

Financial Affairs - Financial Area Representatives Meetings (FAR)

2010 FAR Schedule

Time: 2:00 – 3:30

<u>Date</u>	<u>Facilitator</u>	<u>Location</u>
Wed., Jan. 20, 2010	<i>Lenora Chapman</i>	BSE 2.102
Wed., Mar. 10, 2010	<i>Mary Simon</i>	BSE 2.102
Wed., May 19, 2010	<i>Gary Lott</i>	BSE 2.102
Wed., July 21, 2010	<i>John Saldua</i>	BSE 2.102
*** No August Meeting		
Wed., Sept. 22, 2010	<i>Becky Sanchez</i>	BSE 2.102
Wed., Nov. 17, 2010	<i>Ann Roberts</i>	BSE 2.102

FAR Purpose

To provide a forum for financial area representatives to:

- disseminate financial-related information;
- overview financial calendars and upcoming due dates for planning purposes, such as year-end closing requirements;
- review new/changes in financial policies and procedures;
- discuss the operating budget, BDL preparation and related issues;
- share best practices and discuss needs/areas where Financial Affairs' staff could better assist/improve services to reduce non-value added work or simplify business processes (solution partnering opportunities);
- provide input and evaluation as we begin to implement the Cognos standard reporting package as a pilot review team;
- network with their peers;
- review the requirements of the upcoming *Financial Assessment* process that will be implemented by Financial Affairs once standard reports are available electronically;
- assess and deliver needed professional development and training.
- hear presentations from "guest speakers" as appropriate.

Membership

- Each Vice President provides the names of those individuals within their division who are responsible for financial affairs' related processes;
 - No more members per division than direct (line) reports to the Vice President (to keep the group size manageable).
 - Alternates are acceptable to assure meeting attendance by an area representative.

FAR Charge/Responsibility

- Attend monthly meetings or send alternate; provide well-considered feedback.
- Be an active participant; when you don't agree with something, be sure to discuss your concerns in a respectful and civil manner.
- Remember [the Golden Rule](#): Treat others as you would have them treat you – even if they are new. *We were all new once.*
- Ask questions if you don't understand something. Part of what we are trying to accomplish is to level set our financial knowledge and standardize our lexicon.
- Timely disseminate information back to other individuals within your division, college or areas who may need to know. We intend to post pertinent documents to a website.
- Coordinate implementation of policies & procedures within their division/areas of responsibility – communicate business process changes internally and assist others in compliance with (new) requirements.