

2019-2020



SHORTER COLLEGE

*Business Office Policies
and Procedures Manual*

Table of Contents

AFFIRMATIVE ACTION STATEMENT	4
PURPOSE	5
SHORTER COLLEGE OVERVIEW	6
ACCOUNTING	6
SHORTER COLLEGE CHILD CARE OPERATION.....	6
REVENUES.....	6
EXPENDITURES-SHORTER COLLEGE	7
ORGANIZATION ADMINISTRATION FISCAL POLICY	8
DIRECTOR OF FISCAL AFFAIRS.....	9
BUSINESS OFFICE	9
DRUG POLICY DRUG-FREE WORKPLACE.....	9
PAYMENT OF TUITION/FEES AND REFUND POLICIES	10
GENERAL POLICIES	10
TUITION FOR COLLEGE CREDITS	10
TUITION AND FEES PAYMENT SCHEDULE.....	11
REFUND SCHEDULE: FALL AND SPRING SEMESTER	13
REFUND SCHEDULE: SUMMER SESSION	13
VETERANS	14
WITHDRAWAL POLICY	14
BAD DEBT WRITE-OFF POLICY	14
WRITE-OFF of BAD DEBTS:.....	15
ACCOUNTING POLICY	15
CASH MANAGEMENT	15
CASH RECEIPT POLICY	16
RECEIVING AND RECEIPTING MONIES	16
DAILY CASH RECONCILIATION AND DAILY CASH RECEIPT:	17
ENDOWMENT POLICY	17
INVESTMENT POLICY	17
RISK MANAGEMENT AND INSURANCE POLICY	18
FINANCIAL AID AWARDS POLICY	18
PETTY CASH POLICY	19
PURCHASING POLICY	21
PAYROLL POLICY	22
Shorter College.....	26
BUDGET POLICY	28

BUDGET PREPARATION AND PROCESS 28

BUDGETARY CONTROL AND ALLOTMENT 29

BUDGET REVISION: 29

BOOK POLICY 32

MAIL DISBURSEMENT POLICY: 32

TRAVEL AND PURCHASE REIMBURSEMENT POLICY 33

TRAVEL POLICY: 33

TRAVEL ALLOWANCES: 33

 604 LOCUST STREET 35

TRANSPORTATION POLICY 35

TRAVEL RECEIPTS 38

TRAVEL REPORT/RECEIPTS: 39

JOB DESCRIPTIONS 41

DIRECTOR OF FISCAL AFFAIRS 41

BUSINESS OFFICE MANAGER 42

BUSINESS OFFICE MANAGERBUSINESS OFFICE MANAGER/CASHIER 43

ACCOUNTS PAYABLE CLERK 44

PERSONNEL FUNCTIONS 45

PURCHASING FUNCTIONS 46

SHORTER COLLEGE ACCOUNT CODES 47

AFFIRMATIVE ACTION STATEMENT

In 1965, Shorter College signed the Assurance of Compliance Agreement of the Department of Health, Education and Welfare, Title VI of the Civil Right Act 1965. Consistent with this agreement, it is the policy of the College to make available its teaching, research and service programs and its facilities to every qualified person regardless of race, color, creed or natural origin. Shorter College is also an Equal Opportunity Employer.

PURPOSE

This manual is to provide documentation of the Fiscal Affairs operations at Shorter College. It is to establish responsibility at all levels of management and to provide necessary authority and controls to permit discharge of those responsibilities; to provide definite written instructions for the purpose of developing a thorough understanding of each assignment and to promote initiative, individual effort and stimulate interest of all personnel by standardizing policies and procedures. Shorter College reserves the right to change any policy, which may appear in this manual at any time by the appropriate body.

SHORTER COLLEGE OVERVIEW

Shorter College is a private, two (2) year institution located in North Little Rock. The college operates under the auspices of the African Methodist Episcopal Church 12th Episcopal District with certain transactions subject to the District's approval. The College is one of the eight institutions of higher education in the United States that is affiliated with the African Methodist Episcopal Church. The College also operates a childcare center.

ACCOUNTING

In order to ensure observance of limitations and restrictions placed on the use of the financial resources of this institution, accounts are maintained in accordance with the policies and procedures provided by the American Institute of Certified Public Accountants (AICPA), in its document, Audit and Accounting Guide: Not-For-Profit Organization. All financial transactions are recorded and reported on the accrual basis of accounting.

Income derived from investments, contributions, and the like, is accounted for in a manner that is accepted and accounted for by generally accepted accounting principles (GAAP) for nonprofit organizations in the United States; and the National Association of Colleges and University Business Officers (NACUBO) business administration manual. Income derived from investments of endowment and similar funds are considered as restricted and therefore may be used only as directed by the donor.

THE DIFFERENT FUNDS USED AT SHORTER COLLEGE ARE AS FOLLOWS:

1. CURRENT OPERATING FUNDS: Funds available for current operations and maintenance purposes as well as those restricted by donors and other outside agencies for specific operating purposes. Current operating funds are available for the general operations of the institution. Current operations line items are as follows:
2. Educational and general funds: Unrestricted funds for administration, institutional expenses, instruction and departmental research, physical plant operation, libraries, and other items relating to instruction.
3. Restricted Funds: Funds available for current purposes, the use of which has been restricted as to use by outside agencies or persons.

RESTRICTED FUNDS AT SHORTER COLLEGE: ALL FEDERAL FUNDS

SHORTER COLLEGE CHILD CARE OPERATION

ENDOWMENT FUNDS: Funds, which a donor or other outside agency has stipulated that the Principal is maintained inviolate and only the income from investments may be expended. Income derived from investments of endowment funds are accounted for in the fund to which it is designated. Gains and losses from the sale of other disposition of investments are accounted for in other income and expenses.

REVENUES

Student Tuition and Fees: All tuition fees assessed against students for general academic current operating purposes, tuition and fees remission are exemptions even though no money is collected from the students.

Student Tuition and Fees/ Continuing Education All tuition and fees assessed against students for continuing education (non-degree programs) current operating purposes, tuition and fee remission or exemptions, even though no money is collected from the students. (, childcare, Etc.).

State Government Appropriations, Grants, and Contracts All monies received from state sources, excluding student aid awards to individual students by the state.

Federal Government Appropriation, Grants, and Contracts All monies received from the federal government including campus-based student aid programs and indirect cost reimbursements.

Local Government Appropriations, Grants, and Contracts All monies received from the local government including campus-based student aid programs.

Private Gifts, Grants and Contracts All gifts and private grants (including gifts for student aid) received from non-governmental organizations and individuals.

Endowment Income Applied Income from Endowment and similar funds which should be the total ordinary income earned (or yield) except for income that must be added back to the principal in accordance with the terms of the donation.

Sales and Services of Educational Activities/Educational Departments All revenues from sales and services of educational departments and from organized activities related to them (e.g. choir).

Contributed Services Estimated revenues of contributed services, e.g. salaries of administrators and teachers affiliated with religious orders. Not recorded or reported in the financial statements.

Other Revenue Included are gains and losses from current fund investments, expired term endowment, matured Annuity and Life Income funds, miscellaneous rentals and sales and all other sources of revenue not included in the above classifications.

Educational and General Revenues The sum of the previous items often referred to as Educational and General Revenues because of its direct relation to the educational research and public service activities of the institution.

Independent Operations Revenue Included here are all revenues of those operations of the institution-instruction, research, or public service (e.g. major federally funded research development centers).

