

FY 2016 Closing & FY 2017 Opening Training Higher Education

Presented by:
Office of the State Controller
May 10, 2016



Presenters

State Controller

Bob Jaros (303) 866-3765

Consulting & Analysis Unit

Brent Voge (303) 866-2733

Jennifer Henry (303) 866-3809

Susan Thomson (303) 866-4161

Daniel Saint (303) 866-3891

Financial Support Services

Karoline Clark (303) 866-3811

Agenda

- Opening Comments
- Internal Controls
- General Information
- Calendar Highlights
- Budget Process
- Capital Construction
- Opening & Closing Procedures
- GASB Standards
- Quarterly Reporting & Diagnostic Reports
- Closing and Questions

Opening Comments



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

State of Colorado

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2014

Executive Director/CEO

Housekeeping

- Please sign in on the forms at the registration table
- CPE will be offered for today's training, turn in form before you leave today to an OSC staff member
- We will take a break about halfway through the session
- Questions should be saved until the end of the section
- Restrooms and cafeteria are behind the elevators

Internal Controls

Requirements

- Colorado State Department Financial Responsibility and Accountability Act (FRAC)
- OMB Uniform Guidance

FRAC

- CRS 24-17-102
- Requires:
 - A plan that specifies segregation of duties
 - Restricting access to state assets
 - Authorization and record-keeping procedures
 - Personnel of quality and integrity
 - An effective process of internal review and adjustment

OMB Uniform Guidance

- Title 2 of the Code of Federal Regulations, Subtitle A, Chapter II, Part 200
 - New consolidated guidance referred to as the “Supercircular” or “Uniform Guidance”
 - Addresses:
 - Administrative Requirements
 - Cost Principles
 - Audit Requirements
 - Supersedes eight previously issued OMB circulars
- Requires:
 - Establishing internal controls in compliance with guidance in “Standards for Internal Control in the Federal Government” (**Green Book**) or the “Internal Control Integrated Framework” issued by COSO

Green Book

- OSC has adopted the Green Book for internal controls
- Adapted from the Committee of Sponsoring Organizations of the Treadway Commission (COSO) 2013 revision of *Internal Control: Integrated Framework*

Definition of Internal Control

Internal control is a process, effected by an entity's board of directors, management, and other personnel, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:

- Effectiveness and efficiency of operations
- Reliability of financial reporting
- Compliance with applicable laws and regulations

From Committee of Sponsoring Organizations of the Treadway Commission

Components of Internal Control

- The Green Book includes five interrelated components:
 - Control environment
 - Risk Assessment
 - Control Activities
 - Information and Communication
 - Monitoring

Tales from the Dark Side

- Why are internal controls important?
- Recent frauds
 - Vendor impostor fraud
 - Executive impostor fraud

Impostor Fraud – Spear Phishing

- Characteristics
 - Very targeted
 - Extremely sophisticated
 - Multiple attacks
- Method used by fraudster
 - Poses as a person or entity you know and trust
 - Contacts you by e-mail, phone, fax, or mail
 - Requests a payment, submits an invoice, or asks to change vendor payment instructions

Vendor Impostor Fraud

- Fraudster's actions
 - Poses as a vendor
 - Contacts you by e-mail
 - Asks to change their bank account information
 - Sends request that seems legitimate
- Fraudster hopes to take advantage of:
 - Vendors change bank account information
 - Prior to this fraud, State did not verify changes with the vendor

Ways to Prevent Vendor Impostor Fraud

- Follow OSC procedures on EFT setup/change process
- Link to document:
- <https://www.colorado.gov/pacific/sites/default/files/EFT%20setup%20change%20Process.pdf>
- Verification process includes (among other steps):
 - Contact vendor using information independent of what is on the EFT form
 - Verify with the vendor that they did request the changes
 - Ask vendor additional questions if you found any discrepancies in the documents

Executive Imposter Fraud

- Fraudster's actions
 - Poses as your executive director or other executive
 - Emails you
 - Asks you to send payments, usually by wire transfer
- Fraudster hopes to take advantage of:
 - Executive requests will not be questioned
 - Executives are often unavailable to verify requests

Executive Impostor Fraud Example

From: june.taylor@statte.co

Bob,

I need a Wire of \$39,750 to the Account Details attached Post-Haste. Code it to G&A and notify me once completed.

I'll forward Full Support Momentarily.

Thanks,

June

Ways to Prevent Executive Impostor Fraud

- Look at the display name in the e-mail
 - All email address in our Google domain end with “[@state.co.us](mailto:state.co.us)”.
 - If you are not certain whether the message is real, before you open it, you can hover your cursor over the sender’s name to see the full email address. If it does not end with “[@state.co.us](mailto:state.co.us)”, delete it.
- Contact your Executive Director and speak with him/her in person. ED’s should not be sending e-mail requests for payment.

Summary

- State is vulnerable
 - Fraudsters are patient and invest time learning about the State
 - Who we pay, how much we pay, when we pay is on the TOPS website
 - Fraudsters can find information about State employees – Executive Director, Department Controller, Accounts Payable Staff
- For impostor fraud, fraudsters don't steal banking credentials. They rely on your authorized users to make and authorize payments.

