

FST ROUND TABLE

April 9, 2014

10:00am to 11:30am

Bronfman Building, Room 245



McGill

Agenda

1. Announcements, Updates & Reminders
2. Pcard Purchases vs. MMP Vendor Database Management
3. Catering
4. Quarterly Compliance Report
5. Open Dialogue / Q & A / Closing Comments

RFMS Announcements

- Lorna Lorenzo – Departure
 - Fund Distribution:

Fund	Financial Administrator
CIHR Inter-Institutional Grants	Nancy Furlano
CIHR Research Allowances	Gertrude Vitesi
CIHR Student Research Awards	Marisa Sgro

- Oksana Vasilik – RFMS Supervisor
 - Effective March 31, 2014
- Brenda Lam – Maternity Leave

RFMS Updates



- Tri-Agency Year-End
 - Reconciling uncategorized expenses
 - FST's list is completed
 - RFMS reviewing and reconciling remaining items
 - RFMS will contact FST's for assistance, if required
 - Financial Statements – FST's can help by:
 - Reviewing financial statement with PI
 - Obtaining PI signatures
 - Emailing signed financial statement back to FA
 - Sending original signed hardcopy to FA for record keeping

RFMS Updates

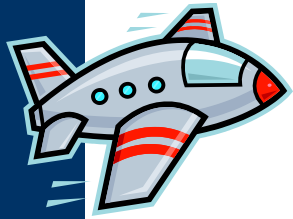
- Tri-Agency Expenses – Adequate Justification
 - Justification is to be provided by the grant holder for a purchase when prescribed as required by the Agencies or when necessary to enable the institution to conclude on the eligibility of the purchase.
 - The justification provided must address why the item is needed for the conduct of the funded research project.
 - Purchases for the sake of convenience only are not eligible.
 - i.e. An iPad is eligible if necessary for the funded research (data collection). It is not eligible if required solely for convenience (i.e. easier to carry, accessing email, etc.)

Procurement Services Update

- New activation for cell phones
 - To ensure compliance with Tri-Agency guidelines, requests for any new lines and all Bell requests will need to go through Procurement Services
 - Must use this online form:
http://www.mcgill.ca/procurement/forms/new_cell

Accounts Payable Reminders

- Tax consideration in budget when submitting grant application
- All invoices paid by McGill University (either on PO or payment request) must be addressed to McGill University
 - Invoices with the incorrect “bill to” address will be returned to the department to ask the vendor for a revised invoice



Travel Desk Reminders

- Seats in a fare class greater than economy (e.g. Executive/First Class) requires the prior approval of the claimant's Dean or VP/Provost
 - Only signed original memos are accepted
 - Attach the original memo to the Travel Advance or Expense Report
 - If claimant is the VP/Provost, prior approval is required from the Principal

- If you have further questions, please contact:
 - Traveldeskhelp.acct@mcgill.ca



Follow-up to FST Questions

- Paying one-time suppliers
 - KB Article #4111 – Decision Grids
- Paying membership fees
 - KB Article #4111 – Decision Grids
- Sales taxes and paying for goods & services (for researchers)
 - Not yet published



Follow-up (continued)

- Funds & Balances within FST Jurisdiction Report – Update
 - Can be run by FST, ORG, or FADM code
 - Pulls all fund types
 - FOATEXT drill-down capabilities
 - Budget, actuals, commitments and available balance for grants are from inception-to-date
 - # Pcards, Unreconciled Pcards, HR commitments, BSA commitments are as of now
 - Grouped by: Active/Terminated, ORG
 - Sorted by: Fund
- SAMPLE of Fund Listing Overview Report



Pcard Purchases vs. MMP Vendor Database Management

1- Overview of Procurement and Payment Methods

<http://kb.mcgill.ca/kb/?ArticleId=4111&source=article&c=12&cid=6#tab:homeTab:crumb:7:artId:4111>

