

**Guam Community College**  
**Accounting Procedures Manual**  
**April 3, 2019**

## **INTRODUCTION**

The purpose of this manual is to present in an organized manner the accounting functions at Guam Community College (GCC). This manual will serve as an orientation for new employees as well as a reference manual for the experienced employee.

The manual begins with an overview of the institutions and the business office's mission and vision statement, the organization of the areas supervised by the Vice President, Finance and Administration, continues with an overview of the financial management system, explains the account structures, and ends with a detailed explanation of policies and procedures.

Since the accounting system continues to be reviewed and revised to meet necessary changes, this manual will be updated as appropriate.

### **GCC MISSION STATEMENT**

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

### **GCC VISION STATEMENT**

Guam Community College will be the premier educational institution for providing globally recognized educational and workforce development programs.

### **BUSINESS OFFICE STATEMENTS**

#### ***Mission Statement***

The Business Office maintains the College's financial integrity by supporting the thoughtful allocation and management of institutional resources. The Business Office does this through the accurate recording of financial transactions, through providing timely reports on the College's financial condition, and through implementing, revising and maintaining internal controls for the College's resources.

#### ***Vision Statement***

The vision of Business Office is to provide the opportunity for all members of the College community to participate in the thoughtful allocation and management of institutional resources.

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## ACCOUNTING BASIS

For financial statement purposes, the College is considered a special-purpose government engaged only in business-type activities. Accordingly, the College's financial statements have been presented using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred. All significant intra-agency transactions have been eliminated.

## ACCOUNT STRUCTURE

The accounting structure is a predefined part of the Banner Finance System, and starts with the chart of accounts. The chart of accounts defines the distribution of accounts used when all transactions are posted. The defined chart of accounts for GCC is **M**. Following the chart of accounts is the account structure known as the FOAPAL. The elements of the FOAPAL string is made up of the **Fund (F)**, **Organization (O)**, **Account (A)**, **Program (P)**, **Activity (A)**, and **Location (L)** codes. The location code is currently not in use. The Fund, Organization, Account and Program codes are the primary chart of accounts elements used for classification, budgeting, recording, and/or reporting. The Activity and Location codes are used to provide more specific performance-related detail for transactions. These codes are not designed to accommodate budgeting purposes. The Business Office has defined the elements of the FOAPAL to be in agreement and compliance with its financial reporting requirements.

A detailed description of each FOAPAL element follows:

- The **Fund** Code is the user-assigned alphabetic/numeric designation for a fiscal and accounting entity with a self-balancing set of accounts in which transactions are recorded and segregated to carry on specific activities or attain certain objectives in accordance with the prevailing regulations, restrictions, or limitations. **See EXHIBIT 1**
- The **Organization** Code is the user-assigned alphabetic/numeric designation for departmental/budgetary subdivisions within the larger entity, taken as a whole. **See EXHIBIT 2**
- The **Account** Code is the user-assigned alphabetic/numeric designation for individual asset, liability, equity, revenue, expenditure and/or transfer account classifications. **See EXHIBIT 3**

- The **Program** Code is the user-assigned alphabetic/numeric designation for group activities, operations or other units directed to attaining specific purposes or objectives. **See EXHIBIT 4**
- The **Activity** Code is the user-assigned alphabetic/numeric designation for temporary units of work, subsidiary functional classifications, or short duration projects. **See EXHIBIT 5**
- The **Location** Code is the user-assigned alphabetic/numeric designation for physical places or sites. This is primarily used with, but not limited to, the Fixed Asset module. **(This is not currently in use by the College.)**

## GENERAL LEDGER

### *BALANCE SHEET ACCOUNTS*

#### *ASSETS*

##### Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash in banks, money market accounts and time certificates of deposit with original maturities of less than three months.

##### Petty Cash

It is a minimal amount of money kept on hand to meet small expenditures (i.e., batteries, water). A custodian is responsible for the fund to maintain control. The cash is available currency and is periodically reimbursed, usually monthly. At any point, the fixed amount of the fund consists of the total currency left and the vouchers (receipts) for the expenditures made. The vouchers should be perforated so they will not be used again.

##### Investments and Investment Income

Investments in marketable securities are stated at current market value. Market value is determined using quoted market prices. Investment income consists of interest and dividend income, realized gains and losses, and the net change for the year in the fair value of investments carried at fair value.

##### Accounts Receivable

Accounts receivable consist of tuition and fee charges to students and charges for auxiliary enterprise services provided to students, faculty and staff. Accounts receivable also includes amounts due from U.S. Federal agencies for various federal grant awards as well as amounts due from GovGuam for local appropriations. Accounts receivable are recorded net of an estimated allowance for doubtful accounts, an amount which management believes will be adequate to absorb possible losses on accounts receivable that may become uncollectible based on evaluations of the collectibility of these accounts and prior collection experience. The allowance is established through a provision for bad debts charged to expense.

