

INTRODUCTION

This procedure manual, issued by the Accounting Office of Millersville University, has been prepared for use as a reference tool for the staff of the Accounting Office, for other internal departments and various University auditors.

The accounting department intends for the policies and procedures contained in this manual to comply with governmental generally accepted accounting principles (GAAP). Millersville University, as part of the State System of Higher Education (SSHE) of Pennsylvania, prepares its financial statements using the accrual basis of accounting and in accordance with standards promulgated by the Governmental Accounting Standards Board (GASB).

We maintain the accounts of the University according to the principles of fund accounting to reflect the limitations and restrictions on the use of available resources. We classify accounts relating to specific activities or objectives into separate funds, combining similar funds for reporting purposes.

Millersville University uses the Banner Finance system (BFS) software package developed by SCT Corporation for its accounting and budgeting applications. Banner Finance is the general ledger component that integrates with other modules for Accounts Payable, Purchasing, Billing receivables, Alumni Development, Human Resource system, Fixed Assets, and others.

Due to constant changes in accounting practices and changes in procedures to adapt new techniques and ideas, some parts of this manual may be obsolete. The Accounting Office attempts to revise the relevant areas frequently.

We have not addressed all topics discussed within this manual on a detailed level. Users are encouraged to consult additional reference materials such as the Finance System Users Manual, Fixed Assets Manual, Purchasing Users Manual, and the State System of Higher Education Financial Policies. Additionally, detailed information relating to a particular procedure is available by the department that is responsible for the procedure. For example, complete information regarding the Billing/Receivables module may be found in the Bursar's Office.

It is important to note that the Millersville University Foundation is an entirely separate entity. The Accounting Office has produced a policies and procedures manual for the Foundation as a separate document.

Mission statements

The mission of the Accounting Office at Millersville University is to provide high quality accounting services to the administration, the employees of the University, the Chancellor's Office, auditors, and the concerned public.

The Accounting Office establishes and maintains, on behalf of the administration, an accurate accounting system, develops and maintains a sound system of internal accounting controls to safeguard the University's assets from loss through unauthorized use or disposition, and assures the proper recording of financial transactions in accordance with governmental generally accepted accounting principles (GAAP.)

Organizational Structure

Millersville University of the State System of Higher Education is one of fourteen universities owned by the State System of Higher Education of Pennsylvania (the SSHE System). The State System of Higher Education Act created the System of November 12, 1982. P.L. 660, No. 188, as amended (Act 188). The System is a component unit of the Commonwealth of Pennsylvania.

The Accounting Office is located on the first floor of Dilworth building in room 137. The Accounting Director, who reports to the Associate Vice President for Finance and Administration, heads the Accounting Office.

The staff interacts on a daily basis with other departments within the Finance and Administration area, such as the Budget Office, Bursar, Payroll, Purchasing, Computing Services, and other academic and administrative departments campus wide. On a higher level, it associates with other affiliated organizations, the Chancellor's Office, and other SSHE Accounting and Budget personnel.

The University Accounting Office handles general financial accounting, cash management, and other fiscal responsibilities for the university in general, provides the fiscal coordination for grants and contracts, and performs full accounting functions for the Millersville University Foundation.