## GENERAL

**Section Overview:**

The Senior Financial Officer (SFO) is responsible for ensuring all employees within the faculty follow institutional requirements including: University Policies and Procedures (UAPPOL), Guide to Financial Management (Guide), other central information sources and, where applicable, faculty internal procedures. This includes, but is not limited to, the following key controls where the SFO has an explicit role in the control activity.

Adequate financial controls enable the faculty to safeguard its assets, utilize its resources effectively, ensure compliance with legislation, other regulations and institutional requirements; and demonstrate the stewardship of funds.

Checklist to be completed by: Senior Financial Officer (SFO)

[Guide to Financial Management (Guide)](https://www.ualberta.ca/financial-services/guide-to-financial-management/)

The Guide provides links to University of Alberta Policies and Procedures On-Line (UAPPOL):

[Financial Management and Practices Policy](https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/DispPol.aspx?PID=41)

1. Employees with financial responsibility or accountability have up-to-date position descriptions with clearly defined responsibilities, ensuring that there is adequate segregation of duties for key financial processes, including more automated processes such as GLJE processed via Robotic Process Automation.
2. Employees with a financial role have the knowledge, skills and training necessary to perform their jobs.
3. Employees are made aware of [UAPPOL](https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/default.aspx), [Guide to Financial Management](https://www.ualberta.ca/vice-president-finance/financial-services/guide-to-financial-management/index.html) and any faculty internal procedures, and receive regular updates and reminders through emails, staff meetings or other communication methods.
4. The SFO has approved all budget owners, and monitors the list on at least an annual basis to ensure the roles remain appropriate.
5. Employees’ access to financial systems is updated promptly upon employee departures, department transfers or position duty changes.
6. Employees with financial roles and responsibilities are aware of their obligations to report fraud and financial irregularity, if observed. (UAPPOL Human Resources - [Fraud and Irregularity Policy](https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/DispPol.aspx?PID=44))
7. Conflicts of interest of a financial nature are appropriately managed. (UAPPOL Human Resources - [Conflict Policy--Conflict of Interest and Commitment and Institutional Conflict](https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/DispPol.aspx?PID=105))
8. Employees are aware of the university’s standards for ethical conduct. (UAPPOL Human Resources – [Ethical Conduct and Safe Disclosure](https://policiesonline.ualberta.ca/PoliciesProcedures/Policies/Ethical-Conduct-and-Safe-Disclosure-Policy.pdf))
9. Internal processes and controls (faculty internal procedures), where required, additional to those communicated through UAPPOL and the Guide, are documented and used consistently throughout the faculty, and are reviewed on a regular basis to ensure they remain effective/relevant

1. Transactions are recorded accurately (including to the proper fund) and completely by verifying financial reports on a routine and regular basis (minimum monthly). Any errors or omissions are reported immediately to the appropriate individual/unit.
2. Financial month-end and year-end schedules are followed to ensure that financial information is complete, accurate and up to date.
3. Employees' access to credit card information is regularly reviewed by the SFO.  When position or role changes occur, access is updated accordingly, and training is provided.  (UAPPOL - [Cash Depositing Procedure](https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Cash-Depositing-Procedure.pdf))
4. An annual endowment compliance assessment is signed off by the dean. The annual assessment includes:

* ensuring the annual spending allocation is expended per the endowment purpose, as well as meeting any non-financial obligations and
* where non-compliance has been identified, a plan is in place to ensure compliance is restored within the year.

1. At a two year minimum, the SFO reviews the faculty’s chart of accounts structure to ensure:

* it is effective
* it meets the faculty’s reporting requirements and
* ChartField attributes (e.g. name) are up-to-date.

1. At a two year minimum, the SFO reviews the faculty’s nVision reports to ensure all are used on a regular basis, and those reports not used are deleted.

1. The SFO has a plan in place to monitor the control environment between the date of this assessment and the end of the fiscal year.

## CASH SALES & HANDLING

**Section Overview:**

Cash is currency (bank notes and coin), cheques, bank drafts, money orders, credit and debit cards, and electronic funds transfer (EFT). Units may deposit cash sales which include: external sales and non-credit tuition fees. External sales include external cost recoveries.

