Financial Reporting

Peggy Lensing – Controller
Andrew Bailey – Senior Accountant
Staff Meeting 4/23/14
Financial Statements

- Audited annually
- Many rely on the information
  - Board of Regents
  - Cabinet and Audit Committee
  - Bond trustees
  - Department of Education
  - Donors, foundations and granting agencies
Managing Budgets

- Budget Center Directors
  - Review information monthly
  - Verify transactions are valid
  - Verify amounts are accurate
  - Verify transactions are posted to the appropriate account
  - Review budget to actual
Accurate Reporting

- Transactions should be posted to the proper account number
  - Use the proper general ledger code regardless of where the funding is coming from
  - Use the proper code even if there is no budget
  - Request a budget transfer
  - FASB (Financial Accounting Standards Board) will soon require we show expenses by the functional area as well as by type
## Account Numbers

<table>
<thead>
<tr>
<th>Fund</th>
<th>Function</th>
<th>Department</th>
<th>Object Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations</td>
<td>Institutional Support</td>
<td>Financial Services</td>
<td>Supplies</td>
</tr>
</tbody>
</table>

| 10 - 201 | -51500 | -51111 |
The object code used should accurately reflect the nature of the expenditure.

- Travel $\equiv$ College vehicle charge
- Phone $\equiv$ Teleconference fee
- Supplies $\not\equiv$ Pizza for a meeting
Object Code Consistency

General rules of thumb
◦ Plane tickets are always travel
◦ Hotels and meals outside of Decorah should be travel
◦ Hotels and meals in Decorah should be meetings/events

Questions?
◦ Not every situation is the same, please call x1697 with questions or concerns
Object Code Unavailable?

- Appropriate object code not available when allocating credit card transactions online?
  - Please call Mary at x1534 to add it

- Appropriate object code not set up (not shown on my.Luther)?
  - Please call Andrew at x1697 to create it
Object Code Examples

- The following slides include examples of commonly used object codes.

- These lists are not all encompassing; please contact OFS if you think a different code would better meet your needs.
Supplies – 511xx

- 51111 = Departmental Supplies
- 51113 = Recognition Awards
- 51114 = Office Supplies
- 51116 = Equipment <$500
- 51121 = Educational Materials
Communications – 512xx

- 51211 = Telephone
- 51216 = Connectivity Fee
- 51221 = Printing/Copying
- 51231 = Postage
- 51241 = Advertising
- 51251 = Internet Access
Services/Events – 513xx

- 51311 = Professional Services
- 51331 = Meetings/Events
- 51333 = Speakers/Workshops
- 51334 = Room
- 51335 = Board
- 51341 = Dues & Memberships
- 51351 = Insurance
Travel – 514xx

- 51409 = Special Project Travel
- 51411 = Professional Development Travel
- 51421 = Departmental Travel
- 51422 = Administrative Travel
- 51431 = Student Travel
Property Expenses – 515xx

- 51512 = Electricity
- 51513 = Water
- 51514 = Gas/Heating Fuel
- 51515 = Cable Television
- 51522 = Rent
- 51524 = Refuse Removal
Repairs & Maintenance – 516xx

- 51601 = Repairs & Maintenance
- 51602 = Service Contracts
- 51611 = Vehicle Repairs & Maintenance
- 51612 = Gasoline
- 51621 = Grounds Maintenance
Equipment – 52xxx

- 52101 = Equipment > $5,000
- 52121 = Artwork > $5,000
- 52131 = Vehicles > $5,000
- 52141 = Musical Instruments > $5,000
- 52151 = Library Materials
- 52601 = Equipment > $500 & < $5,000
- 52616 = Software