

# March 2019

## District 5 Staff

Wednesday, March 13<sup>th</sup>, 2019  
Taylor Co. Extension Office

*Morning Refreshments & Registration @ 9:45am (EST)*  
*Meeting begins @ 10:00am (EST)*



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# Personnel Updates

## District 5 Agent New Hire

- Melissa Schenck, Washington CEA for 4-HYD
  - Started Monday, March 11<sup>th</sup>, 2019

## District 5 Bi-Weekly New Hires

- Terri Spriggs, Nelson Co. EFNEP Assistant – Started March 4<sup>th</sup>, 2019
- Ashley Curry, Adair Co. PT/Temp Support Staff – Start date pending

## District 5 Agent Vacancies

- ANR – Casey, Washington
- FCS – LaRue, Russell & Wayne
- 4-HYD – Marion, Nelson & Pulaski
- FCS/4-HYD – McCreary



# Welcome to the family!

**Melissa Schenck**

**Washington CEA for 4-HYD**

- Graduated from Murray State University in 2016 with a degree in Agriscience Technology.
- Over the last two and a half years she's been working as a 4-H agent for the University of Tennessee in rural north west Tennessee.
- While she's new to Washington county she isn't new to Kentucky- she grew up on a small farm in Nelson county with corn, soybeans, and cattle.



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# *Celebrations*

*Brayden Thomas Crain*

Born

February 13<sup>th</sup>, 2019

@ 12:14pm

7 lbs 9oz

*Mom, Dad, Big Brother  
& Baby are doing  
great!*



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# *Celebrations!*

*Jason Charles Miracle*

Born

February 11<sup>th</sup>, 2019

@ 8:14pm

8 lbs 10oz ~ 19 ½ inches

*Mom, Dad & Baby are  
doing great!*



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# *Birthday Celebrations!*

<i>Junior Cecil</i>	<i>3/01</i>
Mary Glenn	3/07
Sherry Coffey	3/10
<i>Tony Rose</i>	<i>3/11</i>
<i>Danielle Ford</i>	<i>3/14</i>
Melinda Cross	3/18
Mary Lucas	3/24
<i>Deana Reed</i>	<i>3/29</i>
<i>Dayna Fentress</i>	<i>3/31</i>



***Your assistance  
is always appreciated!***

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**Taylor County**

**Location & Registration**

**Grayson & Green Counties**

**Morning Refreshments**



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# *In Our Thoughts...*

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*Sympathies to those that have recently lost loved ones  
and close friends.*

*And, Get-Well wishes for staff members who have faced  
illness during the past few weeks.*





# NEP Updates

Sara Talbott, Area NEP Agent

- *2020 Commitment Forms*
- *ProCard Voucher Documentation*
- *NEP PowerPoint Presentation*

## Program Highlights

Kindra Ewing-Jones, Grayson CEA for 4-HYD

Ricky Arnett, Green CEA for ANR

Dayna Fentress, Hardin CEA for FCS

Amy Aldenderfer, Hardin CEA for HORT



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# **IGNITE Sessions**

***“P.A.W.S. – Physical Activity with Soul”***

Debbie Shepherd – Casey CEA for FCS

***“School Enrichment Presentation”***

Toni Humble – Wayne CEA for 4-HYD

***“Adair County Young Farmer Program”***

Nick Roy – Adair CEA for ANR



# Notes from District 5 Office

## AgHES Alumni Update

- Alumni Director: Jonathan Furnish
- District 5 Alumni – 1,070
- County Alumni Directory will be emailed
- Upcoming Events
- Area Leadership
  - Lincoln Trail President– Jeremy Hinton
  - LT Agent Contact – Daniel Carpenter, LaRue CEA for ANR
    - *Next Meeting – August 3<sup>rd</sup> @ NOLIN RECC Building*
  - LC President - Chelsey Anderson, Cumberland CEA for ANR
    - *Next Meeting – July 18<sup>th</sup> @ Lindsey Wilson College*



## **Benefits Open Enrollment (UK Employees)**

- Available April 23<sup>rd</sup> – May 11<sup>th</sup>, 2019
- <https://www.uky.edu/hr/hr-home/benefits-open-enrollment-april-23-may-11>

## **Budget Training**

- Friday, March 15<sup>th</sup>, 2019
- Taylor Co. Extension Office @ 10:00am EST
- Presenter – Jeremy Teal, Fiscal Compliance Officer
- Guest – Chris Shotwell, Director of Business Operations & Analysis
- Attendees should include the county facilitators, fiscal coordinators and appropriate support staff.
- Counties are asked to bring one laptop only.



