

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
SYSTEMWIDE ADMINISTRATION
OFFICE OF THE VICE PRESIDENT FOR BUDGET AND FINANCE/
CHIEF FINANCIAL OFFICER

FUNCTIONAL STATEMENT

INTRODUCTION

This office provides executive leadership in planning, organizing, directing, evaluating, and coordinating the following aspects of UH Systemwide budget and financial management functions.

MAJOR FUNCTIONS

- Accounting
- Assets management
- Bond system operations
- Disbursing and payroll
- Treasury
- Budgeting

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
SYSTEMWIDE ADMINISTRATION
OFFICE OF THE VICE PRESIDENT FOR BUDGET AND FINANCE/
CHIEF FINANCIAL OFFICER
SYSTEM ADMINISTRATIVE SERVICES

FUNCTIONAL STATEMENT

MAJOR FUNCTIONS

The System Administrative Services office provides administrative support services for budget and fiscal services, and administration for undelegated University Systemwide Program Offices.

Budget and Finance

- Plans, coordinates and executes budget requests for UOH 900 Systemwide Offices.
- Coordinates, analyzes and prepares various reports requested by University Administrative Offices, Department of Budget and Finance, Legislature, etc.
- Plans, coordinates and executes the budget allotment for each Systemwide Program Office.
- Plans, coordinates, manages and monitors the expenditure levels and status of account balances for Systemwide Program Offices.
- Manages, coordinates and execute all procurement and fiscal requests by Systemwide Program Offices ensuring compliance with all State and Federal regulations for all sources of funds.
- Manages, coordinates and executes Systemwide Programs' contract and grants.
- Directs, and coordinates the financial management of the Workers' Compensation and Unemployment Insurance Compensation programs of the University System.

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
SYSTEMWIDE ADMINISTRATION
OFFICE OF THE VICE PRESIDENT FOR BUDGET AND FINANCE/
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 bursar, treasury, and cashiering 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 fiscal administrator's function for Financial Management operations.

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
SYSTEMWIDE ADMINISTRATION
OFFICE OF THE VICE PRESIDENT FOR BUDGET AND FINANCE/
CHIEF FINANCIAL OFFICER
FINANCIAL MANAGEMENT
GENERAL ACCOUNTING AND LOAN COLLECTION

FUNCTIONAL STATEMENT

MAJOR FUNCTIONS

The responsibilities of the General Accounting and Loan Collection (GALC) Office include overseeing accounting of all University funds; preparing the University's financial statements; interfacing with the State Department of Accounting and General Services (DAGS); advising fiscal administrators on accounting matters; assisting internal and external auditors; preparing special reports for management, the State, and external users; distributing interest income of the pool and interest-bearing accounts; assisting in the recordkeeping, collection and write-off of accounts receivable; monitoring and accounting for the endowment funds; performing the collection related activities for short- and long-term notes and other receivable.

SPECIFIC FUNCTIONS

A. Current Unrestricted, Plant and Loans

1. Current Unrestricted and Plant Funds

- a. Oversees accounting of all funds
 - 1) Maintains the accounting classification structure. Monitors the establishment of accounts and related attributes such as sub-fund groups, funds, appropriations, and object codes.
 - 2) Reconciles bank account, subsidiary and general ledger reports, and DAGS balances.
 - 3) Keeps abreast of changes in college and university accounting, governmental accounting, State and federal laws and University policies; and promulgates administrative procedures, modify programs and procedures as necessary.
- b. Prepares financial statements
 - 1) Insures the complete and accurate recordation of accounting data.
 - 2) Prepares trial balances, adjusting entries and financial reports.
 - 3) Assists in the required and discretionary audits of the University.
 - 4) Submits financial information to the State by the agreed upon date.
- c. Records and reports accounting data with the State
 - 1) Reimburses semi-monthly payroll costs to DAGS.
 - 2) Reports quarterly funds held out of the State Treasury.
 - 3) Requests new appropriations and subcodes.
 - 4) Coordinates State Journal Vouchers.
- d. Advises administrators on accounting matters such as:
 - 1) Preparation of journal entries for the proper recordation of data, accruals and adjusting entries.
 - 2) Proper classification of accounting data.
 - 3) Preparation of trial balances.

FINANCIAL MANAGEMENT
GENERAL ACCOUNTING AND LOAN COLLECTION

FUNCTIONAL STATEMENT
CONTINUED

- e. Assist auditors
 - 1) Schedules audits.
 - 2) Prepares trial balances and schedules.
 - 3) Briefs auditors on internal procedures and University transactions.
 - 4) Reviews adjusting entries.
 - 5) Publishes audited financial reports with footnotes.
- f. Prepares special reports as follows:
 - 1) Management reports.
 - 2) Financial report to the Federal Department of Education.
 - 3) Endowment reports to the Board of Regents.
 - 4) Endowment survey to the National Association of College and University Business Officers (NACUBO).
 - 5) Integrated Postsecondary Education Data System (IPEDS) financial reports.
- g. Distributes interest income of the pool investments and interest bearing-checking account based on daily average cash balances.

