MEMORANDUM

TO:        Board Secretary David Iha
FROM:      Glenn K. Nakamura
           Acting Budget Director
SUBJECT:  NOTIFICATION OF APPROVED REORGANIZATION REASSIGNING
           THE CASHIER’S OFFICE FROM THE OFFICE OF THE VICE
           PRESIDENT FOR ADMINISTRATION AND CHIEF FINANCIAL OFFICER
           TO THE OFFICE OF THE CHANCELLOR, UNIVERSITY OF HAWAI’I AT
           MĀNOA

Enclosed for the information of the Board of Regents is a copy of a reorganization approved on May 8, 2002 that reassigns the Bursar Cashier’s Office in Financial Management, Office of the Vice President for Administration and Chief Financial Officer to the Office of the Chancellor, University of Hawai‘i at Mānoa. The purpose of this reorganization is explained in the accompanying executive summary and proposal narrative.

If there are any questions regarding this matter, please call Interim Vice Chancellor Rodney Sakaguchi at 956-8209.

Attachment

c:        Interim Vice Chancellor Rodney Sakaguchi
EXECUTIVE SUMMARY
REORGANIZATIONAL PROPOSAL
UNIVERSITY OF HAWAI‘I
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND
CHIEF FINANCIAL OFFICER (Systemwide Administration) AND
OFFICE OF THE CHANCELLOR, UNIVERSITY
OF HAWAI‘I AT MĀNOA

The purpose of this reorganization is to continue the consolidation of Mānoa campus support programs under the Office of the Chancellor, University of Hawai‘i at Mānoa (OCUHM). Although such programs served the University of Hawai‘i at Mānoa, they were organizationally part of the University’s systemwide administration. Coinciding with plans to reestablish the Office of the Mānoa Chancellor and its approval in January 2001, Mānoa campus support programs under the systemwide administration have gradually been reassigned to the OCUHM.

The Bursar’s Office under Financial Management contains a Cashier’s Office (CO) and a Treasury Office and is part of the systemwide Office of the Vice President for Administration and Chief Financial Officer. Services provided by the CO are largely in support of the Mānoa campus, e.g., receiving, receipting, and recording Mānoa campus departmental collections. A minor part of the services provided by the CO is systemwide in nature. This proposal will reassign this Cashier’s Office and its funding, positions, and functions from the Bursar’s Office, Financial Management to the Office of the Vice Chancellor for Administration, Finance, and Operations, University of Hawai‘i at Mānoa. No additional positions or funding will be required to implement this proposal and no adverse effect on services to students is anticipated.
I. Present Organization

The Financial Management program under the systemwide Office of the Vice President for Administration and Chief Financial Officer (OVPACFO) oversees the Bursar's Office which has two subunits, Cashier's Office (CO) and Treasury Office. With its seven positions, the CO provides Mānoa campus cashiering services as its major activity.

The Office of the Vice Chancellor for Administration, Finance and Operations in the Office of the Chancellor, University of Hawaiʻi at Mānoa oversees the Mānoa Budget Office, Auxiliary Enterprises, and Facilities, Grounds and Safety subunits. In the fairly recent past, these three programs were reassigned from the systemwide administration (currently designated the OVPACFO) to the UH Mānoa Chancellor's Office.

II. Proposed Organization

As proposed, this reorganization will reassign the Bursar Cashier's Office, its functions, funding, and seven (FTE) positions from Financial Management to the Office of the Vice Chancellor for Administration, Finance and Operations, University of Hawaiʻi at Mānoa. Position no. 81626, UH Fiscal Accounting Specialist V, P11, the Cashier's Office supervisor will report directly to Pos. No. 89354, Vice Chancellor for Administration, Finance and Operations, M-11. Internal position reporting relationships and functions of the CO will be unaffected by this proposal.

With the development of the proposed student information system, Cashier's Office services provided to other campuses will be reviewed to ensure consistency with the new information system and fiscal responsibilities of each campus.

III. Background/Reasons for the Proposal

Coinciding with plans to reestablish a Mānoa Chancellor's Office, programs that provided UH Mānoa services but were organizationally under what is currently designated the OVPACFO, have gradually been reassigned from the University's systemwide administration and consolidated under what is now the Office of the Chancellor, UH Mānoa since February 2000. The objective of these program reassignments and the proposed reassignment of the CO is to enable the Office of
the Chancellor, UH Mānoa to directly oversee Mānoa campus support programs that were organizationally under the University's systemwide administration.

