

SOUTHERN UNIVERSITY

COMPTROLLER'S OFFICE

BM - 215

STEP BY STEP PROCEDURES FOR PREPARATION OF THE ACT 971 MONTHLY REPORT

PURPOSE

The purpose of this Operating Policy/Procedure (OP) is to establish the procedures and guidelines to ensure that the monthly ACT 971 Report is prepared in a timely manner. This policy sets forth guidelines to insure that the monthly ACT 971 Report is prepared in a timely manner and is monitored timely to ensure compliance with university regulations.

OVERVIEW

The Budget Management Section of the Comptrollers Office has the vested responsibility for the financial administration of preparing the monthly ACT 971 Report within the Southern University System. Accordingly, the staff must keep abreast of constantly changing policies and procedures to ensure compliance with the policies and procedures of the Federal and State agencies and the University. The accountants in this office functions as the financial liaisons between the faculty, staff, and other campus administrative offices on financial matters related to preparing the monthly ACT 971 Report.

DEFINITION

ACT 971 of 1985; R.S. 17:3386 – Act 971 of 1985 states that any public college or university or any consortium of colleges and universities which adopts a building and facility preventative maintenance program approved by the board of Regents may retain any funds appropriated or allocated to such college, university, or consortium from the State General Fund which remain unexpended and unobligated at the end of the fiscal year, provided that not less than fifty percent of such retained funds shall be maintained by the college, university or consortium in a preventative maintenance reserve fund. Monies from such reserve fund shall be used solely for preventative maintenance purposes in accordance with the approved plan. Retained funds shall only be spent on nonrecurring projects and such expenditures are subject to approval by the appropriate higher education management board, the Board of Regents, and the Joint Legislative Committee on the Budget.

AUTHORITY FOR WRITING, UPDATING AND INTERPRETATION

The authority for writing, updating and interpreting the applicable policies and procedures is vested

with the Office of the Vice Chancellor for Finance and Administration.

The authority for compliance with these requirements rest with the Office of the Comptroller, Division of Budget Management through the Director of Accounting Services, Associate Comptroller and the Associate Vice Chancellor for Financial Operations and Comptroller.

RESPONSIBILITY FOR NOTIFICATION OF CHANGES

The responsibility for notification of changes in applicable regulations, policies and procedures is vested with the Office of the Comptroller: Division of Budget Management

DUTIES AND RESPONSIBILITIES

The Budget Management Supervisor within the Comptroller's Office is responsible for the preparation and submission of correspondence requesting the expense-general fund budget projection on a monthly basis. The steps required for processing are outlined below.

PROCEDURES FOR PREPARING THE ACT 971 MONTHLY REPORT:

1. Obtain the FBM061 by subsidiary ledger for accounts 637000 – 637110.
2. Obtain the FBM094 by general ledger account control - fund group 37 (Act 971).
 - Review Account Control 3300 to obtain the fiscal year beginning balance.
 - Review Account Control 4910 to obtain the transfers in total.
3. Enter the information from the FBM094 into a schedule (see attached) to get the total funds available.
4. Prepare worksheet (Preventive Maintenance (PM) and Non-recurring (NR) and ADA compliance) and enter figures from the FBM061 for the accounts 637000 – 637110 for actual fiscal year and open commitments based on line item classifications for the account balances on Screen 023. These figures populate the schedule at #3 above.
5. The overall total for expenditures and open commitments on the schedule prepared at #3 above should equal the control total 9560 for expenditures and 9660 for encumbrances.
6. The schedule prepared at #3 above should give the unobligated balance at the current period.
7. Submit to Accounting Section supervisor for review and approval.
8. Submit to Director of Accounting Services for approval.
9. Submit to Vice Chancellor for Finance and Administration.

Note: This is due on the 10th day of the month.