

					<b>Crosswalk to Transaction Cycles</b>				
<u>Classification</u>	<u>Account Balance Range</u>	<u>F/S Disclosure</u>	<u>Policy</u>	<u>Key Control Activities</u>	<u>Revenue</u>	<u>Cash Rcpt</u>	<u>Procurement</u>	<u>Cash Disb</u>	<u>Gen Ledger</u>
<b>Statement of Net Assets</b>									
Cash -	\$84 Mil.	Yes	<p>Business Services Policy &amp; Procedures  - QR1201-QR1203, 120001-120004</p> <p>MCA 17-2-107</p>	<p><b>Revolving Bank Account</b></p> <ul style="list-style-type: none"> <li>The Revolving bank accounts are reconciled monthly by a fund accountant. <a href="#">Accounting Assoc III-B</a></li> <li>Financial Manager approves the reconciliations. <a href="#">Director Banner Accounting &amp; Operation</a></li> </ul> <p><b>Petty Cash &amp; Change Fund</b></p> <ul style="list-style-type: none"> <li>Petty cash and change funds are reconciled monthly. <a href="#">Accounting Assoc III-A &amp; Accounting Assoc III-B</a></li> <li>Dept head approve creation/addition to petty cash and change funds.</li> <li>Internal Audit conducts random counts of petty cash and change funds. <a href="#">Accounting Assoc III-A</a></li> </ul> <p><b>General Bank Account</b></p> <p><b>Depository Bank Account</b></p> <ul style="list-style-type: none"> <li>Banner activity and balances are reconciled to bank statements on a monthly basis. <a href="#">Accounting Assoc III-B</a></li> <li>The reconciliations are not prepared by a person with the ability to initiate checks. <a href="#">Accounting Assoc III-B (cannot sign checks)</a></li> <li>The banner cash account code is reconciled to People Soft cash account code. <a href="#">Director Banner Accounting &amp; Operation</a></li> <li>Each department monitors their own budgets.</li> </ul> <p><b>Cash on Hand</b></p> <ul style="list-style-type: none"> <li>Off business hours cash is kept in a combination safe behind a locked room.</li> <li>Authorized personnel only have both the vault combination and all have had background checks.</li> <li>On business hours cash is kept in drawers and there is always a cashier in the office.</li> <li>Cashiers are required to balance receipts to recorded transactions using a cash recap on a daily basis. <a href="#">Accounting Assoc III-A</a></li> <li>Daily cash reports are <a href="#">generated and in files for future reference - Accounting Assoc IV</a></li> </ul>	X	X	X	X	X

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					<u>Revenue</u>	<u>Cash Rcpt</u>	<u>Procurement</u>	<u>Cash Disb</u>	<u>Gen Ledger</u>
				<ul style="list-style-type: none"> <li>Separation of Duties - Cash-accountants do not handle cash for departmental deposits and abatements; only in special circumstances do accountants make deposits or handle cash.</li> <li>Our Security people take the locked bag to the bank and bring back cash and deposit slips. <a href="#">Accounting Assoc III-A</a></li> </ul> <p>CASH EQUIVALENT – STIP, GICS &amp; Other Trustee Investments</p> <ul style="list-style-type: none"> <li>STIP asset is reconciled to Board of Investment Statements on a monthly basis <a href="#">Director Banner Accounting &amp; Operation</a></li> <li>STIP transactions are initiated by fund accountants who are authorized by management to transact business on behalf of The University of Montana with the Board of Investments. <a href="#">Director Banner Accounting &amp; Operation</a></li> <li>A report is available daily for cash and STIP balances by fund type and is used to maintain balances.</li> <li>Market values of investments held are provided by Board of Investments.</li> <li>STIP transactions are reviewed by U. of M. Treasurer. <a href="#">Director Banner Accounting &amp; Operation</a></li> <li>STIP transactions are initiated through standardized investment programs that only BOI authorized individuals have access to. A computer specialist also has access to the program but is not authorized by Board of Investments to transact in STIP. <a href="#">Director Banner Accounting &amp; Operation – email only</a></li> <li>A fund accountant prepares a monthly reconciliation of GICS and Trustee investment statements to BANNER. <a href="#">Controller - ?</a></li> </ul>					
Investments	\$25.3 Mil.	Yes		<ul style="list-style-type: none"> <li>Investments including those held by 3<sup>rd</sup> parties are reconciled to Banner on an annual basis. A mark-to-market computation is prepared in accordance with GAAP.</li> <li>Investment instruments administered by the Montana Board of Investments are reconciled by fund accountants to the Board of Investments generated statements on a monthly basis. <a href="#">Director Banner Accounting &amp; Operation</a></li> <li>Investment instruments administered by the Montana Board of Investments are marked to Market every fiscal year.</li> <li>A fund accountant is preparing a mark-to-market valuation on a monthly basis to monitor asset values. ?</li> </ul>	X	X			X

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Accounts Receivable	\$3.4 Mil.	Yes	BOR Web  Business Services Server	<ul style="list-style-type: none"> <li>Update authority to reference data tables for term codes (semesters), tuition and fee tables and transaction codes are restricted to Student Account Services manager, assistant manager and Banner AR system administrator. <a href="#">Director Banner Accounting &amp; Operation &amp; Accounting Assoc III-A</a></li> <li>Review process in place performed by the 3 parties above which verifies Board of Regent approved fees against the final Banner AR reference data tables. <a href="#">Director Banner Accounting &amp; Operation &amp; Accounting Assoc III-A</a></li> <li>Fees associated with individual courses or non state-supported courses are maintained by various Registrars offices (UM, COT, Continuing Ed). Exception reports and data entry reports are run periodically and most importantly prior to each semester's mass assessment to verify completeness and accuracy. <a href="#">Accounting Assoc III-A &amp; Graduate School Program Manager</a></li> <li>Procedural and/or reference data setup clarifications of BOR approved fees are submitted to the Director of Business Services and/or the Associate Vice President of Administration &amp; Finance for review and approval. <a href="#">Controller, VC of Administration &amp; Finance, Director Banner Accounting &amp; Operation</a></li> <li>Billing production calendars are defined and published each calendar year. Calendars are reviewed and approved by a group of Banner data owners with final review and approval by area managers (i.e. Student Account Services Manager). <a href="#">Registrar &amp; Director Banner Accounting &amp; Operation</a></li> <li>A/R billing production activities are coordinated daily by the Banner A/R Systems and Operations staff and reviewed by the area manager. <a href="#">Accounting Assoc IV/Director Banner Accounting &amp; Operation/Accounting Assoc III-A/Accounting Assoc III-B</a></li> <li>Accounts Receivable reports are generated by the system and used for a 3-way reconciliation of the daily AR data (Banner A/R feed totals – to Banner A/R module – to Banner Finance module) is performed daily with appropriate supporting documentation. <a href="#">Accounting Assoc IV</a></li> <li>Accounts Receivable from subsidiary systems (parking, housing, and dining) are entered and/or fed into the central system on a daily basis to ensure timely billing of accounts. <a href="#">Accounting Assoc III-A and Accounting Assoc II</a></li> <li>Authority to post billing adjustments to accounts is centralized with the staff of Student Account Services and designated central office staff. Backup notes and documentation</li> </ul>	X	X			X

