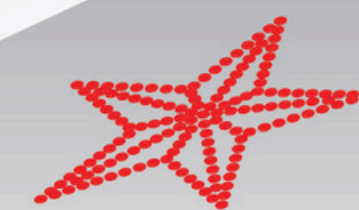




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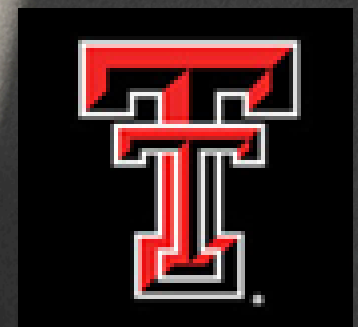


IMPROVING LIVES. EMPOWERING GENERATIONS. 



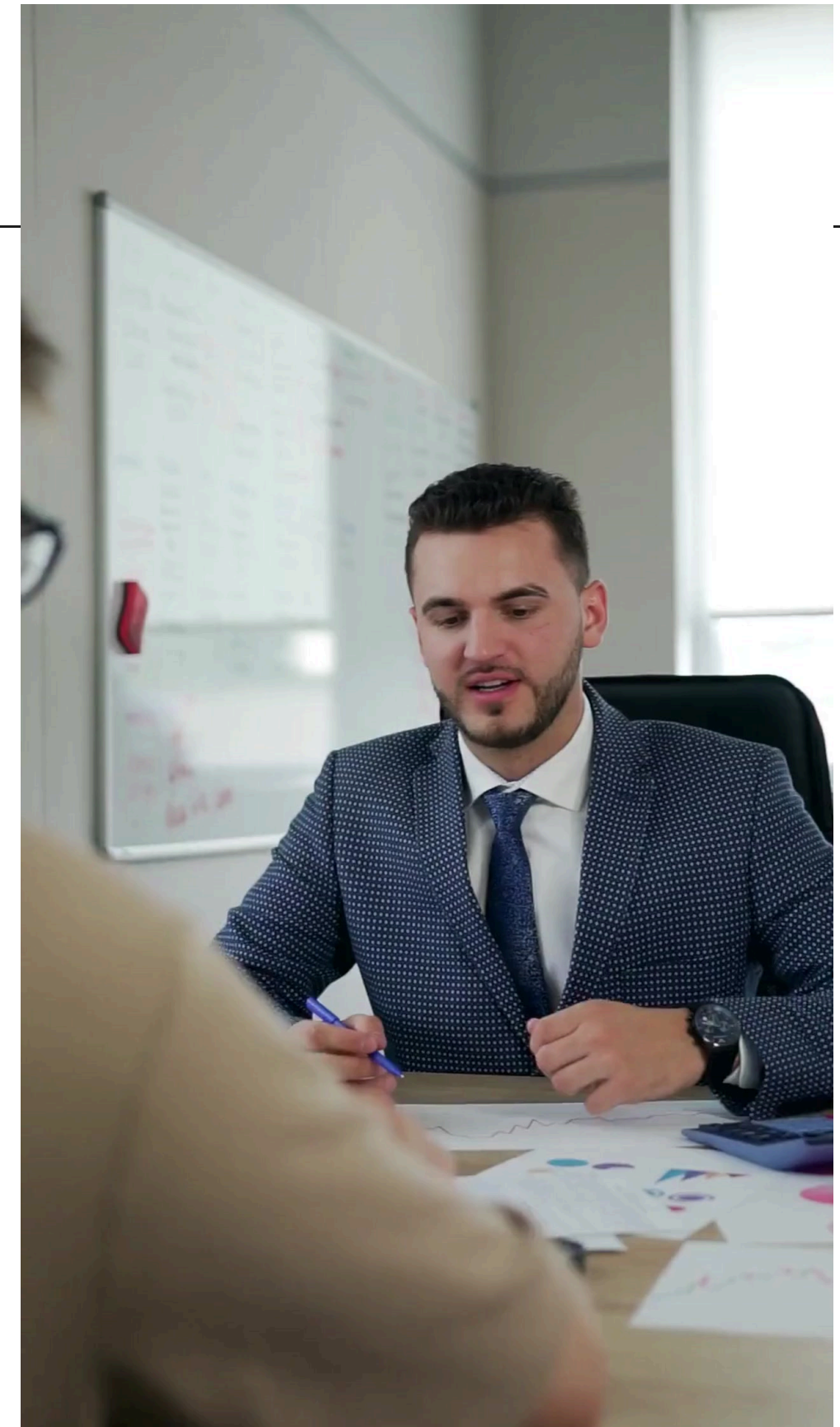
BUSINESS AFFAIRS: ACCOUNTING SERVICES

FUND MANAGER TRAINING



FUND MANAGER RESPONSIBILITIES

The objective of this training is to ensure that new fund managers have a full understanding of the terms, tools, policies and relationships with university financial concepts to be successful in managing and administering their funds.



FUND MANAGER RESPONSIBILITIES

All funds in the Banner Finance System have a designated fund manager. The department may select any person as a fund manager, but the fund manager should have basic knowledge of accounting and exhibit basic management skills.

Department heads and administrators are responsible for the appropriate assignment of fund managers. The fund manager is identified at the time the fund is established and may be changed by submitting a fund manager request.

- The Finance Fund Maintenance system allows departments to submit requests for new funds to be set up, reviewed, and approved in an online format.
- The Financial Manager Change Request systems allows departments to make changes to fund managers.



FUND MANAGER RESPONSIBILITIES

1

Establish internal controls at the department level.

Internal control is the process designed to ensure reliable financial reporting, effective and efficient operations, and compliance with applicable policies, laws, and regulations.

Internal control includes safeguarding assets against theft and unauthorized use, acquisition, or disposal.

The most important control activities involve segregation of duties, proper authorization of transactions and activities, adequate documents and records, physical control over assets and records, and independent check on performance.

- Please visit Attachment A - Basic Principles of Internal Control.



FUND MANAGER RESPONSIBILITIES

2

Reconcile ledger transactions to departmental transactions.