## **County Quarterly Payment**

- 3<sup>rd</sup> installment payment due to Dr. Young's office – April 10<sup>th</sup>
- Please send copies of payment to D5 office

## **County Vehicle Inventory**

- Excel file sent to each county office to complete
- Due back to District 5 office by Friday, March 15<sup>th</sup>, 2019

## **Chi Epsilon Sigma**

- April 10-12, 2019
- Holiday Inn University Plaza-Bowling Green
- <https://chies.ca.uky.edu/content/annual-meetings>



# 2019 County Reviews

Appreciation to the following Agents for participation on review teams:

- Christy Martin, Russell CEA for 4-HYD
- Matt Adams, Hardin CEA for ANR

<u>County</u>	<u>Team Leader</u>	<u>Review Date</u>	<u>Follow-Up Due Date</u>
Casey	Jerry Brown	10/30/2019	4/30/2020
Grayson	Dr. Jeff Young	7/31/2019	1/30/2020
Green	Dr. Ken Jones	5/16/2019	11/16/2019
Marion	Jerry Brown	10/31/2019	4/30/2020
McCreary	Jennifer Hunter	3/8/2019	9/8/2019
Pulaski	Jennifer Hunter	3/7/2019	9/7/2019
Washington	Jerry Brown	10/29/2019	4/29/2020



# Employee Accountability

- Reporting
  - KERS monthly reporting due by the 10<sup>th</sup> of the following month
  - SNAP-Ed Hours entered throughout year

## 2019 Intern Hosts

<i>County</i>	<i>Intern Host Name</i>	<i>Program Area</i>	<i>Email</i>
Breckinridge	Alexandria Bryant	4-H	<a href="mailto:alexandria.bryant@uky.edu">alexandria.bryant@uky.edu</a>
LaRue	Misty Wilmoth or Daniel Carpenter	4-H/ANR	<a href="mailto:mwilmoth@uky.edu">mwilmoth@uky.edu</a> ; <a href="mailto:daniel.carpenter@uky.edu">daniel.carpenter@uky.edu</a>
McCreary	Greg Whitis	4-H, ANR, FCS	<a href="mailto:gwhitis@uky.edu">gwhitis@uky.edu</a>
Meade	Jennifer Bridge	FCS	<a href="mailto:Jennifer.Bridge@uky.edu">Jennifer.Bridge@uky.edu</a>



# Leave – TDL Conversion

- The annual period to convert temporary disability leave (TDL) to vacation leave (VL) will open April 1<sup>st</sup>, ending April 30<sup>th</sup>, 2019
- Only days in excess of 66 TDL days may be converted, at a rate of one day of vacation leave for three days of TDL.
- View instructions on conversion in MyUK
  - <http://www.uky.edu/hr/hr-home/myuk-online-guide/myuk-ess-guide/convert-temporary-disability-leave>
- TDL Conversion FAQs
  - <http://www.uky.edu/hr/policies/conversion-temporary-disability-leave>





# Leave – Annual Leave, Expiration & Shared Leave Pool

- Make sure that all vacation time has been submitted in SAP for approval.
- After submission of all vacation time, review remaining hours that will expire 6/30/19.
- If you have more than 100 hours vacation time due to expire 6/30/19, work with District Director to coordinate leave requests.
- You may choose to donate unused vacation time to the Staff Shared Leave Pool
- <https://www.uky.edu/hr/employee-relations/shared-leave-pool/faqs-shared-leave-pool>
- <https://www.uky.edu/hr-apps/forms/shared-leave-pool-online-donation-form>



## **KEHA State Meeting**

- May 14<sup>th</sup> – 16<sup>th</sup>, 2019
- Crown Plaza Hotel, Louisville
- <https://keha.ca.uky.edu/content/state-meeting-information>

## **Performance Appraisal Timeline**

- Opens June 1<sup>st</sup> for Self-Evaluations
- All agents will be evaluated for 2018-2019
- Exception: Agents under 1 year of service

## **Plan of Work**

- Complete rough draft and submit to DD for review by May 1<sup>st</sup>.
- Final for the fiscal year – KERS – June 30th



