Good day Savannah State!

The Division of Fiscal Affairs is presenting its Newsletter entitled “Fiscal Assistant.” The “Fiscal Assistant” is designed to provide information to the campus community to assist you in achieving an efficient and compliant processing of all business related transactions. We are gathering information from questions posed to the business offices and from observation of non-compliant document submissions. This data gathering process indicates to Fiscal Affairs that we have not provided you with enough information to get your transactions through the processes effectively to achieve your programmatic objectives. Therefore, at least three times a year, we will issue a Fiscal Assistant. We anticipate that you will receive, utilize and see the Fiscal Assistant as helpful in navigating the administrative processes. Our goal is to help you and to help Savannah State University be compliant with the many purchasing, travel, vendor payment, budget management, and reporting laws and regulations of the state and federal government. A high level of compliance benefits Savannah State in many ways. We move forward by demonstrating that we do all things at a high level of compliance. We look forward to the positive impact the Fiscal Assistant will have at Savannah State. Thanks for taking the time to read and use the “Fiscal Assistant.”

**Quick Tips**

- SIGN UP FOR TIGER SELF SERVICE! See Page 5.
- Be sure to include beginning and returning time, and origins and destinations on travel expense statements. Also, attach hotel receipts, rental car receipts, taxi receipts, copy of authority to travel form, and post-travel form (grants only), etc. . . to expense statement. The rule-of-thumb is it is better to provide more documentation than is necessary than not enough.
- Checks are distributed from 8:30 am to 4:30 pm from Fiscal Affairs Help Desk.

**Just News**

- The federal deadline for employees to receive their W2’s is January 31, 2007. An email will be sent to the campus community when the W2’s are ready for pick-up.
- This is the last year W2’s will be printed for distribution. Beginning in 2009, W2’s will be available on-line through Tiger Self-Service.
- SSU P-Card Audit 1/14/2008.
- Job Openings: Comptroller, Payroll Support Analyst, & Senior Accountant.
General Information

All document submissions to Fiscal Affairs comes through our Front Desk/Help Desk. To assist in the proper and efficient routing of documentation please be sure to adhere to the following:

1. Obtain all required signatures prior to submission to our office.
2. Please indicate whether your requisition submission is “check” or “purchase” at the top right of the requisition.
3. Completely fill-in all fields on the business form — i.e. amount, account to be charged, speedtype, description, justification, federal ID number, etc...
4. Specifically, on travel authorizations, please indicate your mode of transportation — i.e. by plane, by car, by rental, etc...
5. Note: Per Board of Regents Auditor’s incomplete business documents, specifically those missing the amount, can not be processed by our office nor filled in by our personnel.

Payroll

- All human resource documentation should be completed prior to submission for payroll processing.
- Timesheets need to be submitted on TIME! Timesheets that submitted late will delay paycheck availability.
- Please utilize the Tiger Self-Service as much as possible.

Accounting

- Any changes/updates to agency accounts require the submission of a new form.
- A physical inventory will be conducted shortly to account for all equipment items purchased over $3000. Please be prepared to assist in the identification equipment items when staff and students visit your areas.
- If your department has a bulk mailing account, you are responsible for submitting a requisition for funds, and depositing those funds into your USPS account in order to bulk mail. SSU does not have a bulk mailing account.
- Any checks received at the departmental level should be submitted with a transmittal form to the Cashiers office IMMEDIATELY UPON RECEIPT. Non-Compliance with this procedure was sited in the last audit.
- NEWS...Document Center purchases can be made using a Mastercard, American Express, Visa, or Discover card not just by cash or check payment. These receipts will be submitted to the Cashier’s Office each day for accounting purposes.

The Compliance Corner

- On requisitions, the grant number goes in the speedtype column.
- Please assign a budget line/category to all requisition line items.
- Please notify Grants & Contract IMMEDIATELY of all canceled travel.
- Encumbrance listing are now being sent to the PIs for each grant, please be sure to verify outstanding encumbrances for accuracy.

Forms Available on-line:
Agency Fund Agreement
Approval of PCard Expense
Direct Deposit
PCard Transaction Log
PCard Credit Confirmation
Pre-Travel
Post-Travel
Travel Expense Statement

Business Manuals & Procedures On-line:
Travel Regulations & Procedures
Accounts Payable Manual
Purchasing Manual

FISCAL ASSISTANT
Starting in Fall 2007, student bills or invoices are emailed as opposed to being mailed. Please encourage our students to check their email accounts regularly for bill/invoice notification. Balances unsatisfied will result in dropped classes, blocked registration, and denial of other student services.

Also, beginning in January 2008, all cashier bank deposits will be made using EM Armored Car Services.

Attention students in receipt of Federal Perkins loan funds, please be sure to see the Collection Officer for an exit interview in the event you withdraw, transfer, or graduate from SSU. If a student fails to have an exit interview prior to graduation, the degree for that student will not be released.

Further, student repayment for Federal Perkin loans begins 9 months after departure/withdrawal from the University.