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					<u>Revenue</u>	<u>Cash Rcpt</u>	<u>Procurement</u>	<u>Cash Disb</u>	<u>Gen Ledger</u>
				for adjustments is maintained online and in hard copy at each authorized office. <a href="#">Accounting Assoc IV/Accounting Assoc III-B/Accounting Assoc III-A/Director Banner Accounting &amp; Operation</a>					
Grants Receivable	\$2.5 Mil.	Yes	A-21 – Cost Principles for Educational Institutions  A-110 – Uniform Administrative Requirements for Grants & Agreements with Institutions of Higher Education, Hospitals & Other Non-profit Organizations	<ul style="list-style-type: none"> <li>The funding agency is billed on the agency's schedule. If no schedule is provided, the agency is billed monthly. The revenue and associated F&amp;A (if applicable) entries are system-generated with each expenditure. The entries are automatically created on the same document that records the expenditure.</li> <li>A detailed transaction report is run each month and reconciled with month end ledgers. Reconciliations are prepared by the OSP Assistant Director to ensure compliance with applicable rules and regulations. <ul style="list-style-type: none"> <li>Subcontractor invoices must meet University requirements. Principal investigator approves invoice prior to payment.</li> </ul> </li> <li>Invoices and agency-specific financial reports are system generated, reviewed by OSP, and submitted to funding agencies. A copy of the invoice is retained in the grant file.</li> <li>Payments received from funding agencies are applied to the appropriate A/R by the OSP cashier. Payments are reviewed by the OSP Assistant Director during the next billing cycle.</li> <li>A periodic review is performed by the Director of Sponsored Programs to identify receivables 120 plus days outstanding. The report is then distributed to the OSP Assistant Director for review and comment. For any receivable up to 120 days old, the OSP Assistant Director is responsible for collections. The Director of Sponsored Programs takes over any problematic receivable over 120 days old.</li> <li>If the A/R involves disputes, the OSP Director and/or the VCR will determine resolution. <ul style="list-style-type: none"> <li>Special terms may be negotiated</li> <li>The A/R may be written off as a bad debt.</li> <li>Resolution document is kept in the grants file</li> </ul> </li> </ul>	X	X			X

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				<ul style="list-style-type: none"> <li>A cash review is performed at least once a month to reconcile grant accounts receivable by the OSP Assistant Director.</li> </ul>					
Due From/AR	\$7.8 Mil.	Yes	Research Administration Server	<p>The grant portion of restricted funds is required to have a zero fund balance at fiscal year end. As part of our new implementation, Banner billing generates entries at the time the expense/revenue is incurred. For any grant funds not included in billing (i.e. program income, cost match and investment accounts), an entry needs to be made to make the revenue equal expenditure for these funds. The entry is broken down into deferred revenue and unbilled charges. Deferred revenue is for any grant that has more revenue than expenses and unbilled charges is for any grant that has expenditures that have not been billed by funding agency. To determine these two pieces, a query is run to determine the difference between revenue and expense</p> <p>The query uses the Yearly Balance Sheet table and Account Codes REV, EXP, TRANS, 4101 and 4704.</p> <p>After all documents have posted for the year, run the query. The query can be run for all funds, but must be separated into the hierarchy groups (524000, 525000, 52F000, etc.) for reconciliation and recording the entry.</p> <p>Any revenue in excess of expenditures is booked as deferred revenue-2505. Expenses greater than revenue are booked in three accounts:</p> <ul style="list-style-type: none"> <li>1302 Due from Federal Government</li> <li>1306 Due from Other Agencies</li> <li>1200 Accounts Receivable</li> </ul> <p>These entries are booked on reversing documents so they will reverse automatically in the new fiscal year. Reclass all Federal 1200 receivables to 1302 at FYE on reversing documents.</p>	X	X			X

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					<u>Revenue</u>	<u>Cash Rcpt</u>	<u>Procurement</u>	<u>Cash Disb</u>	<u>Gen Ledger</u>
Loans To Students	\$11.2 Mil.	Yes	PERKINS Code of Federal Regulations Sec 673 & 674 <a href="http://ecfr.gpoaccess.gov/">http://ecfr.gpoaccess.gov/</a> Electronic Code of Federal Regulations  HPLDS <a href="http://www.bhpr.hrsa.gov/dsa/sfag/">http://www.bhpr.hrsa.gov/dsa/sfag/</a> Student Financial Aid Guidelines	Majority of Loans to Students are Federal Perkins & <b>Health Professional Loans to Disadvantaged Students</b> . Programs are administered in compliance with federal regulations and requirements through the use of the US Department of Education Blue Book, the USDoE Student Financial Aid Handbook. Contract with third party billing service for all long term loan funds to ensure timely billing notifications – includes Federal Perkins, HPLDS and institutional. Contract with third party collection agencies to ensure maximum collection of all loans outstanding. <b>Assist Director of Financial Aid, Director of Financial Aid, Director Banner Accounting &amp; Operation, Controller Highlights n/a</b>  Procedures and Process Manuals for both Federal loan programs and institutional loan programs. <ul style="list-style-type: none"><li>Monthly Cash Reconciliation performed by Business Services personnel <b>Accounting Assoc III-B</b></li><li>Monthly Reconciliation of Receivables performed by Business Services personnel and includes disbursements and principal/interest/late charges <b>Assist Director of Financial Aid/FAO Peter Potter Institutional</b></li><li>Quarterly People Soft/Banner prepared by Business Services personnel <b>Director Banner Accounting &amp; Operation</b></li><li>Quarterly reconciliation of disbursements FAO/Student/Finance prepared by Business Services <b>Accounting Assoc III-B &amp; Assist Director of Financial Aid, FAO</b></li><li>Quarterly reconciliation of Third-party collection agency activity to BANNER <b>Accounting Assoc II/Accounting Assoc IV</b></li><li>Monthly review of finance income/expense activity reports <b>Director Banner Accounting &amp; Operation/Controller</b></li><li>Weekly review of cash balances and investments <b>Director Banner Accounting &amp; Operation</b></li></ul>	X	X		X	X
Capital Assets	\$263 Mil.	Yes		<b>Property and Equipment</b> <ul style="list-style-type: none"><li>Business Services personnel perform physical counts of capital assets on a biennial schedule <b>Payroll&amp;Benefits Tech III</b></li></ul>	X	X	X	X	X