## **Success Stories**

- 3<sup>rd</sup> due April 10<sup>th</sup>, 2019
- 4<sup>th</sup> & 5<sup>th</sup> due July 15<sup>th</sup>, 2019

## **State Fair Assignments**

- District Assignments due to State 4-H Office by April 1<sup>st</sup>
- Superintendent Training - TBA

## **Staff Meetings for District 5**

- Remaining 2018-19 District 5 Staff Meetings– (HOLD)
  - Wednesday, May 8<sup>th</sup>, 2019



## **Status of County Offices**

- New addresses, new building(s), additions, etc.
- Send information to District 5 office – Due April 1<sup>st</sup>

## **Secretary Training Update**

- Hosted by District 5 FCS Agents
- Planning Committee: All D5 FCS Agents
- Training Contacts: Luke Fries & Natalie Taul
- Tentative Dates: September 26<sup>th</sup>-27<sup>th</sup> , 2019
- Location: Barren River Lake State Park

## **Service Awards**

- Pending announcements from Stacy Miller



# Workers Compensation

- Step 1 – Employee should immediately report the incident to their supervisor
- Step 2 – Immediately call 1-800-440-6285
- Step 3 – The employee should proceed to the UK Worker's Care network facility for evaluation and care.
- Step 4 – The employee or supervisor should, in a timely manner, coordinate with the department HR Administrator regarding the coding of Worker's Care Leave.
- Step 5 – The department HR Administrator should code the leave in SAP.

Questions? Contact the District 5 Office – (859) 257-4738



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# Extension Administration Updates

*Wednesday, March 13<sup>th</sup>, 2019*



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# Innovative Program Sharing

Start Time: March 13, 2019 11:30 AM Eastern Time (US and Canada)

Dana Anderson – Mercer 4-H Youth Development

Josh Knight – Center for Crop Diversity

Ellen Crocker – Forestry Specialist

Topic: District Staff Meeting Agent Sharing

Time: Mar 13, 2019 11:30 PM Eastern Time (US and Canada)

Join from PC, Mac, Linux, or mobile device:

<https://uky.zoom.us/j/8190326356>



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# IT Updates

*Michael Kennett – District 5 IT Support Specialist*

## Fake Emails –

- Be careful
- Examine the whole email address
- Don't click on links you are unsure of
- Call the person if unsure





# IT Updates

Extension Trainer Position will be posted soon

All computers will need to be upgraded to Window 10 by December 2019.

Shortage of some processors could delay Dell computer orders



# IT Updates

IT Audits – Visit two counties per district per year.

Soil Data – Still some issues, with some databases.  
New version is in progress

Off Site Back up – Recommend that all offices have  
some plan for off site (cloud) backup.



# IT Updates

## County Email Addresses –

A new shorter county email address has been developed by IT.

[countyname.EXT@uky.edu](mailto:countyname.EXT@uky.edu)

It is shorter and much more intuitive.

The original email [DL\\_CES\\_countyname@email.uky.edu](mailto:DL_CES_countyname@email.uky.edu) still works and will continue to work.



# Marketing Update

## DISTRICT BOARD NEWSLETTER

- Monthly email newsletter being sent to **586** Extension District Board members across the state plus all Extension employees



During this time of rapid change, and to facilitate better communication among college administration, Extension boards and county offices, we are committed to providing information and updates on a regular basis. This is our second monthly installment. To read last month's installment, [click here](#).

The following are updates and information regarding several initiatives that are underway.

### Budget Update

In the message from January, we mentioned the approximate \$3.6 million budget cuts to Extension since 2016. These cuts have yet to be completely funded in Extension budgets and the College has absorbed those cuts through consecutive bridge funding. This year, the new county contribution formula reflects these cuts.