Summary (Continued)

- If something doesn't seem right, it probably isn't
- Staff should question payments that are authorized from executives outside the normal channels
- Follow OSC procedures for EFT & Warrant Account Management
- Alert and educate your executives, Accounts Payable staff, and vendors

Resources

- Go to <https://www.colorado.gov/pacific/osc/omb-guidance>
 - OMB 2 CFR Part 200 Uniform Guidance
 - FAQs
 - Subrecipient vs Contractor Determination Tool
 - OSC Controller Guidance on the Uniform Guidance
 - State Controller Policy on Internal Control System
 - Green Book
 - Additional Guidance and Resource Links
- Still to come:
 - Conflicts of Interest Policy
 - Practical Internal Control Guidance

Questions?

General Information

Financial Analysis & Reporting Section

**Consulting &
Analysis**

Brent Voge

Reporting

Trevor
Borgonah

Internal Audit

Frank Ferraro

Cost Plans

Bhavna Punatar

**Support
Services**

Karoline Clark

Financial Analysis & Reporting Section



Central Mailbox

Financial Analysis & Reporting

DPA_FARmailbox@state.co.us

Fiscal Procedures Manual

✓ Items of Note

- Calendar, Checklist, and Planning Guidelines
- Ongoing Updates
 - Changes communicated via Controllers distribution list and included in Appendix 1
- Audit Risk Letter

Fundamental Operations in CORE

- ✓ CORE Open until Audit Opinion
 - ✓ Beginning balances
- ✓ Performance Budget Integration with CORE
- ✓ Recording Directly In and Reporting Directly From CORE

Calendar Highlights

Period Close Dates

Period	Purpose	Close Date
12	Payment / Cash Cut Off	7/22/2016
13	Department Close	8/22/2016
14	OSC Close	8/26/2016
15	Basic Financial Statements	10/14/2016
16	CAFR / Audit Opinion	12/15/2016

Calendar Highlights

June 30

- Cash cutoff
- Goods must be received or services performed by this date
- Long bill, special bills and supplemental budgets interfaced from PB by this date

July 15

- Last day Departments can bill Higher Education Institutions (via invoice or IET for central billing agencies)

July 22 – Period 12 Close

- Last day to approve payments and cash receipts
- Encumbrance roll at close of business
- Clear balances in default and clearing accounts

Calendar Highlights

August 22 – Period 13 Close – Department Close

- Last day for regular department input
- Final day to confirm internal receivable and payable balances
- Last day to approve fixed assets before depreciation runs
- Deadline for submitting transfer and overexpenditure requests

August 24 – TABOR

- Exhibit A1 & A2 due, as applicable
- TABOR Variance Analysis due
- Exhibit I1 due

August 26 – Period 14 Close – OSC Close

- All FY2016 documents route to the OSC for approval

Calendar Highlights

September 9

- Exhibits Due, except A1, A2, I2, J and K
- Cash reserves turn around report due to OSC

September 30

- Exhibit J due

October 7

- Exhibit K1 and K2 due

October 14 - Period 15 Close – Basic Financial Statements

- Planned publication date of the basic financial
- Entries after this date are considered audit adjustments

Calendar Highlights

December 15 – Period 16 Close

- Audit completion

Budget Process

FY2017 Budget Structure

- FY2017 \$0 Budgets are now available in CORE
 - Created on March 28th
 - Based on active FY2016 budget lines
 - By July 1st, all existing and new lines will be available for use in CORE
 - If budget line exists that is not needed in FY2017, work with Fiftwo to get the budget line deleted.
 - If a budget line does not exist that should be available in FY2017, work with Fiftwo to get the budget line activated.

FY2017 Long Bill

- HB 16-1405 signed by Governor on May 3rd
- Budget data contained in Performance Budget (PB)
 - PB syncs with CORE via appropriation unit
- New/changed coding in PB/CORE
 - Coordinated by Fiftwo Baldwin and Tonya Covarrubias
- PB to CORE interface for Higher Ed will occur on or before May 31st

Special & Supplemental Bills & Emergency Supplementals

- For Special and Supplemental Bills
 - Interface from PB periodically based on effective date
 - Fiftwo will coordinate any new coding necessary
- For Emergency Supplementals
 - Manual budget documents
 - Fiftwo will coordinate creation of manual budget documents, including any reversal documents, when the supplemental is passed, or at the end of the session if not passed

Capital Construction

Higher Ed Institution Capital Process

- Institutions manage projects in their funds
- Budgetary compliance is measured in the Capital Construction Fund
- New event type beginning in FY2016 for transfers-**XN96**
 - Transfers-Out for State-funded portion
 - IET: event type XN96, object code 7300 in 4610, revenue source code 9300 in 305x/320x
 - Duplication of Higher Education-funded portion in the Capital Construction Fund
 - IET: event type XN96, object code 7300 in 4610, revenue source code 9300 in 4610

Higher Ed Capital Construction Transfers Compared to Institutional Fund Expenditures

- OSC Diagnostic Folder in infoAdvantage – Report ID OSC-011
- Based on “matching” 4610/305x or 320x project appropriation units
- Future Enhancement, Add Budget