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			MOM 1-0750.00 – Surplus Property Management  ARM 2.5.702 Surplus Property  MCA 18-4-226 Surplus Supply  UM Procedure #190001- #190016 - Property Management Procedures	<ul style="list-style-type: none"> <li>Business Services personnel place a property tag on capital assets meeting capitalization policy <b>Director Purchasing &amp; Budgeting</b></li> <li>Department notifies property management of surplus property. Capital Asset Accountant then authorizes the disposal of surplus property and coordinates the disposal/sale of surplus property according to Moms’ <b>Director Purchasing &amp; Budgeting</b></li> <li>Gains and losses on sale of capital assets are recorded in two separate accounts, Gains 50274 and Losses 62808. At FYE, Capital Asset disposal activity is reconciled to the gain and loss accounts <b>Director Purchasing &amp; Budgeting</b></li> <li>On a monthly basis all expenses in the 63xxx expense account are reconciled to the current year capital purchases. <b>Director Purchasing &amp; Budgeting</b></li> <li>Reconcile quarterly the general ledger accounts to banner fixed assets system records for all campuses <b>Director Purchasing &amp; Budgeting</b></li> <li>Periodically review the supplies operating expense accounts for transactions greater than \$5000 that may have been miscoded and should be capital assets <b>Director Purchasing &amp; Budgeting</b></li> <li>Require invoice of capital asset purchases for property management records prior to capitalization <b>Director Purchasing &amp; Budgeting</b></li> <li>Systems administration generates the accumulated depreciation at month end for all assets. This is an automated process <b>U/M</b></li> <li>Systems administration receives an edit report at completion of automated process. Edit indicates those assets not depreciated. Exceptions are corrected by Capital Asset accountant <b>Director Purchasing &amp; Budgeting</b></li> <li>Monitor the accumulated depreciation throughout the year for large swings in amounts. Process is documented in graphic format. <b>U/M</b></li> <li>Accounting supervisor approves the journal vouchers initiated by Capital Asset accountant <b>Controller/Director Purchasing &amp; Budgeting</b></li> <li>At FYE, BANNER fixed asset records are reconciled to the general ledger balances <b>Controller/Director Purchasing &amp; Budgeting</b></li> <li>Capital Asset Footnote is prepared and reconciled to general ledger <b>Controller Plant</b></li> <li>Major construction projects are accounted for in separate funds in coordination with Facility Services. Major construction projects are authorized by BOR. Proper</li> </ul>					

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					<u>Revenue</u>	<u>Cash Rcpt</u>	<u>Procurement</u>	<u>Cash Disb</u>	<u>Gen Ledger</u>
				<p>documentation is retained in plant fund accountant files. Documents are signed by Associate VP of Administration and Finance. <b>Controller</b></p> <ul style="list-style-type: none"> <li>Quarterly BANNER/PEOPLE SOFT reconciliation is performed by plant fund accountant <b>Controller</b></li> <li>Plant accountant and Facility Services fiscal officer work with project managers to ensure that project costs are appropriately accounted for in accordance with budget authorization. A spreadsheet is updated monthly with information provided by A&amp;E and reconciled to BANNER <b>Controller</b></li> <li>At FYE, the plant fund accountant prepares a schedule of CWIP activity for the fiscal year. 64xxx accounts are reviewed periodically to verify expenditures are recorded properly. A reclass entry is prepared to adjust balance sheet CWIP to agree with 64xxx analysis. Costs of completed projects are transferred out of CWIP to appropriate capital asset account code. Plant accountant provides capitalization to the capital asset accountant who assigns a tag number according to capital asset policy. CWIP schedule is reviewed by Financial Manager. <b>Controller, Director Purchasing &amp; Budgeting</b></li> </ul> <p><b>Surplus Property</b></p> <ul style="list-style-type: none"> <li>We receive confirmation from department of intent to surplus property. <b>Director Purchasing &amp; Budgeting</b></li> <li>Capital Asset accountant inspects surplus items, and determines value of surplus property. <b>Director Purchasing &amp; Budgeting</b></li> <li>The Capital Asset accountant makes determination of optimum disposal method. (Methods include competitive sales, destruction, and recycling). <b>Director Purchasing &amp; Budgeting</b></li> <li>Surplus capital assets are removed from the accounting records when the assets are no longer owned by The University of Montana. <b>Director Purchasing &amp; Budgeting</b></li> <li>Accounting transactions are made following UM procedure 190007 and GASB requirements for recognizing disposals. <b>Director Purchasing &amp; Budgeting</b></li> </ul>					
Accounts Payable	\$15.6 Mil.*  * Includes accrued liabilities	Yes					X	X	X



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					<u>Revenue</u>	<u>Cash Rcpt</u>	<u>Procurement</u>	<u>Cash Disb</u>	<u>Gen Ledger</u>
			<a href="http://bannersupport.umt.edu/Security/Reports/UM%20Banner%20Documentation/UM%20BANNER%20Finance%20-%20Approving%20Documents.pdf">http://bannersupport.umt.edu/Security/Reports/UM%20Banner%20Documentation/UM%20BANNER%20Finance%20-%20Approving%20Documents.pdf</a> <a href="http://www.umt.edu/af/policy/BusinessServices/CampusUsers/Establishing%20a%20New%20Vendor.doc">http://www.umt.edu/af/policy/BusinessServices/CampusUsers/Establishing%20a%20New%20Vendor.doc</a>  <a href="http://www.umt.edu/af/policy/BusinessServices/CampusUsers/Approvals101.doc">http://www.umt.edu/af/policy/BusinessServices/CampusUsers/Approvals101.doc</a>  <a href="http://www.umt.edu/af/policy/BusinessServices/CampusUsers/QR1408InvoiceDataEntry.doc">http://www.umt.edu/af/policy/BusinessServices/CampusUsers/QR1408InvoiceDataEntry.doc</a> <a href="http://www.umt.edu/af/policy/BusinessServices/MSOIntUsers/VendorManual.doc">http://www.umt.edu/af/policy/BusinessServices/MSOIntUsers/VendorManual.doc</a>  <a href="http://www.umt.edu/bussrvcs/files/Purchasing_Toolkit_699.pdf">http://www.umt.edu/bussrvcs/files/Purchasing_Toolkit_699.pdf</a>	<ul style="list-style-type: none"> <li>Access query is generated monthly by an AP specialist. The query selects documents to be reviewed. The AP specialist contacts the department to request a copy of the invoice entered by the department for payment. Invoice along with the report is then reviewed by AP Manager for proper approval. Exceptions to approval policy are followed up on by the AP Manager <b>Director Purchasing &amp; Budgeting +</b></li> <li>AP specialist generates a monthly report of AP aging to research outstanding invoices and credit memo's. Those items 30 days + are researched and findings are documented on the report and submitted to AP Manager for review and retention. <b>Director Purchasing &amp; Budgeting +</b></li> <li>Invoice greater than \$5000 require secondary review and approval by AP personnel. Director Purchasing &amp; Budgeting +</li> <li>Systems generate a weekly report of Inv/Cr Memo Awaiting Approval. An AP specialist reviews and contacts each department for invoices older than one week. <b>Director Purchasing &amp; Budgeting +</b></li> <li>Monthly reconciliation of accounts payable is reviewed and reconciled by Business Services personnel other than AP. <b>Director Purchasing &amp; Budgeting +</b></li> </ul>					
Accrued Liabilities	\$15.6 Mil.*  * Includes Accounts Payable	Yes		Accrued liabilities consist of payroll clearing activity, treasury/banking clearing activity, Pro-Card liability transactions and year-end expenditure accruals. Liability account codes are restricted to central accountants & feed transactions through rule code security.  <b>Payroll Liabilities</b> <ul style="list-style-type: none"> <li>Benefit liability funds are restricted to specific users via system user profile setup.</li> </ul>				X	X

