



Finance Update

January 2020

HAPPY NEW YEAR!

In 2020 Dartmouth Finance will continue to work toward our mission and core guiding principles.

OUR MISSION

We efficiently deliver high quality services and information, when and where they are needed, to enable the dynamic aspirations of Dartmouth’s faculty, students, and staff.

CORE PRINCIPLES

- Understand and embrace the diversity of our customers and their needs;
- Prioritize our work effectively in an environment of constrained resources;
- Maintain transparent communication with our customers and among ourselves;
- Enable agile response in a rapidly changing world;
- Instill a culture of empowered problem solving, experimentation, and continuous learning;
- Ensure that operational policies, processes, systems and data are streamlined and standard across the institution.

Quality & Compliance Reporting

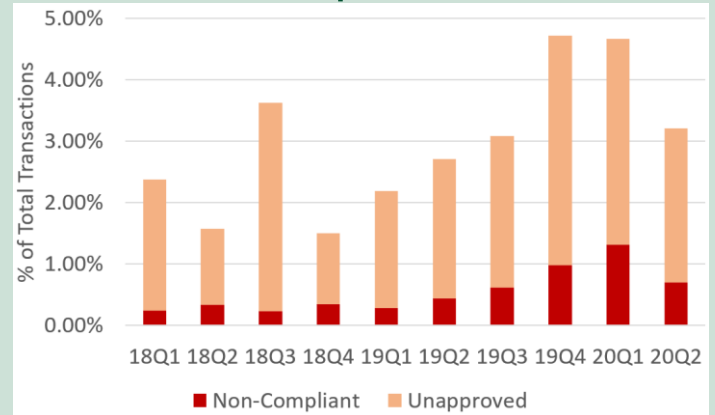
In 2019, Financial Services implemented new quality and compliance reporting for financial and operational activity. The goals of these new reports are to highlight both positive and concerning trends, identify possible fraudulent transactions, encourage discussion, improve compliance, and enhance process consistency and efficiency.

To do this, Financial Services collaborates regularly with divisional and department fiscal leaders to present consistent operational metrics and detailed supplemental data on quality and compliance issues. Current transactional categories are provided in the below and additional categories will be added this year, to include payroll overpayments, PO policy compliance, sole source justification, and manual journals.

| Category | Metrics |
|---------------------------|---|
| Purchasing Cards (PCards) | <ul style="list-style-type: none"> • Group, individual, and vendor spend • Transactions flagged as being non-compliant • Transactions that swept to the General Ledger (GL) unapproved |
| Corporate Cards | <ul style="list-style-type: none"> • Group, individual, and vendor spend • Outstanding unsettled transactions |
| Expenses | <ul style="list-style-type: none"> • Unsettled Cash Advances – by individual and expected settlement date • Personal Amounts Due – money owed back to Dartmouth |
| HR | <ul style="list-style-type: none"> • Payroll Authorizations (PAs) created for new/rehires and terminations, total and late |
| Payroll | <ul style="list-style-type: none"> • Quick Pays by quarter and YTD, with detail |

Chart of the Month

PCard Non-Compliance on the Rise



Source: Quality & Compliance Reporting, Financial Services

Dartmouth Financial Services developed reporting on pcard and corporate card activity. New reports monitor spending by cardholder, department, and merchant, and measures the percentage of transactions that are flagged non-compliant or swept unapproved.

Since Q1 FY18, there had been a concerning trend of both. Since sharing our first reports, we are seeing the trend begin to reverse. To help continue the progress, cardholders need to be more vigilant in making sure all transactions are appropriate and settled on time. For questions, please contact your Finance Center or Procurement Office.

Welcome our New Finance Staff

Human Resources

Dina DiSalvo, Senior Human Resources Consultant

Payroll Office

Delta D. Thurston, Payroll Specialist

Trista E. Kellman, Payroll Specialist

Risk & Internal Controls Moved

The Risk and Internal Controls Office is now located on-campus in North Fairbanks on the 2nd and 3rd floors.

Process Update & Reminders

2020 STANDARD MILEAGE RATE UPDATE

The College has adopted the 57.5 cents per mile for business miles driven optional standard mileage rate set by the IRS for the use of a car. This is effective for all expenses incurred on or after January 1, 2020. For more information go to the [Standard Mileage Rate](#).

CAR RENTAL AND SEDAN SERVICES

Effective January 1, 2020, Sedan Services through the regional car services, such as Amoskeag and North Country, will need to be reserved with a Corporate Card and settled in iExpense. Reservations using a chart string will no longer be accepted.

[Enterprise Car Rental Service](#) for Employees, who are [Approved Drivers](#) travelling on College business, should also be booked using the employee's corporate card or a credit card in the name of the employee operating the rental car and settled in iExpense whenever possible. Enterprise Car Rental Service for non-employees, who are [Approved Drivers](#) travelling on College business, may continue to be reserved on a chart string.