GJFA - Lamar Community College

Fiscal Year	Accounting Period	Higher Ed Capital Appropriation Unit	Long Bill Line Item No.	Funding Source Code	Appropriation Class Name	Higher Education Fund Expense Excluding 6610 Capital Clearing Offset	Capital Construction Fund Transfer Expenditure	Higher Education Fund Expenditure Difference	6610 Capital Clearing Offset Amount	Capitalization Difference
2015	9	G*PCT044*	GR78569	PCT	GJFAM13044 Repair/Replace Barn Roofs and Outside Arena	\$314,086.80	\$208,280.90	\$105,805.90	(\$208,280.90)	\$105,805.90
2015	9	G*PCU045*	GR78570	PCU	GJFAM13045 Upgrade Elev. Trustee, Admin, Ctnwood, Aspen	\$52,600.41	\$57,070.41	(\$4,470.00)	(\$57,070.41)	(\$4,470.00)
2015	9	G*PEW028*	GR78653	PEW	2015-028M14 Repair Roof and Ceiling, Bowman Building	\$15,200.00		\$15,200.00		\$15,200.00
						\$381,887.21	\$265,351.31	\$116,535.90	(\$265,351.31)	\$116,535.90

6-Month Rule

- Appropriation ends at 6 months from the date the Long Bill is signed
 - HB 16-1405 was signed on May 3rd
 - 6-month due date is November 2nd
- 6-Month Certification Form must be submitted by due date to OSC
 - Submit to dpa_farmailbox@state.co.us
- If FY2016 6-Month Certification hasn't been turned in yet, please send to email address noted above

Continuing Capital Construction Projects

- Carryforward in FY2017 by project
 - Applies to continuing projects within 3-year life
 - Unexpended budget rolls automatically
 - Based on P14 closing balance
 - Roll of budgets will occur in CORE on or before 9/2
 - Continuing Project infoAdvantage report available on OSC-019

Expiring Projects

- Reconcile expected balance against CORE BQ90LV3 and BQ91LV3 screens for expiring projects
- If budget on expiring project remains at year-end work with Fiftwo to:
 - Record a reversion if money is left **OR**
 - Carry-forward with valid encumbrances
- Due dates TBD on Open/Close Calendar

Questions?

Opening & Closing Procedures

Unrealized Gain/Loss

- Posted by IHE's and fed to CORE in Period 13
- OSC will provide allocation for posting Treasury Pooled Cash unrealized gains/losses by July 15th
 - Based on IHE's 1100 Account Balance as of Period 12 close

Unrealized Gain/Loss

- IHEs must record gain/loss for institution-held investments and feed to CORE
 - Difference between book and market value as reported on the Exhibit N1
- Specific Account Codes to use:
 - BSA 1105 - Cumulative Unrealized Gain/Loss on Treasury Pooled Cash
 - BSA 1605 – Cumulative Unrealized Gain/Loss on Investment
 - RSRC 6050 - Unrealized Gain/Loss (GC****NAP0)

Receivable/Payable Confirmations

- Same process as in the past
 - Expect seller to initiate, except CU
- Departments can refuse to confirm past the August 5 deadline
 - Significant differences will require an Period 15 adjusting entry

Compensated Absences - PERA

- Compensated absences accrual PERA percentage applicable to annual leave
 - Not yet available from PERA's actuary
 - Will be communicated to departments when received

Estimates

- Do **not** change methodology after period 14 close
- Do **not** submit a period 15 or 16 entry just to revise an estimate
 - Based on the best information available as of fiscal year close
- **Do** submit a period 15 or 16 entry for calculation errors
- **Do** submit revised estimate for contingencies reported on Exhibit L, if applicable



TABOR

- TABOR **nonexempt** Enterprises for FY2016
 - Western State Colorado University expected to disqualify
 - Fort Lewis expected to disqualify
 - State Fair expected to disqualify
 - Adams State expected to re-qualify in FY2016
 - Reminder: AHEC is only partially designated
- Exhibits A1, A2, and I1, TABOR variance analysis responses due to OSC on August 24, 2016

Exhibit J Report

- New Exhibit J report is in development and testing
 - Available throughout the year
 - Includes beginning balances, even if balances have not rolled in CORE
- Will be a department report in the Higher Education department reports folder

Cash Funds Uncommitted Reserves Report (C.R.S. 24-75-402)

- Legislative changes during FY2015:
 - Uncommitted Reserve increased from \$50k to \$200k for inclusion on the final report
 - Language changes
 - Waiver process change
 - Repeal dates added to certain excluded funds (generally, repeal effective July 1, 2017)
 - New report field: Capital Reserve
 - State entity may request to have average uncommitted reserves calculated over a multi-year revenue-collection cycle
 - Penalty for a fund with Excess Uncommitted Reserves for three consecutive years in a row
 - Legislative intent: the 3 year analysis began with FY15. Earliest date of restriction: FY2018

Cash Funds Uncommitted Reserves Report (C.R.S. 24-75-402)

infoAdvantage Report

OSC-023 – Cash Funds Report – All Funds

- Not able to limit report to funds with Uncommitted Reserves greater than \$200,000 at this time
- FY16 adjustments needed for including or excluding newer funds applicable to the Report
- Tab included to provide detail for Fee Revenues
 - To *exclude* Fees Set in Statute, record revenues in CORE with subrevenue code STAT

Employee Travel Report

- infoAdvantage Report:
 - **GA-008 – Employee Travel Report by Cabinet, Department, Appropriation**
- New:
 - Sub revenue 4WHD (Four Wheel Drive Vehicle Mileage) if applicable
 - Sub revenue 2WHD (Two Wheel Drive Vehicle Mileage) no longer required. If no Sub Rev is included, OSC will assume it is 2 wheel drive.

