

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: General Information

Number: 01.03.02

AREA: Universitywide Business Management

SUBJECT: Reporting Accounting Information to External Parties
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I. PURPOSE AND SCOPE

The University of Houston provides various types of financial information to governmental entities and other external parties. It is essential that the financial information presented is accurate, complete and in agreement with the official university financial records.

II. POLICY STATEMENT

This document establishes guidelines to ensure the integrity of financial information provided to governmental entities and other external parties.

III. DEFINITIONS

- A. External Parties shall include both governmental entities and non-governmental entities that are not formally recognized as an operating unit of the university.
- B. Financial Information is historical financial information recorded in the official university financial accounting system.

IV. RESPONSIBILITIES

- A. The Vice President for Administration and Finance at the University of Houston has designated the Associate Vice President for Finance (AVPF) as the person responsible for the implementation of this document. The Associate Vice President for Finance may delegate the responsibility for collecting or reviewing financial accounting information to an appropriate subordinate.
- B. All financial information prepared by a college, division or department of the University of Houston for distribution to an external party must be reviewed for accuracy, completeness, and integrity by the Associate Vice President for Finance or designee, prior to its distribution to the external party.
- C. The Office of the AVPF shall provide a memorandum of attestation to the appropriate college, division or department that the financial information has been reviewed for accuracy and compliance with this document.

V. PROCEDURES

- A. All financial information prepared by a university college, division or department for distribution to external parties will be submitted to the AVPF or designee for review for accuracy, completeness, and integrity.
- B. The AVPF or designate will certify the integrity of the financial information prior to release to an external party.
- C. Financial information assembled in conjunction with an investigation may be excluded from these requirements as deemed necessary by the University of Houston Police Department, Internal Auditing or the Office of General Counsel.

VI. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President for Finance

Review: Every three years, on or before June 1

VII. APPROVAL

John Rudley

Vice President for Administration and Finance

Jay Gogue

President

Date of President's Approval: June 18, 2004

VIII. REFERENCES

SAM 03.A.22 – Reporting Financial Accounting Information to External Parties

Index Terms: External parties
Financial Information