Cash Management
Follow up Meeting
August 3, 2021

Attendees: Marla, Tami, Ernesto, and Lilia

- Meeting with Dr. Boyd
- Marla to reach out Raul Galvan
- Marla to reach out to Los Rios
- District FA hiring (FA Technical Analysts) in progress
- District FA Director need DOE recommendations – Ernesto forwarded 8/3/21
- Marla and Tami – to coordinate with the district process
- Peoplesoft 9.2 – Ernesto to reach out to others and provide an update
- Follow up meeting Friday, 8/13/21

Delineation of Functions

Campus FAO	Business Office	District ITS	District Finance
Document Monthly Direct Loan Reconciliation for all Title IV, there's clearly defined consistent process.	Specific to Budgets, cannot verify amounts.	Define function (FA Analyst) Technical-programming, customization (ITS)	Query provided by Vu is used to troubleshoot. Show variance in student disbursements.
How do the FAO at each college determine weekly/monthly amount disbursed? FAO do not have access to determine this.	Posting Journals-Business Office should have access to post journals. Communication needs to be coordinate posting of journals between district and campus BO and FA Office.		Money that is wired out matches Peoplesoft records (Student Financials). Item type query to Laney to have full record of the whole year (Aid Year, Item Type, Compare Student ID amounts disbursed to ledger). Reconciliation, compare brackets, identify what is missing.
Resolve any discrepancies on Pell Reject Report, Direct Loan Variance.			Function-General Ledger Process-SF Journal is an automated process to record the transactions/disbursements from Student Financial/FA disbursement to Finance Module (General Ledger/Budget)

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FAO Team need training and tools to identify discrepancies, need updated queries, and training on process such as Reconciliation.			Disbursement Amounts are provided by District FA Analyst to District Finance.
Internal reconciliation-Reconciliation Tool-compare and correct rejects using tool.			Student Administration has FA and Student Financials in one (sub-ledger) and finance-Process to journalize all FA Transactions into debit and credit. General ledger messages sent to Financials. Financials take information and post to general ledger. Sub-ledger must balance with general ledger. Done via Batch Process. It Runs every day.
FAO and District FA have a process to create an origination/disbursement file, transmit files to COD, and work with District Finance (Cod Screenshots) to confirm amounts disbursed			District Finance-Reconcile Title IV Programs-Email from Bankmobile funds disbursed match Bankmobile Amount. This process is completed after G5 Drawdown
The colleges complete monthly Direct Loan Reconciliation and ensure all unbooked loans are booked or inactivate any $0 amount loans.			Monthly basis, reconciliation to compare revenue to expenses. Drill down into revenue accounts, be able to identify g5 drawdown what has been recorded into the general ledger account. Completed for all FA Accounts.
This is completed by the FAO at each college with assistance from District FA, District IT, or escalation to COD.			FAO and District FA have a process to create an origination/disbursement file, transmit files to COD, and work with District Finance (Cod Screenshots) to confirm amounts disbursed
The College FAO are integral to this part. If the colleges disburse less than what has been drawn down via the reconciliation process, then the college FAO			District Finance needs notification from Colleges (letter) of funds that need to be returned, usually at the end of the award year.

Campus FAO	Business Office	District ITS	District Finance
need to advise Finance of this.			
			Funds are returned if they are a part of the total, negative amount that was done at the college level.
			G5 Drawdown-District Finance only drawdowns the funds that are available. Direct Loans, District Finance drawdowns only what is sent by the colleges through COD.