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				<ul style="list-style-type: none"> <li>Reconciliations between payroll system and general ledger balances performed by Payroll Accountant for benefit liabilities.</li> <li>Net pay &amp; deferred pay liabilities reviewed by Business Services accountant to ensure automated payroll feeds are reconciling with payments to the State. This process is included in a separate WAW reconciliation.</li> <li>Banner to PEOPLE SOFT quarterly reconciliation.</li> </ul> <b>Treasury/Banking Clearing Liabilities</b> <ul style="list-style-type: none"> <li>Reviewed at fiscal yearend by Business Services accountants to make sure that balances have zeroed (as per MOM chapter 2-8100)</li> <li>Banner to PEOPLE SOFT quarterly reconciliation</li> </ul> <b>Pro-Card Liabilities</b> <ul style="list-style-type: none"> <li>Reviewed monthly by AP Manager</li> <li>System reconciliation of daily US Bank file loads to Banner tables</li> <li>System review to make sure payment nets liability to zero</li> </ul> <b>Year End Expenditure Accrual Liabilities</b> <ul style="list-style-type: none"> <li>Established by central accountants only, from requests submitted by various campus departments</li> <li>Requests reviewed by accountants for reasonableness</li> <li>Per UM Fiscal Year End procedures document, transactions reversed in the new year with review by accounting services to verify that accruals have been reversed</li> </ul>					
Deferred Revenue	\$13.2 Mil.	Yes		<ul style="list-style-type: none"> <li>Deferred revenue received for student fees is posted using a detail code from the accounts receivable system. The detail codes are term based and maintained by accounts receivable personnel. <b>Director Banner Accounting &amp; Operation</b></li> <li>For the non student deferred deposits, departmental personnel prepare deposit cards using the deferred revenue account code and activity code for later reallocation. The departments use established FYE procedures for preparing their deposit cards.</li> <li>Reports generated for high level review as requested prior to FYE</li> </ul>	X	X			X

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					<u>Revenue</u>	<u>Cash Rcpt</u>	<u>Procurement</u>	<u>Cash Disb</u>	<u>Gen Ledger</u>
				<ul style="list-style-type: none"> <li>After FYE close accounting services runs detailed reports to review balances and reallocate to revenue in the new year <b>Director Banner Accounting &amp; Operation</b></li> <li>Banner to PEOPLE SOFT quarterly reconciliation <b>Director Banner Accounting &amp; Operation</b></li> <li>At end of first quarter, accounting services prepares reports to verify balances have been reallocated and closed to zero <b>Director Banner Accounting &amp; Operation/Director of Sponsored Programs &amp; Grants</b></li> </ul>					
Compensated Absences	\$19.3 Mil.	Yes	MOM 2-2240.13	<ul style="list-style-type: none"> <li>Compensated absence liability and expense are re-calculated annually at FYE for all campuses.</li> <li>Automated process from the central payroll system using employee leave balances and pay rates stored in the system for calculated amounts.</li> <li>Test runs are made to review data for reasonableness by payroll personnel prior to actual posting. Edit reports are generated during the testing phase to identify employees with a liability greater than \$10K and invalid accounting distributions</li> <li>Accounting distribution tables are reviewed by systems &amp; accounting personnel, with table update privileges restricted to systems personnel.</li> <li>An accountant from each campus reviews the posted transaction for reasonableness.</li> <li>Detail reports are generated for each campus after the transactions have posted.</li> </ul>				X	X
Long Term Obligations	\$140 Mil.	Yes	Bond Indentures Board of Regents Policies	<ul style="list-style-type: none"> <li>The bond debt is reconciled to the DA Davidson-prepared bond debt balances. The reconciliation is done after each debt payment, and again during fiscal year end procedures. <b>Controller</b></li> <li>Invoices for bond payments are received and reviewed by accountants. Invoices are compared to DA Davidson bond documents and agreed for bond payment amount. <b>Controller</b></li> <li>Long term debt schedules are prepared for inclusion in the Financial Statements. Debt schedules are reconciled to DA Davidson schedules by campus, and by bond issuance. <b>Controller</b></li> </ul>				X	X

					<u>Crosswalk to Transaction Cycles</u>				
<u>Classification</u>	<u>Account Balance Range</u>	<u>F/S Disclosure</u>	<u>Policy</u>	<u>Key Control Activities</u>	<u>Revenue</u>	<u>Cash Rcpt</u>	<u>Procurement</u>	<u>Cash Disb</u>	<u>Gen Ledger</u>
				<ul style="list-style-type: none"><li>Interest expense is recorded at the same time the debt payments are made. Interest expense is reconciled to the DA Davidson prepared debt schedules that include principle and interest payments. <b>Controller</b></li><li>Inter-cap loan payments are initiated by the Board of Investments. A reconciliation of loan balances is done at fiscal year end. <b>Controller</b></li><li>Loan balances are reconciled to loan amortization schedules prepared by Board of Investments. <b>Controller</b></li><li>Cash advances on bond proceeds must be approved by the Director of Business Services. A written request is made to US Bank and signed by the Director of Business Services. Advances are to cover project expenditures in a timely manner to avoid negative balances. <b>Controller</b></li><li>An analysis is prepared at the time of advance request by project and expenditure to identify which projects require funding, and to ensure the project is approved for that particular bond. <b>Controller</b></li><li>Other long term debt payments are made upon receipt of invoice from creditor. Invoiced amount is reconciled to original amortization schedules. <b>Controller</b></li><li>Debt balances are reconciled to the general ledger at fiscal year end. <b>Controller</b></li><li>The VP of Administration and Finance reviews the debt balances at fiscal year end, and reconciles balances to DA Davidson-prepared schedules. VP of Administration and Finance provides oversight to the bond payments process. <b>Controller</b></li><li>Debt service accounts reviewed at each bond payment date (May &amp; November). <b>Controller</b></li><li>Aimes debt service is monitored by VP of Administration and Finance. <b>N/A</b></li><li>MSTA is a Board of Investment loan. MSU calculates the payment amount and invoices U of M. <b>Controller</b></li></ul>					
Due to Federal Gov.	\$10 Mil.		GASB 34/35  NACUBO Advisory Alert	Liability presented in the financial statements is the calculated amount due to the federal government related to student loan programs.		X		X	X

					<b>Crosswalk to Transaction Cycles</b>				
<u>Classification</u>	<u>Account Balance Range</u>	<u>F/S Disclosure</u>	<u>Policy</u>	<u>Key Control Activities</u>	<u>Revenue</u>	<u>Cash Rpt</u>	<u>Procurement</u>	<u>Cash Disb</u>	<u>Gen Ledger</u>
				<ul style="list-style-type: none"> <li>An entry is recorded at FYE in the general ledger to adjust the Due to Federal Government to agree with analysis prepared. <b>UM Asst Dir Business Services/Controller</b></li> <li>Schedule is prepared using data from general ledger (Federal Student Loan Funds). Federal Capital Contribution percentage reported in the most recently filed FISAP report is applied to general ledger balances to calculate the due to federal government amount. <b>UM Asst Dir Business Services/Controller</b></li> </ul> Schedule is reviewed with Student Loan manager for reasonableness of calculated liability.					
<b>Statement of Net Assets</b>									
Net Assets:  Invested in Capital Assets, net of Related Debt Restricted for: Nonexpendable Endowments Loans Expendable Loans	\$194.4 Mil.	Yes	GASB 34/35	Schedule prepared as part of financials statement preparation process to roll forward ending net assets reported in prior year to ending balance of net assets reported in current year financial statements. <ul style="list-style-type: none"> <li>Roll forward schedule is broken down by fund type <b>U/M (reviewed Controller)</b></li> <li>Net assets are analyzed to determine appropriate classification on Statement of Net Assets. <ul style="list-style-type: none"> <li>Additional supporting schedules are prepared to support net asset amounts that are split between more than one financial statement classification.</li> <li>Invested in capital assets, net of related debt is calculated to conform with guidance provided in GASB Implementation Guide.</li> </ul> </li> </ul> Net asset work papers are reviewed by senior manager not involved with work paper preparation. <b>U/M (reviewed Controller)</b>					X
<b>Statement of Revenues &amp; Expenses</b>									
Tuition & Fees	\$99.2 Mil.	Yes			X	X			X

