

Fiscal Management

Four different budget accounts directly support the programs and services of the Career Center. This includes one state appropriated account (225003) that partially funds the internship/cooperative education program, one account supported by a share of the student services fees (418317), and 2 sales and services accounts (316234, 317536) that are, for the most part, breakeven accounts in support of specific programs such as career expos and alumni career services. In addition, the Career Center is responsible for 6 student employment accounts (220300, 316361, 316371, 636505, 636515 and 636530).

The Director of the Career Center is the account manager for all of these budget accounts and has full signature authority on each of them with a limitation of \$2500 per transaction. The Associate Directors for Career Development, Employer Relations and Internal Operations have signature authority on three of the 3 support accounts (225003, 317536 and 418317) with a limitation of \$1,000 per transaction. The Administrative Assistant II has been given signature authority on each account with a limitation of \$250 per transaction. All of these individuals also have signature authority for time/labor records and reports.

BUDGETING PROCESS

To determine budget needs each fiscal year for all of these accounts, the following steps are taken:

1. The mission, vision, and projected strategic initiatives are reviewed and revised as needed.
2. The Director reviews current year budget allocations.
3. The Director reviews current year expenditures and revenues to date and projects expenditures and revenues to fiscal year end.
4. The Director compares actual costs to projected dollar amounts.
5. The Director and Associate Directors discuss staffing issues, programming, services and strategic initiatives.

6. The Director prepares projected budgets for the following fiscal year in relation to discussions, staffing needs, and accomplishing initiatives. The Director and Associate Directors then review and discuss.
7. The Director presents the Career Center budgets to, and discusses them with, the Assistant Vice President of Student Affairs/Dean of Students for review and approval. The Assistant Vice President of Student Affairs/Dean of Students then presents the budgets to the Student Affairs Fee Committee and the President and Cabinet for review and final approval.

FEES

Miscellaneous user fees have been assessed to students periodically for various services of the Career Center. Fees for career assessments and for the maintenance and mailing of credential files were eliminated prior to FY2001. The \$25 user fee for the use of the electronic resume referral and job listing system was eliminated in Fall 2001. The \$20 Co-op/Internship maintenance was eliminated in Fall 2003. Current Fees include the following:

Alumni Web Registration Fee (For Alumni who graduated more than one long semester prior to registration)	\$50 Annual Subscription (10% discount given to paying members of the Alumni Association)
Alumni Career Assessment Fee	\$75 Annually (10% discount given to paying members of the Alumni Association)
Career Expo Employer Registration Fee	\$200 Corporate Organization (Earlybird) \$250 regular registration +\$50 late registration \$100 Government/Non-profit Organization +\$50 late registration \$400 Third-Party Recruiting Agencies
Graduate/Professional School Fair	\$75 College/University
Photocopy Charges	\$.10 per copy beyond 10 pages

UTD graduates who register with the Career Center within six months of their graduation date are not charged fees for career services received for up to one year beyond their graduation date. Alumni who wish to continue their inclusion in the electronic resume referral and job listing system beyond that or who do not register with the Career Center within the 6-month period after their graduation are assessed an annual subscription fee of \$50. If the alumnus and his/her career counselor decide that career assessments would be beneficial, a \$75 annual assessment fee is also assessed. Alumni who are paying members of the Alumni Association receive a 10% discount for these services. All other services and programs are available to UTD alumni at no cost.

Currently, the only fees assessed to employers are those related to recruiting events. In addition to the fees previously outlined, organizations registering to participate in career expos and other recruiting events may be assessed the following:

- \$50 for an additional table in their booth
- \$100 for an additional booth space
- \$10 per person beyond the first 2 for meal costs

Employers also cover any catering costs associated with individual information sessions they may hold on campus throughout the year. The Administrative Assistant II invoices the organization for these costs and gives a copy of the invoice to the Recruiting Coordinator. The Administrative Assistant II processes payments for deposit when they are received.