##### Property, Plant and Equipment

Physical plant and equipment are stated at cost at date of acquisition or fair value at date of donation in the case of gifts. The College capitalizes assets with costs greater than \$5,000.

The cost of property, plant and equipment is depreciated using the straight-line method over the estimated useful lives of the related assets.

#### Inventory

Inventory is stated at the lower of cost (first-in, first-out) or market (net realizable value).

### **LIABILITIES**

#### Accounts Payable

It is an obligation to pay for contracts, goods and services that have been acquired or contracted from suppliers. It is College's policy to pay vendors 30 days from time of receipt of goods and services. Accounts payable is a current liability in the balance sheet.

#### Accrued Expenses

Accrued expenses are transactions incurred at the end of the reporting period but not yet paid.

#### Deferred Revenues

Deferred revenues include amounts received for tuition and fees and certain auxiliary activities prior to the end of the fiscal year but related to the subsequent accounting period. Deferred revenues also include amounts received from grant and contract sponsors that have not yet been earned.

#### Compensated Absences

Vested or accumulated vacation leave is recorded as an expense and liability as the benefits accrue to employees. No liability is recorded for non vesting accumulating rights to receive sick benefits.

#### Income Taxes

As an instrumentality of GovGuam, the College and all property acquired by or for the College, and all revenues and income there from are exempt from taxation by GovGuam or by any political subdivision or public corporation thereof and from all taxes imposed under the authority of the Guam Legislature, or with respect to which the Guam Legislature is authorized to grant exemption.



GovGuam law requires that the College waive the tuition and fees for credit classes for senior citizens. The College provides no waivers to faculty, staff or dependents.

### Long Term Debt

It is the monies owed for a period exceeding one year. Examples are bonds and long term notes payable. The major features of the debt (i.e., interest rate, maturity date) are disclosed in the financial statements, usually in footnotes. Long term liabilities are distinguished from long-term debt because the former include obligations requiring the rendering of future services (e.g., unearned revenue).

## **NET ASSETS**

Net assets represent the residual interest in the College's assets after liabilities are deducted and consist of three sections: invested in capital assets, net of related debt; restricted expendable and non-expendable, and unrestricted net assets invested in capital assets, net of related debt include capital assets, restricted and unrestricted, net of accumulated depreciation, reduced by outstanding debt net of debt service reserve net assets are reported as restricted when constraints are imposed by third parties or enabling legislation. The accounts shown as restricted assets are amounts required to be maintained in revenue bond fund accounts and amounts set aside in accordance with the terms of U.S. Department of the Interior capital grant agreements. All other net assets are unrestricted.

*Invested in capital assets* represents the difference between the amount shown for property, plant, and equipment (capital assets) and the outstanding debt incurred to finance those capital assets. It should be noted that not all long-term debt may be deducted from capital assets—only the debt issued to finance the College's capital assets is subtracted.

*Restricted expendable and non-expendable net assets* represent resources that are restricted to a particular purpose. These constraints may derive, for example, from the provider of the resources, such as a higher level of government or a donor, or from a law or regulation imposed on a government by another government. Governments themselves may impose restrictions through the use of *enabling legislation*. Also, the limitation imposed by enabling legislation has to be legally enforceable.

*Unrestricted net assets* are the net assets not included in the restricted and invested in capital components. These resources can be considered usable for any purpose, though they may not be in a spendable form, like cash.

## **REVENUE AND EXPENDITURE ACCOUNTS**

### **Classification of Revenues and Expenses**

The College has classified its revenues and expenses as either operating or non operating according to the following criteria:

*Operating Revenues and Expenses* – Operating revenues and expenses include activities that have the characteristics of exchange transactions, such as (1) student tuition and fees, net of scholarship discounts and allowances, (2) sales and services of auxiliary enterprises, (3) most federal, state and local grants and contracts and federal appropriations, and (4) investment earnings.

*Non operating Revenues and Expenses* – Non operating revenues and expenses include activities that have the characteristics of non exchange transactions, such as gifts and contributions, and other revenue and expense sources that are defined as non operating revenues and expenses by GASB Statement No. 9, *Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities that Use Proprietary Fund Accounting*, and GA SB Statement No. 34, such as state appropriations.

### **Revenue Accounts**

Revenue accounts consist of student tuition and fees, federal grants and contracts, Government of Guam grants and contracts, auxiliary enterprises, contracted educational services, and other revenues.

