



To: Senior Administrators

From: Morgan R. Olsen, executive vice president, treasurer and CFO

Date: June 30, 2022

Re: Fiscal year 2022 financial certification statement

ASU undergoes mandatory external audits by the state of Arizona Office of the Auditor General at the end of each fiscal year. Periodic audits are also performed by the Arizona Board of Regents and granting organizations. The audits are designed to assess the quality of the university's annual financial report, the adequacy of its internal control structure, and its compliance with university policies and external regulations. As part of the annual financial audit process, key university administrators must provide the auditors with certain assurances and representations regarding the completeness of the university's financial data and the effectiveness of the internal control structure.

The following form was developed to support the assurances made to the university's external auditors. Because aspects of the university's decision-making and financial operations are decentralized, the head of each school, college and vice president's unit has been delegated the authority to make specific strategic, operating and business decisions necessary to manage their area effectively. Business officers within each area are charged with carrying out these decisions following university and ABOR policies and applicable state and federal laws and regulations. ASU's financial integrity depends on the financial reporting and controls monitoring at the school, college and vice president unit levels.

All employees must know the policies and procedures related to their functional responsibilities and be provided with the appropriate training to meet job expectations. While this might serve as a valuable refresher for employees who have been at ASU for several years, new employees are expected to be trained on all policies applicable to their duties. The format of this certification is designed to evaluate each area's success in providing these resources to their employees as they relate to financial functions and to provide feedback where additional knowledge and training may be required. ASU implemented this certification process to clarify each college and vice president unit's accountability for financial reporting and underlying internal controls. The dean of each school or college and vice president within each administrative area should review and sign this certification, along with the senior business officer of that area.

Please return the completed certification to University Audit and Advisory Services by Aug. 31, 2022.



To the best of my knowledge, the information submitted in this document is representative of the business practices of our area for the fiscal year ending on June 30, 2022.

School or College VP unit: _____

Senior Business Officer — printed name, title and signature

Date

Dean of school or college or vice president of administrative area — printed name, title and signature

Date

For the fiscal year ending June 30, 2022 please indicate whether your department routinely performed the control and compliance activities listed below in your area. Please describe the issues and how you address them in the comment section.

By signing this statement, we acknowledge:

- We are responsible for implementing policies and procedures within the college or VP unit following university policy. This includes providing the opportunity for applicable employees to receive the appropriate training.
- There are no known or unreported:
 - a. Instances of fraud, including misstatements of financial information, omissions or miscommunications with the intent to deceive. This includes misstatements arising from misappropriation or misuse of assets.
 - b. Violations of state or federal laws and regulations.
 - c. Internal control deficiencies that unduly increase the risk to ASU.

Yes, the above statements are true.

No, a variance from these statements exists. Explain in the comment section below.

Comments:



1. Faculty and staff of a college or unit with fiscal responsibilities are aware of [FIN 129: Ensuring Financial Integrity](#) and the code of conduct for the state of Arizona employees engaged in accounting, financial and budgeting activities. [Visit the state of Arizona's general accounting manual for more information.](#)

- Yes.
- No. In the comment section below, describe the issues and how the unit will address the gap.

Comments:

2. All personnel and payroll actions initiated by the college or unit are fully documented and have the appropriate approval(s). All salaries and wages reflect payments for work performed at the proper and approved salary.

- Yes, all personnel and payroll actions are fully documented and have appropriate approval. Payments made to employees are for work performed.
- No. In the comment section below, describe the issues and how the unit will address the gap.

Comments:

3. A detailed payroll reconciliation has been completed for all cost centers, human resources department codes and employees paid during the fiscal year 2022 within your college or VP unit. This includes verifying pay rate or salary against supporting documentation and verifying all hours worked via offer letters, timesheets, etc.

- Yes, the reconciliations were completed monthly or frequently per ASU policy.
- Yes, detailed reconciliations were completed, but not always on a monthly basis.
- No, detailed reconciliations are not complete per ASU policy.



Comments:

4. All college or unit employees with fiscal responsibilities have attended, or are scheduled to attend, relevant systems and processes training offered by Financial Services, the Office of Human Resources, Research Operations, etc. These pieces of training may include, but are not limited to:

- Cash handling.
- Fire safety.
- MY ASU TRIP.
- Purchasing Card.
- Workday.
- Workplace behavior.

Yes, all employees are receiving appropriate training for their job responsibilities.

No. In the comment section below, describe the issues and how the unit will address the gap.

Comments:

5. The college or unit has processes and monitoring activities to ensure compliance with all ASU cash handling, petty cash and deposit policies. No individual is responsible for receiving cash, depositing cash and reconciling related cost centers.

Yes, we are monitoring compliance with these policies.

Yes, but we need improvement. In the comment section below, describe the department's planned improvements.