Total Revenue The sum of the above revenue categories.

EXPENDITURES-SHORTER COLLEGE

Instruction and Department Research Includes all expenses of the instructional divisions of the institution for regular academic, vocational, occupational, remedial, and tutorial instruction, including credit and non-credit courses. **Not** included are expenses for academic administration is the primary assignment, nor separately budgeted research or public service.

Instruction/Continuing Education Includes all expenses of the instructional division of the institution for continuing education (non-degree programs) purposes.

Public Service/Community Service Includes expenditures for activities to provide non-instructional service to individuals and groups external to the institution. These services are sponsored and controlled **solely** by the institution.

Academic Support/Educational Activities Includes expenditures to provide support for the institution's primary missions of instruction.

Student Services Includes expenditures for such activities as admissions, financial aid administration, student activities, counseling, guidance, testing and the Dean of Students.

Institutional Support Includes expenditures for general executive and administrative offices, expenses, e.g. governing board, president's office, fiscal operations, administrative data processing, space management, employee personnel and records, logistical support, public relations, alumni relations, development, fund raising, security and transportation. Only

the Institutional Support portion of staff benefits should be included here. Remaining staff benefits should be distributed with the salaries of each department.

Institutional Support/Service Operations Includes expenditures associated with all service operations that could be charged to other departments but are not, e.g. mail, telephones services, and duplicating.

Operation and Maintenance of Plant All expenses for the general operation and maintenance of the physical plant including property insurance.

Scholarships and Fellowships Included here are scholarships and fellowships, trainee stipends, prizes, and awards. Supplemental Education Opportunity Grants (SEOG) are included here, but when the institution is not allowed to select the recipient of a grant (e.g. state scholarships, Pell Grant), the funds should not be included in total charges. When financial aid is exchanged for student work (e.g. College Work-Study Program), the expense is charged to the unit for which the work is done.

ORGANIZATION ADMINISTRATION FISCAL POLICY

It is the policy of Shorter College that the funds of the college be used in such a manner so as to ensure maximum efficiency and economy scales without sacrificing the quality of services to the students, faculty, and staff.

1. **Director of Fiscal Affairs:** The business and financial functions of the college are centralized in a single business officer who is responsible to the President. The authority delegated to the business officer is determined by the President and approved by the Board of Trustees. Duties and responsibilities include:
 - a. **Administrative Management:** Institutional planning, fiscal administration of sponsored programs, management of legal services, management of student aid funds, management of non-contract personnel, and fringe benefits.
 - b. **Financial Accounting and Reporting:** Development and maintenance of the basic financial accounting and record systems and preparation of financial reports and analyses.
 - c. **Fiscal Management:** Administration of endowment and similar funds, management of investments, preparation of budget and budgetary accounting for internal controls and audit.
2. **Institutional Budget:** An annual budget is prepared covering the current funds operation of the institution. The budget covers current operations for a one-year period indicating expenditures for the past fiscal year, the current year's budget, and the ensuring year's proposed budget. The budget is monitored by the business office through monthly budget status reports prepared and made available to the board, president and administrators, and those responsible for individual budgets.
3. **Purchasing:** The business office is responsible for budget approval of requisitions and the preparation and processing of purchase orders. The requisitions are to be completed by the issuing department including suggested vendor prices. A central room is maintained for frequently used supplies. Departments are required to obtain three quotes for purchases of items in excess of \$100.00.
4. **Facilities Operation and Maintenance:** The operation and maintenance of buildings, grounds, and other physical facilities fall within the business administration of the institution and is managed by a qualified person designated as the "Director of Institutional Advancement." The Director of Institutional Advancement is also directly responsible for campus security and safety.
5. **Audit** At the end of each fiscal year, an independent auditing firm examines the financial statements of the institution for the purpose of stating whether, in its opinion, such statements present fairly the financial position and results of operations are in conformity with generally accepted accounting principles consistently applied. The Audit is prepared using the "net assets" model of accounting

consistent with the policies and procedures provided by the American Institute of Certified Public Accounts (AICPA) in its document, Audit and Accounting Guide: Not-For-Profit organizations: June 1, 1996 or any later enacted version. The evidence upon which the independent auditor bases his/her opinion includes but is not limited to the evaluation and testing of the internal accounting control and internal check methods in use. The management letter is issued at the end of the audit period.

6. **Relationship of the Business Office to Student Organizations:** The business office renders services to campus approved and recognized student organizations and acts as custodian or fiscal agent for the funds of these organizations.
7. **Financial Accounting and Reporting:** The accounting system is maintained on the accrual basis. The method recoding and reporting of data is in compliance with the American Institute of Certified Public Accountants (AICPA) audit guide for college and universities and the National Association of College and University Business Officers (NACUBO) business administration manual.

The Business Office/ of Shorter College is broken into a sub-area with the Business Office Manager reporting directly to the Director of Fiscal Affairs.

DIRECTOR OF FISCAL AFFAIRS

The office of the Director of Fiscal Affairs is responsible for the administration of the business and financial affairs of the college; consequently, the business office and its related functions are designed to aid in the entire process of the college. Regulations are established for assisting in achieving the following results: (1) accuracy of financial data, (2) adherence to prescribed policies and procedures, and (3) budgeting and other important college features.

BUSINESS OFFICE

The Business Office is under the supervision of the Director of Fiscal Affairs. This office is responsible for coordinating, reporting and budget control in the area in accordance with the prescribed policies, procedures, and regulations of the college.

DRUG POLICY DRUG-FREE WORKPLACE

It is the policy of Shorter College that the unlawful manufacture, distribution, possession, or use of drugs, or any controlled substance, while performing work for, or matriculating at, or on the properties of Shorter College is prohibited. Any student, employee (including administrators, faculty and staff), or campus visitors, determined to have violated this policy, will be subject to appropriate disciplinary actions up to and including expulsion, termination, and/or referral for criminal prosecution. **The use of alcohol while on the properties of Shorter College is prohibited unless authorized by applicable policies of the college.**

PAYMENT OF TUITION/FEEES AND REFUND POLICIES

GENERAL POLICIES

All students are required to meet their financial obligations to the college each semester. Periodically, billing statements are mailed to students. No grades and/or transcripts will be issued until delinquent balances are paid in full. A student's account is delinquent when the student fails to make payments according to the arranged payment schedule. The established fiscal policies under which Shorter College operates states that all student accounts are due on the second week of December (or December 10), for Fall registration and on the second week of May (or May 10) for Spring registration and must be paid in full prior to or on these dates.

TUITION FOR COLLEGE CREDITS

Note: Tuition and fees for both in-state and out of state students are the same.

Tuition and fees for both in-state and out of state students are the same.