IV. Impact on Staffing and Resources

No new positions or funding will be required to implement this reorganization and no adverse effect on services to students is anticipated. Funding for the Cashier's Office will be reallocated from the systemwide administration to the Office of the Chancellor, UH Mānoa. Positions will be redescribed as necessary.

V. Alternatives Considered

Maintaining the organizational status quo was not considered a viable alternative as it would not allow the Office of the Chancellor, UH Mānoa to directly manage Mānoa cashiering services.
PREVIOUS ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS
STATE OF HAWAII
UNIVERSITY OF HAWAII
VICE PRESIDENT FOR ADMINISTRATION
AND CHIEF FINANCIAL OFFICER
FINANCIAL MANAGEMENT
BURSAR
CHART II-B
CURRENT

FINANCIAL MANAGEMENT
Directór of Financial Management
and Controller
M09M 89212

BURSAR
Directory of Treasury
M09M 89284

CASHIER'S OFFICE
UH Fiscal Acctg. Spec. V  P11  81628
UH IT Specialist        PBB  80787
UH Fiscal Acctg. Spec. II P05  81488
Clerk IV                SR-10 13713
Clerk IV                SR-10 35076
Clerk IV                SR-10 35137
Clerk IV                SR-10 41988

TREASURY OFFICE
UH Fiscal Acctg. Spec. V  P11  80432
UH Fiscal Acctg. Spec. I  P03  77138
Clerk IV                SR-10 18022
Clerk III               SR-08  07464

General Funds: 12.00
(89212 excluded from total)
CURRENT

STATE OF HAWAII
UNIVERSITY OF HAWAI'I
VICE PRESIDENT FOR ADMINISTRATION AND CHIEF FINANCIAL OFFICER
FINANCIAL MANAGEMENT
FUNCTIONAL STATEMENT

MAJOR FUNCTIONS

Plans, directs, and controls Systemwide accounting, and loan collection activities.

Plans, directs, and controls Systemwide disbursing, and payroll activities.

Plans, directs, and controls Systemwide treasury and cashiering, and loan collection activities.

Plans, directs, and controls Systemwide fiscal services activities.

Plans, directs, and controls the University Bond System, Systemwide inventory management, Systemwide surplus property, and Systemwide tax management activities.

Plans, directs, and controls the procurement, real property, and risk management activities.

Plans, directs, and controls the fiscal officer's function for Financial Management operations.
Treasury Office

1. Receives, pre-audits, and records all cash collection data of the University System and coordinates the quarter and year-end closing to ensure proper recording of cash receipts.

2. Reconciles cash collections with deposits appearing in daily UHGA bank statements and follows up on unrecorded deposits for all campuses. Also follows up on wire transfers and UHGA debit and credit memos.

3. Prepares State of Hawai‘i Treasury Deposit Receipt forms for state collections and transmits funds to State via UHGA checks.

4. Deposits State of Hawai‘i reimbursements to the University of Hawai‘i into the UHGA to assure immediate interest earnings.

5. Writes receipts for funds credited to the UHGA from federal agencies.

6. Develops and disseminates internal policies/procedures on collections and deposits.

7. Responsible for the approval/disapproval of requests, which include establishment, decrease/close, permanent/temporary increases, change in custodian and or alternate custodian of change funds. Reviews and authorizes all action requests and reviews all incidents of change fund overages and shortages.

8. Administers and controls all temporary cash advances for registration purposes.

9. Manages the short-term investment program of the University of Hawai‘i by monitoring current market conditions and the University’s cash flow and invests funds determined to be in excess of current obligations. Monitors collateral assigned to the University by financial institutions for the security of UH funds.

10. Works closely with fiscal officers and the State of Hawai‘i Treasury in the investment of Special Funds of the University.

11. Responsible for the charge card program of the University of Hawai‘i. Includes the review and change, if necessary, of technical specifications of new contract for charge card and lockbox transactions.