Cash controls must be in place to safeguard cash, ensure the cash sales are processed only when appropriate, and deposited in a timely manner.

The SFO approves which units can accept cash sales (including tender type(s) the unit is permitted to accept) and individuals in the unit who will approve deposits.

Checklist to be completed by: Departmental APO (or equivalent) and/or the approver of the deposits.

Guide to Financial Management (Guide):

[Chapter 7: Revenue and Banking](https://www.ualberta.ca/financial-services/guide-to-financial-management/7-revenue-and-banking)

The Guide provides links to University of Alberta Policies and Procedures On-Line (UAPPOL):

[Cash Depositing Procedure](https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Cash-Depositing-Procedure.pdf)

1. Employees have read and comply with the related UAPPOL, Guide and, if applicable, faculty internal procedures.
2. Only funds to which the UofA is legally entitled are accepted and deposited to UofA bank accounts and administered through the university’s financial system.
3. Employees understand the difference between grants, donations and cash sales (external sales, non-credit tuition fees) and only process cash sales.
4. Prices are reviewed regularly to ensure they reflect the full cost of services and/or products provided (including direct and indirect costs where appropriate), and the correct GST assessment.
5. The responsibility for receiving cash is segregated from the responsibility for depositing cash.
6. Cash deposits are reviewed for correctness, including ChartField string and GST coding, and deposited within specified timelines.
7. UofA prenumbered manual receipts or receipts generated by an approved cash register are issued for all external cash sales. (Note: Numerical order of manual receipts must be maintained.)
8. Supervisory approval is obtained for all voids, cancellations, or other alterations to cash register tapes.

1. Refund transactions are processed in the manner in which the original transaction was paid.
2. Units with credit card merchant accounts (IVR, POS, or eSelect):
   1. Ensure all staff are properly trained.
   2. Ensure full credit card numbers are not recorded or stored, and any paperwork with full credit card numbers is cross-shredded after the transaction.
   3. Verify their computer network does not store full credit card numbers.
3. Cash floats are accounted for on a daily basis.
4. Cheques, currency and other forms of cash are kept secure within the unit and are accessible only by authorized employees.
5. Records are filed centrally at the unit or faculty (where the faculty has decided on centralized filing) by fiscal year, and kept in an orderly and secure manner for six years plus the current year.
6. Transactions recorded in the financial system are reviewed for accuracy, completeness and compliance each month, including the correct ChartField string and GST code, where applicable. If an error is identified, the unit corrects in a timely manner. Any errors or omissions are reported immediately to the appropriate individual/unit.

## EXTERNAL BILLING

**Section Overview:**

External billing is the generation of a UofA invoice through the PeopleSoft Billing module, or through an approved interface from an external billing system to record revenue and request payment for sales of products and/or services by an external customer, in accordance with a documented agreement. External sales include external cost recoveries.

Billing controls must be in place to ensure sales are recorded when earned and the PeopleSoft Billing module is used to process the transaction.

The SFO approves which units can process billings and individuals in the unit with access to PeopleSoft Billing.

Checklist to be completed by: Departmental APO (or equivalent) and/or the individual(s) who manages the billing unit.

Guide to Financial Management (Guide):

[Chapter 7: Revenue and Banking](https://www.ualberta.ca/financial-services/guide-to-financial-management/7-revenue-and-banking)

The Guide provides links to University of Alberta Policies and Procedures On-Line (UAPPOL):

[External Billing Procedure](https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/External-Billing-Procedure.pdf)