Student tuition and fees rates are established through board policy. The current rate of tuition for Fall 2011 semester is \$130 per credit hour. Established fees for the current semester can be found in the College Course catalog. Tuition and fee revenues are recognized when the students enroll for courses either through online enrollment or by directly registering at the Admissions Office. The Registrar controls the terms and the date that each term opens and closes. Additionally, the Registrar has full control over the rate tables used for tuition and fee charges. The Business Office (BO) verifies these rates periodically. All revenue related items are assigned a detail code that is setup by the BO. The detail code defines the FOAPA behind the posting of the debit and credit accounts.

Auxiliary revenues are recognized from the College bookstore activities. The current POS system used by the Bookstore does not link to the Banner system. Therefore, the POS system is closed on a daily basis, and the \_\_\_\_\_ forms with the cash receipts are submitted to the Business Office the following day. All sales and student

account charges are posted by the Cashier to the appropriate accounts within three days of receipt of the documents.

Contracted educational services consist of courses that are processed through the Continuing Education Department. FOAPA's are established by the Business Office based on approved and authorized course permission forms. The CE department assigns the detail code and the BO sets up the detail for the detail code.

Other revenues consist of interest income, administrative cost recoveries, and other revenue generating accounts not listed above.

*Scholarship Discounts and Allowances* - Student tuition and fee revenues, and certain other revenues from students, are reported net of scholarship discounts and allowances in the Statement of Revenues, Expenses and Changes in Net Assets. Scholarship discounts and allowances are the difference between the stated charge for goods and services provided by the College and the amount that is paid by students and/or third parties making payments on the students' behalf. Certain governmental grants, such as Pell grants, and other federal, state or nongovernmental programs, are recorded as either operating or non operating revenues in the College's financial statements. To the extent that revenues from such programs are used to satisfy tuition and fees and other student charges, the College has recorded a scholarship discount and allowance.

### **Expenditure Accounts**

Expenditures are classified into object accounts as noted in EXHIBIT 3. These accounts are based on the actual type of expenditure such as travel, contractual, supplies, equipment, utilities, or miscellaneous. These object accounts are defined under (A) account of the FOAPAL account structure. For financial statement reporting purposes, the expenditures are reported based on the functional account, which is defined under (P) program of the FOAPAL account structure.

## **REPORTING POLICIES BASIS OF PRESENTATION**

Governmental Accounting Standards Board (GASB) Statement No. 35, *Basic Financial Statements-and Management's Discussion and Analysis- for Public Colleges and Universities*, establishes the financial statement presentation for the College and provides a comprehensive, entity-wide perspective of the College's assets, liabilities, net assets, revenues, expenses, changes in net assets, and cash flows.

Pursuant to GA SB Statement No. 20, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities that Use Proprietary Fund Accounting*, the College has elected to apply the provisions of all relevant pronouncements of the Financial Accounting Standards Board (FASB) that were issued on or before November 30, 1989, and do not conflict with or contradict GASB pronouncements.

### **The Statement of Net Assets**

The statement of net assets presents the same information as a balance sheet: It assesses the balance of a government's *assets*—the resources it can use to provide service and operate the government—against its *liabilities*—its obligations to turn over resources to other organizations or individuals. The difference between a government's assets and its liabilities is called *net assets*. The name of the statement reflects its emphasis on what a government would have left over after satisfying its liabilities. Net assets are an indicator of a government's *financial position*—its financial standing at a given point in time (typically, the end of the fiscal year). Financial position can be tracked over time to assess whether a government's financial health is improving or deteriorating.

**See website:**

[http://guamcc.edu/index2.php?option=com\\_docman&task=doc\\_view&gid=4453](http://guamcc.edu/index2.php?option=com_docman&task=doc_view&gid=4453)

### **The Statement of Revenues, Expenses and Changes in Net Assets**

The statement of revenues, expenses and changes in net assets presents the same information as an income statement. It lists revenues and expenses or expenditures, and often calculates the difference between them. It may then show other changes that are not revenues, expenses, or expenditures (such as capital contributions or other financing sources and uses), before presenting a total change in net assets, or some other measure of financial position. This statement shows the elements used in arriving at entity's net assets for the accounting period. (See Exhibit \_\_\_)

**See website:**

[http://guamcc.edu/index2.php?option=com\\_docman&task=doc\\_view&gid=4453](http://guamcc.edu/index2.php?option=com_docman&task=doc_view&gid=4453)

### **OTHER REPORTING**

The College is subject to audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and OMB Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*.

**See website:**

[http://guamcc.edu/index2.php?option=com\\_docman&task=doc\\_view&gid=4454](http://guamcc.edu/index2.php?option=com_docman&task=doc_view&gid=4454)

Citizen Centric Report – this four page report is due 90 days after the audit report is released by the Office of Public Accountability.

