



## Financial Affairs Collaboration Team (FACT)

January 8, 2025

10AM-11AM

<https://csusb.zoom.us/j/86107502025>

### Minutes

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#### University Police Updates

- No updates.

#### Parking Services Updates

- No updates.

#### Facilities Updates

- Marisol Johnson
  - Announced that they are still monitoring wind conditions and reminded the team to check weather apps and stay cautious.

#### Accounting Updates

- Michelle Bulaon
  - Announced the completion of financial audits for all business units, with audited statements issued for ASI, SMSU, Philanthropic, and UEC.
  - Noted that two UEC components are pending: Children's Center audit (expected today or this week) and single audit for Sponsored Programs (expected this or next week).
  - Reported near-completion of NCAA reporting, due next week.
  - Shared progress on UBIT reporting, due in a couple of weeks.

#### Accounts Payable & Travel Updates

- Amber Schneck
  - Reminded everyone of the May 7, 2025, Real ID compliance deadline for boarding domestic flights and accessing federal facilities.
  - Announced a mileage reimbursement rate increase from .67 cents to .70 cents per mile for 2025, with the moving mileage rate unchanged at .21 cents per mile.
  - Highlighted the requirement to complete the Standard 261 form and defensive driver training when using privately owned vehicles for university business, with links provided in a campus email.



- Jay Wood
  - Clarified that the Standard 261 form is completed by the department and retained by the supervisor, not sent to the Travel department.
  - Emphasized that the form must be kept on file by the individual.

### **Procurement Updates**

- Jay Wood
  - Announced the release of an updated corporate card handbook, now available on the procurement website under the corporate card section.
  - Noted that the updated handbook, containing all new information, was posted at the beginning of the year.

### **Budget Updates**

- Homaira Masoud
  - Provided an update on the Governor's January budget, expected this week.
  - Shared that the revenue situation is better than projected, but further details cannot be shared until feedback is received from the CO.
  - Mentioned that budget projections will be shared with the group once more information is available.

### **ITS Updates**

- No Updates.

### **Student Financial Services Updates**

- Claudia Enriquez
  - Announced that the general ledger errors preventing month-end close were resolved in December.
  - Informed that financial aid is being posted for students today, and refunds are being issued, despite a glitch yesterday.
  - Claudia inquired about the process of reimbursing employees who travel to Ontario to pick up paychecks from the State Controller's office.
  - Amber confirmed that the employee can submit a mileage expense report in Concur to be reimbursed, without needing to submit a travel request.

### **Support Services Updates**

- Brandon Hernandez
  - Noted that departments sending packages or print jobs to PDC will be charged the postage via the 3-digit chargeback.
  - Emphasized the importance of considering cost savings when possible but clarified that departments will be charged for sending items to PDC.



- Sesar Morfin
  - Sesar clarified that in the past, PDC covered the cost of shipments sent to them, but now departments will be charged directly for most deliveries, except for general mail and keys, which PDC will continue to cover.
  - Emphasized that this change will take effect at the end of next week, and departments will see postage charges in their budgets for items sent to PDC.

### **Questions**

- Claudia asked if there was a place to find the 3-digit chargeback code.
  - Brandon clarified that there isn't a general ledger for it, but the code can be made available upon request.
- A question was raised about whether packages sent to PDC are considered regular mail.
  - Brandon clarified that charges for deliveries to PDC apply to most items, including regular mail and packages sent from the San Bernardino campus, with some exceptions.