



Extension Finance Newsletter

May-June
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Two Beef Burgers and a "Suicide"

By Becky Adair, ISU Risk Manager

I feel fully qualified to write this article on 4-H food stands because as a member of the Wayne County Richmond Rustlers 4-H Club, I worked my fair share of time behind the counter during the county fair. In fact, for many of us it was the cool thing to do and we'd actually posture ourselves to be sure we got the next customer (especially the one we might have identified as our summer fair romance for that year). Our biggest achievement was being able to make a "suicide" - putting all the flavors of pop from the dispenser into a single cup. We were instructed on how to handle the food and make change but other than that, we didn't worry about things like liability or insurance. Looking back now, I'm not sure how much the 4-H staff, leaders and other volunteers worried about them either. Life was just less complicated.

The ISU Office of Risk Management is now working together to address many of the concerns and questions related to various Extension programs. As a result, I now find myself back working with 4-H food stands except this time I'm not behind the counter, life is much more complicated, and we do need to be concerned with the risks and liabilities these venues represent.

What I've learned from the various questions I've gotten so far is that all food stands are not created equal. This makes it difficult for me to put together a standard response and send it out to everyone at this time. It will be easier for me to address your questions or concerns on a case-by-case basis so I encourage you to call me at 515-294-5315 or send an e-mail to bladair@iastate.edu.



Year-end closing and carryover

By John Flickinger

Year-end closing time frames by specific items:

Building construction/repair/remodeling projects must be coordinated with Facilities and Plant Management. Movable equipment must be ordered through Purchasing.

Computer Sales - typical orders through ISU Information Technology Services (ITS) arrive within 7-10 business days, but are subject to availability. Any order must be received by the unit in order to be included in the current fiscal year.

Purchasing Card Transactions must be approved on-line by June 30. Questions should be directed to Lesley Lackore in the Purchasing Office at 515-294-4589.

Compensatory time for general service staff (merit) cannot be carried over into the next fiscal year. Payment of unused compensatory time must be made through hourly payroll no later than July 5. If you have questions, please call Doug Anderson in the Payroll Office at 515-294-6558.

Hourly payroll for the period ending June 30th and paid from general funds will be paid in FY07. Hourly payroll for non-general funds (such as grants and auxiliary accounts) will be charged to FY06.

Vouchers should be submitted to the ISU Extension Finance by June 15th to assure the expenditure will occur in the current budget year. Vouchers need to be in the ISU Accounting Office by noon on June 30th to insure processing by year end.

Deposits should be received in the ISU Extension Finance office by June 28th to assure the receipt will be recorded in the current budget year. Deposits must be at the Treasurer's Office by 3:30 PM on June 30th to be included in FY06 business.

Departments on campus entering **Intramural charges** must have all transactions entered by July 3rd.

Final closing entries by the Extension Finance Office will occur beginning July 7th and there will be no more entries from units at that time.

Carry-over

As our current fiscal year rapidly comes to an end, units ask about carrying over unspent funds into the next year. Our answer will vary, depending upon the source of funds.

Grants, revolving accounts, and other auxiliary accounts do allow funds to carryover.

State Cooperative Extension funds (103 A/C's), Federal Cooperative Extension funds (620 A/C's) and State University Extension funds (701 & 704 A/C's) will allow carryover as encumbrances only for the purchase of specialized equipment that is ordered by June 30. To qualify as "specialized equipment", the item must have a unit cost of \$5,000 or more and a useful life of one year or more. It is important that you allow sufficient lead time since the ISU Purchasing Department will need adequate time to bid these orders.

Please call the Extension Finance Office if you have any questions.



Time is running out!

Web Travel

By Joan Ballard

Entering Overnight Expenses

When entering an overnight trip, you should only enter the start time on the first day of your trip. There is no need to enter the time you arrived at your destination.

5-02-2006	06:00 A.M.	OTTUMWA IA		
		MAQUOKETA IA	Lodging	51.02
			Breakfast	5.00
			Lunch	7.00
			Dinner	12.40
5-03-2006		OTTUMWA IA		
	11:00 P.M.	CENTERVILLE IA	Breakfast	6.40
			Lunch	7.00
			Dinner	11.20

When you have finished your overnight trip, enter the time that you returned to your official base. There is no need to enter the time that you left your destination to return to your official base.

If you enter a return time or start time at any time, other than the time you started your trip and the time you returned, this will cause any meals that you have associated with the overnight trip to be taxable. This system will treat this as a day trip and your meals will be recorded as taxable.

If your trip has multiple stops, enter the location but not a start or end time for each location.

See example below:

11-01-2005	07:00 A.M.	WYMAN IA		
		AMES IA	Lodging	50.40
			Lunch	7.90
			Dinner	13.77
			Mileage-- 223	108.16
11-02-2005		AMES IA		
		DOWS IA	Lodging	50.40
			Dinner	13.80
			Mileage-- 103	49.96
			Registration	40.00
11-03-2005		AMES IA		
		AMES IA	Lodging	50.40
			Lunch	7.82
			Dinner	13.93
11-04-2005		AMES IA		
	08:30 P.M.	WYMAN IA	Dinner	12.58
			Mileage-- 175	84.88



Cougar Mountain

By Shirley Jean Woodward

We have had another productive two months since the printing of the last newsletter. The reports that were identified as Council core reports, the Account Balance report, the Voucher report, and the Budget Revenue & Expense report, have been customized and distributed to the county offices that are currently using Cougar Mountain. The CB 1 and 2 are almost complete as well as the AFR 1. The office assistants in the pilot counties have been testing the reports and instructions are being posted on the website.

The area directors are busy setting up a training schedule for the office assistants that will be trained on Cougar Mountain in the next few months. Tentatively, training will begin July 31, 2006. Prior to the training, information and instructions will be sent out so you will be fully prepared when the trainer comes to your office.

There has been some confusion as to when revenue and expenses should be coded into the Fee Fund and when contributions and donations should be coded into the Donor Fund. When Laurie Gustafson and I met with Andy Nielsen, State Auditor, he gave us some guidelines to help make the correct determination. A summation has been written and posted on the new ISU Extension Finance website under Policies/Procedures.

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