Tuition: (12-15 hours)	\$2052.00 per semester (flat rate)
Tuition: (1-11 hours)	\$171.00 per credit hour
Tuition: (Above 15 credit hours)	\$171.00 each additional credit hour above 15
Institutional Fees (total)	\$400.00
• Student Services Fee	\$ 50.00
• Technology Fee	\$150.00
• Activity Fee	\$ 50.00
• Library Fee	\$ 50.00
• Science Lab Fee	\$ 50.00
• Records Fee	\$ 25.00
• Student ID	\$ 15.00
• Vehicle Decal Fee	\$ 10.00
Book Fee	\$548.00
Total Tuition, Fees & Books (Fulltime: 12-15 credit hours)	\$3000.00

Special Fees

Application/Registration/Reentry Fee	\$ 0.00
Student ID Replacement	\$15.00

Vehicle Decal Replacement	\$10.00
Installment Payment Plan	\$26.00
Returned Check Charge	\$25.00
Stop Payment on a Check	\$35.00
Transcript	\$ 5.00
Supplies* <i>*2nd Chance Pell Students Only.</i>	\$70.00

TUITION AND FEES PAYMENT SCHEDULE

All remittance for student accounts must be made payable to Shorter College by Checks, Money Orders, or by Cash. If a check is returned, a \$27.00 fee is assessed and a cashier check, money order or cash is required for future payments.

Fall Semester

Registration.....40% September 20 to
 October 19.....1/3 of balance October 20 to
 November 19.....1/2 of balance November 20 to
 December 10.....Final payment is due

Spring Semester

Registration.....40%
 February 20 to March 19.....1/3 of balance
 March 20 to April 19.....1/2 of balance
 April 20 to May 5.....Final payment is due

Summer Semester

Registration – 100% Tuition payment is due upon Registration.

Other Conditions

Please see the special conditions stipulated for payment of tuition, fees, textbooks/materials, and other charges.

Books and Materials

Students are charged a book fee per semester and summer session. Book fees are covered for the 12-15 credit hours fee package.

Any student electing to take more than fifteen hours will be charged the per credit hour rate. Charges for books will depend on the cost of the textbook for each additional course beyond the 12-15 credit hours in the tuition package.

Refund of Tuition

A student is eligible for a refund if, he/she has dropped one or more classes during the drop/add period. Secondly, a student who intends to withdraw from one or more classes must officially do so by completing a withdrawal form and submit it to the Registrar. A withdrawal form should be obtained from the Registrar's office. Once the Registrar has processed the withdrawal request and has submitted a copy to the business office, shorter will refund the unused portion of the student's tuition fee, based upon the approximate prorated portion of the total charges minus registration fee as shown below: The first and second week of this policy does not apply to students who pay their tuition and fees with their financial aid. Tuition refunds for students receiving Title IV funds will not be made directly to the student unless approved by the U.S. Department of Education. In most cases unused tuition and education expenses for which funds have been supplied through Title IV will be returned directly to the U.S. Department of Education.

REFUND SCHEDULE: FALL AND SPRING SEMESTER

If a student withdraws:

Students will be entitled to a refund according to the number of days they were enrolled in school as it relates to the number of days a student is required to complete the semester

No refunds will be available to students beyond 60% of a semester

REFUND SCHEDULE: SUMMER SESSION

If a student withdraws:

Students will be entitled to a refund according to the number of days they were enrolled in school as it relates to the number of days a student is required to complete the summer session

IMPORTANT NOTES

1. Failure to attend classes does not constitute official withdrawal. A student who intends to withdraw from one or more classes must do so in writing within any of the weeks scheduled above in order to be entitled to a refund.
2. Each student is personally responsible for his/her account balance if the checked agencies on the admission form disapprove providing financial assistance (payment) in part, or total balance.
3. A deferment charge of \$30 will be added to the total cost for an approved payment plan.
4. A grant (tuition wavier) of a specified rate will be applied to the tuition for those who qualify.

VETERANS

Pending approval and certification of Shorter College's academic and career training programs by the Arkansas Department of Workforce for Veteran Educational Assistance, all students eligible to receive VA financial benefits should contact the Registrar's Office for assistance in completing the required application forms.

WITHDRAWAL POLICY

POLICY: A student who withdraws from the college must complete the proper forms in the Registrar's office. A student is not considered officially withdrawn until the withdrawal forms are completed and signed and financial obligations to the college are met. Failure to complete the necessary procedures will constitute improper withdrawal and may result in a failing grade.

Failure to attend class or merely to notify an instructor of the intent to withdraw will not be regarded as an official withdrawal.

PROCEDURES: Secure a withdrawal form from the Academic Dean and complete it.

This form must be signed by the Dean/Advisor, Financial Aid Director, Librarian, Veteran Services and Business Officer to be valid.

Return the withdrawal form to the Registrar for final signature.

A student who withdraws from the college and does not follow proper procedures will not be eligible for a refund.

No refund will be made to a student who is suspended.

BAD DEBT WRITE-OFF POLICY

POLICY: It is the policy of Shorter College to write off student accounts after Twelve (12) months.

PROCEDURES:

- A notice should be sent to the delinquent student for twelve (12) months
- A "Hold" shall be placed on students requesting transcripts.
- The student shall be barred from registration for a subsequent term unless approved by the President of the college.
- The bad debt will be referred to an appropriate collection agency.

WRITE-OFF of BAD DEBTS:

Bad debts, as determined by the Director of Fiscal Affairs may be handled as follows:

- Under \$300.00 – the Director of Fiscal Affairs has authority.
- The President must approve write-offs of bad debts of \$300.00 or more. A recommendation must come from the Director of Fiscal Affairs.
- In both cases, the Director of Fiscal Affairs will maintain records for an audit of bad debt.
- An annual report is to be made to the President, showing details of all write-offs made during the fiscal year, regardless of amounts.

ACCOUNTING POLICY

POLICY: It is the policy of the Business Office to properly classify, accumulate and summarize accounting transactions in a consistent manner, which will facilitate the preparation of financial statements and reports.

Explanation: To accomplish this, Personnel in the Business Office will be responsible for:

- Posting daily to the General ledger.
- Running daily a transaction to balance accounts.
- Running all financial statements and other reports monthly.
- Reconciling and checking all reports against input.

PROCEDURES: In order to carry out this policy, the Business Office will be responsible for:

- Providing all budget areas with a chart of his/her accounts.
- Posting of all transactions that have been made to his/her balance.
- Submitting monthly budget balance reports.

CASH MANAGEMENT

POLICY: It is the policy of Shorter College to deposit all funds received by the college in the Business Office.

PROCEDURES: In order to accomplish this, the following procedures are instituted:

- All mail is received directly by the President's office. This office is responsible for opening the mail and separating by department. When checks are received, a copy is made and the check is logged to a schedule in the President's office. The checks are immediately taken to the Business Office for processing.
- All other persons with funds will make deposits in the Business Office.
- The Office will provide the person making payment with an official signed receipt.
- The Office will deposit the funds in the proper account and provide a cash report at the end of the day with a cash report to the Chief Fiscal Officer.

CASH RECEIPT POLICY

POLICY: It is the policy of Shorter College that all monies received by the college are receipted.

PROCEDURES:

- The individual designated for receiving and receipting funds from all sources is the Business Office Manager or his/her designee. In the absence of the Business Office Manager, the Director of Fiscal Affairs or his designee will receipt funds.
- All cash received must be recorded daily. In the event cash is received after the daily closing process, but before the end of the workday, it is receipted and reported on the cash report the following day.
- All checks must be endorsed daily with the College's restricted endorsement stamp "For Deposit Only."
- Cash and other negotiable items must be safe guarded at all times and under no circumstances be left unattended.
- The Cashier's Office will deposit the funds in the proper account and provide a copy of the deposit slip, along with a copy of the pre-numbered receipt to the Director of Fiscal Affairs and the Business Office Manager.