Single Audit Findings (Federal Reporting)

- Supercircular (OMB Uniform Guidance), 200.511 and .512:
 - The reporting package for the Data Collection Form now requires separate schedules for prior year audit findings and corrective action plans.
 - Details on how this information will be collected is forthcoming.

Questions?

GASB Pronouncements

GASB 68 - Pensions

- PERA will provide schedules in July, exact date TBD
- OSC will distribute GASB 68 Pension workbooks in August
- IHEs can either feed pension entries to CORE or post as a JV1ADVNI
 - Target completion date is by mid-September

GASB Statement No. 72 – Fair Value Measurement and Application

- Change how fair value is measured
 - Investments have been reported at fair value
 - Statement expands the use of fair value to nearly all investments including private equity funds or hedge funds
- Defines Fair Value as
 - The price that would be received if selling an asset
 - Price paid to transfer a liability
 - Statement requires a value measurement at exit price

GASB Statement No. 72 – Fair Value Measurement and Application - Continued

- Investment definition revised
 - Assets that are held primarily for the purpose of income or profit.
 - Based solely on their ability to generate cash
 - Sold to generate cash.
- Donated capital assets, works of art or historical treasures, and capital assets received in a service concession arrangement
 - Entry price more appropriate.
 - Continue to be measured in the same manner.
 - Described as acquisition value rather than fair value.
- Possible revision to Exhibit N.

Questions?

Quarterly Reporting & Diagnostic Reports

Quarterly Reporting

- ...all departments, institutions, and agencies in the state government shall submit a quarterly report of financial information to the controller no later than thirty days after the last day of each fiscal year quarter. Such report shall include such financial information as deemed reasonable and necessary by the controller... 24-30-204 (2), C.R.S.
- Fiscal Procedures Manual Chapter 5, Section 4

Quarterly Reporting

1. OSC Diagnostic Reports
 - a. Responses required
2. Budget to Actual Report (BA-003/004)
3. Trial Balance (GA-001, GA-010, and/or GA-017)
4. Variance Analysis
 - a. Known to department or identified by OSC reporting

Diagnostic Reports

- Remedies are examples only—your situation may require a different approach
- Contact your OSC Consultant for more specific guidance

OSC-001 – Appropriations with \$0 Budget

- **Budgeted** expenses posting to appropriations with \$0 budget
- May be rolling up to create a legal overexpenditure
- Research balances using a trial balance or detail report—such as the GA-999
- Desired result: no records for your department
- Possible remedies:
 - Reclassify expenses to a nonbudgeted posting code
 - Reclassify expenses to a different appropriation with a budget
 - Record budget

OSC-001 – Appropriations with \$0 Budget

Report ID: OSC-001

CORE infoAdvantage

Page 1 of 1

Run Date: 5/3/16

Appropriation Units with Expenses and \$0 Budgets

Run Time: 2:51:35 PM

Cabinet	Appropriation	Appropriation Name	Fund	Current Legal Budget(90/91,3)	Budgeted Expenses Including Encumbrances
G	GC021FLR0	Federal Mineral Lease Operating Revenue & Debt	23R0	0.00	1,895,200.47
G	GC022TPE0	Rose Teacher Preparation Effectiveness Award	1000	0.00	10,392.64
G	GC10 NAP0	GFAA Higher Education Activity	320F	0.00	14,433.72
G	GC10 NAP0	GFEA Higher Education Activity	320F	0.00	5,789.20
G	GC11 NAP0	GGAA Higher Education Activity	320G	0.00	1,057,974.83
G	GC11 NAP0	GC11 NAP0	320G	0.00	110.75
G	GC12 NAP0	GC12 NAP0	320G	0.00	326,967.28
G	GC12 NAP0	GC12 NAP0	320G	0.00	256.82
G	GC13 NAP0	GC13 NAP0	320Y	0.00	45,064.42
G	GC13 NAP0	GC13 NAP0	320Z	0.00	351,990.11
G	GC13 NAP0	GWAA Higher Education Activity	305W	0.00	21,582.76
G	GC13 NAP0	GWAA Higher Education Activity	320W	0.00	62,991.04
G	GC25 NAP0	GJAA Higher Education Activity	320J	0.00	(467,452.85)

NAP0 apr units, likely need to reclass expenses to nonbudgeted

OSC-002 – Cash Out of Balance on JV Documents

- 1100 cash out of balance on JV type documents
- Impacts Treasury's cash reconciliation
- Research balances using a trial balance or detail report—such as the GA-999
- Desired result: Cabinet total = \$0
- Possible remedies:
 - Correct the balance
 - Explain the balance

OSC-002 – Cash Out of Balance on JV Documents

Report ID: OSC-002

CORE infoAdvantage

Run Date: 5/3/16

Cash Out of Balance JV1STND,JVC & CHC Documents

Run Time: 2:58:34 PM

G - Department of Higher Education

Jrnl Doc (Code,Dept,ID,Vers)	AP	Jrnl Debit Amt	Jrnl Credit Amt	Net
JV1STND,GDAA,20160000000000005280,1	1	42.02	0.00	42.02
Cabinet Total:				42.02

Grand Total

42.02

OSC-003 – Abnormal Balances

- Excludes “x”, OSC use only department codes
- Abnormal balance sheet balances
- Clearing accounts
- Credit balance expenditures
- Debit balance revenues
- Mileage missing sub-object for travel report
- Research balances using a trial balance or detail report—such as the GA-999
- Desired result: explainable balances only
- Possible remedies:
 - Correct the balance
 - Explain the balance