					<b>Crosswalk to Transaction Cycles</b>				
<u>Classification</u>	<u>Account Balance Range</u>	<u>F/S Disclosure</u>	<u>Policy</u>	<u>Key Control Activities</u>	<u>Revenue</u>	<u>Cash Rcpt</u>	<u>Procurement</u>	<u>Cash Disb</u>	<u>Gen Ledger</u>
				<ul style="list-style-type: none"> <li>Update authority to detail code table and chart of account table for the appropriate recording of revenue is restricted to Student Account Services manager, assistant manager and Banner AR system administrator. Related revenue codes are reviewed and approved by Accounting Services staff <a href="#">Director Banner Accounting &amp; Operation / Accounting Assoc IV</a></li> <li>Review process in place performed by the 3 parties above which verifies Board of Regent approved fees against the final detail code tables.</li> <li>Tuition and Fees associated with individual courses or non state-supported courses are maintained by various Registrars offices (UM, COT, Continuing Ed). Exception reports and data entry reports are run periodically and most importantly prior to each semester's mass assessment to verify completeness and accuracy.</li> <li>Authority to post tuition and fee adjustments to accounts is centralized with the staff of Student Account Services and designated central office staff. Backup notes and documentation for adjustments is maintained online and in hard copy at each authorized office.</li> <li>Tuition and Fee revenue reports are distributed daily to management for review.</li> <li>Title IV funds reconciled monthly to Dept. of Education records by Accounting Services</li> <li>Banner to People Soft quarterly reconciliation <a href="#">Director Banner Accounting &amp; Operation</a></li> </ul>					
Auxiliary Revenues	\$34.4 Mil.	Yes		<ul style="list-style-type: none"> <li>Monthly reconciliations are performed by fund accountant for the Revolving account; Griz Card and UC EMS system. Monthly JV prepared by UC to record revenue is reviewed by fund accountant. Financial Manager reviews reconciliations. <a href="#">Director Banner Accounting &amp; Operation</a></li> <li>A BANNER/PEOPLE SOFT reconciliation is performed by fund accountant for auxiliary funds. <a href="#">Director Banner Accounting &amp; Operation</a></li> <li>Fund accountant approves transactions from departments that are entered into Banner. Fund accountant reviews transaction for reasonableness, appropriate index code, account codes and journal type. Department transactions are sent to an approval queue where the fund accountant reviews and approves. The same process is completed for the abatement of expenses. <a href="#">Accounting Assoc IV</a></li> </ul>	X	X			X

					<u>Crosswalk to Transaction Cycles</u>				
<u>Classification</u>	<u>Account Balance Range</u>	<u>F/S Disclosure</u>	<u>Policy</u>	<u>Key Control Activities</u>	<u>Revenue</u>	<u>Cash Rcpt</u>	<u>Procurement</u>	<u>Cash Disb</u>	<u>Gen Ledger</u>
				<ul style="list-style-type: none"><li>After FYE and in preparation for the Bond Audit, trial balances are prepared and reviewed for auxiliary funds. The trial balances are subjected to analytic review procedures. <a href="#">Controller &amp; Accounting Assoc IV</a></li><li>Auxiliary accountant reviews the reconciliations prepared by Griz Card and UC EMS personnel. Reconciliations are retained by auxiliary accountant. <a href="#">N/A?</a></li></ul>					

<u>Classification</u>	<u>Account Balance Range</u>	<u>F/S Disclosure</u>	<u>Policy</u>	<u>Key Control Activities</u>	<u>Crosswalk to Transaction Cycles</u>				
					<u>Revenue</u>	<u>Cash Rcpt</u>	<u>Procurement</u>	<u>Cash Disb</u>	<u>Gen Ledger</u>
Financial Aid	Material Balance		Dept of Ed Blue Book or web site	<ul style="list-style-type: none"> <li>Title IV funds reconciled monthly to Dept. of Education records by Accounting Services. <b>Accounting Assoc III-B</b></li> <li>State funds reviewed upon receipt to compare with annual authorization. <b>Accounting Assoc III-B</b></li> <li>Monthly Banner Finance to Financial Aid reconciliation. <b>Accounting Assoc III-B</b></li> <li>Monthly Banner HR to Financial Aid/Work Study reconciliation to Banner finance. ?</li> <li>Monthly review by Financial Aid Department. <b>Accounting Assoc III-B</b></li> <li>Banner to PEOPLE SOFT quarterly reconciliation. <b>Director Banner Accounting &amp; Operation</b></li> <li>Annual reconciliation for Federal aid provided in FISAP report. <b>Controller</b></li> </ul>	X	X		X	X
Compensation & Employee Benefits	\$201.2 Mil.	Yes		<ul style="list-style-type: none"> <li>Update authority to tax tables limited to Associate Director.</li> <li>Update authority for rules and validation tables limited to 4 individuals in HRS - Associate Director, Payroll Supervisor, Information Systems Manager, and Accounting Manager.</li> <li>Policies and procedures reviewed by 4 individuals above in additions to HRS Director and Assoc Director for Employment Services to ensure compliance with various governing bodies: Internal Revenue Service, Montana Code Annotated, Dept of Labor, Montana Operations Manual, Board of Regents Policies and Procedures, Collective Bargaining Agreements, and University of Montana HRS Policies and Procedures.</li> <li>Rates of pay are established and approved based on employee classification type - Board of Regents, MUS Contracts, and Letter of Appointment require approval by Campus Executive and Commissioner's Office; classified employee salaries are governed by the MUS Compensation policies - variances from these established amounts must be approved by required Campus Executives.</li> <li>Rates for employer paid benefits are established by various governing agencies and are entered into the system by the Assoc Director and reviewed for accuracy by the Payroll Supervisor. Employers paid benefits are granted to employees based on the employee class to which they are assigned. Employee class is assigned, reviewed and approved at</li> </ul>				X	X



