**BAR MEETING**

**Bates Technical College**

**October 24, 2019**

**Thursday, October 24, 2019**

**Welcome & Logistics**

Welcome from Jennifer Hoviland, Bates, and Lisa Wolcott, BAR Chair.

**General Session – Fund 060**

Cheryl Bivens & Wayne Doty, SBCTC Capital

Power Point Presentation Provided

The Building Fee account is negative. SBCTC has been researching how this happened and providing solutions on how to keep this from happening in the future.

Colleges collect Building Fees as part of tuition and fees. Fees collected are to be deposited within 35 days of the start of each quarter, per RCW28B.50.360 and FAM Manual.

SBCTC can now monitor the building fund deposits by reviewing our treasury revenues compared to our deposits.

Proposed solution – use college code, AYQ for revenue and Month in document number. Month not needed for quarterly deposits.

SBCTC’s example:

ctcLink digit code by College is a 2 digit code.

As an Example, for Bates, B902 Fall Quarter, 04 October

Monthly Deposit = BAB90204

For Quarterly Deposit = BAB902

Best Practice – send the Building Fee revenues monthly instead of only quarterly.

Send VPA, Innovative and Building Fee documents separately to the State Treasurer. Do not net.

They are going to send out a vote on the naming convention and then we will vote and agree to the new naming convention on our documents to OST.

**General Session – SBCTC Update – Accounting & Reporting Update**

Provided by Truc Le since John Ginther is busy with ctclink Go Live.

Year-End Closing Recap:

* Make sure you clear opening entry differences
* Due To Due From with other state agencies
* Department of Early Learning (DEL) #357 is now Department of Children Youth and Family (DCYF) #307.
* Make sure you are using your agency code (6xx) for your document #s on A7 and A8 forms when submitting them to State Treasurer. Otherwise, Truc has difficulty identifying them on her month-end In Process Reconciliation form.
* Request funds from Treasurer as soon as possible and this needs to be on time. Clear these as soon as possible if there are differences on Truc’s Monthly Error Reports.
* Don’t forget to do ALL Disclosure forms – state, federal and internal control disclosures.
* SMART is a good tool to monitor your accounting records and test out adjusting entries.

**General Session – Bankcard Services**

Mandy Kaplan, WA State Treasurer

They are going out for a Merchant Card Processor RFP currently. Their current contract with Bank of America ends July 2020. If we change off Bank of America Merchant Services, our PCI compliance changes. We would make that change/PCI Change together if they switch our Merchant Services vendor.

So, the way we take online credit card payments and use Cybersource, could be changing.

Mandy will be helping us through this change along the way.

If we stay the same, we will have the green light in the spring to continue working towards PCI as we have been.

If the contract changes to a new vendor, we will work with PCI at that time, but we can put that on hold for now until we know anything further.

They are going to align their RFP and coordinate that with the College’s RFP for credit card merchant service provider with Peoplesoft.

**BAR Business**

BAC Meeting Updates:

* Still trying to develop an idea around Professional Development and planning for retirements. BAC is struggling to figure out what that looks like. There is so many new VPs/BAC members that they need professional development themselves.
* Lots of conversations about ctcLink.
* Putting together a workgroup to develop a formula on how to distribute the new nursing money for salaries. They would take a recommendation to WACTC.
* BAR has been charged by BAC to put together a committee to do an RFP for a credit card processor for PeopleSoft. We need an integrated 3rd party credit card processor.

Karen Wikle, BAR Treasurer.

We currently are not collecting dues, and charge a fee for attendance so we are not spending our current balance and do not need additional funds.

The minutes from the prior meeting were approved.

There is no plan to have any BAR Training or BAR conferences this year because the members of the Training Committee are all busy implementing ctcLink.

Winter Meeting is January 30th and 31st. SBCTC was going to host, but they are too busy with ctcLink deployment, we need someone else to host. Bellevue agreed to host.

**General Session – Financial Statements**

Grace Jimenez, SBCTC

Reporting Changes for FY2019

* Minor changes to the template
* MD&A changes to the format that SAO wanted

NWCCU Update – accreditation

* New Standard adopted in August and Financial Statement external audit still exists and still 9 months after the close of fiscal year.

Grace sent out a Survey of what people wanted help with on Financial statements and what takes the most time

* Balancing the statements
* Pension/OPEB GASBs are taking up most of the Prep time.
* Grace is working on a To Do list, checklist, to make things more helpful

During the audit, if our auditors have questions about Pensions/OPEB reach out to Grace for help and she can hopefully help answer the questions.

What is Pension/OPEB:

* Statewide liabilities that we share with all other state agencies. WE have to report our share.
* The future cost of pensions and retiree healthcare.
* This entry does not get entered into FMS/ctcLink, which is why we have to calculate and roll forward balances.
* Valuation Date = The date the office of the State Actuarial Valuation of the plan. It is usually a year or two behind our actual date.
* Measurement date = the date the pension/OPEB liability and outflows/inflows are measured. It is the reporting date of the plan.
* Reporting date = our fiscal year end.

GASB 83 Asset Retirement Obligations – be able to show the auditors how we determined we don’t have this liability. Have this documentation available for an auditor. Assets that you have on hand, that when retired, will have a cost with the disposal. Xray machines, underground storage tanks, etc. Go through SAO checklist to make sure we don’t have anything.

GASB 87 – Leases

This will have a financial statement impact for all of us. Any leases that we have over 1 year. We have to think about it during the entire fiscal year, not just at year-end. As leases are entered into and made, we need to know. We have to be ready to go July 1, 2020. Every lease we have at that time, we need to be aware of.

* We will record this in FMS/ctcLink.
* Facilities Portfolio Management Tool (FPMT). OFM has an RFP out to update this to track leases.
* Accounting data/leases will now be required to be in FPMT. We will put in the lease amount, lease terms, etc. and it will put in the GASB information for us that we need for financial statements.

Common adjustments in Statement of Net Position:

COP adjustments – new COPs

Fair market value adjustment on investments

VPA adjustments

Donation of capital assets to fund 999

Gain/loss on disposal of capital assets in fund 999

Use of capital subobjects for non-capital expenditures

**Meeting adjourned/campus tour**