



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

February 23, 2004

**DEADLINES: March 19 (Hotel)**  
**March 24 (Registration Fee)**

**MEMORANDUM**

**TO:** Presidents  
Business Officers  
System Administrators  
Business Office Support Staff

**FROM:** Kennon D. Briggs  
Vice President for Business and Finance

**SUBJECT:** Community College Business and Finance Conference  
April 19-21, 2004  
Sheraton Four Seasons - Greensboro, NC

The Community College System's Business and Finance Division extends an invitation to you to attend the 35th Annual Community College Business and Finance Conference, April 19-21, 2004, at the Sheraton Four Seasons. This year's conference will again encompass the IIPS finance meeting.

The attached "tentative" agenda indicates that all three days contain vital information and you should make plans to attend all sessions. You should note that the meeting will begin with a business officers, controllers/bookkeepers, and system administrators session on Monday, April 19 from 1:30 p.m. until 4:00 p.m.

The attached registration form should be completed and returned to the attention of Ms. Helen McCrimmon in this office by March 24. Included in the registration fee are breaks, the Tuesday banquet, and the Wednesday breakfast. The registration fee will entitle participants to attend all conference functions. **The registration fee must be paid in advance and is non-refundable.**

CC04-039  
E-Mail

Presidents  
Business Officers  
System Administrators  
Business Office Support Staff  
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In keeping with a request from the two associations, the IIPS business meeting will be held on Monday afternoon, April 19, and the spring ACCBO business meeting will be held the morning of April 21 following the breakfast.

Please note that the dress code for all sessions is business casual.

**Reservations can be made by calling Sheraton Reservations at 1-800-242-6556. When making reservations, please identify yourself as a participant of the Community College Business and Finance Conference. Room rates are \$111.00 plus tax, regardless of the number of occupants per room. All rooms not booked by March 19, 2004, will be released to the general public.**

If you have any questions concerning the conference, please contact Mr. Larry Morgan in this office (919/807-7073).

KB/jmh

Attachments



# COMMUNITY COLLEGE BUSINESS AND FINANCE CONFERENCE

**April 19-21, 2004**

## **Tentative Agenda**

### **Monday, April 19**

**1:00 p.m. - 5:00 p.m.**

***Registration***

**1:30 p.m. – 4:00 p.m.**

***Business Officers, Controllers, and Bookkeepers***

- State Auditors:  
Financial and IT Audits  
Financial Aid Records
- Employment Security Commission:  
Unemployment Benefits

***System Administrators***

- College Information Systems (CIS) Update

**4:00 p.m. – 4:30 p.m.**

***System Administrators***

- IIPS Business Meeting

### **Tuesday, April 20**

**8:00 a.m. - 9:00 a.m.**

***Registration***

**9:00 a.m. – 11:30 a.m.**

***General Session:***

- Legislative Fiscal Research
- Economic Forecast
- 2004-2005 Consensus Budget Request
- Special Pay Plan
- NC Flex
- CIS Update

**11:30 a.m. - 1:00 p.m.**

***LUNCH (On Your Own)***

**1:00 p.m. - 4:30 p.m.**

*Session Topics:*

➤ **Office of the State Controller:**

- CAFR Reporting
- GASB 39

➤ **System Administrators:**

- IT Security
- Technology Update

➤ **Purchasing Officers/Equipment Coordinators:**

- E-Procurement

➤ **CIS – General Discussion:**

- Colleague DCA's
- AR/CR

➤ **Department of Insurance:**

- Insurance Issues

**7:00 p.m. - 9:00 p.m.**

*BANQUET*

**Wednesday, April 21**

**7:30 a.m. - 8:30 a.m.**

*BREAKFAST*

**8:30 a.m. - 9:00 a.m.**

*ACCBO Business Meeting*

**9:30 a.m. - 11:30 a.m.**

*Break-Out Sessions:*

➤ **Business Officers:**

- Maintenance of Plant
- Travel Regulation Changes
- Bond/Cash Flow
- HUB Requirements for Awarding Construction Contracts

➤ **Controllers/Bookkeepers:**

- Department of the State Treasurer
  - Daily Deposits
  - Core Banking Update
- Reimbursement Grants
- Monthly Reporting Requirements
- GS 143-6.1 – Reporting Requirements for Non-State Entities
- Roundtable Discussion

➤ **System Administrators:**

- System Office Update

➤ **Equipment Coordinators/Purchasing Officers:**

- Monthly Audits
- Year-End Reports
- Inventory Conversion

**11:30 a.m.**

***ADJOURN***