OSC-003 – Abnormal Balances

Report ID: OSC-003

CORE infoAdvantage

Run Date: 5/3/2016

Abnormal Balances Report

Run Time: 3:03 PM

Fiscal Year 2016 Period 9

Department	Fund	Abnormal Condition	OSC Account Type	Account	Account Name	Abnormal Balance
GJTA	320J	Credit Balance Assets	Asset	1031	Imprest Checking - Payroll	(10,978.65)
GJTA	320J	Non-Zero Clearing Accounts	Asset	1596	Interface Clearing	(99,502.00)
GJTA	320J	Non-Zero Clearing Accounts	Asset	1597	State Billing Clearing Default	81,197.61
GJTA	320J	Non-Zero Clearing Accounts	Asset	1599	Undistributed Charges - Other	0.79
GJTA	320J	Debit Balance Liabilities	Liability	2120	Accounts Payable	69,692.05
GJTA	320J	Debit Balance Liabilities	Liability	2250	Department Paid Payroll Withholding Payable	10,537.65
GJTA	320J	Debit Balance Liabilities	Liability	2370	Payable to State Departments - Same Department	234.49
GJTA	320J	Non-Zero Clearing Accounts	Liability	2510	Undistributed Receipts	827,812.27

Report ID: OSC-003

CORE infoAdvantage

Run Date: 5/3/2016

Abnormal Balances Report

Run Time: 3:03 PM

Fiscal Year 2016 Period 9

Department	Fund	Abnormal Condition	Account	Account Name	Abnormal Balance
GJTA	320J	Credit Balance Expenditures	4150	Interest Expense	(261.20)

OSC-008 – Missing Data Elements

- Transactions processed without a key data element
 - Appropriation unit, revenue source, object, fund, department, or balance sheet account
- Non-event type based documents biggest risk
 - JV1ADV N
- Also possible on internal transactions
 - ITA and IET
- Desired result: \$0 balance on each line
- Remedy:
 - Correct on a non-event type based document (JV1ADV N)

OSC-008 – Missing Data Elements

- Missing Department
 - Look for funds used by your department
 - OSC will monitor large funds (fund 1000, 4610, etc) and assist departments with these balances

OSC-008 – Missing Data Elements

Report ID: OSC-008 CORE infoAdvantage
 Run Date: 5/3/16 Missing Data Elements - Summary Combining All Documents
 Run Time: 3:07:21 PM

Department	Fund	Closing Classification	Revenue Source	Appropriation	Jrnl Posting Amt
GCAA	2008	14		GCHNESHFG	164,385.37
GGBA	320G	14		GC116NAP0	(2,273,662.00)
GGJA	320G	14		GC123NAP0	(733,333.43)
Sum:					(2,842,610.06)

Department	Fund	Closing Classification	Appropriation	Object	Jrnl Posting Amt
GJAA	320J	10		3123	(2,100.59)
Sum:					(2,100.59)

OSC-009 OverExpended by Accounting Period

- New report to be built
- Goals include a faster running report that more accurately shows the legal level of control
- BA-004 – Budget Structures 90/91 By Fund, FSC, LBLI, Through Accounting Period
 - Consider selecting your institution's funds

BA-004 Budget Structures 90/91 by Fund, FSC, LBLI, Through APD

Funding Source Code: 102

Long Bill Group: G1F

Long Bill Line Item Number GFB11

Appr Type	Appr Unit	Appropriation Name	Fund	Appropriation Type Name	Current Legal Budget(90/91,3)	Budgeted Expenditures	Budgeted Revenue	(Over) Under Budget	Over (Under) Revenue	% of Budget Spent
		GFBA Higher								
GC102	GC102NAP0	Education Activity	320F	University Of Colo-Boulder	0.00	27,027.64	(25,353.52)	(27,027.64)	(1,674.12)	0.00%
Total LBLI:					0.00	27,027.64	(25,353.52)	(27,027.64)	(1,674.12)	0.00%
Total Long Bill Group:					0.00	27,027.64	(25,353.52)	(27,027.64)		0.00%
Total Funding Source Code:					0.00	27,027.64	(25,353.52)	(27,027.64)		0.00%

OSC-010 Under Earned Revenue

- Under earned revenue in cash, reappropriated, or federal appropriation units in fund 1000 **or 4610**
- Unauthorized use of general fund, considered an overexpenditure
- Desired result: under-earned column $\leq \$0$
 - Note that balances $< \$0$ may also be a problem!
- Possible remedies:
 - Reclassify expenses
 - Reclassify or record revenue
 - Submit an overexpenditure form

