

Business Policy and Procedure Manual

2:005

Fiscal Oversight Checklist

Nov 2015

Fiscal Responsibility

- Campus philosophy (BPPM 2:001)
 - Expense must provide benefit to the University
 - Steward of funds
 - Accountability
 - Primary responsibility rests with those in the FIN Finance Structure
 - Accountable – Dean, Director, Department Chair
 - Responsible – Fiscal Officer, Department Fiscal Staff

Control Environment

- Determines the frequency and extent of fiscal oversight
 - Established policies
 - Division structure
 - Nature of operations
 - Existence of segregation of duties
 - Experience of staff
 - Extent of prior errors

Fiscal Oversight

- Focus
 - Ensure transactions have been
 - Properly authorized, recorded and verified
 - Benefit the University
 - In accordance with University Policies
- Depending upon your unit structure, fiscal oversight might be function of
 - Verification or
 - Managerial Review

Monthly Review

- Monthly Packet provided to Accountable individual
 - Budget to Actual Financial Report
 - Payroll Reconciliation
 - Transaction Checklist
 - Travel Summary Detail
 - Purchasing Card Statement of Account

Budget to Actual

- Focus
 - Highlight significant variances between budget, actual and expectations.
 - Use other reports in the monthly packet to help investigate.
- Tools
 - Cognos
 - WebApps > Grants
 - Hyperion

Budget to Actual

Cognos

- BudDev E1 – 3 Prior Years Actual, Current Actual & Budget
 - Descendant Report

BudDev E1 - 3 Prior Years Actual, Current Actual & Budget, New Year Budget - COLUM (5) - Columbia

Accounting Period: Oct
 Entity: COLUM (5) - Columbia
 Fund: All Funds
 Program: All Programs
 Class: All Classes
 Project: All Projects

Closing Accounting Period:

	FY2013 - Actual Year Total	FY2014 - Actual Year Total	FY2015 - Actual Year Total	FY2016 - Budget Current	FY2016 Actual YTD_Oct	FY2017 - Budget Working
Beginning Net assets	\$2,138,517,158	\$2,277,220,829	\$2,424,265,706	\$2,282,712,155	\$2,508,103,649	\$719,000
Revenues						
Tuition and Fees	439,138,405	451,740,501	478,575,350	483,633,951	258,252,358	
Scholarship Allowance	(161,447,365)	(163,023,344)	(174,665,949)	(164,295,208)	(94,042,028)	(\$132,000)
Net Tuition and Fees	\$277,691,040	\$288,717,157	\$303,909,401	\$319,338,744	\$164,210,330	(\$132,000)
General Revenue Allocation	0	0	0	0	(27,436,566)	
State Appropriation	196,213,447	205,504,704	222,093,338	248,081,208	75,200,503	
Grant and Contract	235,671,150	216,980,458	217,151,088	199,880,000	69,051,778	

Budget to Actual

Cognos

- BudVar 1b – Budget vs Actual and Encumbrance

BudVar 1b - Budget vs Actual and Encumbrance

Fiscal Year: 2016
 Accounting Period: Oct
 Entity: COLUM (5) - Columbia
 Fund: All Funds
 Program: All Programs
 Class: All Classes
 Project: All Projects

Fiscal Year: Closing Accounting Period:

	Budget Original	Budget Current	Budget Current YTD_Oct	Actual YTD_Oct	Variance (Actual YTD_Oct vs Budget Current)	Actual YTD_Oct % of Budget Current	Encumbrance	Actual YTD_Oct + Encumbrance
Beginning Net assets	\$2,281,482,267	\$2,282,712,155	\$2,278,407,683	\$2,508,103,649	\$225,391,494	110%		\$2,508,103,649
Revenues								
Tuition and Fees	483,632,749	483,633,951	171,610,269	258,252,358	(225,381,593)	53%		258,252,358
Scholarship Allowance	(164,265,799)	(164,295,208)	(72,623,481)	(94,042,028)	70,253,180	57%		(94,042,028)
Net Tuition and Fees	\$319,366,951	\$319,338,744	\$98,986,788	\$164,210,330	(\$155,128,413)	51%		\$164,210,330
General Revenue Allocation	0	0	(27,436,565)	(27,436,566)	(27,436,566)			(27,436,566)
State Appropriation	248,081,208	248,081,208	82,693,736	75,200,503	(172,880,705)	30%		75,200,503
Grant and Contract	199,880,000	199,880,000	66,522,469	69,051,778	(130,828,222)	35%		69,051,778
Gift Revenues	50,000,000	50,000,000	22,800,000	22,800,000	(26,458,400)	55%		22,800,000

Budget to Actual

WebApps

- FIN Financial Reports
 - Grants Rpt 1 – Dept Fin Management PTD



FIN Financial Reports

* Deptid/Node

coffcres

Deptid ..

Node ..

