



# Business Services Newsletter

Spring 2020 Edition

From Interim Chancellor Gerhard

Thank you for your patience as we enter new territory on how we can continue to conduct business while staying healthy and adhering to the Governor's Executive Order. District Office functions are continuing. The District Office courier is not picking up or delivering to and from the campuses, until further notice. Due to that complexity, the district will accept electronic versions of most items needing signature. The caveat is that for items to be accepted, the document must come attached (scanned or fillable form) and sent directly from your work email, i.e. ending in [clpccd.org](mailto:clpccd.org), [chabotcollege.edu](mailto:chabotcollege.edu), or [laspositascollege.edu](mailto:laspositascollege.edu). No other emails will be allowed for this purpose. The routing process will stay the same, but should be sent to each respective approver through email. These items include:

- Time sheets
- Human Resources & Benefits Forms
- P-Card Reconciliations
- Business Contracts
- Board Recommendations
- Invoices and Disbursements send to: [accountspayable@clpccd.org](mailto:accountspayable@clpccd.org)

Please keep track of all items signed in this e-version format. Once the district is working face-to-face again, all items sent forward in this manner will need to be physically signed and sent again through normal means.

## COVID-19 Frequently Asked Questions and Information Resources

by Keenan & Associates

This document is intended to be a compilation of information and resources pulled from federal, state and local agencies.

[READ MORE](#)



## Important Deadlines and Dates

- [Time sheet & ePAFs and PAFs Deadline](#)
- [Board Item Deadlines](#)

## Important Payroll Data by Kathleen Cramsey

### CalSTRS Pension2 457 option now available

We are pleased to announce the addition of a new 457 plan. The CalSTRS Pension2 457 plan has been added. Please contact CalSTRS to enroll by either calling 1-888-394-2060 or visiting the [CalSTRS website](#). Then complete the [Salary Reduction Authorization \(SRA\) form](#), or log onto [Envoy's website](#) to complete the form electronically.



### Employee Designation of Beneficiary

The District has created an [Employee Designation of Beneficiary form](#) for all employees to complete. This is in keeping with Government Code Section 53245, which allows an employee to designate to whom the District can pay their unpaid wages (including any applicable leave accruals) in the event the employee passes away while still employed by the District. The employee may change the designation from time to-time.

Please take a moment to complete the form, be sure to sign the form and return it to the Payroll Office. Payroll will keep this form on file so in the event of the death of an employee, Payroll can promptly pay the employee's beneficiary. *This designation is only for the District and not for PERS, STRS, or PARS.*



### Time Sheet Change



*Effective January 1, 2020, old payroll forms will no longer be accepted.*

Time sheets and absence reports submitted must be on the [new forms](#). Time sheets and absence reports turned in on old forms will be returned to the employee, and data will have to be transcribed and submitted on the new form.



## Year-End Close Reminders

by Dori Campbell

***Due to recent events, the following is subject to change.*** The end of the year is fast approaching. There are only four months left in this fiscal year. Especially important is to review grant budgets often as we get closer to June 30th. Please look at all encumbrances to determine whether an encumbrance should be closed. Closing unneeded encumbrances will free up funds to be spent. Please submit requisitions early to ensure that those expenditures are captured in FY19-20. Amazon and Office Depot purchase deadlines are a bit earlier this year. Please refer to your college's year-end cut off schedule. We need to ensure that all items are received by June 30th which will ensure that purchases are recorded in this fiscal year. Just a friendly reminder to make sure Accounts Receivable (Pedro) is either copied on outgoing invoices or provided copies that are sent out so that receivables can be accrued for fiscal year end in a timely manner. As you might know, if accounts receivable is not correctly accounted for it will impact closing and possibly the budget loaded for the subsequent fiscal year. Our district year-end close date is later this year than in the last few years. The August 31 district deadline is when all reclassifications, labor redistributions, posting of indirect costs, and accruals need to have already been completed and funds reviewed for closing. (Please refer to your college's year-end cut off schedule.) It is vitally important that all transactions are in Banner by August 31 when we close the books, otherwise the transactions will not be captured for FY20. With this August 31 deadline, the district has about 2 weeks to review funds, prepare schedules, and to complete other year-end tasks in preparation for the auditors. We need to send our trial balance to the auditors in mid-September. Our audit date is usually the last week of September. Please help this year-end process by reviewing your funds now. June 30 is just around the corner.