**See website:**

[http://guamcc.edu/index2.php?option=com\\_docman&task=doc\\_view&gid=3503](http://guamcc.edu/index2.php?option=com_docman&task=doc_view&gid=3503)

Annual Report – The annual report is due on December 31 of each year. The financial statements are a required part of this annual reporting.

**See website:**

[http://www.guamcc.edu/index2.php?option=com\\_docman&task=doc\\_view&gid=4246](http://www.guamcc.edu/index2.php?option=com_docman&task=doc_view&gid=4246)

Board of Trustee financial reports are due to the BOT on a monthly basis. A copy if provided to the Speaker of the Legislature and BBMR.

**See website:**

[http://www.guamcc.edu/index2.php?option=com\\_docman&task=doc\\_view&gid=4439](http://www.guamcc.edu/index2.php?option=com_docman&task=doc_view&gid=4439)

## **ACCOUNTING PROCESS**

### **Cash Management**

Cash management is the management of the cash balances of a concern in such a manner as to maximize the availability of cash not invested in fixed assets or inventories and to avoid the risk of insolvency. There are several factors for holding cash: the transactions motive (improper transaction), the precautionary motive (insufficient budget), and the speculative motive (uncertainty of fund). However, the most useful technique of cash management is the cash budget. Due to inconsistent collection of local appropriation amount, GCC has taken precautionary measure by monitoring cash flow on a daily basis. Bank accounts can easily be accessed via online to further monitor the cash flow situation. Collections for the local appropriation are followed up on a daily basis. Also, aggressive collections from the students are implemented. Checks are prioritized released and based on the payment due date. Purchases are closely monitored to ensure that there is sufficient cash flow and budget to obligate and pay for the service, supplies, equipment, or other items. The management of cash is a function of the Controller and is managed on a daily basis.

### **Petty Cash**

A petty cash fund is established by GCC to improve the efficiency of College's operations. These funds are available to purchase minor items when it would be otherwise impractical to purchase items through the usual purchasing methods. The maximum petty cash fund amount is \$2,000.00. The maximum requested amount is \$100.00.

A petty cash voucher is accessed through the My GCC portal, or a manual voucher is completed. Requestor completes the form with pertinent information i.e,

- i. Block 1: Request Date, Division, Contact Number, Pay To,
- ii. Block 2: Item, Account No. (FOAP), and the Amount.
- iii. Block 3: Justification (specific and detailed information for targeted event):
- iv. Block 4: Appropriate Signatures
- v. Block 5: Signature of Recipient or designator Recipient upon approval and availability of funds.
- vi. Block 6: To be completed by Finance and Administration Petty Cash Custodian

The requestor completes the Petty Cash voucher form justifying the need for a petty cash fund. The Supervisor or Department Chair, and the Dean approve the request at the Department Level. Once approved, the requestor gets the appropriate Accountant's signature on the availability of funds.

Upon obtaining all signatures, the Controller approves the final authorized document and submits the petty cash voucher to the Petty Cash Custodian.

The Petty Cash Custodian manually:

- reviews the petty cash voucher request for all necessary information
- Assigns a control number
- Posts the Petty Cash Voucher
- Disburse the requested amount or call the requestor to pick up petty cash.

The petty cash ORIGINAL receipts is submitted within one week of requested items purchase. The correct change (if any) must be submitted with the original receipts.

If items are not purchased within the week or by approved date by Controller, the petty cash fund must be returned to the Petty Cash Custodian to refund the petty cash box.

Petty cash fund is replenished as soon as the fund balance reaches \$50.

### **Bank Reconciliation**

The Bank Reconciliation process reconciles the balances in the monthly bank statement with the GCC general ledger accounts. Accounts consist of the general fund, federal, payroll, capital projects, and savings accounts. If there are any differences in either statement, a reconciling process is conducted to research and prepare necessary steps to attain the correct balances. The reconciliation process is performed on a monthly basis for all bank accounts.

The accountant receives the monthly bank statement and performs the following procedures in reconciling bank accounts.

- A report is generated from the Banner system - General Ledger Transaction Activity – (FGRGLTA).
- Parameters are targeted to the correct Fund (9910) and Account (i.e.1013) with the beginning and end dates of each month.
- The ending balance of this report is not necessarily the same as the ending balance of the bank statement as there may be reconciling items such as wire transfer, federal draw down, bank service charge, interest income/expense. Journal Vouchers are prepared and posted to process reconciling items. Any reconciling items are adjusted and posted to the ledger report to reflect the transactions in the appropriate month.
- The Controller reviews the bank reconciliation, i.e, bank statement, FGRGLTA report, Journal Vouchers, and any pertinent supporting documents.