RECEIVING AND RECEIPTING MONIES

1. Student account monies received at Cashier's window
2. Verify cash or check amount
3. Issue student a receipt
4. Place money in cash drawer
5. Return original receipt to remitter
6. Retain duplicate receipt copy

Monies received by mail in the President's office, Admission's office, Student Financial Aid office, and on occasion, other offices on campus should be handled as follows:

- Designated individual opens mail and records all checks, money orders, drafts, etc., on report of cash/check received.
- Designated individual signs report of cash/check and forwards to Cashier.
- Business Office Manager issues a receipt and signs report of cash/check for the Business Office files and the designated individual.
- Business Office Manager follows same procedures for all of the above sections.

All other monies (credit cards) received at Cashier's window should be handled as follows:

- Mail opened by designated individual and all checks recorded in the incoming check register.
- All checks/money orders and etc. must be endorsed daily with the college's restricted endorsement stamp "For Deposit Only." Before given to **Business Office Manager/Cashier**.
- Cashier verifies amounts received and signs the designated area (received).
- Cashier issues pre-numbered receipt. If the incoming monies are contributions and special gifts, a copy of the pre-numbered receipt and check will be forwarded to the President's office.
- Cashier will follow same procedures for all departments who will be receiving monies.

DAILY CASH RECONCILIATION AND DAILY CASH RECEIPT:

The Cashier:

- Prepares a daily cash receipts summary.
- Prepares bank deposits daily.
- Signs and forwards executive reports, daily cash receipts summary, and bank deposit to the Director of Fiscal Affairs of his/her designee.
- If discrepancies are noted, the Cashier must immediately rectify the discrepancy by rechecking all of the documents and make the proper corrections.

Monthly Coding of Cash Receipts and Information Entered into Cash Receipt Journal:

- Determine if receipt is a payment on an account previously established (Accounts Receivable).
- Classify each receipt (e.g., receivable, income, refund, etc.) and record the amount code designated for such classifications on accountings of the cash receipt.
- The data on the cash receipt is entered into the cash receipt journal.
- A preliminary print out of the cash receipts journal is processed.
- The Business Office Manager reviews the preliminary cash receipts and edits it before posting to the General Ledger.

ENDOWMENT POLICY

POLICY: It is the policy of Shorter College that the Board of Trustees should manage the endowment funds.

PROCEDURE: In order to carry out this policy, the Board of Trustees will be responsible for:

- Appointing a committee to work directly with the endowment funds
- Make sure that appropriate reports are made concerning the funds
- Make sure that the college's funds show the appropriate growth

INVESTMENT POLICY

SHORT TERM – EXCESS CASH INVESTMENT

POLICY: It is the policy of the Director of Fiscal Affairs to invest all excess cash for a short period. Daily operating funds should be invested in interest bearing accounts. (Exceptions are federal designated funds).

PROCEDURE: In order to carry out this policy, the Director of Fiscal Affairs will be responsible for:

- Accumulating all cash for short-term investment
- Studying the investment market to determine where the college may receive the highest interest with secure principles
- Moving the funds on the date they mature
- Making sure that the institution has invested in a safe money plan

RISK MANAGEMENT AND INSURANCE POLICY

POLICY: It is the policy of Shorter College to purchase insurance in limited amounts for all areas of the college involving risk in such a way as to hold harmless the college's assets and investments.

INSURANCE COVERAGES

- Property Insurance
- Casualty Insurance
- Workmen's Compensation
- Crime Insurance-blanket coverage
- Student accident and employee health insurance

PROCEDURES:

In order to carry out this policy, the Business Office will be responsible for the following:

- Studying the insurance market to make sure the college is getting the most for its dollar.
- Accepting bids from new companies each year.
- Setting up risk management programs to make sure that accidents of all types are minimized.

FINANCIAL AID AWARDS POLICY

POLICY: It is the policy of Shorter College that all financial aid awards are made by the Director of Financial Aid in line with the institutional policies of the Federal Funding Agencies for Student Aid.

PROCEDURES:

- The award is made and signed by the Director of Financial Aid and the student. The signed copy will be submitted to the Business Office Manager/cashier for payment on the student's account. The student will receive a copy of the aid awarded.
- A copy of the transaction will be kept in the cashier's office after posting to the student account.
- A copy of the posted transaction will be forwarded to the Director of Fiscal Affairs.
- The Director of Fiscal Affairs and the Financial Aid Director will meet on a monthly basis to reconcile all financial aid transactions.

PETTY CASH POLICY

POLICY: The petty cash fund is set up to meet minor immediate cash needs of the college. It is not available for cashing checks or to circumvent the normal purchasing procedures.

1. All authorized persons will present for payment to the Business Office Manager/cashier, a purchase request and a receipt. The department head must authorize this purchase request. In the event a petty cash advance is needed, in order to make a purchase, the receipt, once obtained, and any change must be given to the cashier within three days. When a petty cash advance is given and the receipt is not submitted to the cashier, the person receiving the advance must reimburse the total amount of the advance.

PROCEDURES:

- The requester fills out the petty cash voucher.
- The cashier attaches the purchase request to the receipt and distributes the cash to the recipient.
- The Business Office Manager/cashier and recipient must sign the petty cash voucher.
- The cashier will post each transaction into the petty cash log.
- When the petty cash is depleted, the cashier will reconcile the petty cash fund by submitting the petty cash vouchers, back up and the petty cash log to the accounts payable clerk for payment in order to rebuild the fund.
- The accounts payable clerk will review the above documentation for proper coding, authorization and process the replenishment.

**SHORTER COLLEGE
PETTY CASH VOUCHER**

DATE: _____

NUMBER: _____

PAYEE: _____

AMOUNT: _____

PURPOSE:

Authorized _____

Cashier: _____

PURCHASING POLICY

POLICY: It is the policy of Shorter College to purchase material, supplies and contract services from the lowest bidder. Each operating and support department has the responsibility and authority to determine its need.

PROCEDURES (For Transactions greater than \$1,000):

- Secure at least three bids in writing. (Working with the purchasing agent).
- Compare vender products for quality.
- Notify the area of purchase change of vendor if it occurs.
- Submit request to department head/or (approval person) for approval of purchase. (By getting his/her signature).
- Submit purchase order to purchasing agent to secure purchase order number.
- The requester may then place an order with the selected vendor.
- In instances where time is of the essence, waiver of this policy may be made by the Chief Fiscal Officer.

Please note: Only the President may authorize the approval of purchase that exceeds available budget funds.

PAYROLL POLICY

POLICY:

It is the policy of Shorter College that all employees will be paid according to their contract.

PROCEDURES:

In order to carry out this policy, the Business Office will make sure of the following:

- Each individual's contract states the terms by which he/she will be paid. Full-time salaried employees will be paid on the 15th and 30th of each month.
- Wage employees will be paid every two weeks according to the schedule established by the Business Office. Time for wage employees must be supported by time sheets, which should be turned in to the Business Office along with proper signatures.
- W-2 forms are prepared for each employee by January 31st each year.
- New employees are hired to fill budget positions upon approval of the President.