### ***Terminating 640101 from the Chart of Accounts***

Understanding that there has been some confusion using 640101 for purchases of equipment ranging from \$1000 to 5000, we are now eliminating this account.

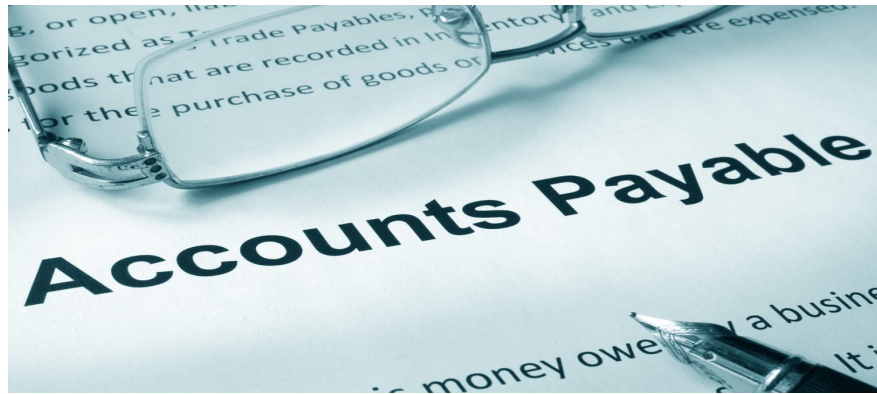
Historically, there were two thresholds that we no longer use: 1) the \$200 threshold over which we used 6401 instead of a 4xxx account, and 2) the \$1000 threshold for capital equipment (fixed assets). In the 2012 version of the Budget & Accounting Manual, the \$200 threshold was eliminated for using 6401 was eliminated. In Fiscal Year 2009 the threshold for a fix asset was increased from \$1000 to \$5000, the number we currently use for a fixed asset. Since neither of these previous thresholds apply to us today, we are simplifying our accounting by eliminating 640101. Here is the new guideline:

- Use 6401 - for equipment purchased in an amount below \$5000. These items are expensed.
- Use 640105 - for equipment purchased in the amount of \$5000 and above. These items are capitalized (expensed over a period of several years).

***Definitions: Capital Equipment:*** The District's capitalization policy includes all furniture, equipment or vehicles with a unit cost of \$5,000 or more and that have a useful life of greater than one year. Fixed assets should be recorded at cost of acquisition. Cost includes all expenditures directly related to the acquisition or construction of and the preparations for its intended use. Such costs as freight (or transportation) to ship the item to a District location, sales tax, and installation should be included in the cost of the item. (Note: We do not include maintenance contracts in the cost of the item. Please see Maintenance Contracts below.)

***Repairs and Maintenance:*** Expense incurred to restore an asset to a previous operating condition or to keep an asset in its current operating condition. These costs are charged to operating expense in the year in which the expense is incurred.

***Maintenance contracts*** are not capitalized, and are instead pro-rated over the term of the contract. Please let Accounting know the effective dates for any maintenance contract over 1 year.



**Notes from the Accounts Payable Team** by Karen Esteller

**A New and Improved Form is ready for you!**

Accounts Payable has updated the [Disbursement Request form](#). It is located in the Business Services Guide. This updated form will make it easier for you to receive your disbursed payment. Be sure to replace the one on your desktop with this new, improved version!

**2020 Conference Leave Expense Claims**

Please use the latest Conference Leave Expense Claim 2020 Mileage Rate form, which reflects the 2020 mileage rate of 57.5 cents per mile, for conferences you're attending this year.

**Receivers – receipt of goods received**

Please contact the Warehouse when items are received directly to your department. Once the Warehouse receives the items in Banner, Accounts Payable can expedite the payment to the vendors.

We now have a general email address for Accounts Payable [accountspayable@clpccd.org](mailto:accountspayable@clpccd.org). Please email inquiries and invoices to this general email address. This email address is monitored daily and will be distributed daily to the appropriate Accounts Payable Technician. Any questions can be referred directly to Sue Tomalka at ext. 5220

**Mileage Table (one-way) when personal vehicle is used:**

From	To			
	DO	CC	LPC	TVCC
District Office	-	18	9	1
Chabot College	18	-	25	19
Las Positas College	9	25	-	8
Tri-Valley Career Center	1	19	8	-

**Staff Resources**

- [Certificate of Insurance](#)
- [ACH Form for Direct Deposit Reimbursements](#)
- [Business Services Forms](#)
- [Business Services Guide](#)
- [New Vendor Application Process](#)
- [Business Services Org Chart](#)