Fund managers are responsible for ensuring that departmental transactions are properly and timely reflected in Banner.

The following Cognos reports are useful when reviewing all transactions recorded in your departmental funds:

- Team Content > HSC El Paso Finance > Transaction Detail > Operating Transactions for Excel for El Paso
- Team Content > HSC El Paso Finance > Transaction Detail > Balance Sheet Transactions



FUND MANAGER RESPONSIBILITIES

3

Ensure compliance with fund purposes and/or restrictions.

Fund managers are responsible for complying with State law, institutional policies, fund restrictions, expenditure restrictions, grant policies, and donor instructions.

Each fund manager is responsible for ensuring fund restrictions from grant agreements, contracts, and external sources are followed when submitting transactions.

- HSCEP OP 50.05 Grant, Award, and Contract Billings
- HSCEP OP 65.03 Sponsored Program Fund Management
- HSCEP OP 65.07 Effort Reporting: Certifying Time and Effort on Sponsored Projects



FUND MANAGER RESPONSIBILITIES

4

Be aware of institutional policies concerning fund management.

Fund managers must read and understand institutional policies including all HSCEP OPs in Sections 50, 54, 63, 65, 72, and 79.

Specific policies of note are:

- HSCEP OP 50.07 Cash Collections
- HSCEP OP 50.30 Year-End Close Processes and Deadlines
- HSCEP OP 72.01 Purchasing Supplies, Equipment and Services
- HSCEP OP 72.03 Direct Pay Expenditures
- HSCEP OP 72.09 Expenditure Payments
- HSCEP OP 72.10 Invoice Processing and the Prompt Payment Law
- HSCEP OP 72.16 Official Functions, Business Meetings and Entertainment
- HSCEP OP 79.06 Reimbursement of Travel Expenses
- HSCEP OP 63.10 Property Management



FUND MANAGER RESPONSIBILITIES

5

Ensure sufficient budget is available.

The fund manager is responsible for ensuring that a sufficient expenditure budget is available to support anticipated expenditures for the entire fiscal year.

The expenditure budget is limited to the estimated revenue and transfers in for the fiscal year in addition to prior year fund balance for the fund.