2. Student Loans

- a. In addition to the above duties, interfaces and reconciles data to a billing agency and collection agencies.
- b. Assists financial aid administrators in the monitoring of cash, recording of collection charges and reporting to state and federal agencies.

B. Current Restricted, Endowment, Agency, and Accounts Receivable

1. Endowment Fund

- a. Records transaction applicable to endowment activities.
- b. Distributes income in accordance with donors' wishes or Board policy.
- c. Reconciles records to investment custodians.

2. Agency Fund

Review transactions in the agency fund for proper recordation and classification of data such as deposits and investment transactions.

3. Accounts Receivable

Assists in the forwarding of bad debts to collection agency, to DAGS for the tax set-off, or to the University General Counsel for write-off.

C. Loan Collection

- 1. Collects on long-term note receivables and certain other receivables.
- 2. Activates out-of-school accounts with the billing agency.
- 3. Coordinates accounts with billing, collection, address search and credit bureau agencies.
- 4. Performs in-house collection: calls delinquent borrowers, writes repayment agreements, performs address search, assigns accounts to collection agency, assigns to federal government or requests write-off through the Attorney General's Office.

D. Governmental Accounting Standards

Keeps abreast of changes in college and university accounting, governmental accounting, State laws and federal regulations, University policies, and promulgates administrative procedures, modify programs and procedures as necessary.

- 1. Reviews, assesses and modifies the accounting system to ensure compliance with Governmental Accounting Standards Board Pronouncements and Statements.
- 2. Reviews, assesses and implements Governmental Accounting Standards.

STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
OFFICE OF THE VICE PRESIDENT FOR BUDGET AND FINANCE/
CHIEF FINANCIAL OFFICER
FINANCIAL MANAGEMENT
BURSAR

FUNCTIONAL STATEMENT

TREASURY OFFICE

- Responsible for the recordation of cash collection data for the University System. Coordinates year-end closing deposit activities to ensure proper recording of cash receipts.
- Responsible for the reconciliation of deposits posted to the University's bank account and the University's financial system.
- Prepares State of Hawaii's Treasury Deposit Receipt forms for State collections and transmittal to the State.
- Deposits State of Hawaii's reimbursements to the University into the UH General Account.
- Develops and disseminates internal policies/procedures on collections and deposits.
- Responsible for the approval/disapproval of change fund and petty cash requests, which includes establishment, decrease/close, permanent/temporary, increases, change in custodian and or alternate custodian. Reviews and authorizes all action requests and reviews all incidents of change fund overages and shortages.
- Manages the short-term investment program of the University of Hawaii'i, including monitoring collateral pledged to the University by financial institutions.
- Responsible for the merchant services contract administration and implementation. Responsible for compliance with Payment Card Industry Data Security Standards.
- Responsible for maintaining returned check information in the University's financial system.
- Responsible for banking services contract administration and implementation.
- Responsible for eCommerce services contract administration and implementation.
- Responsible for issuance of 1098T tax forms.
- Provides management and coordination of student accounts receivable and financial records in the student information system.
- Responsible for drawing down direct student loan funds from the federal government.

CASHIER'S OFFICE

Posts, collects and deposits tuition, fees, housing, meal plans and other student charges posted on the student account. Audits and processes financial aid credit balances and refunds to students.

- Coordinates daily campus security and armored car pick-up and deliveries with various departments and organizations. Coordinates special pick-up requests for armored car service.
- Assists departments and organizations on tuition collections, billings and student refunds.
- Responsible for maintenance of the systemwide financial obligation database and financial obligations file in the student information system to ensure that individuals who have unpaid financial obligations are denied further access to University services.
- Responsible for the maintenance of the Cashier's Office suspense and clearing accounts.
- Responsible for the control and coordination of the cashiering and related fiscal functions of the student information system as it relates to the student registration process. Including but not limited to:
 - Dissemination of payment information and policies for student registration.
 - The assessment, collection, cashiering, billing deposit and refunds for tuition and fees. and refunds of financial aid credit balances.
 - Maintains Mānoa campus tuition rules in the student information system.
- Audits and processes financial aid credit balances and tuition refunds to students and parents.

STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
OFFICE OF THE VICE PRESIDENT FOR BUDGET AND FINANCE/
CHIEF FINANCIAL OFFICER
FINANCIAL MANAGEMENT
DISBURSING AND PAYROLL

FUNCTIONAL STATEMENT

MAJOR FUNCTIONS

The Disbursing and Payroll Office is a University systemwide operation that is responsible for the review/pre-audit of all contracts, claims and payroll payments and the execution of all required payment processing activities and other accounts payable activities (e.g., vendor maintenance, centralized invoicing, UH General Account (UHGA) check production, check distribution, 1099M1SC/1042S withholding/reporting, etc.

PAYROLL SECTION

The Payroll Section processes employee payroll payments:

- Coordinates and is responsible for the processing of accurate and timely payroll payments.
- Develops policies/procedures for processing payroll documents in accordance with Federal, State, and University regulations. Develops and implements payroll policies/procedures for the University's Administrative Procedures Manual.
- Performs final pre-audit function activities with respect to the legality, propriety, and proper authorization on all payroll and fringe payment documents. Pre-audits and verifies payroll and fringe payment documents for compliance with statutes, policies, rules and regulations, and contractual obligations before processing payments on State payroll change schedules for payroll checks issued by the State payroll system.
- Pre-audits payroll source documents and processes information into both the University and State systems, including priority payroll, lump sum vacation, workers' compensation, and temporary disability payments, etc.
- Coordinates the distribution of all payroll checks.
- Coordinates and maintains the payroll system for processing payroll payments to University non-regular employees.
- Instructs and trains employees with fiscal authority and Personnel Officers on payroll related policies/procedures.
- Coordinates the distribution of Federal and State income tax information (Form W-2).
- Calculates and prepares net overpayment worksheets and process payroll adjustments (employer and employee) to DAGS. Coordinates employee repayment plans for salary overpayments.
- Compiles and posts taxable amounts for proper withholding and reporting of employee business expenses through the State payroll system (e.g., travel, mileage, uniform allowance, etc.).
- Coordinates processing of legal requests for information and garnishment orders (e.g., child support, court judgment, Federal and State levy, and IRS audits, etc.).
- Conducts research/analysis and responds to employee inquiries and complaints with respect to payroll payments.
- Completes employment verifications using payroll reports and submits directly to financial institutions.
- Audits bank salary assignments (direct deposit) for accuracy and completeness.
- Processes any changes/corrections to an employees' name and/or social security number to ensure accuracy in reporting to external agencies (i.e., Social Security Administration, IRS, etc.).
- Work with unions to ensure accuracy of assessments of statutory dues for employees in respective unions (i.e., HGEA, UPW, UHPA).

FINANCIAL MANAGEMENT
DISBURSING AND PAYROLL

FUNCTIONAL STATEMENT
CONTINUED

ACCOUNTS PAYABLE SECTION

The Accounts Payable Section processes reimbursements and payments for goods and services:

- Coordinates and is responsible for the prompt and accurate payment, reimbursement, or transfer of all University obligations from State of Hawai'i appropriations or funds assigned to the University of Hawai'i.
- Develops policies/procedures for processing payment documents in accordance with Federal, State, and University regulations. Develops accounts payable policies/procedures for the University's Administrative Procedures Manual.
- Performs pre-audit function activities with respect to the legality, propriety, and proper authority on all payments. Pre-audits and verifies payment documents for compliance with statutes, policies, rules and regulations and contractual obligations before processing payments on UHGA checks (except for payroll checks issued by the State payroll system).
- Coordinates the preparation, withholding and distribution of Federal and State income tax information on the Forms 1042S and 1099-MISC to payees Internal Revenue Service (IRS), and the State of Hawai'i. Maintains and reconciles non-employee reportable travel transactions for processing to IRS under Form 1099-MISC and Form 1042 regulations.
- Develops policies/procedures for processing and reporting of taxability of employee business expenses. Pre-audits reportable and taxable amounts for proper withholding and reporting through the University's Payroll to the State payroll system.
- Coordinates quarterly wage reporting as required by the State Department of Labor and Industrial Relations (DLIR). Coordinates processing of unemployment claims relating to University contract and claims transactions.
- Prepares Summary Warrant Vouchers for reimbursement and bond payments with supporting documentation for submission to the State Department of Accounting and General Services (DAGS).
- Records and reconciles all General Fund contract and claims encumbrances with DAGS yearly at fiscal year end.
- Maintains and reconciles employee travel advances file for future accounting of travel expenses for each travel advance. Follow up with departments on all outstanding advances. Identifies all travel expenses that are reportable and taxable to IRS through the State payroll system for employees. Actively participates in the development, testing and implementation of the University's travel system.
- Maintains and coordinates an on-line vendor table (data file) for field and central use. Assigns vendor codes for all payment documents for timely and accurate payment processing. Knowledgeable in maintaining electronically a large vendor master file for on-line viewing by field and central personnel, creating and paying vouchers on-line, and aiding vendors on payment status.
- Actively participate in the development, testing and implementation of the University's financial management system. Instructs and trains fiscal administrators on data entry, policies, and procedures for electronic purchase order payment processing and encumbrance liquidation. Serves as help line, takes department calls, analyzes problems, and develops solutions at various stages of the payment process, both procedurally and systematically. Knowledgeable of the purchasing system, accounts payable system, and financial accounting system; and their corresponding effects on each other.
- Designs and maintains University payment forms.
- Prepares payment requests and credit memos for all purchase orders and University contracts.
- Responsible for the coordination and production of UHGA checks and Automated Clearing House (ACH) transactions.