## Accounts Receivables/Revenues

Our understanding of the Receipts System is as follows:

Cash receipts are received from the following sources:

- a. student tuition and fees
  - b. bookstore sales
  - c. other payments (i.e. local appropriation, federal grants)
1. Each student has an account and a Banner ID# in the Banner system. The collection of student tuition and fees begins during the registration period. Student files are retrieved from the registration system (tracks student information) based on the students ID# or social security #.
  2. Cash receipts are generated:
    - a. Upon payment by the student, a prenumbered cash receipt is automatically printed by the cashier and given to the student. A copy is kept to be filed with the other cash receipts for that day.
    - b. For collections on invoice (eg. DOA or other government agency), the cashier enters the payment against the A/R invoice to clear the pending A/R invoice in the system.
    - c. The bookstore issues separate cash receipts for any sales made during the day. At the end of the day, the bookstore manager closes the sales and prepares a deposit slip for the cash and checks. The student receipts are on a cash report. The cash and report is submitted to the cashier or A/R technician to verify bookstore sales and cash. The cashier then enters the bookstore sales in the cash receipts system to record bookstore sales. The cashier submits the cash deposit bag to be deposited by armored services the following day.
  3. At the end of the day, the cashier counts the cash received and takes out \$250 for the change fund. Also, the Daily Cash Summary Report is printed from the registration system and segregated by cash, Visa, MC, or checks.
  4. The cashier prepares a Cash Report from the summary of the total cash, charges checks. Also, reconciliation is done to ensure that the cash collected agrees with the Daily Cash Summary Report. Any differences are noted on the Cash Report and signed by the Cashier.
  5. The cashier then prepares a deposit slip, which is verified by a second person (Accountant or Accounting Tech I) to the Cash report. The daily sales collection is stored in Controller safe for deposit the following day/week via Accounting Tech I/Expediator/Controller.
  6. On a daily basis, the Accounting Tech I verifies the information and approves the cashier session in Banner System. She feeds the information to the GL side, where it must be approved by the General Accounting Supervisor prior to posting.



7. The cash receipts, deposit slip, cash report, and daily cash summary report are given to the Accounting Tech I who verifies the information, signs the cash report, and approves the cashier session in the Banner system. The validated deposit slip is attached to the cash report when it is received back from the bank.

### **Inventories**

Inventory process is maintained by Materials & Management. Inventory counts are performed semiannual. Significant difference resulting from the count is adjusted from the book.

### **Fixed Assets**

1. Fixed asset (F/A) purchases are assigned a purchase order number.
2. Upon physical receipt of the F/A, the Supply Expediter will inspect the asset to ensure that the merchandise is correct and in good condition; process the receipt and forward a copy of the receiving report; vendor invoice and duplicate copy of the purchase order to the Inventory Management Officer (IMO).

*Computer related items:* MIS receives the following Computer related items directly from the vendor: 1. Desk tops and related parts - keyboard, mouse, monitor, CPU (this is usually received together from vendor) Laptops; 2. Any other related computer item such as: CD burner, hard drive, CD drive (anything to be installed inside the computer); 3. All software and licenses will be received and maintained by MIS; 4. All other computer related items such as: line conditioners, battery (UPS), printers, floppy disks, flash drives, toner cartridges will be received by Materials Management and delivered by the Supply Expediter. MIS staff will inform the Inventory Management Officer when desktops or laptops are ready to go so that the item is properly tagged prior to it being delivered to its destination

Note: The capitalization of fixed assets amount to \$5,000. Also, certain fixed assets (computers, laptop, projector, etc.) that are below \$5,000 will be expensed.

3. Inventory Management Officer (IMO) uses the purchase order, vendor invoice and receiving report to log the asset into a spreadsheet which is then assigned equipment identification tags.
4. IMO is responsible for affixing ID tags to all GCC fixed assets.
5. IMO maintains the records of fixed asset inventories and performs a fixed asset inventory every year.
6. Disposals of fixed assets must be approved by the IMO for proper adjustment to the fixed asset register. All disposals must be submitted through General Services Agency

(GSA). All disposals & transfers must complete the approve forms and have the required signatures.

