Deborah Denney welcomed and wished everyone a wonderful holiday season.

**The IRS 990:**

Deborah provided a presentation on the new IRS 990 and related changes for preparation of the fiscal 2009 IRS now beginning. The IRS 990 changes require extensive new information regarding governance, compensation and fringe benefits, special events, international activities, endowments, tax-exempt bonds and more. The IRS 990 provides for narrative reports on program activities, accomplishments and governance. It is a tool for demonstrating and publicly communicating the University’s successes and commitment to the highest levels of integrity in addition to being a required financial report. The IRS 990 is widely available each year from [www.guidestar.org](http://www.guidestar.org) and published on the Controller’s Office website. Should you have questions, please email or call Deborah.

**Controller’s Office:**

Audrey George reminded the group of the following items:

- A current Signature Authorization form for FY10 must be filed with the Controller’s Office as soon as possible. Processing of payments could be delayed if a current form is not on file.

- New Account Code 7125 has been established in Banner Finance for campus dining and purchases when using PacificCard. This charge will allow finance to separately report the PacificCard charges from other expenses in account 7052. November charges will be posted to the new account code.
Accounts Payable will have 3 checks runs the week of 12/14 due to the holidays and winter break closure.

Ronda Marr reminded the group of winter break closure and to plan ahead for purchases and deliveries. Also, Office Depot last release date is 12/21 for 12/22 delivery. It was suggested to reconcile Procard’s before leaving for winter break. If on vacation, please find someone to reconcile your Procard. If you need assistance, contact Purchasing. Shelby is scheduling classes for Procard Advanced Training. The class schedule will be sent via Business Managers list.

Kenda Dunnigan shared with the group:

- 2010 Payroll calendar is available on the Controller’s website.
- Timesheets for 12/1 - 12/15 are due in Payroll by 12/15, 9:00 a.m. Timesheets for 12/16 - 12/31 are due in Payroll by 12/23, 9:00 a.m. Pay date for this payroll period is 12/23/2009.

**Controller’s Office Closures:**

Deborah informed the group of holiday closure dates and times for the Controller’s Office:

- Controller’s Office will be closed today, 12/9 from 3:30 – 5 p.m. for an all staff meeting.
- Business and Finance Division will be closed for their annual Holiday Luncheon on 12/11 from 11:30 a.m. – 1:30 p.m.
- Controller’s Office will be closed for their annual Holiday Get Together on 12/18 from 3 p.m. – 5 p.m.

**Business Managers Meetings:**

Deborah discussed with the group the next Business Managers’ Meeting date. It was decided there will be no meeting in January. The next scheduled meeting is 2/10, 2 p.m. – 3:30 p.m., Library Community Room.

Deborah discussed future training sessions for Business Managers. Please email or call Deborah with your suggestions.
Suzy Martegani reminded the group all gift checks and backup paperwork must be submitted to Advancement before the holiday break.

Meeting adjourned. Next meeting scheduled for Wednesday, February 10, 2010, 2 p.m. - 3:30 p.m., Library Community Room