

10/23/18		<u>BUSINESS AFFAIRS</u>	<u>COMPLIANCE CALENDAR</u>	<u>Adopted by President's Cabinet 10/23/18</u>	
Unit	Position Responsible	Compliance Activity	Deadline/ Frequency	Authority	Recipient
Business Affairs	VPBA (Shared Services)	Internal Revenue Code: W-2 Forms to employee- furnish the tax return copy and the employee's copy of Form W-2 to employee	Jan 31	26 CFR 31.6051-1	Employee
	VPBA	Internal Revenue Code: 1099MISC Form for payments of \$400 or more for non-payroll purposes; \$10 or more for royalties; to attorneys not performing services under a contract with the college	Jan 31 recipients; Feb 28 to IRS	20 USC 6041; 26 USC 6050N	Recipients, IRS as applicable
	VPBA	1098, 1099 Information Return for Payments made in fixed or determinable income in excess of \$600; note Housing Director, Asst Director	Jan 31	26 CFR 1.6041-1	IRS
	Shared Services	Transmit Federal Tax and FICA Tax (monthly) (Payroll) 941 Reconciliation to IRS (quarterly) (Payroll) 403(b) Universal Availability Notice (Benefits)	various		IRS, employees
	VPBA	Annual Return Withheld Federal Income Tax - Any organization which withholds federal income tax (including backup withholding) from non-payroll payments must file	Jan 31 of year following calendar year reported on	26 CFR 31.6011(a)-4	IRS
	VPBA	Tuition Payment Credit Reporting Requirements	Jan 31 of year following payment	26 USC 6050S; 26 CFR 1.6050S-2	IRS
	VPBA	Unrelated Business Income Tax (UBIT) Report (June 30th)	June 30	IRS 501 BPM 23.2.1 http://www.usg.edu/business_procedures_manual/section23/C1717	IRS

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		Environmental and Occupational Safety Report	As requested (was annually)	BOR 9.11.4 https://www.usg.edu/policymanual/section9/C553/#p9.11.4_environmental_and_occupational_safety revised 5/15/18 –new policy number	USG VC Facilities -shares w/ BOR
Business Affairs	Plant Operations	Hazardous Materials Transportation Act of 1994 - Each person who transports or causes to be transported hazardous material shall file annually a complete and accurate registration statement on DOT Form F 5800.2 not later than June 30th for each registration year. Registration year begins on July 1st - June 30 th .	June 30	49 USC 5108; 49 CFR 107.608	U.S. Department of Transportation
	Auxiliary Services	Higher Education Opportunity Act of 2008 and ISBN Textbook Provision College shall disclose the International Standards Book Number (ISBN) and retail price for required and recommended textbooks and supplemental materials for each course listed on the schedule (posted on the web or print course schedule). If no ISBN is available, the institution may provide the textbook's author, title, publisher, and copyright date or *to be determined* can be noted. Written course schedules should indicate where on the university web page this information will be posted.	Ongoing HEOA encourages schools to disseminate information regarding book rentals, used textbooks, buy back programs, and alternative delivery programs or other cost saving strategies. Schools shall make available to the college bookstore, upon request, the most accurate information regarding the course schedule for the next academic period and for each course offered, the information described above, the number of students enrolled in such course, and the maximum enrollment for each class.	P.L. 110-315; 20 USC 1015b	Students / Bookstore personnel

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	External Auditors	Filing Form 990 Exempt organizations who do not fall under a statutory exception must file an annual return with the Internal Revenue Service.	Nov 15 The return must be filed on or before the 15th day of the fifth calendar month following the close of the institution's fiscal year.	26 USC 6033 and 26 CFR 1.6033-2	IRS
	VPBA	U.S. Tax Code: Withholding exemption certificates The employer is required to request a withholding exemption certificate from each employee, but if the employee fails to furnish such certificate, the employer shall consider that employee a single person claiming no withholding. Before December 1st of each year, every employer should request of each employee a newly completed withholding exemption certificate for the ensuing calendar year.	Dec 1	US Tax Code 26 CFR 31.3402(f)(2)-1(c)(3)	Request to employee
		Internal Revenue Code: Tuition Payment Credit Reporting Requirements - FORM 1098-T Information return filed by institution for tuition received	Dec 1 Info is used to determine tax credit eligibility for HOPE Scholarship or Lifetime Learning Credit or other tax benefits for the student's higher education expenses	26 CFR 1.6050S-3 and 26 CFR 301.6109 If the institution does not have a record of the individual's correct TIN, then it must solicit the TIN on or before December 1st.	Students, IRS
		E-Verify for Vendors - contractors and subcontractors must verify employment using the eVerify system	Ongoing	48 CFR § 22.1802; 48 CFR 52.222-54; 73 Fed. Reg. 67651, (Nov. 14, 2008); DOAS	