2- Paying One-Time Suppliers

<http://kb.mcgill.ca/pf/12/webfiles/FSKB/Paying%20One%20Time%20Supplier.pdf>

3- Paying Memberships to Universities and Associations/Organizations

<http://kb.mcgill.ca/pf/12/webfiles/FSKB/Paying%20Membership%20Fees.pdf>



Pcard vs PO

■ Rationale for re-emergence of Pcard

- Costs linked with supplier record maintenance
- 44% of supplier files used 1 time per year or less, for \$2,500 per year or less
- .67% of spend \$, 2.58% of transactions

Pcard vs PO

■ Procurement Services Pcard purchase service

- <https://www.mcgill.ca/procurement/forms/pcard-purchase-request>
- **IMPORTANT REQUIREMENT:** Procurement Services will process the order based on the form submitted, and will not be responsible for any issues related to an incorrect FOAPAL nor the inequity balance of a fund.

Pcard vs PO

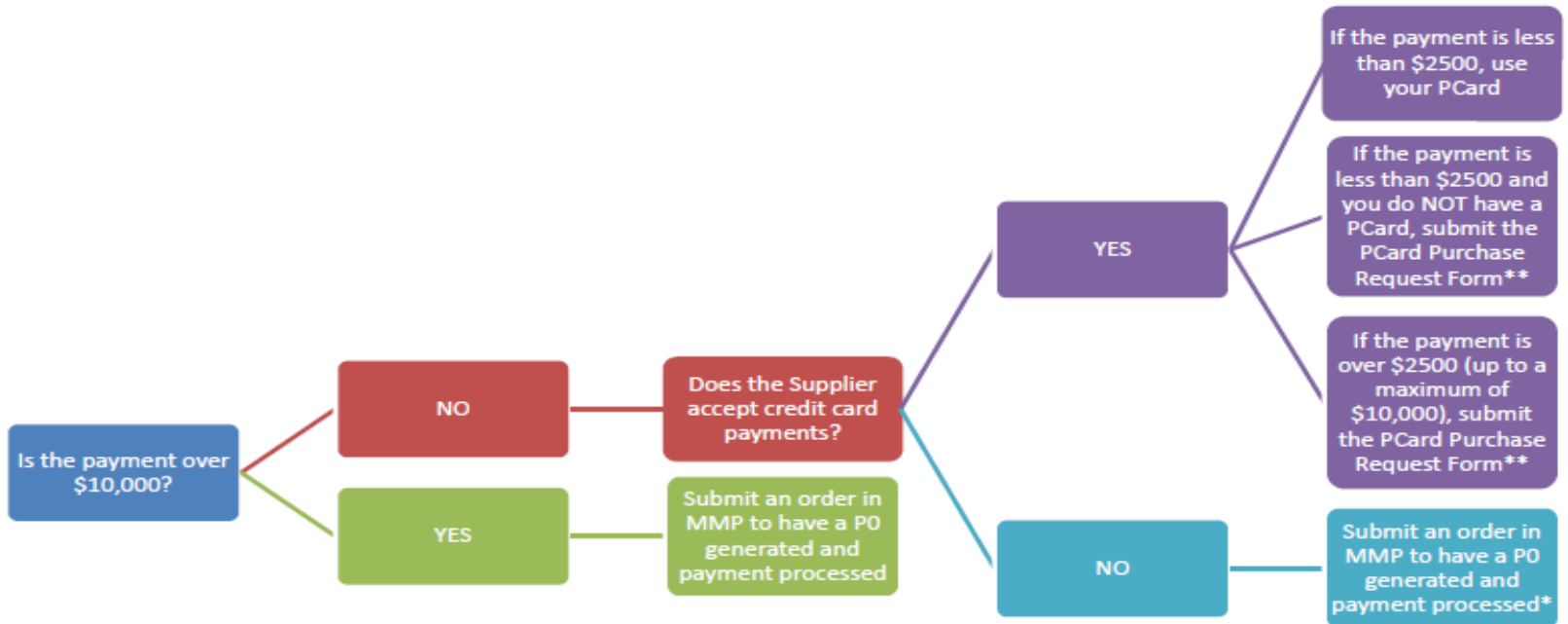
- Concept of Faculty and Unit *Pcard Power Users*

Pcard vs PO

Desired Action	Method			
	Purchase Order	Pcard	Payment Request	Expense Report
One-time purchase with supplier who accepts credit card (non-travel)				
Goods & Services < \$2,500 (non-travel) Membership dues (non-public institutions)				
Goods & Services > \$2,500 (non-travel)				
Payment to Public Institutions (hospitals, universities, granting agencies, government), Student Societies Payments made on behalf of Trust Funds				
Non-invoice payments (subject fee, living or book allowances)				
Travel related expense (Conference registration, transportations, meals, etc.)				