					<b>Crosswalk to Transaction Cycles</b>				
<u>Classification</u>	<u>Account Balance Range</u>	<u>F/S Disclosure</u>	<u>Policy</u>	<u>Key Control Activities</u>	<u>Revenue</u>	<u>Cash Rpt</u>	<u>Procurement</u>	<u>Cash Disb</u>	<u>Gen Ledger</u>
				<p>the time of hire by the Compensation Officer and the Employee Services Representative.</p> <ul style="list-style-type: none"> <li>• Payments to employees are generated through Banner HR based on the rules and validations which have been established and tested. Rules and validation tables can only be updated by the Assoc Director or Payroll Supervisor. During the processing of payroll a series of edit processes are executed and the results are reviewed for accuracy. Each edit report is reviewed by the Payroll Systems person and sent to the Employee Services Representative who needs to make any corrections.</li> <li>• Approved hiring documents are the source for entering employees into the Banner HR system - these documents include the amount that will be paid to each employee. The accuracy of hiring amounts is reviewed in the Recruitment Office and by the Employee Services Representative to ensure that the wage amount is within contractually approved amounts.</li> <li>• Validation that wages have been entered accurately by the Employee Services Representative is accomplished at the department level. BOR, MUS, LOA, and Classified Employees all work in budgeted positions. The Payroll System produces a report, ZPR336M, which lists all employees by department, their budgeted amount, expended amount, encumbered amount and free balance. Departments check these numbers regularly to ensure their employees are being paid correctly.</li> <li>• Student employees are reviewed each pay period by those with authority at the campus department level. Student hours are entered at the campus department level by authorized personnel who can also review the hourly rate of pay for their students to assure it is correct.</li> <li>• Payroll liabilities are disbursed according to a set schedule for each deduction. Federal and State withholding taxes are deposited within one day of each pay day. The deposit is made by the Payroll/Benefits Technician with oversight by the Assoc Director.</li> <li>• Federal and State tax liability returns are reconciled to Banner baseline reports including 941s and W-2s either quarterly or annually as applicable.</li> <li>• Payroll accounting transactions are automatically fed from the HR system to the Finance system. The feed documents are reviewed by systems production staff prior to processing to verify that document balances and amounts are reasonable</li> </ul>					
Scholarships & Fellowships	\$16.4 Mil.	Yes			X	X		X	X

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					<u>Revenue</u>	<u>Cash Rpt</u>	<u>Procurement</u>	<u>Cash Disb</u>	<u>Gen Ledger</u>
				<p>Scholarship &amp; Fellowship expenses are identified with specific program codes and account types.</p> <ul style="list-style-type: none"> <li>Monthly review by Accounting Services to determine appropriate coding of costs. <a href="#">Director Banner Accounting &amp; Operation/Controller</a></li> <li>Awards to students processed through Financial Aid module at request of departments.</li> </ul> <p>Tuition discounting is calculated during Financial Statement preparation as specified by the NACUBO Advisory report 2000-05.</p> <ul style="list-style-type: none"> <li>Data is extracted from the Student AR tables and used to calculate the discount for the fiscal year. The extracted data is compared to the finance data. <a href="#">Director Banner Accounting &amp; Operation &amp; Accounting Assoc IV</a></li> <li>Adjustments to revenue and expense are recorded in the BANNER reclass ledger.</li> <li>An analytical review performed by someone independent of the tuition discounting calculations.</li> <li>This process applies to the financial aid and tuition/fee revenue.</li> </ul>					
Depreciation & Amortization	\$16.8 Mil.	Yes		<ul style="list-style-type: none"> <li>Systems administration generates the accumulated depreciation at month end for all assets. This is an automated process <a href="#">U/M</a></li> <li>Systems administration receives an edit report at completion of automated process. Edit indicates those assets not depreciated. Exceptions are corrected by Capital Asset accountant <a href="#">U/M</a></li> <li>Monitor the accumulated depreciation throughout the year for large swings in amounts. Process is documented in graphic format. <a href="#">U/M</a></li> <li>Year end reconciliation of accumulated depreciated additions to the depreciation expense posted to the ledger <a href="#">U/M Controller review</a></li> </ul>					X
State Appropriations	\$63.5 Mil.	Yes		<ul style="list-style-type: none"> <li>Commissioners Office generates a monthly allocation of biennial appropriation along with any special or one time only appropriations. <a href="#">CHE/Controller-Director of Sponsored Programs &amp; Grants review VC of Administration &amp; Finance ?</a></li> <li>Commissioners Office distributes Millage collections on a periodic basis. <a href="#">CHE/Controller review VC of Administration &amp; Finance ?</a></li> </ul>	X	X			X

<u>Classification</u>	<u>Account Balance Range</u>	<u>F/S Disclosure</u>	<u>Policy</u>	<u>Key Control Activities</u>	<u>Crosswalk to Transaction Cycles</u>				
					<u>Revenue</u>	<u>Cash Rcpt</u>	<u>Procurement</u>	<u>Cash Disb</u>	<u>Gen Ledger</u>
				<ul style="list-style-type: none"> <li>Accounting Services reconciles monthly and periodic allocations recorded in the general ledger to the Board approved schedule. <b>Controller/Director of Sponsored Programs &amp; Grants review VC of Administration &amp; Finance?</b></li> <li>The amount received from the Commissioner's Office is reviewed by Administration &amp; Finance personnel for FYE planning. <b>Controller/Director of Sponsored Programs &amp; Grants review VC of Administration &amp; Finance?</b></li> <li>Quarterly BANNER/PEOPLE SOFT reconciliation prepared by fund accountants. <b>Director Banner Accounting &amp; Operation</b></li> </ul>					
Private Gifts	\$14.7 Mil.	Yes		<ul style="list-style-type: none"> <li>Primary source is the UM Foundation and GSA. <b>Tech Fdn DAA</b></li> <li>Reconciliation between Banner and UM Foundation records twice a year by Accounting Services. <b>Foundation Manager Fiscal and Admin Services/Director of Sponsored Programs &amp; Grants/Assist Director of Financial Aid/Payroll&amp;Benefits Tech III</b></li> <li>Reconciliation to GSA commitment letter. <b>?</b></li> <li>Analytical review to compare with prior year revenue. <b>?</b></li> </ul>	X	X			X
Investment Income	\$8.03 Mil.	Yes		<ul style="list-style-type: none"> <li>Banner investment account codes that relate to Investment accounts administered by 3<sup>rd</sup> parties are reconciled every fiscal year – Marked to Market <b>Director Banner Accounting &amp; Operation</b></li> <li>Investment instruments administered by the Montana Board of Investments are reconciled to the BOI generated statements. <b>Director Banner Accounting &amp; Operation</b></li> <li>Investment instruments administered by the Montana Board of Investments are marked to Market every fiscal year. <b>Director Banner Accounting &amp; Operation</b></li> <li>Mark to Market valuation is conducted monthly. Investment transaction are initiated by BOI Authorized individuals (fill in form name here) <b>?</b></li> </ul>	X	X			X

