CONTROLLER'S OFFICE NEWS AND NOTES

{FALL 2003}

Biannual newsletter to the Smith community

The Controller’s Office is introducing its first newsletter to academic and administrative departments to highlight areas of interest and specific support services.

Please send any feedback to Basil A. Stewart, Controller, at bstewart@smith.edu.

Student/Casual Workers’ Timesheet Submission

Student workers’ timesheets must be submitted to the Payroll Office, College Hall 8, via one of two ways: the supervisor (1) delivers the timesheet to the office or (2) mails the timesheet in a sealed envelope to the Payroll Office with the supervisor’s signature over the seal. This policy now applies to casual workers’ timesheets as well. If you have any questions, please contact the Payroll and Disbursements area (x.4401).

Payments to Foreign Visitors

If you are planning to invite a foreign visitor on campus to participate in a class or give a speech, and will reimburse for travel expenses and/or pay an honorarium, please (1) contact Hrayr Tamzarian or Barbara MacDonald (x4943) in the Office of International Students to ensure the visitor enters the U.S. with the proper immigration visa and (2) contact Patricia Rockett (x2227) in the Payroll and Disbursements area to ensure all payments will be reported properly to the IRS. Please also refer to the recently issued Non-Resident Alien Tax Compliance Policies and Procedures that are located on the Controller’s Office website.

NOTE: Certain payments (i.e., scholarships, fellowships, grants, etc.) to international students may have tax consequences.

Traveling or Entertaining for College Purposes

Please refer to the College’s Travel and Entertainment Policy that was effective April 1, 2003. The entire policy, including reimbursement rates at a glance, is available on the Controller’s Office website, www.smith.edu/controller. The following points are from the policy: (1) complete an expense reimbursement form, which is available on the Controller’s Office website, and submit the form within 30 days of completion of the trip; (2) advances must be settled within 30 days after travel; and (3) ensure proper authorization has been obtained on the expense reimbursement form before submission to accounts payable for processing. Please contact the Controller’s Office (x2200) with any questions.

Authorization Update

Have you had any personnel changes within your department? Please update your authorized signers form. If you need a blank form, please contact Maryann Ziomek (x2200).

IMPORTANT NOTE: Employees may not authorize their own expenses or those of peers or for an individual to whom they report.

Banner Finance Training

The Controller’s Office offers Banner Finance training three times a year (September, January and May). The next training, if demand warrants, will be late September/early October 2003, and will cover Internet Native Banner. The training is less than an hour. Please contact Sara Fisher (x2212) to register or if you have any questions.

Cash Control Procedures

All cash and checks, received by departments, must be forwarded that day to the Controller’s Office.

If you would like representatives from the Controller’s Office to come your department to discuss cash control procedures, please contact Marcia Kennick (x2217).

E-Print is Coming!

The Controller’s Office is moving towards the electronic distribution of monthly budget reports to financial managers. Our goal is to have this functionality in place by late September/early October 2003. Please look for announcements regarding this new feature in the next few weeks.

Things to Look Forward to

- Direct Deposit of Reimbursements/Advances
- New Corporate Credit Card Program for College Travel