* Fiscal Year

2016

* Month

Current

Display All Projects



Rpt 1: Dept Financia

Grant Report 1: Department Financial Management Report for PTD Date:11/02/15 Results for DeptNode: COFFCRES Business Unit: COLUM Fiscal Year: 2016 Month: Current Only Active Projects Displayed

Project	Fund	Deptld	Program	Direct Budget	Direct Expenditures	Direct Encumbrances	Direct Balance	F&A Budget	F&A Expenditures	F&A Balance	Total Sponsor Budget	Total Sponsor Expenditures	Total Sponsor Encumbrances	Total Sponsor Balance	Pct Budget Expended	Pct Time Completed	Begin Date	End Date	Project Status
00029783	2100	C4540050	0	0.01	<u>0.00</u>	<u>0.00</u>	0.01	0.00	0.00	0.00	0.01	0.00	0.00	0.01	0.00 %	57 %	02/19/10	02/18/20	Active
00032759	2100	C4540050	0	0.00	<u>0.00</u>	<u>0.00</u>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0 %	38 %	10/22/10	01/01/24	Active
00043101	2225	C4540060	0	76,923.00	<u>68,332.21</u>	<u>0.00</u>	8,590.79	23,077.00	20,499.87	2,577.13	100,000.00	88,832.08	0.00	11,167.92	88.83 %	72 %	09/01/13	08/31/16	Active

Budget to
Actual

Hyperion

- H-BudDev C2 – Cost Centers Balances with Detail Class Project
 - Arrows expand for more detail (to DeptID and PS Account)



H-BudDev C2 - Cost Centers Balances with Detail Class Project
FY15 Q2, Actual Current, Fund, Program, Class, Project

	BEGIN NET ASSETS	▲REVENUE	▲TRANSFER	▲EXPENDITURE	CHANGE NET ASSETS	Ending Net Assets
▶CADM - Campus Operations	-	(7,681,406)	(2,119,565)	52,322,938	(62,123,909)	(62,123,909)
▶CALUM - VC Advancement	-	1,391,512	(38,259)	4,180,743	(2,827,490)	(2,827,490)
▶CCAMP - Campus Departments	-	180,780,691	(2,804,513)	(1,048,281)	179,024,459	179,024,459
▶CCHAN - Chancellor	-	481,137	(145,923)	816,820	(481,606)	(481,606)
▶CCHHE - Vice Chancellor-HealthSciences	-	50,000	-	60,715	(10,715)	(10,715)
▶CFIN - Campus Finance	-	16,552,109	14,566,802	29,594,081	1,524,829	1,524,829
▶CICA - Intercollegiate Athletics	-	7,292,565	(1,378,358)	19,225,569	(13,311,361)	(13,311,361)
▶CPVST - Exec Vice Chancellor & Prov	-	183,331,041	3,660,767	239,104,345	(52,112,537)	(52,112,537)
▶CRGE - RSCH, Grad Studies & Econ Dev	-	8,127,680	(2,813,344)	16,416,213	(11,101,877)	(11,101,877)
▶CSTU - Vice Chancellor Student Affrs	-	49,171,732	(8,375,883)	39,236,882	1,558,967	1,558,967
▶CUAF - Marketing & Communications	-	807,760	0	1,200,939	(393,179)	(393,179)
▶CVPEX - Extension	-	17,060,498	(63,470)	17,043,573	(46,544)	(46,544)
▲COLUM - Columbia	-	\$457,365,318	\$488,256	\$418,154,537	\$39,699,037	\$39,699,037

Payroll Reconciliation

- Focus
 - Ensure employees are appropriately classified and completeness
- Tools
 - Cognos
 - USHR Reports

Payroll Reconciliation

USHR

- USHR0087 – Pay Comparison for Monthly and Biweekly
- Available in Document Direct and Cognos

Biweekly Pay Comparison

for Pay End Date

Sep 12, 2015

Run ID 150912

Business Unit: COLUM - University of MO-Columbia

Division: CA&S - Arts & Science

Department: CCHEMIST - Chemistry

EMPLID	Rcd	Name	Paygroup	Earn Code	BU for Earnings	Deptid for Earnings	Current Period Payroll Hourly Rate	Previous Period Job Hourly Rate	Rate Change
	1		BIW	TRG	COLUM	CCHEMIST	10.00	10.50	-.50
			BIW	TRG	UOFMO	CCHEMIST	10.00	10.50	-.50

Transaction Checklist

- Focus
 - Ensure transactions are reasonable for the department and appropriately classified.
 - Source codes that would be unusual in certain PS Accounts.
- Tools
 - WebApps > Excel Pivot
 - Do not have to do checkmarks if document otherwise.