In anticipation for our financial system upgrade (see page 5 for more information) we need the following information from each budget manager:

1. Name of one person who will be responsible for entering requisitions on-line for your budget(s).
2. Name of one person who will act as an alternate for the person named in #1.
3. Name of the budget manager’s supervisor.

Please forward this information via email to Sheri Rouse-Mainor at rouses@savstate.edu as soon as possible. Thanks!
**Post Office**

Here are some ways to help us serve you better at the SSU Post Office. Please be sure you always:

- Include your yellow account code card with each bundle of mail you send over;
- Arrange all mail so that it is facing the same direction, with the envelope flaps either all sealed or unsealed;
- Separately bundle campus mail, domestic outgoing mail, and international outgoing mail;
- Notify us in advance if you are sending out a large mailing.

If you have Post Office questions, please call 356-2284 (x2284 on campus).

**Document Center**

Did you know that faculty and staff receive the University discount on personal items copied at the Document Center? For example, a 1-sided document with black ink on any color of paper is only $0.04 per page ($0.07 per page for 2-sided documents).

If you have Document Center questions, please call 353-5198 (x5198 on campus).

**Snack Vending**

An RFP for snack vending at SSU has been posted on the Georgia State Procurement web site. Current projections are for the new snack services contract to begin over Spring Break.

**Bookstore**

The Bookstore now carries greeting cards, gift bags, blue and orange ties, and other new items. Check it out!

Faculty — please note that requests for book adoptions for summer will be starting in March. One reason that it is important that you respond to the requests as soon as possible is because the amount the bookstore can give students for buy-back at the end of the semester is determined by whether the same books will be used again.

The SSU Bookstore can be reached at 356-8457 (please note that this is an outside call from the SSU phone system).

**Faculty/Staff Survey**

Thanks to all of you who responded to the Faculty/Staff Survey in November. We will let you know as soon as the results are available.
**Peoplesoft Financials Version 8**

Our present financial system is Peoplesoft Version 7.63. This system will be upgraded to a web-based financials system in the Fall of this year. Preparations are presently being made by our Office of Fiscal Affairs for this upgrade. The following functionalities will become available to the campus community at the completion of this upgrade:

- On-line requisitions for purchasing (proper term is “eProcurement”)
- On-line travel system (Submission of Authorization to Travel and Travel Reimbursements on-line. Receipts will still be manually collected.)
- Electronic routing & approvals!!!

**Tiger Self Service**

Tiger Self Service can be accessed from the University Homepage, www.savstate.edu, under “University Services”. This site should be used by University employees to:

- Review health and life insurance, flexible spending accounts, and other benefits,
- Access your paycheck on-line, manage direct deposit, and other deduction/contribution information, and
- Review and edit your contact information, including name and marital status changes.

**NOTE:** Will be required for W2 accessibility & Travel Reimbursement processing!!!

You are encouraged to sign-up for Self Service if you have not done so already.

**SIGN UP TODAY!!!**

**Purchasing**

- Please be sure to provide supporting documentation with your requisitions (i.e. printed images off the internet, copy of images from catalog, and good item descriptions).
- Get Quotes (Not invoices) from Vendors.
- Please note that items over $5000 must undergo a competitive bid process. Please allow for required time table to procure item.
- Two (2) signatures are required on all purchase requisitions.
- All contracts must go through legal counsel for the University (There is NO minimum dollar ($) amount for contracts. All contracts must be reviewed).
- Encumbrance listings are being mailed along with the monthly Budget Statements sent from the Budget Office. Please review the encumbrance list to verify encumbrances.
- Some of our LOCAL staple vendors are:
  1. Mason’s
  2. Audiovisual
  3. A & S Printing
  4. Kennickel Printing
  5. Rody’s Music
  6. Thompson’s Sporting Goods
  7. Portman’s Music Superstore
  8. Russell’s Athletics
  9. Hernandez Printing
  10. Office Depot
- All state contracts and vendors are listed on the DOAS website, as well as state purchasing requirements and regulations. http://doas.georgia.gov
- PLAN FOR YOUR PURCHASES!!! The purchasing process takes 14 to 21 days.

**PLAN AHEAD!!!**
Submit Requisitions for Next Months Purchase Needs TODAY!!!
The Budget Outlook

BUDGET—FY2008

Savannah State University’s total budget for Fiscal Year 2008 is approximately $54 million. These budgets include State Appropriation, revenues from tuition and fees as well as research grants, and other federal funds such as financial aid, Title III, and Trio Programs. The budget also includes Auxiliary Enterprise fund and others. The following are the major sources of revenues:

**SOURCES OF REVENUE**

<table>
<thead>
<tr>
<th>General Operation—Unrestricted</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Appropriations:</td>
<td>$19,105,643</td>
</tr>
<tr>
<td>Tuition and Fees:</td>
<td>$9,517,679</td>
</tr>
<tr>
<td>Other Revenues:</td>
<td>$744,504</td>
</tr>
<tr>
<td>Technology Fee:</td>
<td>$267,500</td>
</tr>
<tr>
<td>Indirect Cost Recoveries:</td>
<td>$250,000</td>
</tr>
<tr>
<td><strong>Total General Operation—Unrestricted</strong></td>
<td><strong>$29,885,326</strong></td>
</tr>
</tbody>
</table>

