



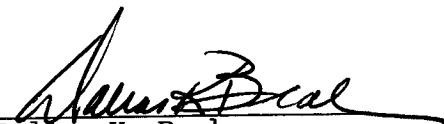
RESOLUTION  
concerning

CONNECTICUT STATE UNIVERSITY SYSTEM'S COMMITMENT  
TO THE IMPLEMENTATION OF  
THE CASH MANAGEMENT IMPROVEMENT ACT OF 1990 (CMIA)

April 2, 1993

- WHEREAS, Public Act No. 91-256 and Public Act No. 92-154 has granted the Chief Executive Officer of each institution within the jurisdiction of a constituent unit of the State System of Higher Education the authority to make payments of any claim against the constituent unit other than payments for payroll or debt service payable on State bonds, and
- WHEREAS, The Office of the State comptroller has provided a procedural and internal control checklist (attached) that must be completed by a university and approved by the Comptroller's Office before a university can participate in either the simplified controls for vendor payments or autonomous check writing, and
- WHEREAS, The Comptroller's checklist (items 11 & 12) requested a Connecticut State University system commitment to the implementation of the Cash Management Improvement Act of 1990 (CMIA), which President Bush signed into law on October 24, 1990, with an implementation date of November 1, 1992, and
- WHEREAS, The Congress passed legislation to extend the effective date of implementation until July 1, 1993, therefore be it
- RESOLVED, That Connecticut State University system is committed to participate fully in the implementation of the Cash Management Improvement Act of 1990, and be it further
- RESOLVED, That Connecticut State University system is committed to assign available resources, as necessary, to implement further changes required by federal or State action on a timely basis.

A Certified True Copy:

  
Dallas K. Beal  
President

(CHECK WRITING)

June 15, 1992

Vendor Payments under PA 91-256 and PA 92-154, as amended

A coordinated package containing the items listed below must be submitted to the Comptroller's Office to initiate the approval process under PA 91-256, as amended.

1. Board action authorizing specific individual to act.
2. Request for Single Reservation of Funds on form CO-110 including list of account codings to be incorporated.
3. Signature cards for Central Accounts Payable.
4. Paperwork flowchart for agency expenditure process in entirety, including check procurement, storage, issuance and disposal. These flowcharts should be in sufficient detail to identify all major internal controls preparatory to initiating an internal control review.
5. List of individuals with authority levels coordinated to internal controls shown on paperwork flowchart above.
6. Detailed written policies, procedures for purchasing and procurement, travel, accounts payable (including withholding and reporting specifications for meeting federal requirements) which will be used as background material for preparation of audit program checklists. These policies should be in sufficient detail to identify all major internal controls preparatory to initiating an internal control review.
7. Data processing flowchart for expenditure process in entirety, including checkwriting and disposition of checks. These flowcharts should be in sufficient detail to identify all major internal controls preparatory to initiating an internal control review.
8. Paperwork for requesting bank account per State Accounting Manual.
9. Proof of Taxpayer Identification Number for Federal reporting purposes.
10. Production acceptance of an accounting interface between the agency and Comptroller's accounting system.
11. Written commitment to participate fully in necessary procedures and systems for implementation of the Cash Management Improvement Act of 1990 as they become available.
12. Written commitment to assign whatever resources are necessary to implement future changes required by federal or state action on a timely basis.

13. Written review of above by internal audit staff as to completeness and accuracy.

The autonomous checking process is subject to regular administrative reviews as set out in the procedures under Post Audit Process.

Completed packets requesting implementation of autonomous checking account privileges for vendor payments under PA 91-256 as amended, should be addressed to:

Raymond Evarts, Coordinator for PA 91-256  
Office of the State Comptroller  
55 Elm Street, Room 208  
Hartford, CT 06106

Questions involving the procedure, packets or other details may be directed to Ray Evarts at 566-2790 or FAX 566-1650.

Hypothetical calendar for implementation of autonomous checking privileges:

1. Submission of packet by 15th of month.
2. Review and approval within approximately one week.
3. Establishment of a conversion schedule with Comptroller, Treasurer, agency and bank - one to two weeks to create schedule.
4. Establishment of specialized interface (one time) for federal reporting purposes in the year of conversion - two to four weeks for creation of interface.
5. Run interface program one month after conversion.