Annex K- Finance- Administration

Purpose

To provide an overview of how financial accountability is maintained during a disaster at the University of Minnesota Campuses.

Responsibilities- Refer to Direction and Control Annex for transferring of authorities and duties

A. Primary – Finance operations during an emergency at the University of Minnesota is the responsibility of The Officer of the Day and the individual assigned to the Financial Officer position in the EOC. All financial operations will be coordinated through the Finance Officer in the EOC

B. Supporting – Other University Financial Officers will support the overall operations and ensure accountability of University assets.

Communications

Communications regarding finance operations will be coordinated through the EOC. If there are financial officers in the field, cell phones will be utilized for communications.
Annex K- Finance- Operations

I. Notification

If it appears that emergency financial authorizations may be needed, EOC will coordinate approval through the Officer of the Day.

Finance Officer will be assigned by the Officer of the Day, or the first subsequent official to respond, will make an assessment of the impact on the Finance Department and notify appropriate personnel.

II. Disaster Phase Responsibilities

1. Authorization of emergency purchases and leases.
2. Assist in location of vendors.
3. Authorization of emergency payments.
4. Determine impact of disaster on safety of financial assets in Department custody.
5. Determine impact of disaster on departmental operations in terms of disaster location, systems failures, death or injury to department personnel.
6. Restore departmental operations as appropriate.
7. As appropriate for circumstances, assist and advise in EOC.

III. Additional Disaster Phase Response for Disaster Involving University Facilities

1. Assist with emergency space, furniture, and equipment leases for relocating University departments, if required.
2. Determine security issues in cash handling areas.
3. Determine Finance employee casualty status.
4. Determine systems status and if needed implement backup plans.
5. Printing payroll checks: Current Depository Bank maintains 90 days of transmissions within their backup/off-site process. With this ability, Finance will be able to utilize six payroll’s worth of both direct deposit and check information to be able to reprocess a semi-accurate payroll during a disaster.
6. Determine need for alternative work sites for Finance with Lands and Buildings, Space and Asset Manager, and Building Commission, as appropriate.
7. Notify Finance employees of when and where to report to work; this will be done by working with the Public Information Officer.
8. Notify the public (through PIO) of finance related items (parking meters not enforced, etc.).

IV. Post-Disaster Response

1. Determine short-term economic impact of disaster.
2. Determine revenues affected (no parking tickets issued, reduced meter revenue, etc.).
3. Determine unbudgeted expenditures for material, overtime and temporary workers.
4. Advise rating agencies of any debt service impact of disaster.
5. Establish cost documentation and recovery processes for FEMA, corporate liability, etc. and advise accounting personnel of cost accounting procedures.
6. Establish alternative location space, furniture, equipment leases.
7. Notify public, vendors, etc. of changes of address, phones, e-mails, etc.
8. Hire temporary employees as required.
Annex K- Finance- Resources

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<th>Name</th>
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<tr>
<td>Mike Berthelsen</td>
<td>CFO - U-Services</td>
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