Official Functions and Sensitive Expenses

Knowledge Based Workshop
September 21, 2021

Campus Controller's Office
UNIVERSITY OF COLORADO **BOULDER**
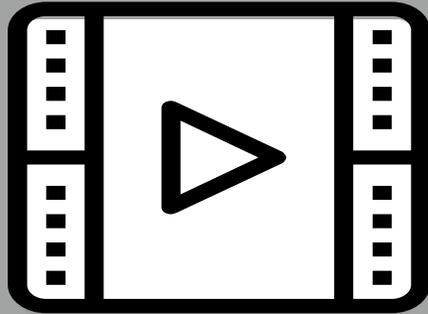
Ask Questions at Any Time

Using the Q&A Feature

Q&A

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Recording and Slides Available:

colorado.edu/controller/training

Meet Our Presenters

Elizabeth Spencer
Associate Director
Accounting

Sondra Payne
Fiscal Compliance Analyst
Fiscal Compliance

Moderated by:

Carol Shannon Training & Development Specialist

Agenda

- Sensitive Expenses – CCO Approval vs Officer

- Official Functions: Process, Types, Approvals

- Exceptions

- FINPRO Help Desk Transition

- Questions/Discussion

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Sensitive Expenses - CCO approval

Alcoholic Beverages

- Official functions and fundraising events using fund 34 gift funds

- Advancement fund (Fund 36)

- CU sponsored conference (Funds 20/29)

Donations

- Waiver from CCO office

- Tickets to event purchases

Sensitive Expenses - Officer Approval

Flowers/Fruit Baskets/Greeting Cards

- For community relations (external); support/indications of goodwill or esteem

- Expressing condolences upon the death of current students

- For all major life events - for the employee or **immediate family** member

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Official Functions Process

Organizational unit must complete the official function form (OF) if:

- Total cost of function exceeds $500

- Regardless of total cost, the per person cost exceeds $85

In addition to *organizational unit authorizing signature*, the OF form must be approved by an *officer* who is the appropriate campus oversight manager for this function if:

- Total cost of function is over $10,000

- Regardless of total cost, the per person cost exceeds $85

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Official Functions Approvals

An *organizational unit/department approver is* always needed.

Only needs an *officer* approval if:

- Over $10,000
- Per person cost is greater than $85

If there is alcohol, CCO must approve.

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Official Functions Types

Community relation functions

Donor cultivation

Employee recognition events

Goodwill functions

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Official Functions Types

Multi-unit or multi-campus events

Recruitment functions

Student functions

Training functions

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Virtual Events

Virtual events are *not* considered official functions.

- Food is **not** included.

Exceptions

- **Training function:** Food can be provided for the in-person participants when providing food is an expedient way to perform the function.

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Exceptions

Exceptions *cannot be granted internally* within individual units.

Request for exceptions must be sent to CCO: fiscalcompliance@colorado.edu

Exceptions to the sensitive expense policy must be approved by OUC.

Tests of Propriety

APS 4015

- For official university business?

- In the best interest of the university?

- The most effective way to accomplish official university business?

- In compliance with applicable policies, laws, regulation and rules; and contracts, grants and donor restrictions?

Tests of Propriety

APS 4015

- Within the available resources of the responsible unit?

- Directly beneficial to the responsible unit where it is being charged?

- Reasonable? Meaning that the quantity and quality of goods or services being purchased is sufficient to meet the university's identified need without exceeding it.

- In compliance with university conflict of interest provisions?

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Finance and Procurement Services Reorganization

New change on delivering help desk and training services to CU's campuses:

- The OUC will realign its current Finance & Procurement Business Services team. The new unit – **Financial Services & Solutions** – will focus on training modalities/methods and content related to finance, financial reporting, fiscal responsibilities and the OUC's Continuing Professional Education (CPE) program.

- The PSC will reorganize to incorporate a new unit – **Customer Success & Organizational Excellence** – that will directly deliver help desk, training and related services exclusively for purchasing, payables, travel and other areas within the purview of the PSC.

Where to Get Help: A Guide to Transition

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Questions?

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Resources

APS Alcoholic Beverages Purchased for University Events

PSC Statement: Recognition and Training

PSC Statement: Sensitive Expenses

APS Statement: Propriety of Expenses

PSC Statement: Official Functions

Official Function (OF) Form

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