Pcard vs PO

How do I pay a one-time Supplier? (I cannot foresee using this Supplier again OR I typically do not use this Supplier more than once a year)



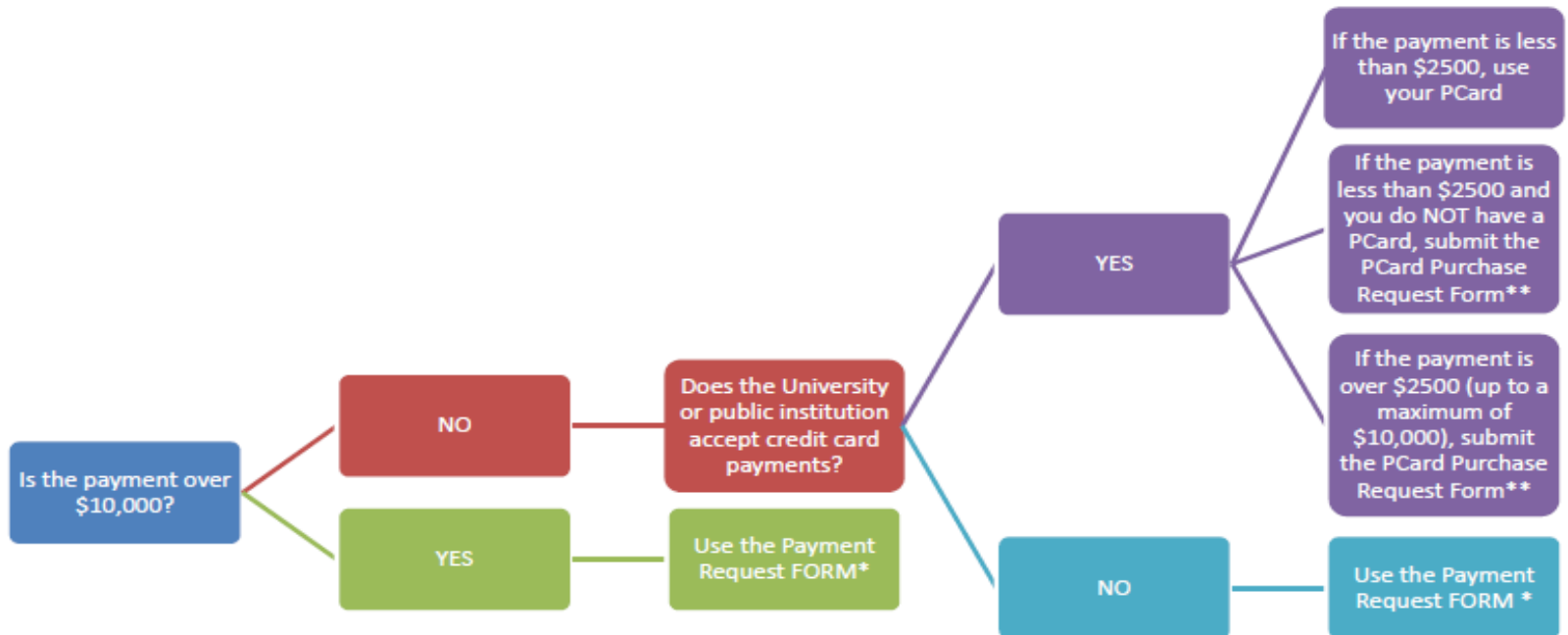
MMP = McGill MarketPlace

* If needed, submit the Request for New Supplier form and indicate that they do not accept credit card payments. In all cases where Procurement Services are contacted to create a new supplier record, they will question why the Unit is not using an existing Supplier. Pending their findings, the Request for New Supplier may be denied

**PCard Purchase Request Form – <http://www.mcgill.ca/procurement/forms/pcard-purchase-request>

Pcard vs PO

How do I pay membership fees to a University or other public institution?