- No. In the comment section below, describe the issues and how the unit will address the gap.
- Not applicable. Our unit does not handle or receive cash, checks, gifts, donations, petty cash, etc.

Comments:

6. Employees within the college or unit are aware of the area's procedures for reporting financial issues, errors or fraud to senior administrators, Financial Services, ASU Police, Office of General Counsel, University Audit and Advisory Services or the Campus Safety and Compliance Hotline. You can call the compliance hotline anonymously at 1-877-SUN-DEVL.

- Yes, we are effectively communicating the importance of understanding and following these policies and procedures.
- Yes, but our department needs improvement. In the comment section below, describe the department's planned improvements.
- No. In the comment section below, describe the issues and how the unit will address the gap.

Comments:

7. All transactions, revenues and expenses within your area have been reviewed and were appropriate, allowable and properly recorded. There are no known misstatements or omissions related to unit accounts, which were all timely reconciled. This includes, but is not limited to, ensuring that all P-Card verifications and approvals are completed within 30 days of the verification batch date, and all travel card transactions and expense reports are filed within 30 days of the trip end date.



- Yes, we are effectively accounting for and reporting applicable information and following the appropriate policies and procedures.
- Yes, but our department needs improvement. In the comment section below, describe the department's planned improvements.
- No. In the comment section below, describe the issues and how the unit will address the gap.

Comments:

8. The college or unit has processes to ensure effective custody over non-cash assets, including maintenance of proper capital equipment and technology, computers, ASU-issued phones, iPads, etc. The unit must maintain inventory records, measures to prevent misuse or abuse and compliance with university surplus and disposal policies.

- Yes, we are effectively accounting for and reporting applicable information and following these policies and procedures, and we maintain a current inventory of assets and locations.
- Yes, but our department needs improvement. In the comment section below, describe the department's planned improvements.
- No. In the comment section below, describe the issues and how the unit will address the gap.

Comments:

9. The college or unit completes an annual review of system access profiles and signature authority and makes appropriate changes, deletions and revisions. This review includes PeopleSoft HR, student systems and Workday.

- Yes.



- Yes, but our department needs improvement. In the comment section below, describe the department's planned improvements.
- No. In the comment section below, describe the issues and how the unit will address the gap.

Comments:

10. Gifts to ASU received directly by the college or unit are processed through the ASU Foundation. The college or unit has processes to ensure compliance with policies and restrictions imposed by donors.

- Yes. We are effectively accounting for gifts and following relevant policies and procedures.
- Yes, but our department needs improvement. In the comment section below, describe the department's planned improvements.
- No. In the comment section below, describe the issues and how the unit will address the gap.
- Not applicable. Our unit does not receive gifts.

Comments:

11. The college or unit formally routes all externally sponsored applications, proposals and awards through the Office for Research and Sponsored Project Administration. The college or unit has adequate processes to ensure accurate disclosure and compliance with university policies and grantor requirements.

- Yes, we are effectively communicating the importance of understanding and following these policies and procedures.
- Yes, but our department needs improvement. In the comment section below, describe the department's planned improvements.



- No. In the comment section below, describe the issues and how the unit will address the gap.
- Not applicable. Our unit does not utilize sponsored accounts, grants or awards.

Comments:

12. The department made all commitments of university resources in compliance with [PUR 201-02](#). No contracts were signed by the college or unit representatives outside the contracting authority prescribed in [PUR 107](#).

- Yes.
- No.

Comments:

13. The college or unit maintains supporting documentation, including a documented public purpose when not obvious, for its financial transactions following ASU policies.

- Yes, we are effectively accounting for and reporting applicable information and following these policies and procedures.
- Yes, but our department needs improvement. In the comment section below, describe the department's planned improvements.
- No. In the comment section below, describe the issues and how the unit will address the gap.

Comments:

14. Faculty and staff know the conflict of interest policies and the related disclosure and disqualification requirements.

Yes.

No.

Comments:

15. All college or unit faculty, staff and student workers have been advised regarding the acceptable use of ASU computing and communication resources per [ACD 125](#). They have completed the annual ASU Information Security Training available on Career EDGE. Personnel complies with applicable University Technology Office standards, and security and credit card breaches have been reported. [Visit the Digital Trust and Information Security webpage for more information.](#)

Yes.

Yes, but our department needs improvement. In the comment section below, describe the department's planned improvements.

No. In the comment section below, describe the issues and how the unit will address the gap.

Comments:

16. Relevant faculty and staff are aware of the Foreign Corrupt Practices Act requirements as defined in [FIN 401-05](#).

Yes.

No.



Comments:

17. The college/unit has made available all known lease agreements and other contractual agreements that could potentially meet the definition of a lease of equipment or real property in accordance with generally accepted accounting principles to Financial Services that were in effect as of June 30, 2022.

Yes.

No.

Comments: