I. PURPOSE

To define the process and procedure for preparation of the fiscal year-end audit in the School of Nursing as an integral part of the RBHS’s year-end audit process and financial statement certification by the external independent auditing firm.

II. ACCOUNTABILITY

Under the direction of the Dean or designee, the Business Administrator shall implement this policy.

III. BACKGROUND

Each fiscal year-end, the RBHS’s independent auditing firm verifies, examines, reviews and assesses the RBHS’s operational, financial and compliance controls to determine if audit standards are met in terms of proper recording and reporting of financial information; if the School is in compliance with established policies and procedures; and to assess the risk of any material loss or fraud. The School of Nursing is required to participate in this review by providing information as required and is held accountable for the accuracy, reasonableness and consistency of its financial recording, operating and reporting functions. This audit usually starts in late July immediately after the fiscal year-end closing.

IV. POLICY

According to guidelines issued by the RBHS Controller’s Office, SN Business Office shall prepare and submit the requested fiscal year-end audit tasks schedule and other related materials to the Controller’s Office by the due date to assist the independent auditors with their review and assessment of the School and the RBHS as a whole.
V. PROCEDURE

At each fiscal year-end, the RBHS Controller’s Office issues a letter to each school/unit with instructions for the preparation of the required schedules and necessary explanations. In the case of the School of Nursing, these instructions have in the past and currently include the following to be prepared:

- **SRE-R13: Revenue Schedule** – To provide explanations for revenue accounts that have changed by 10% and $750,000 from the prior year.
- **SRE-E16: Expense Schedule** – To provide explanations for expense accounts that have changed by 10% and $750,000 from the prior year.
- **GEN-G3: General Items** - To provide copies of all significant agreements entered into during the FY, including, but not limited to, lock-box agreements, wire transfer agreements, lines of credit, managed care contracts, etc.

All required schedules are submitted by the due dates indicated to the Data Control Department. The analysis must be accurate, complete and include the following:

- Schedule number, preparer’s name and date prepared
- Approval of primary responsible officer and date approved
- General ledger fund and account numbers, titles and balances, etc.
- Telephone extension of responsible party to be contacted if questions arise

**SRE-R13: Revenue Schedule:**

The preparation of the revenue schedule begins by printing out the **FINAL Year-End** reports. The reports that are needed are the Revenue Trial Balance Report [FYRRVTB] and the RBHS Trial Balance [FYRTBAL]. These reports can be found in the E-Print report distribution system. The Banner system on-line form FGIBDST can also be useful. The actual schedule outline is set-up and the revenue amounts are included. These are found on the trial balance report. The general ledger account that is needed is as follows:

- **Fund UD0000  Account 302100  Revenue Control – Current Year**

This general ledger revenue amount is then reconciled to the various individual revenue, tuition and fee index numbers, the State Appropriation and the Institutional Overhead revenue amounts on the Revenue Trial Balance report.

Also indicated on the revenue schedule are the prior fiscal year’s revenue amounts so as to compare with the current fiscal year amounts -- increase/(decrease). The applicable percentages increase/(decrease) are also shown. At this point, an analysis of the results is done and explanations are provided, if necessary.

**SRE-E16: Expense Schedule:**
The same rules apply for the preparation of the expenditure audit schedules. The reports needed are the RBHS Trial Balance [FYRTBAL] and the Financial Statement Management Report [FYRFSMR]. Again, the Banner system on-line form FGIBDST can also be utilized. The actual schedule outline is set-up and the expenditure amounts can now be included. These are found on the trial balance report. The general ledger accounts that are needed are as follows:

- **Fund** UD0000  **Account** 302200  Expense Control – Current Year
- **Fund** UD0000  **Account** 302300  Transfer Control – Current Year

These general ledger accounts can then be reconciled to the various individual expense indexes and the grand totals on the Financial Statement Management Report.

Also indicated on the expenditure schedule are the prior fiscal year’s expense amounts so as to compare with the current fiscal year amounts – increase/(decrease). The applicable percentages increase/(decrease) are also shown. At this point, an analysis of the results is done and explanations are provided, if necessary. The analysis of the expenditures is further broken down into three categories: Salary, Non-Salary and Transfers.

**GEN-G3: General Items**

SN currently has not had any significant agreements for lock-box agreements, wire transfer agreements, lines of credit, managed care contracts, etc.

Once the proper information, analysis and documentation are prepared and reconciled to the financial records, they are provided to PWC through the Controller’s Office. To ensure the adequacy and consistency of the documentation, an additional review process has been implemented. The Central Finance Department shall review all submitted audit documentation prior to submission to PWC.

During the following fiscal year in the month of November, finalized June reports are available on the E-Print server under “PROD 3 Finance-PY Rpts” repository. These reports reflect any June authorized post close activity posted through this November date. The Finance Department requests each school/unit to verify that the information on the previously submitted audit schedules are in agreement with these finalized June reports. If any discrepancy exists, revised audit schedules are necessary.

The following **FINAL** June reports are available in E-Print:

- **FYRBLSH**  Balance Sheet
- **FYRFSMR**  Financial Statement Management Report
- **FYRREOB**  Statement of Revenue and Expenditures
- **FYRRVTB**  Revenue Trial Balance Report
- **FYRTBAL**  Trial Balance
- **FGRODTA**  Organization Detail Report
- **FYRGLTA**  G/L Transaction Activity
- **FYROPIT**  Open Item Listing Activity
By Direction of the Dean:

SIGNATURE ON FILE

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Dean of the School of Nursing