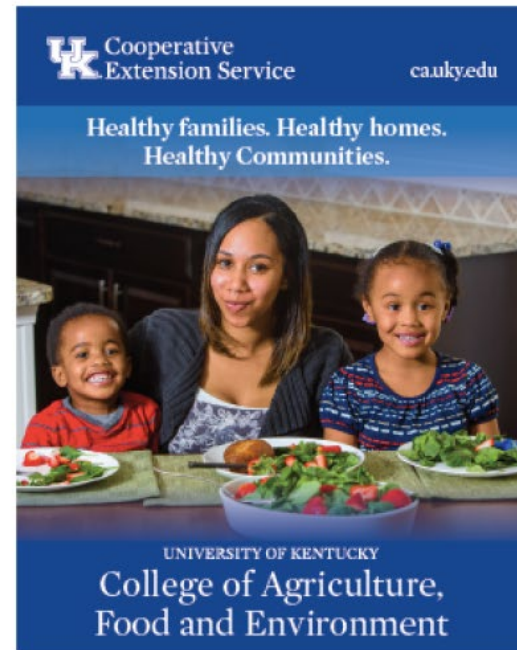
As a result, the county contributions are increasing an average of 23.7 percent across the five tier levels. We know that this is a significant increase, but it is necessary to cover the



# Marketing Update

## KACO AD

- Ad included in KACo "County Line" magazine that is sent to nearly **2,000** county elected officials



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# Online STO Masters

- The University Senate Council has received a recommendation from the Chair, Senate's Academic Programs Committee to approve the online STO masters. **Another step forward from last month.**
- For those interested in the Science Translation and Outreach online masters:
  - Go ahead and take the GRE, it will be required
  - Number interested in starting in the Fall?



# Client Protection Risk Management

- Client Protection Risk Management webinars have been scheduled. Agents can sign up in KERS.
- Dates Available:     March 29th  
                              August 2<sup>nd</sup>  
                              November 22nd

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As a reminder new background checks must be requested at least every 5 years and should be completed between Jan. 1<sup>st</sup> and April 30<sup>th</sup> for all volunteers.

D1 and D2 – 2018

**D3 – 2019**

D4 – 2020

D5 & D7 - 2021

D6 – 2022



# PayPal For Business Reminder

In consultation with UK Merchant Card Service, it has been determined that Paypal is an acceptable credit card processing solution for all counties. PayPal is PCIDSS compliant and also offers mobile payment options for accepting credit and debit card payments.





# UK Ag Alumni

- Hall of Distinguished Alumni Nominations are currently being accepted
- Applications are on the Ag Alumni Website
- Contact Jonathan Furnish



# Political Candidate Use of Extension Office

Prohibited by IRS Tax Law

“If the IRS finds a section 501 (c) (3) organization. engaged in prohibited campaign activity, the organization could lose its tax-exempt status and it could be subject to an excise tax on the amount of money spent on that activity.”



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# Career Ladder

Levels II, III and IV have been reviewed

Level V will be reviewed in early April.

Letters will be mailed to agents in  
Mid-April



# Kentucky Leads Extension Scholarship Program

- Pilot Counties for District 5 are Marion and Washington
- Not limited by major
- Benefits Extension and College by raising awareness of Extension Presence in each county.
- Contact: David Kessler for more information



# Office Hours

Reminder that normal office  
hours are  
8:00 a.m. – 4:30 p.m.



# Extension Foundations

Quick poll

Which counties have active  
Extension Foundations?



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# ESP Updates – District 5

## Lake Cumberland Contact

Tony Rose, Adair CEA for 4-HYD

## Lincoln Trail Contact

Jennifer Bridge, Meade CEA for FCS



# ESP Annual Meeting

- \$55 for Annual Meeting, \$10 for Workshop on the Move, \$35 for In-service
- Hotel:
  - Hampton Inn of Bardstown, Rate: \$109/night, single or double
  - Call 502-349-0100, code *ESP* for rate





# ESP Annual Meeting

- March 19-20
  - Featuring:
    - “Workshop on the Move” a tour of Bernheim Arboretum and Research Forest
    - Retiree and Life Member Meeting
    - Annual Business Meeting and Awards Program
    - In-service: Dr. Barbara Chamberlin, New Mexico State University, Extension Instructional Design and Educational Media Specialist
  - Register:  
[https://uky.az1.qualtrics.com/jfe/form/SV\\_eggPHFSAazUotmt](https://uky.az1.qualtrics.com/jfe/form/SV_eggPHFSAazUotmt)





Look for more information on this NEW innovative program at this year's annual meeting.