OSC-010 Under Earned Revenue

Report ID: OSC-010

CORE infoAdvantage

Run Date: 5/3/2016

Under-Earned Revenue

Run Time 3:52 PM

For Budget Fiscal Year 2016 For Accounting Period All

Long Bill	LRN	Appr Type	Current Legal Budget(00.0)	Budgeted Expenses	Budgeted Revenue	Under-Earned Revenue
GAD	05065	GFGAD	6,672,531.95	3,987,048.60	(3,658,041.04)	329,007.56
GKD	05750	GCGKD	328,500.00	514,063.98	0.00	514,063.98
GAG	05814	GFGAG	582,930.97	470,175.50	(87,833.44)	382,342.06
GTC	78080	GCGTC	86,509.40	9,299.70	0.00	9,299.70
GTC	78489	GCGTC	89,695.50	29,758.75	0.00	29,758.75
GTC	78581	GCGTC	146,931.04	67,760.00	0.00	67,760.00
GTC	78583	GCGTC	189,826.45	79,300.06	0.00	79,300.06
GTC	78585	GCGTC	700,000.00	100,355.05	0.00	100,355.05
GTC	78613	GCGTC	415,813.49	110,841.54	0.00	110,841.54
GPD	78663	GCGPD	16,404,160.00	4,535.00	0.00	4,535.00
GA6	GA011	GCGA6	18,796.42	15,796.58	(6,945.18)	8,851.40
GA6	GA023	GFGA6	3,517,473.72	735,157.72	(386,730.56)	348,427.16
GA6	GA024	GCGA6	120,833.35	47,183.60	0.00	47,183.60
GA7	GA026	GFGA7	2,100,000.00	1,528,081.80	(184,327.25)	1,343,754.55
GA3	GAA02	GFGA3	833,742.01	147,789.38	(145,225.23)	2,564.15
GA6	GAA09	GFGA6	965.73	560.48	(550.00)	10.48

Under-Earned 90 Summary

OSC-010 Under Earned Revenue

Report ID: OSC-010

CORE infoAdvantage

Run Date: 5/3/2016

Under-Earned Revenue

Run Time 3:52 PM

For Budget Fiscal Year 2016 For Accounting Period All

Long Bill	LBLI	Appr Type	Appr Unit	Fund	Appropriation Type Name	Current Legal Budget(90/91,3)	Budgeted Expenses	Budgeted Revenue	Under-Earned Revenue
GAD	05065	GFAMO	GFAMOGUA0	1000	Gear - Up	6,672,531.95	3,987,048.60	(3,658,041.04)	329,007.56
GKD	05750	GCHCX	GCHCX0000	1000	Cumbres And Toltec Railroad Commission	0.00	223,552.96	0.00	223,552.96
GKD	05750	GCHCX	GCHCXCUMB	1000	Cumbres And Toltec Railroad Commission	328,500.00	290,511.02	0.00	290,511.02
GAG	05814	GFHAO	GFHAOOAHP	1000	Office of Archeology and Historic Preservation	582,930.97	470,175.50	(87,833.44)	382,342.06

 Under-Earned Detail

GKD 05750 GCGKD 328,500.00 514,063.98 0.00 514,063.98

 Under-Earned 90 Summary

OSC-010 Under Earned Revenue

**BQ90LV3 for
GFHA00AHP**

▼ Budget Actuals

Purchase Reservations : \$0.00	Billed Earned Revenue : \$87,833.44
Pre-Encumbered : \$0.00	Unbilled Earned Revenue : \$0.00
Encumbered : \$83,237.53	Collected Earned Revenue : \$0.00
Accrued Expenses : \$0.00	Billed Unearned/Deferred Revenue : \$0.00
Cash Expenses : \$470,175.50	Collected Unearned/Deferred Revenue : \$0.00
Actual Expenses : \$470,175.50	Total Revenue : \$87,833.44
Uncommitted : \$29,517.94	
Unobligated : \$29,517.94	
Unexpended Cash : \$112,755.47	
Unexpended Accrued : \$0.00	
Expenditure Available : (\$382,342.06)	
Encumbered Available : (\$299,104.55)	

▼ Budget Amounts

Adopted : \$784,131.00	Expected Revenue : \$0.00
Allocated : \$0.00	Amended Expected Revenue : \$0.00
Amendments : (\$740,131.00)	Current Expected Revenue : \$0.00
Carry Forward : \$0.00	Total Budget : \$582,930.97
Original Budget : \$784,131.00	
Reversions : \$0.00	
Transfer Out : \$0.00	
Transfer In : \$538,930.97	
Current Budget : \$582,930.97	

OSC-011 Higher Ed Capital Construction Transfers

- Compares the....
 - Transfer from the Capital Construction Fund for the Project to
 - The Higher Education fund expense for the project (excluding 6610 Capital Clearing Offset)
- Desired result: expenditure difference = \$0 and capitalization difference = \$0
- Possible remedies:
 - Ensure that all Higher Education Fund Expenses are recorded
 - Return Capital Construction Funds back or transfer additional Capital Construction Funds
 - Complete the Capital Clearing Offset entry
 - Notify OSC of items that will cause differences on this report

