



MIDWESTERN
STATE UNIVERSITY

Account Managers Group

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Account Managers Group

Welcome

Dr. Marilyn Fowle'

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Account Managers Group

Purpose

- Allow us to share information, answer questions, and get feedback about administrative topics.
- Provide a venue for departments to share information.
- Meet others and encourage networking across campus.

Account Managers Group

Handouts

- List of Group Participants
- Who You Gonna Call
- Higher Education Assistance Fund Guidelines
- Instructional Enhancement Fee Guidelines
- Survey Sheet for Future Topics

Valarie Maxwell

Account Managers Group

Introductions

- Name and Area
- Years at MSU
- General Responsibilities
- Specific area of concern?
- Any software you excel at?

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2013 Fiscal Year Status

Chris Stovall

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2013 Fiscal Year Status

Fiscal Year End Timeline

August 31	All cash receipts need to be received by the Business Office
September 1-15	Final prior year payment processing
	Post final prior year semi-monthly payroll
September 15-30	Reconciliation and account cleanup across all funds
	Make adjusting entries for deferrals and accruals
	Record all fixed asset transactions and update related debt service accounts
	Final revenue budget entries, budget transfers, cash transfers, etc
	Final reconciliation and account cleanup
October 1-5	Analyze ending budget and fund balances & prepare budget carryover entry

2013 Fiscal Year Status

Fiscal Year End Timeline (Cont.)

October 1-5	Post budget carryover entry
October 5-15	Make any final adjustments to prior year and close old year
October 15 – November 20	Prepare and finalize annual financial report and related submissions to the State

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HEAF Guideline Review

Chris Stovall

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What are HEAF funds?

- Higher Education Assistance Fund
- Created by Article VII, Section 17 (Constitutional Amendment in 1984)
- Appropriated to MSU annually
- Used only for certain expenditures
- All HEAF budgets are in fund “11110”

Eligible HEAF Expenditures

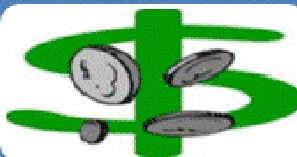


Fixed asset acquisitions

- Land and building purchases
- Construction



Library Materials

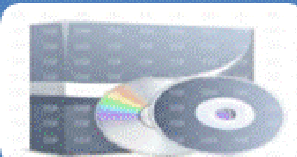


Debt service on certain capital projects



Capital or tangible equipment (useful life > 1yr)

- Computers, projectors, TV's, cameras, etc
- Office furniture, equipment, instructional materials, etc



Software purchases

- Useful life > 2 years
- Excludes 1 year licenses or maintenance/service fees

HEAF Takeaways

- Used for tangible equipment (benefits > 1 year)
- Used for software purchases (not annual maint.)
- Cannot be used by certain departments:
 - Housing
 - Athletics
 - Other Auxiliaries (Food Service, Post Office, Print Shop, etc)
- Cannot be used for routine office supplies

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Instructional Enhancement Fee Guideline Review

Valarie Maxwell

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Software Tips of the Month

Excel



- Click and drag
- Keyboard shortcuts
- Footers

Debbie Vaughn

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Open For
Questions and Answers



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Next meetings:

- ✓ October 31, 2013 – 10:00 AM
- ✓ November **21**, 2013 – 10:00 AM
- ✓ No December Meeting

Please complete your topic survey



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Thank you!

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