### **Accounts Payable/Expenditures**

1. The process begins when a Department at GCC completes and submits a GCC Material/Service Requisition form to Materials Management along with three price quotations (>\$500). For <\$500, one price quotation is needed. The form is signed by the requesting department personnel and/or reviewed by the department chairperson and approved by the respective dean.
2. Upon the approval of the department, the requisition is routed to a GCC Accountant to review and certify that funding is available for the requisition. With the certification of funds available from the accountant and approved by the Controller, the requisition is routed to the Materials Management Office to be processed into a purchase order.
3. Upon receipt of the GCC Material/Service Requisition form, Materials Management stamps the form "RECEIVED" and follows GCC procurement procedures.
4. After a vendor has been selected, Materials Management personnel input data into the purchase order system, which is linked to FOAPA. If funds in the account are greater than the purchase order price, the computer automatically generates a purchase order. If funds are less than the purchase order price, no purchase order is generated until sufficient funding is identified.
5. The generated purchase order is reviewed and signed by the Inventory and Procurement Administrator. All purchase orders are approved by Vice President of Finance and Administration and President. Note: For procurement of goods and services over \$15,000 and construction over \$50,000 is either process through Invitation for Bid (IFB) or Request for Proposal (RFP). This is further detail under Materials Management.
6. When goods/services are received, Materials Management contacts the requisitioning department to inspect the goods/services. Upon approval of inspection, the requisitioning department signs the purchase order, and Materials Management stamps the purchase order with a "RECEIVING DATA ENTRY".
7. The completed purchase order and vendor's invoice are submitted to Accounts Payable for payment. GCC has a 30 day policy for payment of invoices. For vendors, it is based on the date of receipt of goods or completed services. For contractors, it is based on receipt of invoice from our contracted A&E firm (TRMA).
8. Accounts payable generates a check, which is stamped with the President's signature and signed by the Vice President of Finance and Administration.
9. The Accounting Tech II login the check numbers and total amount of disbursement of check register and submits the checks, payable documents, along with the check

register to the Controller for approval. The Vice President of Finance and Administration performs a spot check.

10. Upon the review and approval of the Controller, checks are returned to Accounting Tech II to be released to the vendors for payment.

### **Payroll**

Payroll/Personnel System processing is as follows:

1. A timekeeper is assigned to each department. At the end of each pay period (every two weeks), the timekeeper submits the timesheets (provided by payroll) for their departments signed by the timekeeper, the department supervisor, and the division dean, VP of Finance & Administration, or VP of ASD. These are then provided to Payroll.
2. Payroll then inputs the information into the payroll system. Any changes to employee deductions must be accompanied by a completed Cancellation/Authorization of Payroll Deduction form signed by the employee. Other changes to include promotions, salary rate increases, etc. Personal Action Forms are approved by the President of the College.
3. A detailed report (printout of all employees and hours) is generated. This report is reviewed by Payroll and Controller prior to disbursement of payroll checks and direct deposits. The list and manual payroll checks are given to Accountant I for distribution to respective employee.
4. Checks are stamped with the President and Vice President's signature and the beginning and ending check numbers are verified by the VP of Business and Finance, to the Payroll Check listing. For direct deposits, the amount of the payroll register for net direct deposits is verified against the amount deducted from the bank account.
5. Payroll disseminates the checks to each departmental timekeeper for their department and signs the department listing showing name amount verifying receipt of the checks. The timekeeper is in charge of disbursing checks in their department. Any undisbursed checks are returned to Payroll and the employee is contacted and the checks are kept in the cashiers safe for pickup.
6. The payroll system is interfaced with the Sungard Banner system. Once payroll has been processed, the payroll information is matched and feed into the finance module. Accounts payable generates a check, which is stamped with the president's signature and signed by the Vice President of Finance & Administration.

# EXHIBIT 1 - Fund Code

Oracle Developer Forms Runtime - Web: Open > FGBDST - FTVFUND

File Edit Options Block Item Record Query Tools Help

Fund Code Validation FTVFUND 8.0 (ESTA)

