

**Office of the Vice President for Research & Economic Development
Annual Financial Sub-Certification Fiscal Year Ending June 30, 2013**

University officials are required to sign a document at the end of the annual financial audit. This document is called a *Management Representation Letter* and it is signed by university officials in Finance & Operations (this is called *Financial Certification*). After receiving this document, the State Auditor's Office will issue an audit opinion as to whether our financial statements are presented fairly, in all material respects, in conformity with generally accepted accounting principles. This certification of our financial statements has historically been a very centralized effort. However, decision-making and financial operations at the University are quite decentralized. This is common in higher education and as a result, many institutions have implemented *Financial Sub-certification* in order to collaborate with collegiate and auxiliary units by evaluating key internal controls. We are implementing *Financial Sub-certification* in an effort to clarify business units' accountability for financial reporting and underlying internal controls. Deans, Vice-Presidents, Senior Fiscal Officers and certain central administration directors are required to complete the Financial Sub-certification questionnaire. Details are available at <http://controller.fo.uiowa.edu/fy-2013-financial-subcertification>

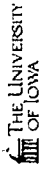
INSTRUCTIONS

Unit Directors, in conjunction with budget officers, in orgs 04/40/90 are required to complete the Financial Sub-certification forms for FY13.

1. Complete sub-certification questions 1-15, including all necessary comments for your department (attachment).
2. Obtain Appropriate Signatures (Unit Director and preparer, if applicable).
3. Send the completed form to Cheryl Reardon, Assistant Vice President for Research (via email or campus mail to 2660 UCC).
4. Departmental Deadline is **Wednesday, September 11th**.
5. A master sub-certification document for units that report to OPVR&ED will be created.
6. A master document will be signed at the org-level and submitted to the Business Office.

We hereby certify, to the best of our knowledge, that the information submitted in this financial sub-certification questionnaire is representative of the business practices of our unit for the fiscal year ending June 30, 2013.

Director	Date	Department
Preparer/Budget Officer	Date	
Other	Date	



Financial Sub-certification Statement

The annual financial sub-certification process is intended to serve two purposes:

- 1) provide reasonable assurance of the underlying numbers in the University's financial statements, and
- 2) provide reasonable assurance of a sufficient and effective internal control structure which can identify weaknesses in financial processes and systems.

For the current fiscal year, please indicate whether the control and compliance activities listed below are being performed consistently in your college/unit. Please provide a description of the issues and how your college/unit is addressing them in the comments section as indicated.

1. Does the college/unit communicate with faculty and staff with fiscal responsibilities about the importance of understanding and observing the University of Iowa Ethics Policy?

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Yes, we are effectively communicating the importance of this policy and setting clear expectations that it be followed
 Yes, but needs improvement (in comments section below, describe what improvements are planned)
 No, generally our unit is not communicating anything beyond the annual policy notifications from central Human Resources sent directly to employees

Comments:

2. Does the college/unit follow personnel and payroll policies as set forth by Human Resources?

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Yes, we are confident that policies are clearly understood and effective internal controls are in place
 Yes, but needs improvement (in comments section below, describe specific areas of improvements that are planned)
 No (in comments section below, describe the issues and how the unit is planning to address this gap)

Comments:

3. Does the college/unit set expectations that employees with fiscal responsibilities should attend relevant financial systems and processes training offered by Finance & Operations?

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Yes, expectations are clearly documented for employees with fiscal responsibilities
Yes, but needs improvement (in comments section below, describe specific areas of improvements that are planned)
No (in comments section below, describe the issues and how the unit is planning to address this gap)

Comments:

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4. Does the college/unit have processes and monitoring activities in place to ensure compliance with the University's Cash Handling Policy?

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Yes, we are confident that effective internal controls are in place to ensure compliance
Yes, but needs improvement (in comments section below, describe specific areas of improvements that are planned)
No (in comments section below, describe the issues and how the unit is planning to address this gap)
Not applicable -- we do not handle cash

Comments:

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5. Does the college/unit submit the required information to Financial Management to ensure compliance with the Service Center Policy? This may include the submittal of financial statements, amounts billed to federal grants & contracts, total volume of activity and the calculation of proposed billing rates for the upcoming year.

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Yes, we are confident that effective internal controls are in place to ensure compliance
Yes, but needs improvement (in comments section below, describe specific areas of improvements that are planned)
No (in comments section below, describe the issues and how the unit is planning to address this gap)
Not applicable -- we do not have service centers as defined by Financial Management

Comments:

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12. Does the college/unit encourage donors to direct their gift to the UI Foundation? For those gifts received directly by the University, are they deposited into appropriate gift accounts and applicable donor information forwarded to Grant Accounting? Does the college/unit have processes in place to ensure compliance with UI spending policies and restrictions imposed by donors?

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

- Yes, we are confident that our current practices are effective in helping to ensure compliance
- Yes, but needs improvement (in comments section below, describe specific areas of improvements that are planned)
- No (in comments section below, describe the issues and how the unit is planning to address this gap)
- Not applicable -- we do not have any gift activity in our college/unit

Comments:

13. Does the college/unit formally route all externally sponsored applications, proposals and awards through the Division of Sponsored Programs or Clinical Trials Office? Does the college/unit have effective processes in place to ensure accurate disclosure and compliance with UI Sponsor policies?

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

- Yes, we are confident that our current practices are effective in helping to ensure compliance
- Yes, but needs improvement (in comments section below, describe specific areas of improvements that are planned)
- No (in comments section below, describe the issues and how the unit is planning to address this gap)
- Not applicable -- we do not have any externally sponsored activities as defined

Comments:

14. Does the college/unit have processes in place to help ensure timely compliance with UI policies and restrictions imposed by granting agencies and other sponsors, including, but not limited to, funding limits and allowability of costs?

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

- Yes, we are confident that our current practices are effective in helping to ensure compliance
- Yes, but needs improvement (in comments section below, describe specific areas of improvements that are planned)
- No (in comments section below, describe the issues and how the unit is planning to address this gap)
- Not applicable -- we do not have any externally sponsored activities as defined

Comments:

15. Does the college/unit have processes in place to ensure effective custody over non-cash assets, including maintenance of accurate equipment inventory records, measures to prevent loss/theft of items, and compliance with University surplus/disposal policies?

<input type="checkbox"/>
<input type="checkbox"/>

Yes, we are confident that our current practices are effective in helping to ensure compliance
 Yes, but needs improvement (in comments section below, describe specific areas of improvements that are planned)
 No (in comments section below, describe the issues and how the unit is planning to address this gap)

Comments:

Unit is currently providing documentation for its financial transactions in accordance with procedures that have been established. This question will be repeated in fiscal year 2005. As a result of the unit's current procedures, the unit is confident that it will be able to provide the necessary documentation for the 2005 fiscal year. The unit is currently providing documentation for its financial transactions in accordance with procedures that have been established. This question will be repeated in fiscal year 2005. As a result of the unit's current procedures, the unit is confident that it will be able to provide the necessary documentation for the 2005 fiscal year.

<input type="checkbox"/>
<input type="checkbox"/>

#16 is not effective for this fiscal year.