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		Toxic Substances Control Act A written annual document log of the disposition of PCBs and PCB items must be prepared for by each facility by July 1st, covering the previous calendar year The written annual report, which summarizes the records and annual document log shall be submitted by July 15th	Prepare by July 1 for previous calendar year; submit by July 15	15 USCS § 2607; 40 CFR 761.180	EPA Regional Administrator
		Tuition Agreements with Corporations, Organizations or Other Legal Entities – course delivery, location	As requested (was annually)	BOR 7.3.1.5 http://www.usg.edu/policymanual/section7/C453/#p7.3.1_tuition revised 2/15/18	Chancellor/ BOR
		Elective Fees and Special Charges – Housing fees	Annual approval	BOR 7.3.2.2 https://www.usg.edu/policymanual/section7/C453/#p7.3.2_student_fees_and_special_charges revised 2/15/18	USG Chief Fiscal Officer
		Elective Fees and Special Charges – Food Service fees – comparison with peer institutions	Annual approval	BOR 7.3.2.2 http://www.usg.edu/policymanual/section7/C453/#p7.3.2_student_fees_and_special_charges revised 2/15/18	USG Chief Fiscal Officer
		Elective Fees and Special Charges – Other – report the establishment and adjustment of fees	Prior to implementation	BOR 7.3.2.2 http://www.usg.edu/policymanual/section7/C453/#p7.3.2_student_fees_and_special_charges revised 2/15/18	Chancellor
		Proposed Institutional Budget submission	Annually	BPM 8.5 http://www.usg.edu/business_procedures_manual/section8/C1357 BPM 7.2.3 http://www.usg.edu/policymanual/section7/C447/#p7.2.3_operating_budgets_revised_2/13/18	Chancellor/BOR
		Budget Amendment – see BPM for when BOR approval required; quarterly report required to USG Chief Fiscal Affairs	Quarterly	BPM 8.6.5, http://www.usg.edu/business_procedures_manual/section8/C1363/#p8.6.5_budget_amendment_submission BOR 7.2.4 http://www.usg.edu/policymanual/section7/C447/#p7.2.4_budget_amendments	Chancellor/BOR for specific amendments; USG Chief FA for quarterly reports

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		Financial Position Reports Year End Reports	10 th of month, Quarterly, year end	BPM 13.7 http://www.usg.edu/business_procedures_manual/section13/C1470	Chancellor/BOR
		Tuition for Distance Learning Courses and Programs	Approval	BOR 7.3.1.4 http://www.usg.edu/policymanual/section7/C453/#p7.3.1_tuition	USG Chief FA
		Report of Lease as Tenant	Upon request, revised 5/15/18 and renumbered policy	BOR 9.10.2 https://www.usg.edu/policymanual/section9/C543/#p9.10.2_leasing_as_tenant https://www.usg.edu/policymanual/section9/C543/#p9.10.3_reporting_of_leases_as_tenant BPM 20.4.1 http://www.usg.edu/business_procedures_manual/section20/C1598/#p20.4.1_report_on_rented_space	USG Chief Facilities Officer
		Report of Leased Property as Landlord (housing, labs)	Annually to Chief Facilities Officer Revised 5/15/18 and renumbered policy	BOR 9.9.2 https://www.usg.edu/policymanual/section9/C537/#p9.9.2_when_to_lease_as_landlord BOR 9.9.3 https://www.usg.edu/policymanual/section9/C537/#p9.9.3_lease_of_rental_facilities	USG Chief Facilities Officer; If housing/labs Chancellor approves
	Periodic Financial Reports	Data Warehouse Financial Information for USG Data by Numbers	10 th of Month, or as required	BPM 20.2.1 http://www.usg.edu/business_procedures_manual/section20/C1581/#p20.2.1_data_warehouse_financial_information	Fiscal Affairs
		Gifts Valued Over \$100,000	Notify as required at time gift received	BPM 20.2.2; http://www.usg.edu/business_procedures_manual/section20/C1581/#p20.2.2_gifts_valued_over_100000 BOR 7.4 http://www.usg.edu/policymanual/section7/C459	USG Asst. Dir Financial Systems
		Small and Minority Vendor Quarterly Report	Quarterly	BPM 20.2.4 http://www.usg.edu/business_procedures_manual/section20/C1581/#p20.2.4_small_and_minority_vendor_quarterly_report	Facilities/ see website for submission
	Also on Institutional Research Calendar	IPEDS (data collection)	As required; collected Spring, Fall	BPM 20.2.3 http://www.usg.edu/business_procedures_manual/section20/C1581/#p20.2.3_ipeds_integrated_postsecondary_education_data_system_reports	USG Strategic Research and Analysis