**SHORTER COLLEGE
PAYROLL SHEET
TIME REPORT**

Date: _____

Department: _____

Employee Name	Status	Rate of Pay	Regular Hours	Sick Hours	Vacation Hours

Status: Indicate part-time or full-time
Note: If salaried, indicate salary in the "rate" column

Department Head: _____

President: _____

**SHORTER COLLEGE
PAYROLL SHEET
TIME REPORT**

Date: _____

Department: _____

Employee Name	Status	Rate of Pay	Regular Hours	Sick Hours	Vacation Hours
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Status: Indicate part-time or full-time
Note: If salaried, indicate salary in the “rate” column

Department Head: _____

President: _____

SHORTER COLLEGE PAYROLL SHEET TIME REPORT

Date: _____

Department: _____

Employee Name	Status	Rate of Pay	Regular Hours	Sick	Vacation

Status: Indicate part-time or full-time
Note: If salaried, indicate salary in the "rate" column

Department Head: _____

President: _____

Shorter College
 604 Locust Street
 North Little Rock, Arkansas 72114

Employee Name _____ Social Security# _____

Title _____

Month _____ 20 _____

TIME SHEET

SUN	MON	TUES	WED	THURS	FRI	SAT	TYPE OF LEAVE			TOTAL		DATE WEEK END
							Sick other	Annual	Personal			
												WEEK 1
												WEEK 2
												WEEK 3
												WEEK 4
												WEEK 5
										TOTAL HOURS		

I hereby certify that the above time is a true statement of the hours worked by this employee.

Employee Signature _____ Date _____

Supervisor's Signature _____ Date _____

Shorter College
 604 Locust Street
 North Little Rock, Arkansas 72114

Employee Name _____ Social Security# _____

Title _____

Month _____ 20____

TIME SHEET

SUN	MON	TUES	WED	THURS	FRI	SAT	TYPE OF LEAVE			TOTAL
							Sick	Annual	Personal other	
TOTAL HOURS										

I hereby certify that the above time is a true statement of the hours worked by this employee.

Employee Signature _____ Date _____

Supervisor's Signature _____ Date _____

BUDGET POLICY

PURPOSE: To establish policies and procedures for the operating budget of Shorter College

The operating budget includes all revenues and expenditures. The budget classifications for revenues are: (1) tuition and fees; (2) Federal grants, and contracts; (3) State grants and contracts; (4) private gifts, grants, and contracts; (5) endowment income; (6) other sources.

The budget classification for expenditures are: (1) instruction; (2) research; (3) public service; (4) academic support; (5) student services; (6) institutional support; (7) plant maintenance; (8) scholarships and fellowships; (9) mandatory and non-mandatory transfer; and (10) auxiliary enterprises.

SCOPE: This policy applies to all college personnel.

POLICY:

- The college budgetary system is used to insure the optimum allocation of resources to the academic program, while simultaneously insuring adequate support services.
- The Board of Trustees has the ultimate responsibility for approval of the budget.
- The annual operating budget is prepared for each fiscal year (July 1st – June 30th). The budget is a financial plan of operation, expressed in dollars for the fiscal year.
- Expenditures are not to exceed allocations without approval revisions by the President and the Director of Fiscal Affairs.
- The President of the College, with the assistance of the Administrative Council, which consist of the Director of Fiscal Affairs, Dean of Academic Affairs, Vice-President of Institutional Advancement and Dean of Student Affairs, settles disputes between one segment of the college and another when differences arise and reviews budget variance reports.

BUDGET PREPARATION AND PROCESS

- The Director of Fiscal Affairs, or Business Office Manager and any administrators needed, estimate the anticipated revenues from tuition, fees, auxiliary enterprises, Federal, State and appropriations, sponsored programs, unrestricted grants, contracts, gifts, and investments.
- The Director of Fiscal Affairs, with the assistance of the Administrative Council, establishes expenditure guidelines, if any.
- Budget Request Forms and instructions (timetable) will be sent to the President, Academic Dean, and the Dean of Students by the Director of Fiscal Affairs' office.
- The above administrators will distribute the Budget Request Forms to the Divisional Heads, Department Heads, or Program Coordinators.
- Department Chairpersons and Program Coordinators will prepare individual budget requests with input from faculty and/or staff members.
- Budget requests will be returned to area Deans.
- The Deans will review individual Department and Program budgets.
- Department or Program budgets disapproved; the area Deans will confer with Department Chairpersons and/or Program Coordinators to revise the budget.
- Upon approval of the budget by the area Deans, budget requests will be forwarded to the Director of Fiscal Affairs.
- The Director of Fiscal Affairs, with the assistance of the Business Office Manager, will consolidate Department and Program budgets into the college's budget.
- The Director of Fiscal Affairs will then forward the college's budget to the President for review.

- The President and the Director of Fiscal Affairs will analyze the college's budget.
- The President and the Administrative Council will review the college's budget.
- If the budget is rejected, the budget will be returned to the Director of Fiscal Affairs for revisions based on recommendations of the President.
- The approved budget is forwarded to the Finance Committee of the Board of Trustees.
- The Finance Committee reviews the budget.
- If the budget is rejected, it is returned to the President and the Director of Fiscal Affairs for revisions.
- The approved budget is forwarded to the Board of Trustees for review and official approval.
- The approved budget is then forwarded to the President, Academic Dean, and Vice President of Institutional Advancement by June 1st of the next year.

BUDGETARY CONTROL AND ALLOTMENT

- The college must not expend its projected revenues before the fiscal year ends (June 30); therefore, each Department or activity is allowed only one half (1/2) of its budget the first semester, and the other half (1/2) the second semester. This action will limit expenditures to half of the budget in the given time frame.
- If the amount of the request plus cumulative prior expenditures does not exceed the budget line item balance, the requisition is then forwarded to the Accounting Department.
- If the amount of the request exceeds the budget line item balance, the Department Head is informed. Adjustments to other line items might be possible with the approval of the Department Head. If adjustments cannot be made, or the Department Head does not approve the adjustments, the requisition is disapproved.
- As soon as possible after the end of the month reports are sent to each Department Chairperson or Program Coordinator showing the current month's expenditures, year to date expenditures, annual budget, and the budget balance.

BUDGET REVISION:

Budget revisions are used to transfer funds within a department. This action requires the approval of the President, the Deans and the Director of Fiscal Affairs.

There are four methods of effecting budget revisions:

- Increasing both revenue estimates and departmental allocations;
- Decreasing revenue estimates and department allocations;
- Increasing one allocation and decreasing another;
- Transferring credits from the unallocated budget balance account to a departmental budget (contingency).

**SHORTER COLLEGE
BUDGET REQUEST FORM**

Fall 2010-Spring 2010

Salaries: _____

FICA: _____

Insurance: _____

Office Supplies (Postage): _____

Education Supplies: _____

Equipment/Repairs: _____

Telephone: _____

Memberships: _____

Travel: _____

Other Expenses: _____

- Please leave the first three (3) lines of the budget request form blank.
- List each name of your department members.

**Request for
Budget Revision**

Date: _____

Submitted by: _____

Budget Account/No. _____

Summarize reason for both increases and decreases in each line item. _____

Indicate the amount to be transferred between the line using whole dollars.

<u>Line Item</u>	<u>Beginning Balance</u>	<u>Debit (+)</u>	<u>Credit (-)</u>	<u>Ending Balance</u>
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
Total	\$ _____	\$ _____	\$ _____	\$ _____

Approved: Dean/Director _____
 President _____
 Director of Fiscal Affairs _____

BOOK POLICY

POLICY:

It is the policy of Shorter College to help provide the purchase of textbooks for all courses taught at Shorter College and that the textbooks are made available to all students and instructors.