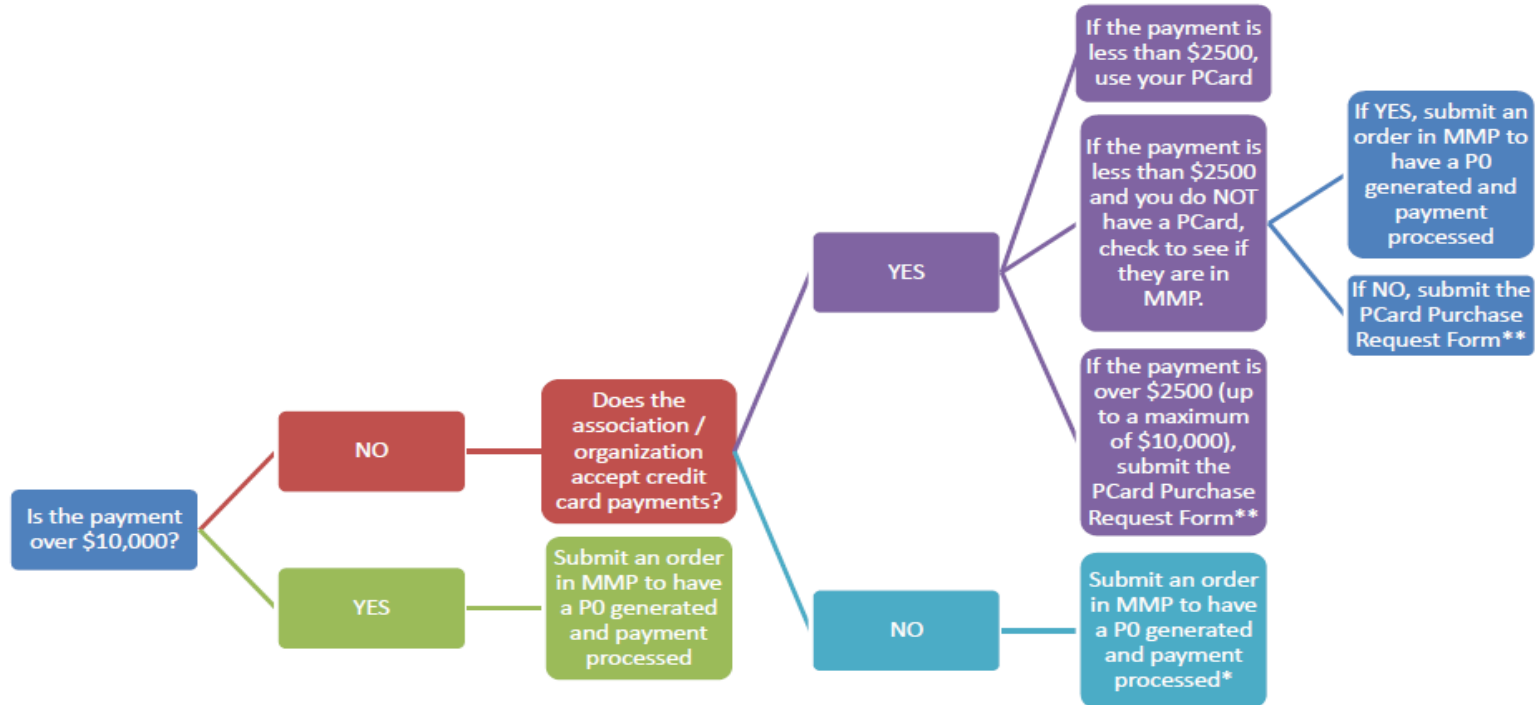


* Payment Request FORM - <http://www.mcgill.ca/financialservices/node/8/#payment>

**PCard Purchase Request Form – <http://www.mcgill.ca/procurement/forms/pcard-purchase-request>

Pcard vs PO

How do I pay membership fees to an association/organization?