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
SYSTEMWIDE ADMINISTRATION
OFFICE OF THE VICE PRESIDENT FOR BUDGET AND FINANCE/
CHIEF FINANCIAL OFFICER
FINANCIAL MANAGEMENT
PROPERTY AND FUND MANAGEMENT

FUNCTIONAL STATEMENT

MAJOR FUNCTIONS

- Directs, manages, and oversees University Bond System (UBS) projects in (1) budget preparation, (2) generation and accounting of revenues, (3) expenditure control, and (4) development and implementation of investment strategies to ensure maximum yield. Develops and implements policies, rules, and procedures to ensure the self-financing nature of bond projects. Prepares prospectus and financing models; compiles and analyzes financial data relating to the sale of revenue bonds. Coordinate and assist with post-issuance compliance analysis on tax-exempt bonds issued by the University.
- Directs, manages, and oversees the Systemwide management, inventory, and accounting for all fixed assets of the University System in accordance with Federal, State, University, and granting agency regulations.
- Maintains a computerized personal property accounting system as required by law and grant or contract provision.
- Prepare reports on property as required by law, contract, grant or as requested.
- Prepare regulatory policies and procedures on inventory of personal property and real property.
- Trains fiscal officers in property administration.
- Establishes, directs, manages, and oversees the University's tax compliance program.

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
SYSTEMWIDE ADMINISTRATION
OFFICE OF THE VICE PRESIDENT FOR BUDGET AND FINANCE/
CHIEF FINANCIAL OFFICER
FINANCIAL MANAGEMENT
FISCAL SERVICES

FUNCTIONAL STATEMENT

MAJOR FUNCTIONS

- Plans, coordinates, and controls the financial accounting and reporting activities for the University of Hawai'i (UH) System.
- Plans and directs the analysis, design, development, implementation, and revision of the University's Systemwide accounting and reporting system.
- Represents the University in Statewide accounting and reporting projects.
- Organizes and coordinates the fiscal year end closing for the University between FMO and ITS.
- Writes or directs the writing and issuance of the UH Administrative Procedures setting forth Systemwide accounting policies and procedures related to the Systemwide Financial Accounting System.
- Oversees University compliance with laws, rules, and administrative procedures pertaining to the Kualii Financial System (KFS) and eThority. Responsible for maintenance of the system configuration for KFS and eThority.
- Plans and implements the identification and documentation of needs for new financial system applications. Responsible for ensuring the successful replacement of the University's current systems with on-line systems that meets all identified requirements.
- Represents the University in the Kualii Customer Advisory Group.
- Develop and deliver functional user training for the financial information systems.
- Provide IT user support for the Financial Management Office departments.

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
SYSTEMWIDE ADMINISTRATION
OFFICE OF THE VICE PRESIDENT FOR BUDGET AND FINANCE/
CHIEF FINANCIAL OFFICER
UNIVERSITY BUDGET OFFICE

FUNCTIONAL STATEMENT

MAJOR FUNCTIONS

- Provides overall leadership and direction in the preparation and execution of the University's operating budget and assists in its administration.
- Analyzes budget policy and budget policy options including the identification of trends and consequences.
- Suggests management initiatives. Recommends policies, programs, issues, problems, procedures, organization, and management practices for evaluation and appropriate action. Participates in the analyses of policies, programs, issues, management practices, procedures, organization, and problems.
- Provides strategic and technical support for budget decision-making.
- Provides assistance and advice to the Board of Regents, University executives and program personnel in clarifying the philosophy, design, policies, and procedures of the revenue/budget/resource allocation system. Advises and assists programs with University policy conformance, budgeting, expenditure control, and related budgetary management matters.
- Develops, implements and maintains a monitoring system to provide for the systematic review and evaluation of the resource allocation program, budgetary program plans, revenues, and expenditures.
- Reviews proposals for reorganization and recommends organizational changes as appropriate.