Chart of Accounts	Fund Code	Fund Type	Title	Data Entry	Status	Effective Date	Termination Date
M	01	11	General Fund	<input checked="" type="checkbox"/>	A	01-OCT-2006	
M	04	11	Manpower Development Fund	<input checked="" type="checkbox"/>	A	01-OCT-2006	
M	05	11	Operations Fund	<input checked="" type="checkbox"/>	A	01-OCT-2010	
M	10	11	Non Appropriated Fund	<input checked="" type="checkbox"/>	A	01-OCT-2006	
M	10A06	21	Vocational Education Award PY06	<input checked="" type="checkbox"/>	A	01-OCT-2006	
M	10A07	21	Vocational Education Award PY07	<input checked="" type="checkbox"/>	A	01-OCT-2006	
M	10A08	21	Vocational Education Award PY08	<input checked="" type="checkbox"/>	A	01-OCT-2006	
M	10A09	21	Vocational Education Award PY09	<input checked="" type="checkbox"/>	A	01-JUL-2008	
M	10A10	21	Vocational Education Award PY10	<input checked="" type="checkbox"/>	A	01-JUL-2009	
M	10A11	21	Vocational Education Award PY11	<input checked="" type="checkbox"/>	A	01-JUL-2009	
M	10A11	21	Vocational Education Award PY11	<input checked="" type="checkbox"/>	A	20-JUL-2010	
M	10A12	21	CD Perkins Cr Tech Educ Act PY12	<input checked="" type="checkbox"/>	A	30-AUG-2011	
M	11	11	NAF - Tuition and Fees	<input checked="" type="checkbox"/>	A	01-OCT-2006	
M	12	11	NAF - Special Projects	<input checked="" type="checkbox"/>	A	01-OCT-2006	
M	13	11	Alumni Relations and Fundraising	<input checked="" type="checkbox"/>	A	01-OCT-2008	
M	16A06	21	VEA Secondary Reserve PY06	<input checked="" type="checkbox"/>	A	01-OCT-2006	
M	16A06	21	VEA Secondary Reserve PY06	<input checked="" type="checkbox"/>	A	06-SEP-2007	
M	16A07	21	VEA Secondary Reserve PY07	<input checked="" type="checkbox"/>	A	01-OCT-2006	
M	16A07	21	VEA Secondary Reserve PY07	<input checked="" type="checkbox"/>	A	06-SEP-2007	
M	16A08	21	VEA Secondary Reserve PY08	<input checked="" type="checkbox"/>	A	01-OCT-2006	
M	16A08	21	VEA Secondary Reserve PY08	<input checked="" type="checkbox"/>	A	06-SEP-2007	
M	16A09	21	VEA Secondary Reserve PY09	<input checked="" type="checkbox"/>	A	01-JUL-2008	

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## EXHIBIT 2 – Organization Code

Oracle Developer Forms Runtime - Web: Open > FGBDST - FTVORGN

File Edit Options Block Item Record Query Tools Help

Organization Code Validation Form - Finance FTVORGN 8.0 (ESTA)

Chart of Accounts	Organization Code	Title	Data Entry	Status	Effective Date	Termination Date
M	0000	REVENUE	Y	A	01-OCT-2006	
M	1	PRESIDENT'S OFFICE	Y	A	01-OCT-2006	
M	1000	Board of Trustees	Y	A	01-OCT-2006	
M	1010	Office of the President	Y	A	01-OCT-2006	
M	1010A1	Promotion and Development	Y	A	01-OCT-2006	
M	1010B1	Staff Development - Faculty	Y	A	01-OCT-2006	
M	1010C1	Professional Development - Staff	Y	A	01-OCT-2006	
M	1010D1	Pacific Postsecondary Educ Coun PPEC	Y	A	01-OCT-2006	
M	1010E1	CASE II Project	Y	A	26-JAN-2011	
M	1010H8	30th Anniversary Dinner	Y	A	01-OCT-2007	
M	1010H9	Christmass Tree Sale - FY08	Y	A	01-OCT-2006	
M	1010HA	5K Run/Walk	Y	A	01-OCT-2007	
M	1010HB	Mall Event 022308	Y	A	01-OCT-2007	
M	1010HC	Employees Students & Alumni Dinner	Y	A	01-OCT-2007	
M	1010HD	Harley Davidson Raffle	Y	A	16-MAY-2008	
M	1010HE	Harley Davidson Raffle	Y	A	01-OCT-2007	
M	1010HF	iPledge Graduation Drive	Y	A	01-OCT-2007	
M	1010HG	Golf Tournament 082308	Y	A	01-OCT-2007	
M	1010HH	Gift of Educaton Scholarship Event	Y	A	28-OCT-2008	
M	1010Z	DOL YES Program Incentive Funds	Y	A	01-JUN-2009	
M	1011	MilitaryLeave Benefits	Y	A	01-OCT-2006	
M	1030	Communications and Promotions	Y	A	01-OCT-2006	
M	1050	Alumni Relations and Fundraising	Y	A	01-OCT-2006	

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## EXHIBIT 3 – Account Code

Oracle Developer Forms Runtime - Web: Open > FGIBDST - FTVACCT

File Edit Options Block Item Record Query Tools Help

Account Code Validation FTVACCT 8.4 (ESTA)