MMP = McGill MarketPlace
PO = purchase order

* If needed, submit the Request for New Supplier form and indicate that they do not accept credit card payments

**PCard Purchase Request Form – <http://www.mcgill.ca/procurement/forms/pcard-purchase-request>

Catering

■ The situation - commercially

- 125 caterers in MMP alone
- \$1.6M in spend under “catering” account
- Overall: clear lack of use of buying power for best service, quality and price

■ The situation - legally

- No Health and Foods standards
- No liability transfer

Catering

■ The Vision

- McGill Food and Dining Services as the central catering office
- They dispatch to the external suppliers according to units and Faculties needs

■ The Consultations

- Analysis of Top 10 main spenders
- Discussion forums: 1. service, 2. food quality, 3. price

Catering

■ The Results

- Contracts executed on Nov 1, 2013
- Contract Term: 1 + 1 + 1
- 8 contracted catering suppliers
- Most preferred customer clause
- Unrestricted peak periods

■ The Exceptions

- Concessions
- Main food provider
- McGill Food and Dining Services
- Others (sponsors, personal monies, etc.)

Quarterly Compliance Report

- Reviews are now being performed quarterly to allow for more timely communication of findings
- Q1 & Q2 results have been communicated to all Faculties via face to face meetings with Faculty Financial Officers
- Improvements observed in POPS & Expense Reports

Transaction Stream	FY14 (Q1 & Q2) Non Compliance Results	FY13 Non Compliance Results
Expense Reports	42%	51%
POPS	52%	69%

Quarterly Compliance Report

■ Recurring findings - EXRs

Issues	M&C Observations	Requirements
No affiliation of claimant to grantee	No affiliation stated when traveller is not the grantee OR only the ID of the traveller is indicated	Affiliation to the researcher must be specified – e.g. Post Doc, Grad Student, etc.
No conference program/prospectus	Only top page of conference prospectus is attached	Official supporting documentation (e.g. prospectus or program, indicating the dates of conferences and workshops);
No meeting agenda	No supporting documentation is attached to claims when travelling to attend meetings	If the traveller is attending meetings - the meeting agenda, invite letter or email correspondence must be attached to the claim
Missing original receipt(s)	Credit card chits are attached in lieu of original receipts	Original receipts are required - credit cards slips are not valid receipts
Missing detailed meal receipt(s)	Credit card chits for meals OR Meals on hotel bills	Tri Agency requires detailed meal receipts for all meals charged to the grants

Quarterly Compliance Report

■ Recurring findings - POPS

Issues	M&C Observations	Requirements
Missing time sheet/Missing offer letter	No supporting documentation retained at the Faculty	Timesheets and offer letters must be retained at the Faculty
Time sheet not signed by PI/delegate	No signature or incorrect signature on POPS timesheets	Timesheets must be signed prior to payment by the PI and/or his delegate
Offer letter not signed by authorized person	Offer Letters are signed by Department Chairs or Supervisors	Offer Letters must be signed by the Principal Investigators
Duplicate Payments	Timesheets are being submitted for the same period resulting in overpayments	Ensure timesheet for the same period has not previously been submitted
No reply to monitoring request	No documentation was received from POPS submitter	A response including documents requested must be addressed within 10 days of email receipt
Replies received after 10 day deadline	Documentation received after 10 day deadline	Documentation must be readily available for all audits within specified timeframe

NOTES:

Offer Letters must be signed by the principal investigator. This mandatory requirement will be communicated in Spring 2014.

Time Sheets must be signed by the principal investigator or his/her delegate. This was communicated in December 2013.

Next Meetings



Date	Time	Location	Room
May 28, 2014	10:00am to 11:30am	Strathcona Anatomy & Dentistry	M/48
July 30, 2014	10:00am to 11:30am	Leacock Building	232
October 1, 2014	10:00am to 11:30am	Strathcona Anatomy & Dentistry	M/48
November 26, 2014	10:00am to 11:30am	Strathcona Anatomy & Dentistry	M/48

- The FST meeting schedule is posted on the RAN website:
<https://www.mcgill.ca/research/ran/members/financial-services-teams-fst>

OPEN DIALOGUE