OSC-011 Higher Ed Capital Construction Transfers

GMAA - Auraria Higher Education Cent

Fiscal Year	Accounting Period	Higher Ed Capital Appropriation Unit	Long Bill Line Item No.	Funding Source Code	Appropriation Class Name	Higher Education Fund Expense Excluding 6610 Capital Clearing Offset	Capital Construction Fund Transfer Expenditure	Higher Education Fund 6610 Capital Expenditure Difference	Clearing Offset Amount	Capitalization Difference
2015	13	G*PDC049*	GR78577	PDC	M13049 Improve ADA Accessibility, Tenth Street Pedestrian Co	610,446.97	443,860.77	166,586.20	(610,446.97)	0.00
2015	13	G*PDE315*	GR78578	PDE	P1315 Auraria Library Renovation	6,501,061.78	6,501,061.78	0.00	(6,501,061.78)	0.00
2015	13	G*PEY083*	GR78655	PEY	2015-083M14 Replace Fire Alarm Systems	433,599.00	366,104.00	67,495.00	(229,631.00)	203,968.00
2015	13	G*PFT184*	GR78578	PFT	P1315 Auraria Library Renovation	0.00		0.00	0.00	0.00
2015	13	G*RRF006*	GR78448	RRF	M11006 Upgrd Fire Sprmklr Sys/Cntrl rm/Wst rm/Arts Bldg	269,768.64	269,768.64	0.00	(269,768.64)	0.00
						7,814,876.39	7,580,795.19	234,081.20	(7,610,908.39)	203,968.00
						This Column	This Column	This should be \$0		This should be \$0
						↘ EQUAL ↙				

OSC-012 Transfer Balancing – Other Cabinet

- Balances transfers with other cabinets, including Treasury
- Research balances using a trial balance or detail report—such as the GA-999
- Desired result: Sub-totals and totals = \$0
- Possible remedies:
 - Reclassify or record expenditure or revenue

OSC-012 Transfer Balancing – Other Cabinet

Cabinet - D

Cabinet Sub-Group - D

Cabinet	Cabinet Sub-Group	Department	Fund	Closing Classification	Object or Revenue Source Code	Name	Net Activity Amount
D	D	DAAA	1000	10	700D	Operating Transfers to Education	608,205.60
D	D	DAAA	1130	10	700D	Operating Transfers to Education	78,997,254.61
D	D	DAAA	15RS	10	700D	Operating Transfers to Education	206,964.00
D	D	DAAA	20E0	10	700D	Operating Transfers to Education	300,912.63
D	D	DAAA	20U0	10	700D	Operating Transfers to Education	231.60
D	D	DAAA	26R0	10	700D	Operating Transfers to Education	558,925.25
D	D	DAAA	4400	10	700D	Operating Transfers to Education	6,489,481.63
D	D	DACA	18C0	14	900D	Operating Transfer from Education	(86,176,375.21)
D	D	DBAA	1000	14	900D	Operating Transfer from Education	(985,600.11)
Sum:							(0.00)



Cabinet Sub-Group - F

Cabinet	Cabinet Sub-Group	Department	Fund	Closing Classification	Object or Revenue Source Code	Name	Net Activity Amount
D	F	DAAA	4400	10	700F	Operating Transfers to Public Health & Environment	0.00
Sum:							0.00



Cabinet Sub-Group - G

Cabinet	Cabinet Sub-Group	Department	Fund	Closing Classification	Object or Revenue Source Code	Name	Net Activity Amount
D	G	DAAA	1000	10	700G	Operating Transfers to Higher Education	17,792,850.00
D	G	DAAA	1000	11	700G	Operating Transfers to Higher Education	0.00
D	G	DAAA	4400	10	700G	Operating Transfers to Higher Education	7,761,955.29
D	G	DAAA	4400	11	700G	Operating Transfers to Higher Education	(12,977.29)
D	G	GAAA	1000	14	900D	Operating Transfer from Education	(142,091.00)
D	G	GJAA	320J	14	900D	Operating Transfer from Education	(25,436,648.00)
Sum:							(36,911.00)

Transfers between cabinet D and cabinet G are off by \$36,911.00



OSC-012 Transfer Balancing – Other Cabinet

6

Transfer Match Indicator by Expense-FML	Department	Fund	Closing Classification	Object or Revenue Source Code	Name	Net Activity Amount
6	WAAA	3600	14	9016	Treasury FML COP Principal Payment from Higher Ed	(1,122,193.59)
Sum:						(1,122,193.59)

7

Transfer Match Indicator by Expense-FML	Department	Fund	Closing Classification	Object or Revenue Source Code	Name	Net Activity Amount
7	WAAA	3600	14	9017	Treasury FML COP Interest Payment from Higher Ed	(875,393.68)
Sum:						(875,393.68)

G

Transfer Match Indicator by Expense-FML	Department	Fund	Closing Classification	Object or Revenue Source Code	Name	Net Activity Amount
G	GGJA	320G	10	7016	Higher Ed COP Principal Payment to Treasury	118,092.29
G	GGJA	320G	10	7017	Higher Ed COP Interest Payment to Treasury	93,503.83
G	GMAA	305M	10	7016	Higher Ed COP Principal Payment to Treasury	849,921.63
G	GMAA	305M	10	7017	Higher Ed COP Interest Payment to Treasury	661,429.46
G	GZAA	320Z	10	7016	Higher Ed COP Principal Payment to Treasury	154,179.67
G	GZAA	320Z	10	7017	Higher Ed COP Interest Payment to Treasury	120,460.39
Sum:						1,997,587.27

Grand Total: (0.00)

9016 and 7016 balances = \$0

9017 and 7017 balances = \$0



FML HE Payments to Treasury

OSC-013 Transfer Balancing – Same Cabinet

- Balances transfers within the same cabinet
- Research balances using a trial balance or detail report—such as the GA-999
- Desired result: totals = \$0
- Possible remedies:
 - Reclassify or record expenditure or revenue