PROCEDURES:

- Obtain a textbook requisition list form from the Academic Dean.
- Submit a Completed requisition list to the Business Office Manager business office. The business office Business Office Manager will purchase books based on the list provided by the Academic Dean. Every effort will be made to maintain sufficient quantities of books for each subject based on the courses taught and enrollment numbers provided by the Academic Dean.

INSTRUCTIONS:

The textbook requisition must be prepared when ordering books for courses at the college.

- a. Indicate the specific period for which these books are required.
- b. State name of Department.
- c. State names of Instructors for who books are intended. Give home and office phone numbers.
- d. Secure signature of approving Department Head.
- e. Secure signature of the Academic Dean.

MAIL DISBURSEMENT POLICY:

It is the policy of Shorter College to disburse all off campus mail once per day and campus mail twice per day.

PROCEDURES:

- The mail will be distributed by 12:00 noon to students.
- The mail disbursement hours are from 8:30a.m. – 12:00 noon.
- Campus mail will be distributed after 1:00 p.m. and 4:30 p.m.
- All local mail should be addressed with the person's full name and department and placed in his/her mail slot located in the **President's office**.

TRAVEL AND PURCHASE REIMBURSEMENT POLICY

A Shorter College employee who desires to purchase goods or services or travel on behalf of the college is generally required to complete and submit to his/her supervisor/department head, a request to purchase and or travel request form within 14 business days before purchasing goods or services or traveling.

An individual who travels or purchased goods and services with his or her personal funds on behalf of Shorter College shall be reimbursed in full with the proper receipts or documents. The purchaser, however, is required to complete and submit a valid purchase and or travel request. Please be mindful that reimbursements to the traveler and or purchaser may take up to 10 to 15 days before reimbursement is made.

TRAVEL POLICY:

Travel on College Business is the responsibility of the traveler, his/her immediate Supervisor, and the approving authority to assure that all travel charged to the college is for the college's benefit.

PROCEDURES:

Because of insurance requirements, as well as fiduciary responsibility, all expenditures for travel must originate with a travel request form that has been properly filled out. Once the form has been completed, there are several steps involved in assuring that the proper approval has been given:

- Have the completed form signed by the immediate (Supervisor) Department Head.
- Have the completed form signed by the division head (if different than department head/supervisor).
- The request for travel will be reviewed by the respective parties for the processing of checks.

TRAVEL ALLOWANCES:

The meal allowance for employees is **\$30.00 per day**.

The college will reimburse the standard amount for lodging stated in the conference announcement.

Reimbursement for ground transportation (taxi, limousines, buses, etc.) will not be paid without a receipt.

An actual expense form/report must be completed by all requestor.

REIMBURSEMENT FOR CAR RENTAL:

No reimbursement for car rental will be made without prior approval.

SHORTER COLLEGE TRANSPORTATION POLICY

Use of College Vehicles by Facilities Personnel

This policy is issued to establish procedures to be followed by Facilities personnel when utilizing College vehicles.

A. College vehicles are to be driven only by “pre-qualified” Shorter College employees. Pre-qualification procedures includes but is not limited to submission of a valid driver’s license along with a thorough background check to Ms. Phyllis Johnson before use of vehicles is permitted. Each employee driving a College vehicle must be added to College’s insurance policy as a “Driver” prior to vehicle usage. Anyone who operates a College vehicle must have a valid driver’s license with them while operating a vehicle at all times.

B. Routine maintenance of all vehicles will be handled by Physical Plant employees. While in your possession, you are required to check vehicles for safety, road-worthiness, and fuel levels on a daily basis. Report a problem immediately if a vehicle needs repair.

C. Every attempt will be made to maintain adequate fuel levels and in College vehicles and proper maintenance at all times. If you discover a vehicle with fuel levels lower than one quarter tank, please report matter to the Physical plant manager.

D. You are required to abide by the following rules for proper operation of a College vehicle:

1. Operate vehicle at or below posted campus and public speed limits and at speeds appropriate for road conditions.
2. Operate vehicles in a safe and responsible manner.
3. Drivers and passengers are required to wear a seat belt in a moving vehicle if available.
4. All doors must be shut and secure when a vehicle is moving.
5. Cars and trucks are generally not permitted to be driven on campus sidewalks. Golf carts and Gators may be used on sidewalks, but right of way must be given to pedestrian and bicycle traffic.
6. Vehicles should be parked in a manner that does not obstruct traffic or building access.
7. Smoking is not permitted in College vehicles.

II. Vehicle Use

A. College vehicles shall be used for College related purposes. Use of vehicles for strictly personal purposes or errands is not permitted. Vehicles may be used to attend classes, training, seminars, or activities that are sanctioned by the College.

B. When leaving a vehicle unattended, remove ignition keys and close doors.

C. All vehicles should be secured and locked after daily operation.

D. Vehicle keys should be returned to the key cabinet or proper location daily at end of use.

III. Damage to the College Vehicle

- A. Notify your supervisor of any damage sustained to a College vehicle as soon as possible.
- B. Any damage to a college vehicle will need to be documented on an Incident Report Form.
- C. If the accident/incident occurred on a City street, notify the appropriate Police Department.

IV. Request for use

- A. Request for a College vehicle should be made at least one week prior to the event. This request should be made through your Supervisor.
- B. If advanced funds are needed for transportation cost such as fuel, this request should also be made at the time vehicle is requested.

NOTE: All authorized employees must comply with the Drug Free Workplace Policy.

SHORTER COLLEGE REQUEST FOR TRAVEL FORM

Shorter College Business Office

604 Locust Street | North Little Rock, AR 72114 | (501) 374-6305 Fax: (501) 374-9333

Date:		Division/Department	
Name and/or Group		Number in Group	
Name of Conference		Place of Conference	
Departure Date		Return Duty Date	

Estimated Expenses:

Form of Travel:	<input type="checkbox"/> Air <input type="checkbox"/> Personal Automobile <input type="checkbox"/> College Van <input type="checkbox"/> Chartered Bus <input type="checkbox"/> Rental Car		
Airfare (if applicable)	\$		
Rental Car (if applicable)	\$		
Registration Fee	\$		
Hotel/Lodging Fee	\$		
Meals	\$		
Other (Specify)	\$		
Mileage Expense <i>(for personal vehicles only) GSA mileage rate should be used</i>	\$	Total Miles: _____	
Total Expenses	\$		

Requestor's Signature: _____ Date: _____

Direct Supervisor's Signature:	Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <i>Please provide a reason for denial:</i>	

Division Head Supervisor's Signature:	Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <i>Please provide a reason for denial:</i>	

Once approved by the following parties above, please submit the requisition to the business office.