Chart of Accounts	Account Code	Title	Type	Data Entry	Account Class	Status	Internal Type	Effective Date	Termination Date
M	1010	First Hawaiian Bank General Fund	11	Y		A	10	01-OCT-2006	
M	1011	First Hawaiian Bank Payroll Fund	11	Y		A	10	01-OCT-2006	
M	1012	First Hawaiian Bank Maximizer Savin	11	Y		A	10	01-OCT-2006	
M	1013	First Hawaiian Bank Federal Checkin	11	Y		A	10	01-OCT-2006	
M	101401	FHB - GW Marketing Lab	11	Y		A	10	01-OCT-2006	
M	101402	FHB - SSHS Marketing Lab	11	Y		A	10	01-OCT-2006	
M	101403	FHB - JFK Marketing Lab	11	Y		A	10	01-OCT-2006	
M	101404	FHB - SHS Marketing Lab	11	Y		A	10	01-OCT-2006	
M	101405	FHB - Okkodo H.S. Marketing Lab	11	Y		A	10	01-OCT-2008	
M	1020	Bank of Guam Checking	11	Y		A	10	01-OCT-2006	
M	1021	Bank of Guam Payroll	11	Y		A	10	01-OCT-2006	
M	1025	BoG - Time Certificate of Deposit	11	Y		A	10	01-OCT-2006	
M	1030	Bank of Hawaii - Student Activity	11	Y		A	10	01-OCT-2006	
M	1040	Petty Cash - Change Fund	11	Y		A	10	01-OCT-2006	
M	1041	Change Fund	11	Y		A	10	01-OCT-2006	
M	1098	Payroll Clearing	11	Y		A	10	01-OCT-2006	
M	1099	Interfund Cash Account	11	Y		A	10	01-OCT-2006	
M	1210	BOG - Tobacco Series B	12	Y		A	10	01-OCT-2006	
M	1301	Accounts Receivable	13	Y		A	10	01-OCT-2006	
M	1310	AR GovGuam Appropriations	13	Y		A	10	01-OCT-2006	
M	13201	AR GovGuam Agencies	13	Y		A	10	01-OCT-2006	
M	13209	Allowance - GovGuam Agencies	13	Y		A	10	01-OCT-2006	
M	13301	AR Federal Government	13	Y		A	10	01-OCT-2006	

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### EXHIBIT 4 – Program Code

Oracle Developer Forms Runtime - Web: Open > FGIBDST - FTVPROG

File Edit Options Block Item Record Query Tools Help

Program Code Validation FTVPROG 8.0 (ESTA) Workflow Submit

Chart of Accounts	Program Code	Title	Data Entry	Status	Effective Date	Termination Date
M	00	Revenues	Y	A	01-OCT-2006	
M	11	Instruction	Y	A	01-OCT-2006	
M	22	Research and Planning	Y	A	01-OCT-2006	
M	33	Academic Support	Y	A	01-OCT-2006	
M	44	Student Services	Y	A	01-OCT-2006	
M	55	Institutional Support	Y	A	01-OCT-2006	
M	66	Plant and Facilities	Y	A	01-OCT-2006	
M	77	Scholarship	Y	A	01-OCT-2006	
M	88	Auxiliary Services	Y	A	01-OCT-2006	
M	99	Transfers	Y	A	01-OCT-2006	

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## EXHIBIT 5 – Activity Code

Oracle Developer Forms Runtime - Web: Open > FGBDST - FTVACTV

File Edit Options Block Item Record Query Tools Help

Activity Code Validation FTVACTV 8.0 (ESTA) Workflow Release

Chart of Accounts	Activity Code	Title	Status	Effective Date	Termination Date
M	08LPN	FY08 LPN Carry Over	A	01-OCT-2008	
M	08MDF	FY08 MDF Carry Over	A	01-OCT-2008	
M	09LPN	FY09 LPN Carry over	A	02-DEC-2009	
M	09MDF	FY09 MDF carry over	A	01-OCT-2009	
M	09TCG	2009 Allied Health Take Care Grant	A	24-DEC-2009	
M	09VOC	FY09 Voc Guidance carry over	A	01-OCT-2009	
M	10S0AA	Graduation DVD	A	22-MAY-2009	
M	10S0AB	Michael Jackson Tribute	A	01-AUG-2009	
M	10LPN	FY10 LPN carry over	A	01-OCT-2010	
M	10MDF	FY10 MDF carry over	A	01-OCT-2010	
M	10TCG	FY10 Allied Health Take Care Grant	A	24-DEC-2009	
M	10TF	FY10 Technology Fee carry over	A	01-OCT-2010	
M	10VOC	FY10 VOC carry over	A	01-OCT-2010	
M	11LPN	FY11 LPN carry over	A	27-FEB-2012	
M	11MDF	FY11 MDF carry over	A	27-FEB-2012	
M	11TCG	FY11 Allied Health Take Care Grant	A	28-FEB-2011	
M	11TF	FY11 Technology Fee carry over	A	01-OCT-2011	
M	11VOC	FY11 VOC carry over	A	08-FEB-2012	
M	16A	FY11 GED sp pj x 093012	A	01-OCT-2011	
M	1A2	Paradise of Shoes Fundraiser	A	09-JAN-2012	
M	1AC1	Capital Campaign Allied Health Ctr	A	15-MAY-2009	
M	1AC10	Cap Campaign AGA 5K Run/Walk	A	29-JUL-2010	
M	1AC2	Capital Campaign Student Ctr	A	15-MAY-2009	

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