OSC-013 Transfer Balancing – Same Cabinet

G

Dept	Fund	Closing Classification	Object	Object Name	Net Activity Amount
GAAA	1000	10	7000	Operating Transfers to State Dept & Tabor Ent - Same Cabinet	7,653,900.00
GAAA	1000	14	9000	9000 - Operating Transfer from State Department - Same Cabinet	(1,028,731.85)
GAAA	14Y0	10	7000	Operating Transfers to State Dept & Tabor Ent - Same Cabinet	552,497.85
GAAA	14Y0	14	9000	9000 - Operating Transfer from State Department - Same Cabinet	(2,500,000.00)
GAAA	29T0	14	9000	9000 - Operating Transfer from State Department - Same Cabinet	(5,000,000.00)
GCAA	4500	14	9000	9000 - Operating Transfer from State Department - Same Cabinet	(400,797.05)
GCAA	4620	10	7000	Operating Transfers to State Dept & Tabor Ent - Same Cabinet	400,797.05
GDA A	501S	10	7000	Operating Transfers to State Dept & Tabor Ent - Same Cabinet	7,919,592.08
GDA A	501S	14	9000	9000 - Operating Transfer from State Department - Same Cabinet	(7,919,592.08)
				Transfer from State Department - Same Cabinet	(153,900.00)
				Sum	(476,234.00)

Operating Transfers

GCAA and GDA A are in balance

In total, out of balance by (\$476,234.00)

OSC-014 Higher Ed Transfer Balancing

- Balances various higher ed transfers
 - Student Financial Aid
 - Same Gov Board
 - Other Gov Board
 - AHEC Long Bill Transfers
 - AHEC Non-Long Bill Transfers
 - COP Payments to AHEC
 - HE/State Appropriation Transfers
 - Capital Construction Transfers

OSC-014 Higher Ed Transfer Balancing

- Research balances using a trial balance or detail report—such as the GA-999
- Desired result: totals = \$0
- Possible remedies:
 - Reclassify or record expenditure or revenue

OSC-014 Higher Ed Transfer Balancing

Report ID: OSC-014

CORE infoAdvantage

Run Date: 5/3/16

HE Transfer Balancing

Run Time: 4:37:58 PM

For Fiscal Year 2016 Through Accounting Period 9

G

Dept	Fund	Closing Classification	Object	Object Name	Net Activity Amount
GFEA	320F	10	7079	FML COP Interest Payments to AHEC	304,560.74
GMAA	305M	14	9079	9079 - COP Interest Payments to AHEC	(570,976.74)
GTAA	320T	10	7079	FML COP Interest Payments to AHEC	179,507.44
				Sum	(86,908.56)

Total should be \$0.00

 FML COP Payements to AHEC

OSC-015 Higher Ed Noncapitalizable DPA Emergency Controlled Maintenance

- Identifies DPA's project expenditures for these projects
 - The first tab identifies DPA's expenditures by institution
 - The second tab IHE revenue in RSRC 8800
- Desired result: the expenditures on the first tab match the revenue on the second tab
- Remedy:
 - Work with DPA and record 8800 revenue

OSC-015 Higher Ed Noncapitalizable DPA Emergency Controlled Maintenance

2015	13 AXTAAE117	Repair McLaughlin Roof - NWCC	24,650.00
2015	13 AXTAAE123	Replace Three Forced Air Units Cramer Bldg- NWCC	36,837.40
2015	13 AXTAAE129	Repair Sewer Line - NWCC	7,332.09
			68,819.49

GMAA

Fiscal Year	AP	Appropriation	Appropriation Name	End Balance
2015	13 AXTAAE936	Repair Stairs-AHEC		167,854.28
2015	13 AXTAAE937	Repair Chilled Water Line-AHEC		76,961.00
				244,815.28

**This amount
should agree
to the HE
Revenue tab**

Grand Total: 634,903.67

OSC-015 Higher Ed Noncapitalizable DPA Emergency Controlled Maintenance

Report ID: OSC-015

CORE infoAdvantage

Run Date: 7/27/15

Higher Ed Non-Capitalizable DPA Emergency Controlled Maintenance

Run Time: 9:09:41 AM

For Fiscal Year 2015 Through Accounting Period 13

GMAA

Fiscal Year	AP	Revenue Source	Revenue Source Name	End Balance
2015	13	8800	Contributed Cap - Noncapitalized Emergency Proj for IHEs	(247,815.00)
				(247,815.00)

Grand Total:

(247,815.00)

This amount
should agree to
the DPA
Expenditures
tab



DPA Expenditures



HE Revenue



Cover Page

OSC-018 Exhibit Reconciling Balances

- Year end exhibits should agree to these balances
- Desired result: exhibits submitted to OSC agree to OSC-018 balances
- Remedy:
 - Correct the balance
 - Correct the exhibit
 - Contact your OSC Consultant or dpa_farmailbox@state.co.us

Questions?

Contact List

Phone: (303) 866-xxxx

Email: firstname.lastname@state.co.us or DPA_FARmailbox@state.co.us

Consulting

Brent Voge – 2733

Susan Thomson – 4161

Jennifer Henry – 3809

Daniel Saint – 3891

Reporting

Trevor Borgonah – 3468

Marc Burkepile – 3346

Bruno Silva – 3894

John McIntosh – 6327

Support Services

Karoline Clark – 3811

Kelsey Jones – 4041

Fifonsi Dossou – 4160

Mohamed Mashkooke – 4162

Internal Audit

Frank Ferraro

Cost Plans

Bhavna Punatar – 4344