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					<u>Revenue</u>	<u>Cash Rcpt</u>	<u>Procurement</u>	<u>Cash Disb</u>	<u>Gen Ledger</u>
Interest Expense	\$7.4 Mil.	Yes		<ul style="list-style-type: none"> <li>Interest expense is recorded at the same time the debt payments are made. Interest expense is reconciled to the DA Davidson prepared debt schedules that include principle and interest payments. <b>Controller</b></li> <li>At FYE and during financial statement preparation an analytical review comparing prior year with current year expense. <b>Controller</b></li> <li>A calculation of accrued interest is prepared at FYE for long term obligations. A spreadsheet of this calculation is retained by accounting personnel. A JV is recorded to reflect the accrued amount. <b>Controller</b></li> </ul>				X	X
Capital Grants & Gifts	\$8.2 Mil.	Yes	GASB 34 & 35	<ul style="list-style-type: none"> <li>At FYE an entry is recorded to recognize projects that have been funded by the State long range building projects. This entry is part of the FYE CWIP entry. The FYE statement from A&amp;E captures all the projects that are contributing to The University of Montana, and is the number that is used for the FYE entry. <b>Controller records only upon completion for state portion</b></li> </ul>	X	X			X
Footnotes & RSI		Yes	Applicable GASB statements and other authoritative guidance	<ul style="list-style-type: none"> <li>Notes to the financial statements conform with generally accepted accounting principles. <b>Controller Disclosure and Other sent as requested</b></li> <li>Notes are assigned to person with adequate knowledge of disclosure item during planning for the financial statement preparation process. <b>Controller Disclosure and Other sent as requested</b></li> <li>Notes that containing financial data are agreed to supporting schedules and the face of the financial statements. <b>Controller Disclosure and Other sent as requested</b></li> <li>Additional analytical procedures include comparison to prior year presentation and predictive tests. <b>Controller Disclosure and Other sent as requested</b></li> <li>Component unit data presented in the notes is compiled from audited financial statements provided by the component units. Each of the respective foundations is managed separately from the management of the University of Montana. In addition, the financial statements of these entities are audited by independent certified public accounting firms. The management of each foundation has the responsibility to</li> </ul>					

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					<u>Revenue</u>	<u>Cash Rcpt</u>	<u>Procurement</u>	<u>Cash Disb</u>	<u>Gen Ledger</u>
				<p>establish and maintain proper internal accounting controls. <b>Foundation Manager Fiscal and Admin Services</b></p> <ul style="list-style-type: none"> <li>The financial statements of The University of Montana including management discussion and analysis, and the notes to the financial statements are reviewed by senior management. <b>U/M</b></li> </ul>					
Student Financial Aid	Compliance		<p>Federal Financial Aid Regulations</p> <p><a href="http://ecfr.gpoaccess.gov/">http://ecfr.gpoaccess.gov/</a></p> <p>Electronic Code of Federal Regulations</p>	<ul style="list-style-type: none"> <li>Programs are administered in compliance with federal regulations and requirements through the use of the US Department of Education Blue Book, the USDoE Student Financial Aid Handbook. <b>Director of Financial Aid/Accounting Assoc III-B</b></li> <li>Monthly Cash reconciliation for federal student loan funds <b>Director Banner Accounting &amp; Operation/Controller</b></li> <li>Monthly receivables reconciliation for all student loan funds including disbursements and principal/interest/late charges <b>Campus Partners/Director Banner Accounting &amp; Operation/Controller</b></li> <li>Quarterly review and reconciliation of third-party collection agency activity for all student loan funds <b>Director of Financial Aid</b></li> <li>Monthly review of income/expense activity reports for all student loan funds <b>Director Banner Accounting &amp; Operation/Controller</b></li> <li>Weekly cash balances and investment review for all student loan funds <b>Director Banner Accounting &amp; Operation/Controller</b></li> <li>Title IV funds reconciled monthly to Dept. of Education records by Accounting Services <b>Accounting Assoc III-B</b></li> <li>State funds reviewed upon receipt to compare with annual authorization <b>Accounting Assoc III-B</b></li> <li>Monthly Banner Finance to Financial Aid reconciliations <b>Director Banner Accounting &amp; Operation/Accounting Assoc III-B/Controller</b></li> <li>Monthly review by Financial Aid Department <b>Director of Financial Aid</b></li> <li>Banner to PEOPLE SOFT quarterly reconciliation <b>Director Banner Accounting &amp; Operation</b></li> <li>Annual reconciliation for Federal aid provided in FISAP report <b>Director of Financial Aid/Controller</b></li> </ul>	X	X		X	X

<u>Classification</u>	<u>Account Balance Range</u>	<u>F/S Disclosure</u>	<u>Policy</u>	<u>Key Control Activities</u>	<u>Crosswalk to Transaction Cycles</u>				
					<u>Revenue</u>	<u>Cash Rcpt</u>	<u>Procurement</u>	<u>Cash Disb</u>	<u>Gen Ledger</u>
Grants & Contracts	Compliance		A-21 – Cost Principles for Educational Institutions A-110 – Uniform Administrative Requirements for Grants & Agreements with Institutions of Higher Education, Hospitals & Other Non-profit Organizations	<ul style="list-style-type: none"> <li>Reconciliations</li> <li>BANNER/PEOPLE SOFT FYE reconciliation <b>Director Banner Accounting &amp; Operation</b></li> <li>Indirect cost</li> <li>Grant leave assessment</li> <li>Grant close out review process</li> <li>Reviews</li> <li>Reporting</li> </ul>	X	X		X	X
Procurement		NA	UM 303 A&F Website: <a href="http://www.umt.edu/policies/financial/default.htm">http://www.umt.edu/policies/financial/default.htm</a>  MCA-Title 18 <a href="http://data.opi.state.mt.us/bills/mca/toc/18_14.htm">http://data.opi.state.mt.us/bills/mca/toc/18_14.htm</a>  <a href="http://www.umt.edu/af/policy/BusinessServices/CampusUsers/ContractedServicesGuide150005.doc">http://www.umt.edu/af/policy/BusinessServices/CampusUsers/ContractedServicesGuide150005.doc</a>  <a href="http://www.umt.edu/af/policy/BusinessServices/CampusUsers/ProductSpecsF1501.doc">http://www.umt.edu/af/policy/BusinessServices/CampusUsers/ProductSpecsF1501.doc</a>  <a href="http://www.umt.edu/af/policy/BusinessServices/CampusUsers/PurchasingQuickRefQR1501.doc">http://www.umt.edu/af/policy/BusinessServices/CampusUsers/PurchasingQuickRefQR1501.doc</a>  State of Montana/General Services Division/Procurement Bureau: <a href="http://gsd.mt.gov/">http://gsd.mt.gov/</a>	<ul style="list-style-type: none"> <li>Procurement procedures and related information, including the State Procurement Bureau Delegation Agreement, are posted to the Purchasing webpage: <a href="http://www.umt.edu/bussrvcs/purchase.htm">http://www.umt.edu/bussrvcs/purchase.htm</a></li> <li>Web links to the Procurement sections of the Montana Operations Manual and the Administrative Rules of Montana are also on the Purchasing webpage.</li> <li>Only authorized campus personnel may enter Requisitions into Banner providing information for bids and contracts.</li> <li>Proof of receipt is required prior to any invoice payment and indicated by department authorization.</li> <li>Limited Solicitations are reviewed by Purchasing and a copy of the approval is sent to the requesting department and AP.</li> <li>Legal Counsel reviews RFPs and resulting contracts and provides input and guidance for contracting.</li> <li>Purchasing monitors and reconciles contracts throughout the year and at FYE to ensure contracts and purchase orders are paid and closed.</li> <li>Purchasing reviews a report annually of all purchases with all vendors to monitor and reconcile overall procurements.</li> </ul>			X	X	X