Request Received By:	Date:
-----------------------------	--------------

Vice-President's Signature:	Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <i>Please provide a reason for denial:</i>	

Chief Financial Officer's Signature:	Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <i>Please provide a reason for denial:</i>	

President's Signature:	Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <i>Please provide a reason for denial:</i>	

Check Number:	Check Amount:	Date:	Initials:
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SHORTER COLLEGE EXPENSE (ACTUAL) FORM

Shorter College Business Office

604 Locust Street | North Little Rock, AR 72114 | (501) 374-6305 Fax: (501) 374-9333

Name:		Date	
Meeting Attended (Given Location)		Dates Attended	From _____ to _____

Actual Expenses	
Mileage _____ miles @ _____ Per mile <i>(if your personal vehicle was used)</i>	\$ _____
Plane, bus fare, rental car, etc. (attach receipts in this report)	\$ _____
Registration Fee (attach receipts to this report)	\$ _____
Taxi and/limousine	\$ _____
Hotel (attach receipts to this report)	\$ _____
Meals for Travel (indicate number)	\$ _____
Other travel expenses—Explain	\$ _____
Other Expenses (supplies, etc.)	\$ _____

Speedometer Reading for College Vehicles Only:		
Upon Leaving:	Upon Return:	Total Miles:

Signature: _____
I certify that the above expenses were incurred in the performance of Official College Business

Do Not Write Below This Line

Advanced Received \$ _____

Actual Expense \$ _____

Difference \$ _____

*Refund \$ _____

*Pay to Employee \$ _____

Requisition Process and Procedures

The business office handles the approval of requisitions and the preparation and processing of purchase orders and all checks. The requisitions are to be completed by the issuing department including suggested vendor prices. The request must obtain three quotes for purchases of items (when applicable).

1. Complete the requisition form, accurately and thoroughly. Submit your requisitions at least 14 days prior to purchasing.
2. The requestor should receive the requisite signatures from their direct supervisor and division supervisor. If the requisition is denied, the requestor must be informed of denial.
3. Upon all signatures and approvals, the requestor must submit the requisition to the business office for review and approval.
4. All requisitions should be submitted to the business office by Friday each week for timely review and administration approval.
5. The review process and check distribution processes are as follows:
 - A. On Mondays, all submitted requisitions to the business office are compiled for review.
 - B. On Tuesdays, requisitions are reviewed by administration.
 - C. If the requisition is approved, the business office will process the requisition and prepare to disburse funds no later than Friday.
6. Receipts of all items purchased should be submitted to the business office with a complete actual expense report.

SHORTER COLLEGE REQUISITION FORM

Shorter College Business Office

604 Locust Street | North Little Rock, AR 72114 | (501) 374-6305 Fax: (501) 374-9333

Please follow and review the requisition process as outlined on the back

Requestor's Name		Requestor's Department/Division	Date:
-------------------------	--	--	--------------

Purchase Order Date		Payee's Name:	
GL Account Number		Payee's Phone Number	
Due Date		Payee's Address	
Total Amount to be Paid			

Purpose:	Item & Description	Total Qty	Total Cost

Requestor's Signature: _____ **Total Amount:** _____

Direct Supervisor's Signature:	Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <i>Please provide a reason for denial:</i>	

Division Head Supervisor's Signature:	Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <i>Please provide a reason for denial:</i>	

Once approved by the following parties above, please submit the requisition to the business office.

For Business Office Use Only

Requisition Received By:	Date:
---------------------------------	--------------

Vice-President's Signature:	Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <i>Please provide a reason for denial:</i>	

Chief Financial Officer's Signature:	Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <i>Please provide a reason for denial:</i>	

President's Signature:	Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <i>Please provide a reason for denial:</i>	

Check Number:	Check Amount:	Date:	Initials:
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TRANSPORTATION POLICY

POLICY:

It is the policy of Shorter College that all requests for vehicles are made to the Director of the Physical Plant at least 48 hours prior to departure.

PROCEDURE:

The person requesting college vehicles must have a valid driver's license. The college vehicle should not be given to any one once they have been assigned to an employee.

POLICY:

It is the policy of Shorter College that no alcoholic beverages should be carried in college vehicles at any time.

PROCEDURE:

The Director of Fiscal Affairs and Director of the Physical Plant informs all drivers that Shorter College does not permit the use of Alcoholic Beverages in college vehicles at any time.

POLICY:

It is the policy of Shorter College that no responsibility for traffic violations incurred by a driver will be assumed.

PROCEDURE:

Shorter College will not assume any responsibility for traffic violations incurred by a driver in the college vehicle. It is expected that all employees will drive within the speed limit at all times.

Use of Personal Vehicle

The rate for any employee using their private vehicle for official travel will be \$.56 per Mile or current rate posted by the Internal Revenue Service, whichever is lower. No employee will be paid for gas & mileage.

The following expenses are not authorized for reimbursement:

**Personal Expenses
Travel Insurance**

**Entertainment Expenses
Alcohol Beverages**

TRAVEL RECEIPTS

Receipts for travel must be in the original form. A receipt printed on an adding machine or calculator tape must be stamped, dated, and signed by the vendor.

TRAVEL REPORT/RECEIPTS:

All receipts and documentation of payment for advance travel expenses must be submitted within ten(10) working days after the date of return.

No cash advance will be made to any individual, group, or department with incomplete travel expense documentation or outstanding travel reports.

**SHORTER COLLEGE
VEHICLE REQUISITION**

Date Requesting: _____ Today's Date: _____

Charge To: _____

Type and Quantity of Vehicle: Bus _____ Car _____ Van _____

Number of People Traveling: _____

Destination From: _____ To: _____

Departing Date: _____ Return Date: _____

Vehicle (s) will be driven by, Name (s): _____

Department Head: _____

Appropriate Dean: _____

Director of Fiscal Affairs: _____

If Students are traveling, a listing must be submitted for Insurance purposes.

JOB DESCRIPTIONS

DIRECTOR OF FISCAL AFFAIRS

ORGANIZATIONAL RELATIONSHIP:

The Director of Fiscal Affairs reports to the President of the college.

AREAS OF RESPONSIBILITIES:

- Accounting and reporting Purchasing
- Personnel
- Internal Auditing

The Director of Fiscal Affairs is responsible for the planning and the operation of all business and financial functions of the college. His/her responsibilities entail adequate planning, organizational features, implementation, and control. The Director of Fiscal Affairs recommends policies and procedures, which are necessary to provide controls to ensure the following:

- Accuracy of accounting date.
- Provision of data to aid in planning.
- Prevention of errors, waste and malfeasance
- Compliance with prescribed college policies and procedures.
- Compliance with budgeting and other features of the college business procedures.

SPECIFIC DUTIES:

- Coordinate and direct the efforts of all business office personnel.
- Maintain liaison with all department heads and directors of funded programs where funds are involved.
- Receive reports from fiscal area directors and hold meetings weekly or as necessary for planning, organization, operating and controlling the feature of the fiscal operations.
- Review internal audits and audit cash receipts.
- Receive copy of cash receipts/disbursements reports weekly.
- Make a comparison of actual cash with cash projections.
- Check and approve travel requisition forms.
- Check budget balance.
- Review cash disbursement.
- Report to President the cash position, outstanding payables, personnel problems, financial and aid status.
- Review insurance features
- See that timely reports are made to Federal, State, and Local Governments and other funding agencies.
- Make necessary financial reports to President for the Board of Trustees.
- Other duties assigned by the President.

BUSINESS OFFICE MANAGER

ORGANIZATIONAL RELATIONSHIP:

The Business Office Manager Business Office Manager reports to the Director of Fiscal Affairs.

Area of Responsibilities:

Accounting

- Maintain accounting record of all student accounts receivable and other receivables.
- Maintain accounting records for accounts payable, process invoices received, and post payment to accounts.
- Approve all disbursements (cash, checks, and petty cash) and maintain accounting records of disbursements.
- Supervise account coding of all receipts and disbursements.
- Maintain internal accounting control systems in accordance with generally acceptable accounting principles.
- Insure that all internal auditing activities are properly directed and coordinated with other functions of the accounting department and with the independent auditors.

Student Accounts:

Reconcile student accounts subsidiary ledger to general ledger.