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# Open Records Requests

- Send IMMEDIATELY to District Director, Stacy Miller, Tim West and Amy Spagnuolo ([agporter@uky.edu](mailto:agporter@uky.edu)) ([UKOpenRecords@uky.edu](mailto:UKOpenRecords@uky.edu)) ([stacy.miller@uky.edu](mailto:stacy.miller@uky.edu)) ([tim.west@uky.edu](mailto:tim.west@uky.edu))
- Counties should **never** respond to an open records request



# U.S. Census Job Opportunities

**JOIN THE 2020 CENSUS TEAM**

United States  
**Census**  
2020

**APPLY ONLINE!**  
[2020census.gov/jobs](https://2020census.gov/jobs)

The U.S. Census Bureau is an Equal Opportunity Employer.

**U.S. Census Bureau**  
Like This Page · October 11 · 🌐

You can help your community! Apply for one of thousands of temporary #2020Census jobs. Census results determine the number of seats each state has in the U.S. House of Representatives as well as how funds are spent on roads, schools and hospitals. Apply online at: [2020census.gov/jobs](https://2020census.gov/jobs) #ApplyToday

👍❤️👍 67      8 Comments 222 Shares

👍 Like    💬 Comment    ➦ Share    🌐

Most Relevant

**Drenda Carter** I enjoyed working the 2010 census and I would like to get in on the first hiring wave for Maryland, how soon will that be? I have put in my app is that all I can do for now?  
Like · Reply · 2w

**U.S. Census Bureau** Hello, if you have a question about your application, please call 1-855-JOB-2020.  
Like · Reply · 2w

**Orin O'Neill** I really enjoyed working on the 2010 Census. My application is on its way! 🙌  
Like · Reply · 3w  
👍 1 Reply

**Pamela Davis Shawn Wentz**, can you pass this on to Judy? They might know when they'll be hiring for door knocking.  
Like · Reply · 3w  
👍 1 Reply

**Jane McLeod** do you have to be an



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# U.S. Census: How Extension Can Help

- Contact: Emmanuel Smith, Kentucky Partnership Specialist  
Philadelphia Regional Census Center
- Promotion
- Complete Count Committees (one in each county)
  - Schools Reps
  - Media
  - Non-profits/ Community/ Extension
  - Health Care



# Unconscious Bias Training

- All employees must attend
- Mia Farrell will be working with each District to schedule times and dates



# Internship Updates

## Internship Program

- Interviews have been completed as of March 4th
- Potential county host will be contacted by March 12th
- Intern Offers will be made by March 15th via email
- April 9th is intern orientation at Goodbarn from 11am-3pm



# Diversity Updates

- New Agent Orientation- April 16-18, 2019
- Teen Conference Diversity, Equity, Inclusion, and Leadership Minor
- April 16- leading a webinar for 4-H agents on “Taking the Conversation Deeper” as it pertains to Diversity, Equity, and Inclusion for the TC minor
- Creation of a button - Inclusion starts with us = Diversity, Equity and Inclusion
- 34th annual National MANRRS Conference, which will take place in Overland, KS





# KERS County Vehicle Mileage Logs

- KERS are complete and ready to pilot testing
- Log County Vehicle Mileage by driver
- District Directors will upload vehicle information by county
- KERS will create a summary of mileage driven for each vehicle by driver



# District Staff: EFO Update



## Extension Financial Operations

Chris Shotwell, Director Financial Operations

Tina Ward, College Business Analyst

Ty Back, Fiscal Compliance Officer

Jeremy Teal, Fiscal Compliance Officer

<http://cafebusinesscenter.ca.uky.edu/>

# Budget

- Increase of an average of 23.7% for base agent contributions
- Extension has experienced a series of recurring cuts – totaling about \$3.6 million
- [Budget guidelines are on the Extension Financial Operations website](#)

# QuickBooks Online

- Implementation Plan
  - QBO is being implemented by District
  - Training is conducted by our old areas (limit 10 counties in each training)
    - Limited training clients available
    - Sign up with District Director
- Training attendees
  - Required: Fiscal Contacts (Coordinators, Facilitators or Managers) and Staff Assistants who will be using QBO regularly
  - Optional: County Treasurer's, Bookkeepers, etc.
  - Bring one laptop per county for the practice exercises