FUND MANAGER RESPONSIBILITIES

The Cognos report below can help you verify if funds are available and under the appropriate budget pool.

- Team Content > HSC El Paso Finance > Essential Finance Reports> Budget Account Code Summary



FUND MANAGER RESPONSIBILITIES

6

Maximize cash flow through timely billing, collection and depositing of revenue.

Good cash flow procedures are necessary to ensure maximum earnings and to avoid negative cash balances. Fund managers are responsible for managing cash flow through effective internal procedures, timely billing, contract negotiation, and other means available.

- The online Cash Receipts System must be used to record deposits. Cash collections include payments to TTUHSC El Paso in the form of currency, coins, checks, credit cards, warrants, wire transfers or other forms of valuable consideration.
- The IV module of the Financial Transactions System (FiTS) allows Service departments (funds beginning with 19) to bill for goods and services provided to other departmental FOAPs (Fund-Organization-Account-Program).



FUND MANAGER RESPONSIBILITIES

Maintain positive fund balances throughout the fiscal year.

Fund managers are responsible for maintaining positive balances and covering deficits. When positive balances cannot be maintained, Accounting Services may require a plan of action that explains the deficit and how the fund will be covered by year end.

The Cognos report below will provide you with the available fund balance for funds, as well as other useful financial information.

- Team Content > HSC El Paso Finance > Essential Finance Reports>Statement of Changes in Fund Balance by Cat and Class
- Fund balance on Student Fee funds should not exceed 25% of prior year expenditures.
- Fund balance on Service departments must breakeven without creating a significant fund surplus or deficit.



FUND MANAGER RESPONSIBILITIES

8

Maintain correct program coding.

Program coding is the basis of financial reporting for the Facilities and Administration (F&A) Rate Study and Coordinating Board reports, including the Annual Research Report. Program code information can be found under Program Code Training under the Finance Systems Management Training Documents site.

- When creating a new fund, departments should explain the purpose of the new fund in order to determine the appropriate program code to be used for classification of expenses. There are five program codes that are generally used.

Generally used program codes:	
10	Instruction
20	Research
30	Public Service
35	Patient Care
40	Academic Support

Other program codes used:	
50	Student Services
60	Institutional Support
70	Operation and Maintenance Plant
80	Scholarships & Fellowships
AX	Auxiliary Enterprises
DE	Depreciation

- Note: 10/35/40 expenses can be lumped within the same fund.

FUND MANAGER RESPONSIBILITIES

9

Assume responsibility for the activities of delegated persons.

The fund manager is responsible for the transactions of those delegated authority or given signature authority on their funds, also known as delegated persons.

- **Roles and rights of external applications.** A fund manager must assign roles and rights for specific external applications such as TechBuy and Direct Pay. This may be accomplished through the TEAM application.
- **Procurement card signature authority.** A fund manager may delegate signature authority for a procurement card. The fund manager is responsible for the proper use of the procurement card, including the establishment of good internal controls, proper card handling, and return of the card to Business Services as appropriate.
- **HSCEP OP 72.15 Purchasing Card Program**
- **Contracts signature authority.** A fund manager does not have signature authority for contracts, unless such is explicitly delegated to them. HSCEP OP 54.01 Contracting Authority and Policy



FUND MANAGER RESPONSIBILITIES

10

Strive to achieve institutional HUB (Historically Underutilized Businesses) goals.

Fund managers must devote serious effort and energy to achieve institutional HUB goals.

Please review Doing Business with TTUHSC El Paso.

- HSCEP OP 72.13 Historically Underutilized Businesses

The following Cognos report is useful for reviewing HUB transactions recorded in your departmental funds:

- Team Content > HSC El Paso Finance > HUB> HUB Summary by Division, Campus, Department



FUND MANAGER RESPONSIBILITIES

Responsibility of Department Heads.

Department heads must ensure that an effective control environment exists, including the establishment of effective controls, continuous assessment of risk, and monitoring controls as needed.

HSCEP OP 50.03 - Fund Manager Designation and Responsibilities

For questions, please contact Business Affairs at the email below:
BusinessAffairsElp@ttuhsc.edu.