Budgetary:

Review and approve all purchase requisitions certifying the availability of funds.

Cash Management:

- Insure that all cash is deposited promptly and accurately.
- Control all petty cash funds.
- Reconcile bank statements.

Reports:

- Prepare monthly budget variance reports
- Prepare monthly financial reports
- Supervise preparation of all Federal and State withholding taxes and sales taxes and insure reports are timely returned to their respective place. Currently outsourced
- Prepare all financial reports pertaining to Federal, State, and other agencies.

BUSINESS OFFICE MANAGER BUSINESS OFFICE MANAGER/CASHIER

ORGANIZATIONAL RELATIONSHIP

The Business Office Manager Business Office Manager/Cashier reports directly to the Director of Fiscal Affairs.

AUTHORITY:

Within the limits of authorized policies, procedures and regulations, the Business Office Manager business office manager/cashier has commensurate authority to perform and be held accountable for the responsibilities assigned herein.

AREAS OF RESPONSIBILITIES:

CASH DUTIES

Maintain records of all monies received into the college.

- Receives all monies and issue receipts (daily).
- Prepares bank deposits.
- Prepares daily cash receipt reports.
- Prepares and issues Mid-term and Final examination permits.
- Perform other duties as assigned

Payroll Functions: Currently Outsourced

- Prepares tax form 941 (Quarterly)
 - Keep an update on all employees earning records
 - Summarize payroll expenditures by departments
- Maintain a payroll worksheet

ACCOUNTS PAYABLE CLERK

Organizational Relationship:

The Accounts Payable Clerk reports to the Director of Fiscal Affairs.

Areas of Responsibilities:

- Verify accuracy of invoices.
- Compare invoice quantities and cost with purchase order and receiving report(s)
Report deviations to the Director of Fiscal Affairs.
- Reconcile vendor statements and follow up on missing invoices or credit memorandum.
- Follow up on receiving reports.
- Prepare accounts payable vouchers, attaching supporting documentation.
- Code all vouchers.
- Follow up on status of open purchase orders.
- Verify accuracy of travel reports.
- Prepare checks based on supporting documentation.
- Prepare daily cash disbursement report.
- Maintain paid invoices files.
- Maintain open purchase order files.
- Maintain unpaid invoice files.
- Other duties as assigned.

PERSONNEL FUNCTIONS

Organizational Relationship:

The Personnel functions are provided by the Office of the President.

Areas of Responsibilities:

The Personnel functions are to coordinate and administer all employment activities including recruitment, training, programs, and employee relations.

Specific Duties:

Recruitment and selection including:

- Preparing personnel requisition.
- Preparing position descriptions.
- Preparing vacancy announcements.
- Identifying appropriate recruitment sources.
- Establishing job-related qualifications and testing.
- Conducting reference checks.
- Pre-employment interviews.
- Providing technical assistance to hiring departments.

Training and Development including:

- Orientation for new employees,
- In-service personal and professional learning experiences
- Employee's education incentive programs.
- To acquaint the new employees with benefit and services.

Employee Relations – includes developing a clear personnel policy and procedure handbook. This includes from hiring to dismissal.

Insurance:

- Oversee the insurance, retirement, and annuity enrollment of employees.
- Perform other duties as assigned.

PURCHASING FUNCTIONS

Organizational Relationship:

The purchasing functions are provided by the Director of Fiscal Affairs

Areas of Responsibilities:

- Purchase materials, supplies and equipment, and repair services needed for the college.
- Expedite all purchases to make certain that materials, supplies and equipment are received in time to meet the requirements of the institution,
- Develop and maintain adequate records and files of requisitions, purchase orders, vendors, catalogues, product information, and prices.
- Prepare with the cooperation of using departments, specifications of quality, quantity, and delivery schedules for items to be purchased.
- Ensure that purchase orders and contracts contain all necessary conditions, such as warranties, shipping instructions, billing instructions, F.O.B Point, compliance with governmental regulations, and delivery date.
- Conduct surveys as needed to determine the requirement of the institution for supplies, services and equipment.
- Arrange for disposal of obsolete equipment.
- Follow up on undelivered purchase orders-after scheduled delivery date.
- Process claims and secures adjustments if necessary in the case of an unsatisfactory shipment or receipt of goods damaged in transit.
- Interview salesman personally and when necessary put them in touch with the department head using the product or services.

SHORTER COLLEGE ACCOUNT CODES

111-Education	621- Institutional Support (General)
112- Health & Safety	651- Title III
113- Fine Arts, English, Language	652- SISCO
131- Biology	653- CDC
132- Math Department	654-
133- Business & Economics	711- Plant Operations
135- Computer Science	712- Security
141- Social Science	811- Scholarships
142- Summer School	911- Dining Hall
411- Academic Services	912- Residence Hall
412- Library	913- Student Union
414- Registrar & Admission	914- Post Office
511- Student Services	915- Bookstore
513- Student Health Services	
514- Religious & Cultural	
521- Athletic Department	
523- Student Activities	
601- Personnel Coordination	
611- President's Office	
612- Business Office	
613- Financial Aid Office	
614- Alumni Relations	
615- Church & College Relations	
619- Administrative Services	

Shorter College
604 Locust Street
North Little Rock, AR 72114

Staff Roster update - _____

It is the responsibility of each staff person to notify the college of any changes in Name, Address, or telephone Number. Please take this time to give us your current information.

Name: _____

Address: _____

Telephone# _____

Emergency Contact: _____

Shorter College
604 Locust Street
North Little Rock, AR 72114

Staff Roster update - _____

It is the responsibility of each staff person to notify the college of any changes in Name, Address, or telephone Number. Please take this time to give us your current information.

Name: _____

Address: _____

Telephone# _____

Emergency Contact: _____

WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT

SHORTER COLLEGE

Participant's Name:

School Site:

Name of Class or Activity:

Waiver: In consideration of being permitted to participate in any way in _

(Description of Activity &
Dates)

Hereinafter called the "Activity", I, for myself, my heirs, personal representatives or assigns, **do hereby release, waive, discharge, and covenant not to sue** the [Shorter College], its officers, employees, and agents from liability **from any and all claims including the negligence of the [Shorter College], its officers, employees and agents**, resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in the Activity.

Assumption of Risks: Participation in the Activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from 1) minor injuries such as scratches, bruises, and sprains 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions to 3) catastrophic injuries including paralysis and death.

Indemnification and Hold Harmless: I also agree to INDEMNIFY AND HOLD [Shorter College] HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement in the Activity and to reimburse them for any such expenses incurred.

Severability: The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of Arkansas.

Acknowledgment of Understanding: I have read all previous paragraphs, including the waiver of liability, assumption of risk, and indemnity agreement, know, fully understand its terms, acknowledge these and other risks that are inherent to the Activity, and **understand that I am giving up substantial rights, including my right to sue.** I acknowledge my participation is voluntary, that I knowingly assume all such risks, and that I am signing the agreement freely and voluntarily, and **intend by my signature to be a complete and unconditional release of all liability** to the extent allowed by law.

I acknowledge that I am of legal age (an adult) and fully and completely understand the potential risks that may be associated with this Activity and that my participation is strictly voluntary.

Name of Participant (Printed)

Date

Signature of Participant
Date

Name of Participant's Parent/Guardian (Printed)

Date

Signature of Participant's Parent/Guardian
Date

Required for participants under 18 years of age.