1. Employees have read and comply with the related UAPPOL, Guide and, if applicable, faculty internal procedures.
2. Employees understand the difference between grants, donations and external sales, and only process external sales.
3. Prices are reviewed regularly by senior staff to ensure they reflect the full cost of services and/or products provided, and the correct GST assessment.
4. A documented agreement is in place (e.g. purchase order, contract, work order) between the unit and the customer. Where appropriate, the creditworthiness of the customer is reviewed, as the unit is responsible for uncollectable amounts.
5. Invoices are approved prior to processing, to ensure that the details of the invoice match the documented agreement, and for the correct ChartField string and GST coding.
6. Billings must be processed and invoices issued as the services and/or products are provided.
7. All credit invoices or adjustments to the original invoice are approved to ensure that they are legitimate, that an adjustment to revenue is warranted, and the reason recorded.
8. Records are filed centrally at the unit or faculty (where the faculty has decided on centralized filing) by fiscal year, and kept in an orderly and secure manner for six years plus the current year.
9. Transactions recorded in the financial system are reviewed for accuracy, completeness and compliance each month, including the correct ChartField string and GST code, where applicable. If an error is identified, the unit corrects in a timely manner. Any errors or omissions are reported immediately to the appropriate individual/unit.

## INTERNAL PURCHASES / SALES - GLJE REQUEST

**Section Overview:**

Internal purchases / sales include revenue from the sale of products to other UofA units in exchange for the fee/price determined by the selling unit. Internal purchases / sales also include allocations by units to other units or research projects on a recurring basis (i.e. monthly, quarterly) based on usage where the allocation is a fixed amount per unit of usage or consumption. As no cash is exchanged, the appropriate process for internal purchases / sales is a General Ledger Journal Entry (GLJE). Faculties with regular selling activity will use their GLJE unit identifiers (unit IDs) when processing these transactions.

GLJE Request (Google Forms submission) controls ensure that internal purchases / sales are processed using the appropriate GLJE process and have all the necessary approvals and supporting documentation.

The SFO should approve individuals who will process the GLJE Requests (Google Forms submission).

Checklist to be completed by: Departmental APO (or equivalent) and/or the individual responsible for approving transactions.

University of Alberta Policies and Procedures On-Line (UAPPOL):

[General Ledger Journal Entry (GLJE) Requests Procedure](https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/General-Ledger-Journal-Entry-(GLJE)-Requests-Procedure.pdf)

Guide to Financial Management (Guide):

[Chapter 6: List of All GLJEs](https://www.ualberta.ca/vice-president-finance/financial-services/guide-to-financial-management/6-general-financial-information/general-ledger-journal-entries-glje/list-of-all-gljes.html)

[Chapter 7: Revenue and Banking/Internal Sales](https://www.ualberta.ca/financial-services/guide-to-financial-management/7-revenue-and-banking/internal-sales---internal-cost-recoveries-and-transfers)

Financial Services Forms Cabinet:

[GLJE Submission User Manual](https://www.ualberta.ca/vice-president-finance/media-library/ualberta/vice-president-finance/financial-services/documents/fs-office-site/forms-cabinet/glje-submission-user-manual.docx)

1. Employees have read and comply with the related UAPPOL, Guide, User Manual and, if applicable, faculty internal procedures.
2. Generally, only internal purchases / sales transactions are processed by units via the GLJE Request Google Forms submission process. In some very limited cases, and only for specific types of transactions, Financial Services – Financial Reporting & Accounting has approved specific units to process other transactions.
3. All debit transactions are fully supported and approved by the Budget Owner (delegate, where permitted).
4. Records are filed centrally at the unit or faculty (where faculty has decided on centralized filing) by fiscal year and kept in an orderly and secure manner for six years plus the current year.
5. Transactions recorded in the financial system are reviewed for accuracy, completeness and compliance each month, including the correct ChartField string. If an error is identified, the unit corrects in a timely manner. Any errors or omissions are reported immediately to the appropriate individual/unit.

## PROCUREMENT & SUPPLIER PAYMENTS

**Section Overview:**

Procurement and supplier payments is the act of buying goods and services required to conduct business at the UofA, and the payment to vendors and other non-payroll payments. Procurement and supplier payment systems include: SupplyNet, Corporate Purchasing Card (P-Card), Payment Request, Contract for Services (CFS), Travel and Expense Reimbursement (T&E) and Petty Cash.

Procurement controls ensure goods and services purchased are at reasonable cost, exist, are coded accurately and only goods received are paid for. Controls ensure expenditures are approved by the Budget Owner (or delegate, where permitted).

Budget Owners are accountable for expenditures within the amounts and scope of their budget.