Transaction Checklist

- WebApps > Income Statement Report #1 - #10 Checklist button > Export to Excel
 - Pivot for DeptID, Account, Source, Desc, Line Ref and Sum of Amount
 - Filter out PRL source

TRANSACTION CHECKLIST					
AUGUST 2015					
PURPOSE: Review transaction detail and investigate unusual journals					
Deptid	Account	Source	Desc	Line Ref	Sum of Amount
C1105001	363100	JE	Full Costing In	(blank)	1,688.00
	723000	PST	charges: 08/03-08/06	UPS/USPS	28.86
			charges: 08/12-08/20	UPS/USPS	123.29
			charges: 08/25-08/31	UPS/USPS	21.78
	724000	CEQ	Aug Telecom Equipment/Services	MRC	92.50
		CLD	Aug Mizzou Long Distance	LD	21.60
	727000	CPC	07/16 FLAUGHER, RICOH USA, INC	1814435426	33.25
	728000	ISE	RES43835. Accounting Services	(blank)	10.00
	730000	CEP	0000262572 07/30 STAPLES	1829588394	9.32
			0000262572 08/21 STAPLES	1853640865	(9.32)
0000270947 08/07 STAPLES			1838779907	56.22	
739400	DPT	9 data ports	DATAPT JUL	123.75	

Travel Summary Detail

- Focus
 - Ensure employees were authorized to travel for University business on behalf of the department
 - Provide the Accountable individual a summary
 - HR Supervisor receives an emailed report
- Tools
 - WebApps

Travel Summary Detail

- WebApps > Income Statement #1 - #13 Travel & Exp Summary button

Report: Travel Summary **Report Date:** 11-03-2015
Bus Unit: COLUM **Fiscal_Year:** 2015 **Month:** 12 **Fund:** Dept: CACCTSER

Period:

<u>Journal ID</u>	<u>Journal Date</u>	<u>Emplid Name</u>	<u>ER Num</u>	<u>Account</u>	<u>Fund</u>	<u>Deptid</u>	<u>Program</u>	<u>Class</u>	<u>Project</u>	<u>Amount</u>
EX10234710	06/08/2015			721000	0825	C1105109	0	0	00	88.18
										\$88.18

[Download to Excel](#) / [Format to Print](#)

Purchasing
Card

Statement of
Account

- Focus
 - Ensure transactions are transferred to the general ledger and properly classified.
- Tools
 - Statement of Account
 - Transaction Checklist

Purchasing Card

Statement of Account

- Signed Statement of Account
- Transaction Checklist > CPC Source

Deptid	Account	Source	Desc	Line Ref	Sum of Amount
C1105001	727000	CPC	07/16 FLAUGHER, RICOH USA, INC	1814435426	33.25

1814435426001	07/16/2015	07/17/2015	55446415197465004672543	RICOH USA, INC	08005650283, PA 19355	5044	70 17	0.00
			C0537 Accounting Services 727000	** copier charges 5/22-6/21/2015	\$33.25			0.00
			DBJ00 Business Office	** copier charges 5/22-6/21/2015	\$36.92			0.00

Periodic Review

- Processes performed at various times throughout the year, instead of monthly, to provide fiscal oversight.

Periodic Review

- Petty Cash Verification
 - Perform an unannounced reconciliation of approved petty cash funds.
 - Inquire of departments if cash is on hand and compare to approved listing.
 - CRM 600 – Cash Funds

Periodic Review

- Internal Controls (APM 2.25.5)
 - Processes to ensure these objectives are met in regards to the University financial statements
 - Completeness
 - Authorization
 - Accuracy
 - Timeliness
 - Safeguarding of Assets
 - Managerial Review
- Are internal controls operating as intended?
- Are processes effective in meeting the above objectives?

Periodic Review

- Segregation of Duties (APM 2.25.55)
 - Internal control to prevent/detect errors timely
 - Authorization
 - Recording
 - Verification
 - Custody of Assets
 - Managerial Review
- Is there appropriate segregation between functions?
 - If not, what are mitigating controls?
- Critical during staff turnover or when performed by same staff over extended time.

Periodic Review

- Security Access
 - Focus
 - Evaluate based on segregation of duties
 - Search for terminated/transferred employees
 - Tools
 - Monthly access reports

Periodic Review

- Signature Authority
 - Focus
 - FIN Authorization for transaction processing
 - Evaluate based on segregation of duties
 - For those with Authorization function
 - Search for terminated/transferred employees
 - Tools
 - FIN Authorization

Periodic Review

- Custody of assets
 - University assets secured
 - Office, computers, equipment, cash, etc
 - Terminated/transferred employees
 - Return keys
 - Change safe combinations

Periodic Review

- Capital Equipment (BPM 407)
 - Required annual physical inventory disbursed by Procurement
- Recommend departments maintain a listing of non-capital equipment (electronics) to periodically inventory

Annual Review

- Processes performed at least once during the fiscal year to provide fiscal oversight and ensure accuracy of financial statements.

Annual Review

- Prompted by Campus Accounting
 - Cost of Goods Sold
 - Physical inventory by department and recorded by Accounting
 - Petty Cash Verification

Annual Review

- Unrelated Business Income Tax
 - Evaluate revenue streams to determine if any are UBI
- Service Operations
 - Evaluate rates charged, including equipment use

Annual Review

- Financial Statement Review
 - Clear deficit balances
 - Accrual of revenues and expenses outside of automated accruals

Annual Review

- Budget Planning
 - Long Range Planning
 - Salary
 - Financial

Fiscal Oversight

What tools do you use?