

**Council of the University of Idaho Business Officers**  
**Summary Notes**  
**January 23, 2014**

**A2B Database, Carolyn Reader, Facilities Services**

It was brought to the attention of the Council that there has been trouble accessing the A2B database in various departments. This application is directly connected to the Banner system. Sometimes one part of the application will trip up the rest of the process. The Controller's office will send an email to the organization and the A2B consultant along with our ITS group, to determine which part may be incorrect. If you are experiencing problems, you can email [helpdesk@uidaho.edu](mailto:helpdesk@uidaho.edu) or [finaccess@uidaho.edu](mailto:finaccess@uidaho.edu). If it is impacting you, it may be impacting others as well. We may also look into working with Professional Development and Learning to provide training on the A2B Database as an additional resource.

**Gift Cards, Linda Keeney, Accounts Payable**

As of July 2013, the IRS considers the usage of gift cards the same as giving out cash. The IRS does not assign a diminimus amount. All gift cards/certificates create a taxable situation and must be worked through payroll. This becomes important regarding FICA.

The Moss Adams tax consultant, Tracy, has yet to get back on more specific requirements regarding this and other tax issues. We do not have a definitive policy to base gift card usage on but this is an issue each department should be aware of. As of now, when giving a gift card, be very thorough when documenting its use. Include the person receiving the gift card's name, employment status, V number, date of receipt, why they are receiving it, how they were chosen, the amount, the budget, the department, and any other valuable information. It is very important to include as much information so actions can be defended. This is as much to protect the accountability of the University as it is to protect the employee giving the gift card.

It is important to remember that according the FSH 3170:B-11 there are certain restrictions in place regarding an employee receiving a monetary gift (such as a gift card). Special gifts should only be given during special events. Brad White, the University's Internal Auditor, recommended keeping in mind the public perception of "gifting public funds" when it comes to non-students, non-employees, or employees receiving a monetary gift. The only way to avoid this tax issue is to give a specific item, (e.g. hats, magnets, etc.) as a prize. The gift is then restricted to a specific prize.

Going forward, a committee will be formed to create a policy on how gift cards can be used and distributed. The goal is not to stop giving out gift cards, but to processes their usage correctly to stay in compliance with IRS tax regulations. A new policy is planned to be in place sometime this year.

Hopefully a cheat sheet will be available to represent various scenarios to better direct the usage and distribution of gift cards depending on department's situations.

### **Department Updates**

#### **Accounts Payable, Linda Keeney**

##### **Purchasing Cards**

There will be a change coming on the Spend Analysis of pcards. They will be changing over to match the roll-up codes. You will need to assign the roll-up code and the person who is in charge of that roll-up.

The majority of the volume of pcard transactions is going through Travel. The travel program is working, but the University is looking at a separate travel program in Banner.

**Reminder:** There is just five (5) months left before fiscal year end. Please work to clean up your vendors, claims, purchases, etc. before June 30.

#### **Office of Sponsored Programs, Heather Nelson**

People that are co-PI's or PI's on grants, leave for more than three months, we are required to ask the sponsor for approval. Sometimes we don't hear about it until after the fact. We are trying to be more proactive by sending updates to the AAC's asking if they know anyone that may be leaving that semester or may be going on sabbatical. Suggestions are welcome for any improvements to keep those going on leave up to date.

#### **Budget Office, Jill Robertson**

Summer Session EPAF training is listed on the banner portal. Please have at least one person from your department attend if you plan to process summer session EPAFs.

Summer Session salary information for Faculty is updated on the Provost website.

<http://www.uidaho.edu/provost/policyguidelines/salaryinformation>

The Budget Office and Provost Office will be generating FY15 salary agreements for Faculty, Exempt, and Classified employees who are on an .00 suffix. The departments will need to generate FY15 salary letters for ALL employees on .01 suffixes. The updated forms are on the Provost website.

Permanent Changes will be due in April as always. If you would like Jill to come to your office to show you how to run reports on your permanent funding please email her at [jrobertson@uidaho.edu](mailto:jrobertson@uidaho.edu).

#### **Purchasing, Julia McIlroy and Doug Vandenboom**

Service agreements will become more automated much like travel. It is currently in Beta testing but hopes are to have training and usage ready by July 1, 2014. Service agreements will be more stringent,

agreeing to one lump sum as the project price. Service agreements should not include hourly wages, travel, etc. because it looks like the contractor is treated as an employee. Contractors can still invoice based on hourly rate, but there should be a project price of the estimated cost agreed to by both parties. A contractor's agreement should reflect who controls the work. The IRS could look at it as an employment contract.

Honorariums are a non-employee "thank you" that is not included in a contract. It is a non-negotiated gift.

#### **Student Accounts, Delora Shoop**

1098Ts documents will go out by Jan. 31, 2014. Amended documents could go out later, but the completed file will go to the IRS in March. The plan is to avoid an amended file to the IRS after that time.

#### **General Accounting, John Keatts**

No updates, but wanted to express gratitude for helping file the 990T Income Reporting.

#### **Internal Audit, Brad White**

In the next coming months there will be information shared regarding cash handling/cash receiving. The result will be a segregation of duties for areas with limited staff regarding accountability. Look for this topic at a future date.