Checklist to be completed by: Departmental APO (or equivalent) and/or the individual(s) who manage the purchasing and payment activities and/or the custodian of petty cash.

Guide to Financial Management (Guide):

[Chapter 8: Payments](https://www.ualberta.ca/financial-services/guide-to-financial-management/8-payments)

[Chapter 8: Payments/Petty Cash](https://www.ualberta.ca/financial-services/guide-to-financial-management/8-payments/specific-payment-related-topics/petty-cash-procedure)

[Chapter 9: Procurement](https://www.ualberta.ca/financial-services/guide-to-financial-management/9-procurement)

The Guide provides links to University of Alberta Policies and Procedures On-Line (UAPPOL) and other central information sources (websites):

[Supply of Goods and Services Policy](https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/DispPol.aspx?PID=79)

[Competitive Bid and Competitive Bid Exception Procedure](https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Competitive-Bid-and-Exception-Procedure.pdf)

[Contracting for Services Procedure](https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Contracting-for-Services-Procedure.pdf)

[Corporate Purchasing Card Procedure](https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Corporate-Purchasing-Card-Procedure.pdf)

[Customs Import, Export and Permit Procedure](https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Customs-Import-Export-and-Permit-Procedure.pdf)

[Expense Reimbursement Procedure](https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Expense-Reimbursement-Procedure.pdf)

[Moving and Warehouse Services Procedure](https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Moving-and-Warehouse-Services-Procedure.pdf)

[Payment Procedure](https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Payment-Procedure.pdf)

[Petty Cash Procedure](https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Petty-Cash-Procedure.pdf)

[Purchase of Restricted Items Procedure](https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Purchase-of-Restricted-Items-Procedure.pdf)

[Purchase Order Procedure](https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Purchase-Order-Procedure.pdf)

[Shipping (Courier), Receiving and Distribution Procedure](https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Shipping-(Courier)-Receiving-and-Distribution-Procedure.pdf)

[Travel Card Procedure](https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Travel-Card-Procedure.pdf)

[Travel Processes & Expense Procedure](https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Travel-Processes-and-Expense-Procedure.pdf)

[Travel Processes & Expense Procedure Appendix A: Schedule of Allowable Travel Expenses](https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Travel-Processes-and-Expense-Procedure-Appendix-A-Schedule-of-Allowable-Expenses.pdf)

[Supply Management Services Website](http://www.sms.ualberta.ca/)

1. Employees have read and comply with the related UAPPOL, Guide, SMS website and, if applicable, faculty internal procedures.
2. Auto-approval authority on requisitions up to $500 in SupplyNet is granted through Self Approval Authorization (operating) and Research Authorization for Automated Approval roles (i.e. authorization to a research team member on a project specific basis). Where these roles are granted, evidence of Budget Owner approvals is maintained and updated as required.
3. SupplyNet Self Approval activity is monitored as appropriate.
4. All P-Cards are approved by the Budget Owner of the default deptID used for the card.
5. The P-Card Site Coordinator verifies billing statements and supporting documentation monthly, and ensures all appropriate signatures are obtained. Approvals are demonstrated by a signature and printed name on the monthly statement.
6. Petty cash is dispensed only upon submission of original vendor receipts, which are then filed with related petty cash expenditure supporting documentation.
7. Petty cash funds are secured, access is limited and an unannounced count is conducted periodically.
8. Records are filed centrally at the unit or faculty (where the faculty has decided on centralized filing) by fiscal year, and kept in an orderly and secure manner for six years plus the current year.
9. Transactions recorded in the financial system are reviewed for accuracy, completeness and compliance each month, including the correct ChartField string and GST code, where applicable. If an error is identified, the unit corrects in a timely manner. Any errors or omissions are reported immediately to the appropriate individual/unit.

## PAYROLL

**Section Overview:**

Payroll is the payment of salaries, wages, scholarships, stipends, fellowships and other payments (including benefits) to employees, students, post-docs and colleagues.

Payroll controls ensure the transactions are authorized, accurate and valid, and that pay, benefits and deductions are in compliance with University policies and procedures, collective agreements, legislation and donor/sponsor terms and conditions.

Budget Owners are accountable for expenditures within the amounts and scope of their budget.