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		Grants and Contracts with Nonprofits	Quarterly	BPM 20.2.5 http://www.usg.edu/business_procedures_manual/section20/C1581/#p20.2.5_grants_and_contracts_with_nonprofit_organization_reports	GA Department Audits
	Facilities and Environmental Safety Reports	Housing Leases Report – financial review of privatized housing	Annually	BPM 20.4.2 http://www.usg.edu/business_procedures_manual/section20/C1598/#p20.4.2_housing_leases_report	VC Facilities
		MRR, Capital and Construction Status Report	As required; 9/15, 11/15, 1/15, 3/15, 5/15, 7/15	BPM 20.4.3 http://www.usg.edu/business_procedures_manual/section20/C1598/#p20.4.3_mrr_capital_and_construction_projects_status_report	VC Facilities
		Contract Report – Professional Design	Monthly/ 15 th	BPM 20.4.4 http://www.usg.edu/business_procedures_manual/section20/C1598/#p20.4.5_actual_mmr_expenditures_report	VC Facilities
		Actual MRR Expenditures Report	Annually July 31	BPM 20.4.5 http://www.usg.edu/business_procedures_manual/section20/C1598/#p20.4.5_actual_mmr_expenditures_report	VC Facilities
		Facilities Inventory Report – space classification, usage, condition.	Semi-annually; March, October	BPM 20.4.6 http://www.usg.edu/business_procedures_manual/section20/C1598/#p20.4.6_facilities_inventory_report	VC Facilities/ OIT Banner via email
		RTK Chemical Inventories Report	Jan 1/ July 1	BPM 20.4.7 http://www.usg.edu/business_procedures_manual/section20/C1598/#p20.4.7_rtk_chemical_inventories_report	VC Facilities/ EHS
	Payroll Reports	Annual Report Submission	Quarterly reconciliation; annual	BPM 20.3.8 http://www.usg.edu/business_procedures_manual/section20/C1589/#p20.3.8_submission_of_annual_reporting_to_the_department_of_audits_and_accounts	GA Department of Audits
		Annual Reporting to GA Department of Labor	Annual	BPM 20.3.7 http://www.usg.edu/business_procedures_manual/section20/C1589/#p20.3.7_submission_of_annual_reporting_to_the_georgia_department_of_labor	GA DOR /electronic submission

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		Quarterly Reporting to GA Department of Labor	Quarterly- form; Annually- taxes	BPM 20.3.6 http://www.usg.edu/business_procedures_manual/section20/C1589/#p20.3.6_submission_of_quarterly_reporting_to_the_georgia_department_of_labor BPM 5.4.1 http://www.usg.edu/business_procedures_manual/section5/C1243/#p5.4.1_georgia_state_department_of_labor	GA DOR / electronic submission
		GA Income Tax Withheld	Monthly- taxes, form; Quarterly G-7 form	BPM 20.3.5; http://www.usg.edu/business_procedures_manual/section20/C1589/#p20.3.5_submission_of_georgia_income_tax_withheld_to_the_georgia_department BPM 5.2.1 http://www.usg.edu/business_procedures_manual/section5/C1232/#p5.2.1_submission_of_georgia_withholding_amounts	GA DOR
		GA Defined Contribution Reporting Deduction and Remittance	Monthly – Form 17G	BPM 20.3.4 http://www.usg.edu/business_procedures_manual/section20/C1589/#p20.3.4_georgia_defined_contribution_program_reporting_and_deduction_remittance BPM 5.1.6 http://www.usg.edu/business_procedures_manual/section5/C1223/#p5.1.6_retirement_system_reporting_and_deduction_remittance	ERS/ electronic
		Employee Retirement System Reporting Deduction and Remittance	Monthly – Form 17E	BPM 20.3.3 http://www.usg.edu/business_procedures_manual/section20/C1589/#p20.3.3_employees_retirement_system_reporting_and_deduction_remittance see BPM 5.1.6 http://www.usg.edu/business_procedures_manual/section5/C1223/#p5.1.6_retirement_system_reporting_and_deduction_remittance	ERS
		Teachers Retirement System Reporting Deduction and Remittance	Monthly submission; pay via wire transfer	BPM 20.3.2; http://www.usg.edu/business_procedures_manual/section20/C1589/#p20.3.2_teachers_retirement_system_reporting_and_deduction_remittance BPM 5.1.6 http://www.usg.edu/business_procedures_manual/section5/C1223/#p5.1.6_retirement_system_reporting_and_deduction_remittance	TRS /electronic submission