12. Inputs UHGA returned checks into the University system.

13. Record on line departmental deposits to FMIS.
Cashier's Office

Collects, receives, and receipts all departmental collections for deposit, all tuition and fee collections, and records all collections into the Central Accounting System for the Mānoa Campus. Disburses all checks, warrants and refund checks to students.

1. Receives all departmental collections. Pre-audits deposits and transfers collection via armored car to bank. Controls departmental receipt data input to Central Accounting System.

2. Coordinates daily campus security and armored car pick-up and deliveries with various departments and organizations. Coordinates all special pick-ups at the Registration Cashier's site or any department requesting special armored car service.

3. Assists all departments and organizations on cash collections and charge card program. Disseminates internal policies and procedures on collections, deposits, refunds and reimbursements.

4. Responsible for issuing and deleting security codes to department(s) to access the financial obligation file. Controls all input and deletions to the central financial obligations file under the ISIS Program to ensure that there is a "Hold" as necessary on all:
   a. Registrants
   b. Application for transcript
   c. Application short-term loans
   d. Financial aid awards
   e. Tuition and all other refunds

5. Responsible for the operation, accounting and annual reporting of the Cashier's Office Suspense Accounts:
   a. Suspense account for temporary deposits.
   b. Suspense account for returned items for all returned tuition and fee payment checks.

6. Responsible for the control and coordination with other departments, the fiscal aspects of the "Integrated Student Information System" (ISIS), registration process. Controls the processing of:
   a. The fiscal portion of all registration material.
   b. Receipts all tuition and fees collections via the ISIS fee collection module.
   c. Maintains an accounts receivable file for all third party tuition and fee billing.
   d. Issues official receipts to disburse all tuition and fee collections to the proper funds and departments.

7. Disburses all Financial Aid Checks, warrants and other cash awards to financial aid recipients.

8. Pre-audits all tuition and fee refunds, and issues check after checking for financial obligation clearance.

9. Operates Imprest Checking Account to issue tuition and fees refund checks only.
CURRENT

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
OFFICE OF THE CHANCELLOR
UNIVERSITY OF HAWAI'I AT MĀNOA
VICE CHANCELLOR FOR ADMINISTRATION,
FINANCE AND OPERATIONS

FUNCTIONAL STATEMENT

MAJOR FUNCTIONS

Provides executive leadership in planning, coordinating, and directing the financial management, administrative operations and support services programs for the University of Hawai'i at Mānoa. Financial management, administrative operations, and support service programs may include research support services, financial planning and analysis, budget preparation and administration, human resource management support services, procurement, facilities operations, auxiliary services, information technologies, capital improvement planning, cashiering, and other programs such as bookstore operations and support services that may be extended to other University systems.

- Develops innovative plans and initiatives with respect to financial management, administrative operations and support services within a resource development framework; long and short-range planning; and provides program direction to ensure infrastructure support to the Mānoa campus and its satellite off-campus programs.

- Develops and implements policies, procedures, reporting requirements, and compliance reviews.

- Creates processes that insure the broad inclusion of campus constituencies in the collaborative development of plans, policies, and procedures for financial management, administrative, and support services programs.

- Advises the Chancellor and other senior executives on UH Mānoa administrative, finance, and operations issues and programs.

- Administers long-range plans for the development of facilities to ensure that campus growth is consistent with the University’s Master Plan.
NEW ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS
** To be redescribed.  

General Funds: 11,00
FINANCIAL MANAGEMENT

Director of Financial Management and Controller
M09M 39212

BURSAR

Directory of Treasury
M09M 39204

TREASURY OFFICE

UH Fiscal Acctg. Spec. V P11 80432
UH Fiscal Acctg. Spec. I P03 77138
Clerk IV SR-10 18022
Clerk III SR-08 07464

APPROVED:

Evan S. Dobelle, President
University of Hawai‘i

DATE: 5/10/02

STATE OF HAWAII
UNIVERSITY OF HAWAII
VICE PRESIDENT FOR ADMINISTRATION
AND CHIEF FINANCIAL OFFICER
FINANCIAL MANAGEMENT
BURSAR
CHART II-B

PROPOSED

General Funds: 5.00
(89212 excluded from total)
Collects, receives, and receipts all departmental collections for deposit, all tuition and fee collections, and records all collections into the Central Accounting System for the Mānoa Campus. Disburses all checks, warrants and refund checks to students.

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