The SFO approves access to the SBA role.

Checklist to be completed by: Departmental APO (or equivalent) and/or the individual(s) who manage the payroll function.

Guide to Financial Management (Guide):

[Chapter 8: Payments/Payroll](https://www.ualberta.ca/financial-services/guide-to-financial-management/8-payments/payroll)

The Guide provides links to other central information sources (websites):

[Human Resource Services](http://www.hrs.ualberta.ca/)

1. Employees have read and comply with the related payment guidance and reference material on the HRS website and, if applicable, faculty internal procedures.
2. Salaries are only paid to individuals who are legally authorized to work in Canada and have a valid social insurance number, and at the agreed upon rate of pay/salary defined in their contract or collective agreement.
3. All eForms and paper hiring forms are approved by the appropriate individual.
4. All pay action forms and time and labour approvals are processed as per the posted payroll schedules.
5. Salary and Benefit Adjustments (SBA) are fully supported and approved by the Budget Owner.
6. Monthly Salary & Benefit Expenditure Reports (SER) are run to verify/confirm:
   1. That individuals hired are assigned to their department and are paid as per the rate in their contract or at the right rate of pay.
   2. The number of employees in the department matches the number of employees included in the HR operational report.
   3. Employee earnings are coded to the correct ChartField string.
   4. Actual overall salary and benefit expense is comparable to budget, or any difference is investigated and validated.
7. Financial and payroll records are filed centrally at the unit or faculty (where the faculty has decided on centralized filing) by fiscal year and/or employee, and are kept in an orderly and secure manner for six years plus the current year or in accordance with any applicable University record retention schedule. Source documents containing confidential information are kept secure with access limited to designated employees.

## EQUIPMENT ASSETS

**Section Overview:**

Equipment assets include items acquired by the UofA such as scientific lab, information technology (IT) and other equipment, vehicles and furnishings. Equipment assets do not include museum and collections assets. Deans, Chairs, Directors and other senior administrators are responsible for the care, custody and control of equipment assets within their respective areas.

Equipment asset controls ensure the asset inventory and value is recorded accurately.

Checklist should be completed by: Departmental APO (or equivalent) and/or the individual(s) who manage equipment assets.

Guide to Financial Management (Guide)**:**

[Chapter 6: General Financial Information/Equipment and Furnishings Assets](https://www.ualberta.ca/financial-services/guide-to-financial-management/6-general-financial-information/equipment-and-furnishings-assets)

The Guide provides links to University of Alberta Policies and Procedures On-Line (UAPPOL) and other central information sources (websites):

[Equipment and Furnishings Asset Management Policy](https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/DispPol.aspx?PID=37)

[Equipment Asset Disposal/Retirement Procedure](https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Equipment-Asset-Disposal-and-Retirement-Procedure.pdf)

[Equipment Asset Transfer Procedure - Transfer To or From Another Institution](https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Equipment-Asset-Procedure%20–Transfer-To-or-From-Another-Institution-(-Asset-Purchased%20from-Restricted-Research-Funds-).pdf)

[Equipment Registration and Tracking Procedure](https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Equipment-Registration-and-Tracking-Procedure.pdf)

[SMS – Distribution Services Website](http://www.sms.ualberta.ca/DistributionServices.aspx)

1. Employees have read and comply with the related UAPPOL, Guide and faculty internal procedures, if applicable.
2. External sales and the disposal of damaged, destroyed or dismantled assets are sent to SMS (Equipment Services) for processing, regardless of the asset’s value.
3. SMS (Equipment Services) is informed of equipment asset disposals by forwarding a copy of the applicable asset disposal form to SMS, regardless of the asset’s value. This includes assets transferred to another institution, given to an employee, donated to a registered charity or identified as lost or stolen.
4. SMS (Equipment Services) is informed of assets that have been transferred to the UofA by forwarding a copy of the Acceptance of Equipment Transferred to the University form to SMS.
5. All UofA property on loan to an employee (e.g., keys, computers, cameras, cell phones, professional expense reimbursement items, etc.) is returned to the unit prior to the employee’s termination date or before transferring to another unit.