



BULLETIN

Accounting and Financial Services Newsletter

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Welcome!

Welcome to the first issue of the Bean Counters Bulletin. We are excited about this opportunity to share accounting news and training opportunities. Expect to see a newsletter from us monthly showing training dates and times and feature articles regarding best practices on hot topics. We also plan to spotlight one member of our group each month so you can get to know the people who are working hard to process your transactions every day.

GIFT CARDS

Gift cards are a hot topic in our office these days. Many people want to know how to compensate a guest speaker, an employee, a student, or a volunteer for a job well done. While this is sometimes necessary we want to discuss the rules regarding these transactions.

- (1) **First ask yourself:** Would a gift basket or small token of appreciation be appropriate? Gift cards are considered cash equivalents by the IRS and are therefore subject to the same taxability as a cash payment. De minimis or nominal amounts spent on ITEMS are usually allowed without tax consequences.
- (2) **Next ask yourself:** Is this an employee I am compensating? If so, this is likely taxable. If we receive documentation that an employee has been given a gift card, we are required to forward this information to the payroll department to ensure proper tax treatment.
- (3) **Next ask yourself:** How will I pay for the gift cards? Gift card purchases are not allowed on the University P-card. These purchases must be made using either a personal form of payment and reimbursed or made using the BBVA Bean Counters Cards (previously known as the BBVA PaySource card).
- (4) **Finally, ask yourself?** What do I need to submit as documentation? You should submit a completed Travel and Expense form; dated, legible, original receipt; Name of recipient of gift cards, relationship to Samford (student, employee, guest, etc.); and SUID.

Questions?

Feel free to contact us at any time for assistance with potential gift card purchases.



Training Opportunities

We will be offering 3 unique trainings this semester (each is 2 hours in length):

 **Banner Basics:** This workshop, held in a computer lab, is an opportunity for hands-on learning. We will cover the basics: how to access/login to Banner Finance, how to set up "My Banner" for your most used screens and how to "rename" these to make sense to you, often used screens, and we'll take questions from participants. They'll be time for troubleshooting problems.

 **Req to Check:** This workshop, held in a computer lab, is an opportunity for hands-on learning and is for the intermediate student. We will walk through a transaction...from requisition to check issuance and answer any questions. We encourage you to bring current items to be entered, reviewed, or approved.

 **Travel and Expense Reporting:** This training will detail the what, where, when, why and how for business trip expenses or purchases made via reimbursement or the BBVA Bean Counters Card. This training is targeted for anyone who travels on University business outside of the P-card program. The completion of the course is guaranteed to speed up processing of expense reports (as you will know all of the best practices).

Check out current available courses at:

<http://eve.samford.edu/>

We'll be adding courses throughout the semester.

Staff Spotlight



Kathy Calhoun

Accounts Payable Coordinator (Travel)

Many of you have had the opportunity to talk with Kathy about an expense report submittal. If so, you know that her kind heart and generous spirit show through in all that she does. She truly wants to help you and her now famous phrase “let us be your partner” has become a mantra in all that we do to serve you. Kathy will be conducting the Travel and Expense Trainings outlined above so we hope you’ll come learn from her. She’s truly an asset to our group!

The most important things in my life are relationships - God, Family, Friends. My faith in God is what has kept me grounded in my life while my large family keeps me centered and humble while friends give me depth. My personal interests include college basketball, travelling and reading. If I can travel to watch my favorite team play, I am very happy.

- Kathy Calhoun



Kathy Calhoun, seated center, surrounded by her large and loving family.

Ideas for future issues? Ideas for training?

Please send them to: ckersey@samford.edu



Questions for Us?

Accounts Payable (Letters A-F) — Anita Gordon ext. 2369
Accounts Payable (Letters G-M) — Janet Franklin ext. 2785
Accounts Payable (Letters N-Z) — Rebecca Huffstutler ext. 2173
Accounts Payable (Travel) — Kathy Calhoun ext. 2537
Accounting Assistant—Sandra Long ext. 2808
Assistant Controller—Casey Jo Kersey ext. 4145
Controller—Mike Darwin ext. 4241

Accounting Manager — Randy McKinney ext. 2977
Accounting Supervisor — Leslie Jones ext. 2258
Accountant II (Fixed Assets, BBVA Bean Counter Cards, Sales Tax) — Ian Schwarting ext. 4536
Accountant II (Journal Entries, Security Requests, Account Balance Inquiries, Forms Usage) — Laura Beason ext. 2090
Accountant I — Kristin Calder ext. 4048