**Other Revenues**

| Sponsored Programs:           | $13,887,286 |
| Auxiliary Enterprises:        | $8,386,960  |
| Student Activities:           | $313,200    |
| Capital Outlay:               | $1,048,465  |
| Departmental Sales:           | $22,000     |
| **Total Other Revenues**      | **$23,657,911** |

**Total Revenue**

| Total Revenue                  | $53,543,237 |

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General Operation Budget Allocation - Unrestricted FY2008

- Instruction: 47.33%
- Public Svs.: 12.62%
- Acad. Support: 11.52%
- Stud. Serv.: 19.84%
- Inst. Support: 0.38%
- Oper. M & P: 8.31%
Understanding Cost Per Student

For the past several years, Savannah State University had experienced higher cost per student compared to other institutions in the group. Cost per student is determined using the total expenditure incurred by universities during an academic year and the total credit hours generated for graduate and undergraduate programs during the same period; 30 and 24 credit hours are considered full time for undergraduate and graduate programs respectively. It is expected that students graduate in four (4) years. In order to acquire the required 120 credit hours to graduate, students will have to take a minimum of 30 hours each year.

The University System of Georgia divides the 34 member universities into three group of categories. These are: Research Universities (4), Regional and State Universities (15), and State and two-year colleges (15). Savannah State University is one of the 15 Regional and State Universities. The average cost per student of these 15 universities is used as a base to compare the cost incurred by each university in this category. Following are the cost per student incurred by Savannah State University during the fiscal years (FY) 2001—2007 as reported by the Central Office.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Total General Fund Expenditures</th>
<th>FTE IFY Credit hrs/30 for Undergrad hrs; 24 for graduate hrs.)</th>
<th>Expenditures Per FTE</th>
<th>Average of Regional and State Universities</th>
<th>% Above Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>2001</td>
<td>$23,206,770.00</td>
<td>1,874</td>
<td>$12,382.00</td>
<td>$8,701.00</td>
<td>42.31%</td>
</tr>
<tr>
<td>2002</td>
<td>23,735,403.00</td>
<td>2,108</td>
<td>11,260.00</td>
<td>8,604.00</td>
<td>30.87%</td>
</tr>
<tr>
<td>2003</td>
<td>23,249,259.00</td>
<td>2,310</td>
<td>10,066.00</td>
<td>8,192.00</td>
<td>22.88%</td>
</tr>
<tr>
<td>2004</td>
<td>22,903,956.00</td>
<td>2,658</td>
<td>8,619.00</td>
<td>7,324.00</td>
<td>17.68%</td>
</tr>
<tr>
<td>2005</td>
<td>23,866,235.00</td>
<td>2,552</td>
<td>9,352.00</td>
<td>7,675.00</td>
<td>21.85%</td>
</tr>
<tr>
<td>2006</td>
<td>26,928,000.00</td>
<td>2,822</td>
<td>9,541.00</td>
<td>8,210.00</td>
<td>16.21%</td>
</tr>
<tr>
<td>2007</td>
<td>27,850,211.00</td>
<td>3,146</td>
<td>8,851.00</td>
<td>8,510.00</td>
<td>4.01%</td>
</tr>
</tbody>
</table>

How Can We Better Serve You?

We’re looking for ways to serve you better . . .

At the Savannah State University Office of Fiscal Affairs, we value your opinion. In order for us to provide the most efficient service possible and make your interaction with us a pleasant one, please take a moment and email us any concerns, questions, or comments that you may have. Your response is confidential. Please forward your responses to rouses@savstate.edu.

Also, be sure to visit us on the web at http://www.savstate.edu/fa/index.htm for additional information about the Office of Fiscal Affairs and for answers to any questions you may have. In the event that our website is unable to be an aid to you, please let us know by providing suggestions for how even our website could better serve you.

Thanks ~ The Staff of the Division of Fiscal Affairs @ SSU
SAVANNAH STATE UNIVERSITY

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(follow this format to email our staff)

Our Website:
http://www.savstate.edu/fa/index.htm

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http://www.savstate.edu/fa/index.htm

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Jean Ann Caywood
Director of Aux. Srvcs.

Myisha Clemons
Staff Account III

Annie Jean Coleman
AP Clerk

Antionette Drayton

Pamela Fulwood
Buyer II

Katarah Harris
AP Supervisor

 Shirley Miller
Cashier Services

Sheri Rouse-Mainor
Rprtng & Comp. Mgmt.

Elisha Simmons
Help Desk

McCall Singleton
Voucher Auditor

Katina Stewart
Staff Accountant I

Diane Williams
Adm. Specialist/Co.

Alicia Williams
Purchasing Supervisor