Compliance Officer for Tax and Finance
Objective

• It is my objective to assist and guide the College in a direction of clarity and clean reporting. Therefore, it will be my responsibility to implement and accomplish the following.
Tax Compliance

• Develop the Tax and Finance compliance department by identifying the vision and goal of the department

• Research tax topics that the HCC Administration may consider critical to the college.

• Identify compliance standards as required by IRS/ Federal and State of Texas and implement and organize as required to meet the standards
• Establish a compliance team or teams comprised of representatives from various HCC outlying areas to research and draft policies and procedures.

• Communicate those policies and procedures to HCC administrators via various methods of training consisting of website, meetings, memos and educational presentations.

• Provide counsel on tax compliance inquiries to the HCC administrators

• Ensure electronic filings such as 1099, 1098T 941 etc. are submitted to the Fed’s in a timely manner.
• Ensure mandatory Tax payments are made in a timely manner, when required.

• May recommend an internal audit if discovery suggests

• Create Web site
Financial Compliance

- Keep abreast of GASB statements and ensure that HCC is in compliance with all that impact community colleges
- Draft policy and procedures that support all GASB requirements affecting the college
- Interact with students, faculty, administration and external parties regarding this information
- Create a Compliance web site
Initial Focus:

- Obtaining information on GASB 68 – posting of pension liability
- Justification for 990. Should HCC report or not
- Issues that may cause revoking the tax exempt status
- Draft 990 or 990T policy/procedure
• Compliance regarding payment and hire for International Students.

• Unrelated Business Questionnaire to be sent out to all college Business Offices

• Devising compliance checklist including criteria such as Report status, due date, Authority Source, State, Federal or Local origin etc.

• Researching means of obtaining the Compliance Website and tentatively identifies forthcoming information
Accomplishments:

• Researched the 990
• Devised Unrelated Business Questionnaire to be sent out to all college Business Offices
• Met with Associate VC of International Affairs to discuss structure and workflow of international students department.
• Drafted Compliance Department mission statement