Fiscal Policy Task Force

Minutes 11-12-15

1. Members present - Vanasia Parks, UTC; and Missy Kitts, Ag; Jonee Lindstrom, Knoxville; Gail White, IPS; James Hodge, Mark Paganelli and Ron Maples UWA; and Laura Foltz, UTM. The UTC, UTM, HSC members joined by telephone. Melanie Burleson and Tim Fawver were absent.
2. The minutes from the last meeting were approved with no changes.
3. Policy Software – The HSC Policy Medical update from Melanie:

The next step is to train power users

1. Policies in the pipeline –

Policies in the pipeline for our committee

Records management – Nov 6 – We received several comments. Comments were forwarded to committee for consideration.

5. Policies in the pipeline for CBOs – and due dates for comments

Purchasing – Nov 30

Contracts – Nov 30

Reconciling ledgers – September 25 – Comments were received and were sent back to internal audit for consideration.

6. Policies Issued since last meeting

Cost transfer policy

      AP Policy

     Internal Transfers

     Sponsored projects – Salary policy

1. Other ideas

Who should be responsible for reconciling “S” ledgers, departments or the Foundation? Missy reported that a UT Foundation person came over to the Ag campus and presented Foundation Accounts 101. This still did not have the donor information. Ron will ask Michael Carter if that is possible.

Changes have been suggested for the subcontract monitoring policy.

The real property folks have the policy on Lease of Real Property.

Duplication of Instructional Materials is being reviewed by the attorneys.

Jonee had been asked why the entertainment policy did not require pre approval of over $1,000 expenses but the P card policy did require pre approval. The group discussed the merits. Mark will investigate and make a recommendation.

In our discussions of reconciling ledgers, the two payroll reports came up, the Check Register and the Payroll Distribution Report and if both were needed. Some thought that the payroll distribution report is no longer required as that information is now included on the monthly ledgers. Ron will check with Rob Chance.

1. The next meeting will be December 10, 2015 at 2:00 PM.