CASH & CREDIT CARD TRANSACTIONS

In compliance with university policy and procedures, the Career Center has developed and implemented internal controls to protect against potential risk and loss related to cash and credit card transactions. Following is an outline of those controls:

1. A receipt is to be completed for each in-person cash or credit card transaction, complete with customer signature and signature of staff member taking care of the transaction. The original goes to the customer; the first duplicate copy is attached to the cash, check or credit card receipt; and the second duplicate remains in the receipt book.
2. Checks are to be endorsed with restrictive endorsement stamp.
3. Be sure credit card receipts are also signed by the customer.
4. Checks, cash and credit card receipts, attached to the appropriate written receipt copy, are given to the Administrative Assistant II or Director immediately following the transaction.
5. The Administrative Assistant II (or Director) places all documents and cash in the cash box in a locked file drawer until time for a deposit to be made.
6. The Administrative Assistant II prepares appropriate deposit forms.
7. The Director (or Associate Director) verifies and signs all deposits.
8. The Administrative Assistant II delivers deposits to the Bursar's office.
9. Copies of deposit transactions are maintained in a locked file cabinet in the Administrative Assistant II's area or in the file room.
10. All checks received via mail (mostly from employers for recruiting events and information sessions or from alumni for annual registrations) are delivered directly to the Administrative Assistant II who verifies them with the staff member who has coordinating responsibility for the event or activity. Steps 2 through 9 above are then implemented.

The Administrative Assistant II has possession of the cash box, which is kept in a lock box in a locked file drawer. Only the Administrative Assistant II and the Director and the

Associate Director for Internal Operations have keys to this drawer. The Administrative Assistant II and the Director have keys to the lock box.

ACCOUNTS RECEIVABLE

When an employer hosts an information session on campus and utilizes UTD's catering service, the Recruiting Coordinator makes the arrangements with the Food Service department. After the event, the Administrative Assistant II then invoices the employer for the costs. Some employers also pay by check when registering for the Career Expo or other recruiting events; coordinators of these events prepare and mail an invoice for the transaction. Copies of all invoices are given to the Administrative Assistant II. When the payment is received, the Administrative Assistant II provides the appropriate coordinator with a copy of the paid invoice and attaches the paid invoice to the check, placing it in the cash box for deposit. Steps 2 through 9 under *Cash and Credit Card Transactions* above are then implemented.

FIXED ASSETS & FACILITIES

Internal controls have been implemented in the Career Center to protect investment in fixed assets. An inventory database was developed in which information about each fixed asset and its location is recorded and maintained by the Technology Coordinator. When assets are moved from one location to another, the record is changed to reflect the new location.

When the official fixed asset inventory report is received from the university's asset managers, the Administrative Assistant II works with the Technology Coordinator to verify asset holdings and locations and to ensure the Career Center's local database is up to date. The Director then verifies and signs the report.

The Technology Coordinator is responsible for routine maintenance and upkeep of computers, fax machines, cameras, tv/vcrs, video projectors, printers, and other peripherals. The Technology Coordinator also keeps the Administrative Assistant II apprised of the need for ordering related supplies.

The Administrative Assistant II coordinates general maintenance and upkeep for copiers, appliances in the hospitality room, typewriters, and general facilities. Issues requiring calls to vendors, custodial services, or physical plant services are coordinated through the Administrative Assistant II, in consultation with the Director.

Career Center staff share responsibility for keeping the hospitality room organized and clean. Two staff members sign up to serve as monitors each month to keep supplies stocked and coordinate efforts to keep things clean and tidy.

PURCHASES

Any staff member of the Career Center may request a purchase of resources and/or supplies by submitting their request to the Administrative Assistant II, who submits the requests to the Director (or Associate Directors in the case of the absence of the Director). After the request is approved, the Director decides on the most appropriate paperwork for the transaction. One of the 4 purchasing cards (held by the Director and 3 Associate Directors) is used whenever possible.

The Administrative Assistant II posts each transaction to the Career Center's financial database and maintains copies of all documentation in the locked files in her work area. When the Director or Associate Directors complete a purchasing card transaction, they notify the Administrative Assistant II immediately so the transaction can be posted to the Career Center's financial database. Associate Directors consult with the Director PRIOR to making any purchase. Upon receipt of the monthly activity reports for purchasing card transactions, the Director and Associate Directors reconcile their own reports, attach all receipts and forward them to the Administrative Assistant II for verification and processing. They keep copies of all documentation for their own records. The Director verifies and signs the Associate Directors' reports. The Directors' report is verified and signed by the Assistant VP for Student Affairs/Dean of Students. After the appropriate signatures are secured, the final report is faxed to the Procurement Office. The original reports and the associated receipts are filed with other financial records.

RECONCILIATIONS

The Administrative Assistant II maintains all financial information and reconciles departmental records with university records once a month, and the Director verifies the reconciliations. A Microsoft Access database was created to track all financial transactions and to simplify the reconciliation process each month. Supporting documentation for all transactions is filed alphabetically with the sub code noted. Files for current year transactions and transactions from the immediate past year are kept in the Administrative Assistant II's area; records for the four years prior are kept in a locked cabinet in the file room. The reconciled FINS reports for the current and immediate past years are filed in notebooks and kept in a locked file cabinet in the Director's office.

