be reached at sholling@smith.edu or x2211.

Donations and Gifts -Donations to other not-for-profit organizations require the prior approval of this office. The college does not make gifts to other not-for-profits except under very specific circumstances.

Gifts to employees and students are not allowed. Gifts, including gift cards, are considered compensation by the IRS and are subject to tax reporting and withholding requirements. All payments to employees and students must be made through the payroll system to ensure adherence to college policies and federal/state laws. Payments for goods and services to non-employees and non-students must be made through the accounts payable system to ensure compliance in that area. The IRS does allow gifts based solely on years of service that are part of a college-wide recognition event, such as the Employee Recognition Ceremony. Tangible gifts, with the Smith

logo, costing under \$25 are permissible under certain circumstances.

Gifts in Kind – Has your department received a non-cash gift of a computer, printer, piano, telescope etc. The college has a Gift Acceptance Policy that governs all gifts to the college including Gifts in Kind. The policy is available on the Controller’s Office website, www.smith.edu/controller. There are formal procedures that need to be adhered to for accepting, recording and acknowledging *all* gifts to the college including Gifts in Kind.

DRIVER CREDENTIALING

All undergraduate students must now go through “van certification training” held by Student Affairs before becoming credentialed. Please contact Sharon Fagan, Campus Center 206, ext. 4950 for more information.

Faculty, Staff and graduate students, please access the new 2009-2010 Driver Credentialing Form at <http://www.mtholyoke.edu/offices/srm/5col/pdf/scdriverform.pdf>

For detailed instructions go to <http://www.smith.edu/controller/Policy.php>