PROCEDURE

Effective Date: 5/21/07
Approved By: Vice President George Pierce

Authority: POL-U5320.01 – Applying Accounting Standards

Cancels: See Also: SAAM, Chapter 80

PRO-U5320.01F \hspace{1cm} ANNUAL PREPARATION OF CAFR AND FEDERAL ASSISTANCE REPORTING

Definitions:

Chart of Accounts – refers to the list of all names, numbers, and codes used in the financial repository. The chart of accounts includes seven codes: chart, fund, organization, account, program, activity, and location.


Federal Assistance – annual reporting of federal revenue received to the Office of Financial Management (OFM).

Action by: \hspace{2cm} Action:

Financial Reporting Fiscal Analyst 1
1. Attends annual update course on the completion of the CAFR and Federal Assistance disclosures.

2. Gathers information and completes CAFR disclosure information annually.

3. Gathers information and completes Federal Assistance disclosure information.

Accounting Director

4. Reviews and documents approval of CAFR and Federal Assistance disclosures.

Assistant Vice President for Business and Financial Affairs

5. Approves CAFR and Federal Assistance disclosures for submission to OFM.

Financial Reporting Fiscal Analyst 1

6. Submits CAFR and Federal Assistance disclosures to OFM.