RISK MANAGEMENT/COMPLIANCE TRAINING

The Career Center completed a "Risk Assessment and Implementation Plan" in fiscal year 2005 that is reviewed and updated periodically to ensure the continuation of effective controls for potential risk. The following areas have been identified as potential risks for the Career Center:

- Payroll Processing
- Travel Authorizations/Reimbursements
- Purchases
- Asset & Supply Inventories

- Fiscal Year Budget
- Security Sensitive/Confidential Information
- Privacy Policy & Release of Information
- Release and Indemnification
- Surveys and Research Projects
- Career Fairs & Other Large Events
- Angry Clients
- Customer Service

Descriptions, potential impact, probability of occurrence, mitigation strategies, and controls for each of these risks are outlined in a Risk Assessment Matrix. All Career Center staff also complete compliance training modules on the university's Training Post on an annual basis.

Every attempt is made to provide for a division of labor in relation to financial and asset management. Following is a list of responsible parties in relation to these duties:

Cash Receipts	Handled by Administrative Assistant II, front office Administrative Assistant I and secretary
Deposit Preparation	Administrative Assistant II or person assigned in case of absence of AA II
Deposit Verifications	Director or Associate Directors (in absence of Director)
Fixed Assets	Administrative Assistant II, Director, Technology Coordinator
Accounts Receivables	Administrative Assistant II, Director, Career Programs Coordinator, Student Employment Coordinator
Payroll & Reconciliations	Administrative Assistant II, Director, Associate Directors
Procurement Cards	Director, Associate Directors, Vice President for Student Affairs
Long-Distance Calls	All staff verify calls on their own phone line; Administrative Assistant II collects signed statements, and logs payments for personal calls; Director reviews
Purchases	Any staff member can request; Administrative Assistant II completes paperwork; Director or Associate Directors approve

SAFEGUARDING CUSTOMER INFORMATION

The Career Center collects credit card, check and cash payments for certain fees from students, alumni and employing organizations participating in campus recruiting programs throughout the year. These collections may occur in person, by mail, by or by phone. Credit card receipts reveal only the last 4 digits of the credit card number. Copies of checks are maintained as an audit document. The Career Center, in compliance with the rules of

the Federal Trade Commission, has implemented the following procedures for safeguarding customer information:

In-person Payments

Payments received in person are processed by the Administrative Assistant II or the Administrative Assistant I and the Secretary in the front office. Receipts are recorded in a receipt book. The Administrative Assistant II secures the payments and receipts in a cash box in a locked cabinet. The Administrative Assistant II processes the deposits for all transactions, delivers them to the Bursar's Office (after they are reviewed and signed by the Director or Associate Directors) and files all copies of deposits, credit card receipts, and check copies in a secured, locked cabinet.

Payments by Mail, Fax or Phone

Check payments received by mail are passed on to the Administrative Assistant II who secures the documents in a cash box in a locked cabinet until a deposit is prepared. The Administrative Assistant II processes the deposits for all transactions, delivers them to the Bursar's Office (after they are reviewed and signed by the Director or Associate Directors) and files all copies of deposits, credit card receipts and check copies in a secured, locked cabinet.

Training

Staff members receive training on handling and securing payments once a year; and processes are reviewed several times a year to ensure compliance and identify potential risks. All staff members involved in cash handling must complete the Cash Handling compliance module on the UTD Training Post.

Confidential Information

The majority of student records are maintained through a Career Center online database, UTD *CareerWorks*. Students self-register for the UTD *CareerWorks* account. The vendor, CSO Research, maintains a secure website which has been approved by UTD Information Security. Social Security information is not included in this database.

Appointment Forms are maintained by the individual staff member. These forms are maintained in individual locked file cabinets. These forms are for internal purposes only and destroyed based on UTD Systems Records and Retention Schedule.

Active student internship files are maintained in a locked file cabinet in the Internship Coordinators' locked offices. Inactive student internship files are maintained in locked filing cabinets in the Career Center storage room. These forms are for internal purposes and are destroyed based on UT Systems Records and Retention Schedule.

Personnel files for active staff and student staff are maintained in a locked file cabinet in the Director's office. The Director and Administrative Assistant II are the only staff to have key access to the file cabinet and office. The inactive personnel files are maintained in a locked file cabinet in the Career Center storage room. All Record Copies are maintained in UTD Human Resources. The Convenience Copies, maintained as stated above, are for internal purposes and are destroyed based on UT Systems Records and Retention Schedule.