Official Functions and Sensitive Expenses

Knowledge Based Workshop
September 21, 2021
Ask Questions at Any Time

Using the Q&A Feature
Recording and Slides Available:

colorado.edu/controller/training
Meet Our Presenters

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**Moderated by:**
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Agenda

- Sensitive Expenses – CCO Approval vs Officer
- Official Functions: Process, Types, Approvals
- Exceptions
- FINPRO Help Desk Transition
- Questions/Discussion
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
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
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.
Official Functions Types

- Community relation functions
- Donor cultivation
- Employee recognition events
- Goodwill functions
<table>
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<tr>
<th>Official Functions Types</th>
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<td>Multi-unit or multi-campus events</td>
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<td>Recruitment functions</td>
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<td>Student functions</td>
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<td>Training functions</td>
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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.
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?
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**
Questions?
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