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		Healthcare Reporting and Premium Deduction and Remittance	Monthly submission; pay via wire transfer	BPM 20.3.1; http://www.usg.edu/business_procedures_manual/section20/C1589/#p20.3.1 health care reporting and premium remittance BPM 5.1.2 http://www.usg.edu/business_procedures_manual/section5/C1223/#p5.1.2 health care reporting and premium remittance	USG Office
	Annual Financial Reports	Annual Financial Report (not Coop Orgs or Foundation)	Annually	BPM 20.1.1 http://www.usg.edu/business_procedures_manual/section20/C1572/#p20.1.1 annual financial report	AVC Internal Audit
		Annual Expenditure Report	Annually	BPM 20.1.2 http://www.usg.edu/business_procedures_manual/section20/C1572/#p20.1.2 annual expenditure report	USG Budget Director
		Cooperative Organization Financial Statements (part of college's financial statements)	Annually / Jan 31	BPM 20.1.3; http://www.usg.edu/business_procedures_manual/section20/C1572/#p20.1.3 cooperative organization financial statements BPM 17.3 http://www.usg.edu/business_procedures_manual/section17/C1534/	VC FA
		Report of Gifts, Bequests, Agreements and Declarations of Trust over \$100,000	Annually/ Oct 31	BPM 20.1.4 http://www.usg.edu/business_procedures_manual/section20/C1572/#p20.1.4 annual report of gifts bequests agreements and declarations of trust	VCFA
		Non-Lapsing Funds- balances for CE, Technology fees, indirect cost revenue and intent for use; w/AFR	With AFR	BPM 20.1.8 http://www.usg.edu/business_procedures_manual/section20/C1572/#p20.1.8 non-lapsing funds	VCFA
		Investment Policy Performance Report	Annually/ Oct 31 per BPM	BPM 20.1.7; http://www.usg.edu/business_procedures_manual/section20/C1572/#p20.1.7 investment performance BPM 9.2.1, http://www.usg.edu/business_procedures_manual/section9/C1379/#p9.2.1 investment policy BOR 7.5.2.1 http://www.usg.edu/policymanual/section7/C460/#p7.5.2.2 investments revised 5/15/18/ ; BOR Policy Manual not updated as of 9/6/18	VCFA

