

# CONTROLLER'S OFFICE NEWS AND NOTES

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{Biannual Newsletter - SPRING 2005}

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

Please send any feedback, ideas, or suggestions to Basil A. Stewart, Controller, [bstewart@smith.edu](mailto:bstewart@smith.edu).

## 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 #5. 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](mailto:sholling@smith.edu) or x2211.

## Prompt Depositing of Cash

College policy requires that any monies that a department receives be deposited with the Controller's Office by the end of that day. A secure repository, located at the cashier window (College Hall #5), is available to drop off deposits throughout the day. Be sure to attach a completed Cash Receipt Transmittal Form (available on our website) and place in a securely closed envelope.

## Your 2004 W-2 Form now available on BannerWeb

You can now access your 2004 W-2 Form on BannerWeb's Employee Services for viewing or printing. If you need your PIN reset, please contact Human Resources Office (x2260) or Payroll & Disbursements (x2213).

## Accounts Payable – ID Number Required

An Identification number is required on all Accounts Payable Vouchers and Expense Reimbursement Report forms for the form to be considered properly completed. Employees must use their BANNER ID or "99" number. BANNER ID or taxpayer identification number may be used for vendors. Forms lacking an ID number may be returned for completion, delaying payment. IRS Form W-9 is required for all new vendors. All of these forms are available on our website.

## New Policies

Please take the time to read carefully two new policies that have financial connections: the Code of Conduct and the Policy on Protection of Employees Reporting Financial Misconduct. Safeguarding assets, accurate recordkeeping, internal controls, conflicts of interest, lobbying, antitrust activities, vendor gifts, compliance with laws, reporting violations, and many other subjects are highlighted. Be sure you understand your responsibilities. Go to <http://www.smith.edu/codeofconduct> for these and other policies.

## Payroll Online Time Entry for Students

The Payroll Office will implement a web based electronic time entry system for student payroll in the fall 2005 semester. This new system will replace the current manual time sheet or "bubble sheet" process. Detailed information will be forthcoming during the spring semester.

## Procurement Card

The procurement card has proven to be very successful. Most departments have a card. The number of transactions and the dollar volume has grown over the years.

The Business Operations Office of the Physical Plant Department administers the program. That Office, with the assistance of the Controller's Office, plans an extensive review of the program this semester. We will be reviewing how the program is functioning: the who, when, where, how of usage, as well as compliance with program policies, to understand the strengths and weaknesses of the program. Many of you will be contacted with questions about specific transactions. In addition, the Business Operations Office will be contacting several departments to arrange site visits to review the recordkeeping that departments are doing.

## Banner Finance Training

The Controller's Office offers Banner Finance training for Internet Native Banner, Banner Web, and e-Print. The training is less than an hour. Please contact Sara Fisher, (x2212) or [sfisher@smith.edu](mailto:sfisher@smith.edu), to register or if you have any questions.

## e-Print is the Only way - No More Paper Reports!

If you have budget/accounting responsibilities for a department, fund or grant you should be getting a monthly email notice that new reports are available on e-Print. If not receiving this email notice, please send an email to [sfisher@smith.edu](mailto:sfisher@smith.edu). If you can access e-Print, but not a particular department, fund or grant please complete the Finance Fund/Org Security Authorization Form on our website, [www.smith.edu/controller/](http://www.smith.edu/controller/).

## Visit Our Website

Go to <http://www.smith.edu/controller/> to get forms (25 at last count), read policies, view the college's financial statements, check the latest reimbursement rates, etc.