**Cash Management Clinic Policy / Procedures**

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| **Policy Type** | [ ] Board; [ ] Board-approved; [ ] President; [ ] President-approved; [x ] Other \_\_\_\_\_\_\_\_\_ |
| **Policy/Procedure****Manual Name** | Administrative Officer (AO)/Administrative Assistant (AA) Cash Management Clinic  |
| **Article No.** |  | **Article Title** |  |
| **Insert Policy / Procedure in** | Comptroller’s Office – General Ledger Section |
| **Approval Authority** | Comptroller | **Effective** | 04/05/2018 | **Most Recent Review** | 04/05/18 |
| **Responsible Executive** | General Accounting Supervisor – General Ledger Section | **Resolution No**(or other tracking no). |  | **Date of Next Required Review** (date set by Board) | \_\_/\_\_/\_\_ |
| **Responsible Office** | Comptroller’s Office – General Ledger Section | **Revision Tracking** | 4/5/18 |
| **Policy/Procedure Contact & Website where document is maintained** | 671.735.2942; zeny.nace@triton.uog.edu https://www.uog.edu/policy-procedures-library/ |
| **Who Should Review** (not in specific order) | [ ] Creating group; [X] Unit Administrator(s); [ ] Unit Academic Affairs Committee; [ ] Human Resources Office; [ ] Business Office; [ ] Facilities & Maintenance; [ ] Institutional Safety Committee; [ ] Faculty Senate; [ ] Faculty Union; [ ] Student Government Association; [ ] Administrative Council; [ ] Academic Officers Council; [ ] Vice President Administration & Finance; [ ] Senior Vice President for Academic & Student Affairs; [ ] UOG Legal Counsel; [ ] UOG President; [ ] UOG Board of Regents; [ ] Guam Legislature; [ ] Governor of Guam |
| **Initiation / Review / Consultation / Approval History** | Created by working group of the Comptroller’s office 4/5/18 |
| NOTE: All approved changes to policy/procedures need to be made on the hardcopy of this document within 5 workdays and posted on https://www.uog.edu/policy-procedures-library/ within 10 workdays from the date approved. |

PURPOSE

The purpose of this policy / procedure is to provide Administrative Officers (AO) and Administrative Assistants (AA) general accounting knowledge and insight to Business Office (B.O.) processing procedures.

PROCEDURE

1. Scheduled date of AO/AA Cash Management Clinic and reserved classroom on campus with Audio/Visual (AV) resources available.
2. Send email invitation with scheduled date, time, and location to all AO’s, AA’s, and any other interested parties to attend. RSVP is recommended.
3. Have cash management accountants, Non-Appropriated Funds (NAF) & Auxiliary Fund accountants, Procurement, Bursar’s Office, Travel section prepare presentations demonstrating their processes regarding their respective areas.
4. Each sections presentation will be presented to the Comptroller for review and approval.
5. Upon approval, any necessary training materials will be prepared/printed for distribution during presentation.
6. Sign-in roosters are prepared and will be used to log all attendees on day of presentation.
7. Send reminder phone call to all AO’s and AA’s to confirm their attendance.
8. During day of presentation, arrive at least 1 hour prior to schedule presentation to ensure AV equipment is functional. Prepare and sort training materials for distribution.
9. Set up sign-in sheets at entrance of classroom. These sign-in sheets can be referenced to identify individuals that may need additional training on specific topics.
10. Comptroller, or other designated individual, to offer welcoming remarks
11. Start presentations, no specific order required.
12. Presentations should be kept 5-7 minutes with another 5-7 minutes reserved after the presentation for question and answer segment.
13. Should individuals require additional training on a specific topic; a one-to-one meeting can be arranged at a convenient time of the trainee.
14. Closing remarks after question and answer segment of final presentation. During closing remarks, offer contact information of different accountants and BO sections for future reference. Additionally, share website where power point presentations can be found for future reference.
15. Thank AO’s and AA’s for their attendance.
16. **Appendix**
17. Power point presentation – “Cash handling”
18. Power point presentation – NAF and Auxiliary Fund