# QuickBooks Online

District	Training Dates	Go Live Date
District 2	Trained in January	Feb. 1 <sup>st</sup>
District 1	Trained in February	March 1 <sup>st</sup>
District 4	March 27 <sup>th</sup> - Woodford Co. Office March 29 <sup>th</sup> - Madison Co. Office	April 1 <sup>st</sup>
District 7	April 16 <sup>th</sup> - McCracken Co. Office April 17 <sup>th</sup> - Christian Co. Office	May 1 <sup>st</sup>
District 5	May 22 <sup>nd</sup> - Hardin Co. Office May 23 <sup>rd</sup> - Taylor Co. Office	June 1 <sup>st</sup>
District 3	June 3 <sup>rd</sup> Boone - Co. Enrichment Ctr. June 10 <sup>th</sup> - Shelby Co. Office	July 1 <sup>st</sup>
District 6	June 18 <sup>th</sup> - Henderson Co. Office June 19 <sup>th</sup> - Warren Co. Office	July 1 <sup>st</sup>

***\*\*Note: Districts 3 & 6 will both train in June and go live in July.***

# QuickBooks Online

Positive feedback received within the first month...

- *“I have never seen my budget vs actuals on the same sheet before!”*  
– Agent
- *“The scheduled reports were awesome! They went to everyone in my office and I didn’t have to do anything! Now everyone knows their balances.”* – County Manager
- *“With the help of Extension Financial Operations, I found that our bookkeeper had mistakenly paid a bill twice. That saved our county thousands of dollars.”* – County Facilitator

# QuickBooks Online

- Reminders when using the new QBO System
  1. Do not delete **ANYTHING** without first talking to your Fiscal Compliance Officer.
  2. Do not add, delete or change **ANY ACCOUNTS or CLASSES** without first talking to your Fiscal Compliance Officer.

**Accounts and classes are built for specific reporting purposes  
and any changes can break that reporting structure**

# QuickBooks Online

- **KEEP OLD ELECTRONIC RECORDS!**
  - Electronic and paper records must be kept for historical and audit purposes
- After your District “Go Live” date, **DO NOT USE THE OLD SYSTEM FOR NEW TRANSACTIONS!**



# Travel Reimbursements (TRIP)

## Reminders:

- Give a copy of your TRIP generated travel documents to the fiscal contact for entry into the accounting system in order to keep balances on financial reports more accurate
- Get your CONCUR sign-in account created for purposes of making travel arrangements and/or cost comparisons
  - <https://www.uky.edu/ufs/concur-first-time-users>

# Travel Reimbursements (TRIP)

## TRIP Training:

- Visit the KERS In-Service Training Catalog for available TRIP Training and Q&A sessions (offered via Zoom)
  - Trainings to be offered closer to the end of the month and prior to the time that most travel reimbursements are submitted
  - Q&A sessions to be offered in the beginning of the month when most travelers are in the system submitting reports

**Please share with staff in your office who may need training or have questions regarding the system.**

# Compliance

## Update:

- Work continues on a consolidated Financial Operations Manual
  - Our goal is to submit the final draft to the Director of County Operations later this month
- The development of standardized forms is continuing with the following forms set for distribution later this month
  - Payment Voucher
  - Daily Deposit Log
  - Safe Log

# Compliance

## Training Topic: Safeguarding of Public Funds

- Keep working funds to a minimum at all times and all other cash in a locked safekeeping device.
- Keep cash in a safekeeping device that cannot be easily removed from the premises.
- Keep safe doors closed during business hours when the safe is in use, and locked when it is not in use. Keep safes locked at all other times.
- Give safe combinations/keys to a minimum number of employees and only to those whose functions require access.

# Compliance

## Training Topic: Safeguarding of Public Funds

- When staffing levels permit, to prevent access to secured cash after normal business hours, no one employee should have access to both a key to a door to an office and the safe combination.
- When staffing levels do not permit this preferred internal control measure, the supervisor must develop a plan and exercise control to maintain a proper level of security over cash.
  - More frequent deposits of cash to financial institutions
  - Daily/Weekly review of safe log and verification of safe contents
  - Other controls as deemed necessary by the supervisor

# Compliance

## Training Topic: Safeguarding of Public Funds

- Two people should be present at all openings and closings of safekeeping devices.
- Two people should initial a safe log that documents the safe's opening and closing activity, as well as the contents of the safe at open and close.

# SAP Concur

- SAP Concur will replace TRIP sometime in 2020 as part of University's "Our Path Forward" 5 year financial plan
- This should be an easy transition since we are already using an online system and Concur should provide better user-experience and mobile support
- More information will be shared as it becomes available

# Questions