INVOICE REMITTANCE

Dartmouth encourages vendors to submit invoices to invoice@dartmouth.edu. This is the most efficient way for invoices to be processed by Dartmouth. Once the invoice is received, The Payment Request is created and routed to the appropriate department submitter to obtain chart string allocations and approval. Please do not submit an invoice that the vendor as copied to invoice@dartmouth.edu.

STATE SALES TAX EXEMPTION CERTIFICATES

As a federally tax-exempt institution, Dartmouth is classified as an exempt organization in many, but not all, states. This means that the College is exempt from "transactions privilege" and/or sales tax in these states. Click here for the list of [tax-exemption certificates](#). Email: Tax@Dartmouth.edu if you have questions.

Important Dates:

RISE TOGETHER CELEBRATION 2020

Kianny Antigua, MLK Celebration Keynote Speaker

Monday, January 20th, 7:00 PM

Moore Theater, Hopkins Center

Go to: www.dartmouth.edu/mlk/ for more information on the 2020 Dr. Martin Luther King, Jr. Celebration

Reminder

REAL ID REQUIREMENTS



The U.S. Transportation Security Administration is reminding travelers that beginning October 1, 2020, every traveler must present a REAL ID compliant driver's license, or another acceptable form of identification, to fly within the United States. For more information go to the [Department of Homeland Security](#) site and review your states' Division of Motor Vehicles site.

New Hampshire Residents:

[REAL ID Overview](#) | [Required Documents](#) | [Locations Expanded Hours](#) for REAL ID Only: second Saturday of each month from 8AM-12PM in Concord, Dover, Manchester, Nashua, Newport, and Twin Mountain.

Vermont Residents:

[REAL ID Overview](#) | [Required Documents](#) | [Locations Expanded Hours](#) until 6PM on Wednesdays in Montpelier, Rutland, and Springfield, VT.

Dartmouth Compliance & Ethics

Dartmouth College is committed to an environment where all Dartmouth community members are encouraged to report any suspected violations of law or Dartmouth policy without fear of retaliation.

To review Dartmouth's Code of Ethical Business Conduct go to:

www.dartmouth.edu/rmi/compliance/index.html

In situations where you prefer to place an anonymous confidential report, we advise you to use this hotline, hosted by a third party, [EthicsPoint](#) or 888-497-0516

Cybersecurity & Fraud Prevention

Don't fall victim! Everyday Dartmouth students, faculty, and staff are targeted through phone, email, and text to steal money, protected information, or intellectual property. There are many things we can do to identify phishing, scam, and other fraud attempts and protect ourselves and the institution. Awareness and education are the first steps. Check out the Finance [Cybersecurity and Fraud Prevention](#) site for information, resources, and training.

The following message was sent out January 8th by Keiselim Alfredo Montas, Interim Director and Associate Director, Department of Safety and Security. We believe this is a very important and serious topic. If you missed it in your email we are providing here:

Timely Warning -- Phone and Email Scam

The Dartmouth College Department of Safety and Security has received several reports regarding a scam via telephone and email.

In the telephone scam, the caller claims to be from "Dartmouth Safety and Security." The caller-ID shows the Safety and Security telephone number (603-646-4000) or reads "Dartmouth College", but the calls are not from Safety and Security or the College. The calls are a scam. The caller claims that the call recipient is involved in a crime and must come up with a large sum of money to clear up the matter. The caller threatens arrest or other action. Again, these calls are a scam and are not from Safety and Security or Dartmouth.

In the email scam, people receive an email that appears to be from a colleague; using the colleague's name and title, but coming from a Gmail account or another email service provider. The email asks the recipient to purchase gift cards for their colleague, who is tied up in a meeting, and promises that they would be personally reimbursed. The email asks for the recipient to send photos of the gift cards, displaying the scratched off pin number. These emails are a scam.

Scammers can alter the number that displays on caller-ID or create fake email accounts to make it appear that the call or email is coming from an official agency or colleague.

Never provide an unknown caller with your date of birth, Social Security number, or other personal information. It is recommended to make in-person contact before making any purchase on someone else's behalf.

Unfortunately, in cases like this, the caller or requester may know the person's name or other information and may sound official and threatening.

The stories used in these fraudulent attempts may involve different scenarios, but they are all attempts to steal your money.

If you receive such a call, or if a caller threatens you with fines, arrest, deportation, or other penalties, or tells you that you need to send money because of a fine, tax bill, or some other issue, hang up and report the call to Safety and Security and/or to the Hanover Police Department. If you receive an email requesting you to make any purchases on someone's behalf, be sure to make in-person contact before you make any purchases or provide any financial information.

To report any such scam attempts, call Safety and Security at 603-646-4000 and/or the Hanover Police at 603-643-2222.

Check out our new [Cybercrime Reports](#) page to monitor the latest phishing, scams, and other cybercrime reports.