

From: controllers_office-bounces@lists.wsu.edu on behalf of controllers_office@lists.wsu.edu
Sent: Wednesday, March 02, 2016 11:36 AM
To: controllers_office@lists.wsu.edu
Subject: [Controllers_office] Service Center Annual Renewals and Inventory and Receivable Reporting
Attachments: ATT00001.txt

Follow Up Flag: Follow up
Flag Status: Flagged

Important information for Area Finance Managers and Service Center administrators:

This is a reminder of required annual reporting for service centers per Section 30.15 of the WSU Business Policies and Procedure Manual (BPPM). Reporting is due by May 15th of each calendar year and should be forwarded to Karen Breese, University Controller's Office, zip 1025, kbreese@wsu.edu. Area Finance Managers are to review rate changes, to ensure appropriate rates and rate support (showing how the rates were determined), and to ensure appropriate signatures on the Service Center forms before routing the completed renewal submission to the Controller's Office.

Full Renewal Submission of forms is required if:

- Costs or number of processed units have significantly changed since the last application, or
- Client category or type of service provided have changed since the last application, or
- Revenues exceed expenditures by more than 20 percent, or
- A full renewal package has not been filed within three years, where a full renewal consists of signed application, completed questionnaire, and rate support documentation.

Memorandum renewal

If none of the four conditions above exist, the service center manager must submit a memorandum requesting renewal of the prior on-file rates and scope of operation.

- Please ensure the service center name and its budget-project number are noted; and confirm that the customers, services or rates have not changed since the last renewal. (Otherwise, a full submission would be required.)
- State the cash balance in the service center's budget-project, and if cash balance is positive, explain how many months of average spending the balance represents. Up to two months is allowed.
- If the balance is negative, please send an electronic updated [Service Center Calculation Worksheet](#) explaining how the current rates will bring the balance to zero.

We are looking for a review of the service center's financial health and confirmation that the service center has reviewed its rates and compared annual costs to revenues.

Small rate change, impacting revenues by less than 20 percent

- If none of the four conditions exist requiring a full renewal, then for small rate changes which impact revenues by less than 20 percent, the service center manager would submit an updated electronic [Service Center Calculation Worksheet](#) with the proposed new rates.
- Please ensure the service center name and its budget-project number are noted, and confirm that the customers and services have not changed since the last full renewal.

Inventory and departmental accounts receivables reports for service centers with Consumable Inventories or with Accounts Receivable tracked outside University Student Financials (myWSU)

- If the service center's consumable inventory is greater than \$50,000, the service center must report their fiscal year ending inventory amount to General Accounting. Send the service center's inventory amount by July 15th to Controller's Office Tami Bidle at campus zip 1025.

- If the service center’s accounts receivable (including receivables due from other Washington state agencies) are tracked outside of the University’s receivables systems ([myWSU](#)), the service center must report their Accounts Receivable as of fiscal year end. Follow the Controller’s Office annual memo procedures at [General Accounting annual memo website](#). Send the service center’s Accounts Receivable report by July 15th to Tami Bidle, at campus zip 1025, or to email genacct@wsu.edu.

Please keep in mind processing time for those with significant rate revision proposals. Rates should be revised as often as necessary to avoid accumulating either a surplus or a deficit. The most common delays are the result of missing or incomplete [Service Center Calculation Worksheets](#). Please make sure to include this worksheet with your proposal and to include enough detail to fully support your rates. Be aware that renewal submittals received after May 15th may experience delays, due to financial reporting task deadlines. If you need assistance or have questions, please contact Karen Breese at 509-335-2056 or kbreese@wsu.edu. As always, thank you for your cooperation and support.

Links to policy and related forms

Service Center Policy
Service Center Application
Service Center Questionnaire
Service Center Calculation Worksheet

Routing of all 3 completed Forms:
1 st : Service Center Manager (reviews and signs)
2 nd : Dept Chair/ Director (reviews and signs)
3 rd : Dean / VP (reviews and signs)

As always, thank you for your support and cooperation!

Best regards,

WSU CONTROLLER’S OFFICE MAILLIST



Go COUGS!

This mail list has been developed for those individuals responsible for financial administration, transactional processing and financial approvals across the Washington State University community. It will be used to share important news, announcements and procedural changes related to effective financial management at WSU. We will also provide tips to help keep you up-to-date and to assist in minimizing administrative effort in navigating business policies and procedures.

We would like to hear from you. If you have questions, comments or concerns related to this mail list or suggestions for content, please contact Joy Morton at joy.morton@wsu.edu. **Please feel free to forward this message to anyone in your unit who would benefit from announcements and**

timely updates on Business Services/Controller's Office processes and procedures.

If you have received this message directly, you are already subscribed. To subscribe or unsubscribe, please visit the [Mailman Join a List page](#) and follow the instructions. The name of the mail list is Controllers_Office. Visit the page for [Mailman Subscribers](#) for general information about mail list subscriptions.