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	Also on Institutional Advancement calendar	Investment Policy required to be on file with USG; review every 2 years; submit changes to USG	As required; review and any changes due March 31 every other year per BPM	BOR 7.5.2.1 http://www.usg.edu/policymanual/section7/C460/#p7.5.2_investments ; revised 5/15/18; BOR Policy Manual not updated as of 9/6/18 BPM 20.1.6 http://www.usg.edu/business_procedures_manual/section20/C1572/#p20.1.6_changes_in_investment_policy	VCFA
	Also on Athletics Compliance Calendar	Annual Intercollegiate Athletics Activities Report	Annually/ Dec 31- for the prior FY end June 30; report known/projected shortfalls / use guidelines provided by USG for report	BPM 15.6.2 http://www.usg.edu/business_procedures_manual/section15/C2572/#p15.6.2_reporting BOR 4.5.6 http://www.usg.edu/policymanual/section4/C331/#p4.5.6_monitoring ; revised 5/15/18	Chancellor or designee
	N/A?	Federal Stimulus Funds Reporting	Quarterly	BPM 22.3.1 http://www.usg.edu/business_procedures_manual/section22/C1618/#p22.3.1_reporting_mechanism	AVC FA/PeopleSoft
	Housing /Also on Student Affairs Calendar	Comprehensive Student Housing Plan ; Financials in Annual Inst. Budget	Annually See 5/15/18 BOR meeting /section deleted; BOR Manual not updated as of 9/6/18	BOR 7.11.7.1 http://www.usg.edu/policymanual/section7/C480/#p7.11.7.1_student_housing	VCFA (?)
		Mandatory Student Fees – purpose and rates submission to BOR; periodic review by VPBA; annual review by USG FA	Annually	BOR 7.3.2.1 http://www.usg.edu/policymanual/section7/C453/#p7.3.2.2_student_fees_and_special_charges revised 2/13/18 BPM 24.1 – 24.4 http://www.usg.edu/business_procedures_manual/section24/C2048	BOR approval
		Auxiliary Enterprises 5 Year Plan for each auxiliary operation	Annual update	BOR 7.2.2 http://www.usg.edu/policymanual/section7/C447/#p7.2.2_auxiliary_enterprises_revenues_and_expenditures ; revised 5/15/18; BOR Policy not updated as of 9/6/18	USG Chief Fiscal Officer
		Auxiliary and Fee Reserves, Fee Changes, Operational Changes	Annually	BOR 7.3.2.3 http://www.usg.edu/policymanual/section7/C453/#p7.3.2.2_student_fees_and_special_charges revised 2/13/18	USG Office of Fiscal Aff
	Also on Institutional Advancement Calendar	Report of All Gifts Received by College and Cooperative Organizations – maintain report; format VCFA	As required	BOR 7.4 http://www.usg.edu/policymanual/section7/C459	EGSC

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		Career Development Funds – institution must commit appropriate amount; matched by state appropriated funds, if avail	Annually	BOR 8.2.15 https://www.usg.edu/policymanual/section8/C224/#p8.2.15_career_development revised 4/17/18; renumbered	EGSC
		Purchasing Card Program Audit by Purchasing Officer and CBO	Annually	BPM 3.3.5 http://www.usg.edu/business_procedures_manual/section3/C1127/#p3.3.5_purchasing_card_program_compliance	EGSC CFO/Card Admin
		Analysis of Receivables – as of December 31 and as of June 30 th	Feb 10; and 10 days following submission of AFR	BPM 10.5 http://www.usg.edu/business_procedures_manual/section10/C1404	VCFA
Business Affairs	VPBA	Bond Issue -By the end of January each year, the audited financial statement for the preceding fiscal year along with specific financial and statistical data agreed to in each bond issue must be provided to the MSRB (Municipal Securities Rulemaking Board).	Jan 31	Securities and Exchange Commission Rule 15c2-12	Municipal Securities Rulemaking Board
		Foreign Bank Accounts and Tax Filings - US institutions and citizens that have an ownership interest in foreign bank accounts, or US citizens with signature authority over a foreign bank account have to file from TD F 90.22-1	April 15 This form must be filed by June 30th of the year following any year during which they possessed signature or other authority over, or had a monetary interest in	31 USC 5314(a)	Department of Treasury
	Also on Financial Aid Calendar	Student Loan Interest Reporting 1098E form – to IRS and to payors. Lenders, including most colleges that participate in the Perkins Loan Program or operate institutional loan programs, must report student loan interest payments to the IRS.	IRS: Feb 28 paper filing; March 31 electronic filing. Payor: Jan 31 College must send copy of 1098E to student.	26 USC 6050S; 26 CFR 1.6050S-3; and 26 CFR 1.6050S-4 (see 67 FR 20901 final and temporary regulations)	IRS, payor student

Business Affairs	Director of Operations	Business Affairs Policy revisions; including Policy and Procedure Manual revisions	At least Annually	EGSC	EGSC community
Business Affairs, IT, Student Affairs,	VPIT, Director of Financial Accounting, VP for Academic / Student Affairs (This is handled /overseen by multiple departments given the nature of the data in the report.)	Data Governance and Management: Data Owners – assignments and report; training and plan	Annually	BPM 12.1.1 http://www.usg.edu/business_procedures_manual/section12/C1436/#p12.1.1_overview_of_data_governance_and_management	USG Data Governance Committee The EGSC BANNER Separation of Duties (SOD) task force meets periodically to ensure all BANNER data owners are current / accurate. The task force submits a biannual (April & October) BANNER SOD report to the USG to reflect EGSC BANNER data governance & management.
Business Affairs/ Also on HR Calendar	Director of Human Resources	Employee policy revisions and student employment policy revisions, including Student Handbook, Student Employment Handbook revisions	At least Annually	EGSC	EGSC community