<u>Classification</u>	<u>Account Balance Range</u>	<u>F/S Disclosure</u>	<u>Policy</u>	<u>Key Control Activities</u>	<u>Crosswalk to Transaction Cycles</u>				
					<u>Revenue</u>	<u>Cash Rcpt</u>	<u>Procurement</u>	<u>Cash Disb</u>	<u>Gen Ledger</u>
Pro-Card		N/A	<p>Chapter 1-300 of MOM Volume 1  Employee Travel –  <a href="http://WWW.DiscoveringMONTana">WWW.DiscoveringMONTana</a></p> <p><a href="http://www.umt.edu/af/policy/BusinessServices/CampusUsers/Pro-CardQR1408.doc">http://www.umt.edu/af/policy/BusinessServices/CampusUsers/Pro-CardQR1408.doc</a></p> <p><a href="http://www.umt.edu/af/policy/BusinessServices/CampusUsers/Pro-CardQR1406.doc">http://www.umt.edu/af/policy/BusinessServices/CampusUsers/Pro-CardQR1406.doc</a></p> <p><a href="http://www.umt.edu/af/policy/BusinessServices/CampusUsers/Pro-CardQR1406.doc">http://www.umt.edu/af/policy/BusinessServices/CampusUsers/Pro-CardQR1406.doc</a></p> <p><a href="http://www.umt.edu/af/policy/BusinessServices/MSOIntUsers/QRG1407Pro-CardPaymentProcessing.doc">http://www.umt.edu/af/policy/BusinessServices/MSOIntUsers/QRG1407Pro-CardPaymentProcessing.doc</a></p> <p><a href="http://www.umt.edu/bussrvcs/files/Pro-CardGuidelines.pdf">http://www.umt.edu/bussrvcs/files/Pro-CardGuidelines.pdf</a></p> <p><a href="file:\\J:\Systems\Policies &amp; Procedures\Load daily PCard bank file to banner.doc">file:\\J:\Systems\Policies &amp; Procedures\Load daily PCard bank file to banner.doc</a>&gt;</p> <p>Business Services Web Site- Pro-Card policy and procedures</p>	<ul style="list-style-type: none"> <li>Pro-Cards are issued to employees. Exceptions to this policy exist and are documented. To secure a Pro-Card the employee must read the policy and procedures and complete the application located on the last page of the procedures. The application must be approved by the department account manager; employees' supervisor; dept dean or director. The application is processed by Business Services after review for employment status and MCC codes. A signed application and card holder agreement are retained in AP.</li> <li>Once the card is received the employee must come to business services (if Missoula campus) to pick up card and go over the cardholder agreement with the Pro-Card administrator. Identification is required and an AP specialist initials cardholder agreement. If affiliated campus, the cards are sent to the account manager to have their cardholders pick up the cards after they have reviewed the cardholder agreement with them.</li> <li>A daily download is received from US Bank which is verified by Systems by use of an edit report and then feed into Banner JAAINVT for department re-distribution.</li> <li>If charges are not re-distributed during the cycle period they will default to Pro-Card default account.</li> <li>These charges may only be left in the default until the next cycle end and items that are allowed to go to the default are considered a Pro-Card policy violation. Automated letters are produced monthly for items left in the default and sent to the account managers. The default account is balanced monthly with items over 60 days being transferred to a penalty account. All entries left in the default must be removed via JV.</li> <li>Pro-Card reports are monitored by the departments and administration at random throughout the month.</li> <li>After cycle close, the Pro-Card account is balanced by ensuring that the amount the state pays US Bank is the same as the daily entries entered into banner via US Bank feed. This process is performed by an AP specialist.</li> <li>An AP specialist Bi Annually Reviews a sampling of department charges. A formal review is performed and a findings letter is issued to the account manager and the department head.</li> <li>The department Director authorizes purchases by review of monthly statement indicated by signature and date.</li> </ul>			X	X	X

<u>Classification</u>	<u>Account Balance Range</u>	<u>F/S Disclosure</u>	<u>Policy</u>	<u>Key Control Activities</u>	<u>Crosswalk to Transaction Cycles</u>				
					<u>Revenue</u>	<u>Cash Rpt</u>	<u>Procurement</u>	<u>Cash Disb</u>	<u>Gen Ledger</u>
			(US Bank web site- Remove)						
Travel		N/A	Chapter1-300 of MOM Volume 1 Employee Travel <a href="http://www.discoveringmontana">www.discoveringmontana</a>  <a href="http://www.umt.edu/bussrvcs/files/Travel%20Procedures.doc">http://www.umt.edu/bussrvcs/files/Travel%20Procedures.doc</a>  Business Services Web Travel  A& F Web Site Employee Travel Federal Per Diem Rates <a href="http://www.gsa.gov">www.gsa.gov</a>	<ul style="list-style-type: none"> <li>Request for Authorization to travel must be completed and authorized before travel. Must be submitted to the Travel desk if meal per diem is requested in advance.</li> <li>Travel Expense Report must be submitted within 10 days of the end of travel. Itemized receipts must be attached for all expenses incurred on the trip with the exception of MISC under \$24.99. This report is reviewed for compliance with Federal, State and University policy before being processed for reimbursement to traveler.</li> <li>A Travel Advance Reconciliation using access report and balancing to Banner JGRATOT monthly is performed by an AP specialist.</li> <li>An AP specialist keeps a monthly log of non overnight meals and submits to HR for deduction from paycheck.</li> <li>Upon request by VP of Finance &amp; Administration a report is generated by Systems for review of foreign travel for Workers Compensation benefits.</li> </ul>			X	X	X
Legal		Yes		<ul style="list-style-type: none"> <li>Material transactions relating to litigation are recorded or disclosed in the financial statements as appropriate. <b>U/M, Administration</b></li> </ul>					X
FS Preparation Process				<ul style="list-style-type: none"> <li>Review attributes to determine if there are changes to the reporting levels for fund types, fund codes, account types or account codes. If changes are required, a request is submitted to systems for entry to the chart element. <b>U/M</b></li> <li>Run extract of banner baseline accounting information, after attribute changes have been made – this creates a Banner baseline table FGWREPT. <b>U/M</b></li> <li>Compare data from extract table (FGWREPT) to Banner General Ledger table by running trial balances by fund type from each table. <b>U/M</b></li> <li>Create a new reclass table which includes additional fields for fund type, account type and account type title. This table is a copy of FGRRCLE (This is the Banner baseline table that records all financial statement adjustments) with the additional fields. <ul style="list-style-type: none"> <li>Compare record count between FGRRCLE and the new table – for FY04 the count in both tables equal 2,463. <b>U/M</b></li> </ul> </li> </ul>	X	X	X	X	X



					<b>Crosswalk to Transaction Cycles</b>				
<u>Classification</u>	<u>Account Balance Range</u>	<u>F/S Disclosure</u>	<u>Policy</u>	<u>Key Control Activities</u>	<u>Revenue</u>	<u>Cash Rpt</u>	<u>Procurement</u>	<u>Cash Disb</u>	<u>Gen Ledger</u>
				<ul style="list-style-type: none"> <li>Run query from FGWREPT table for baseline accounting data and export to balancing statement spreadsheet. This worksheet is listed as 123ledg. <b>U/M</b></li> <li>Run union query to combine baseline accounting data with reclass transactions and export results to balancing statement spreadsheet. This worksheet is listed as 123gasb. <b>U/M</b></li> <li>The worksheet titled XXX in the balancing statement links to 123ledg and 123gasb and creates columns to compare the baseline data with the adjusted GASB data (union query result), then calculates the difference between the baseline and adjusted GASB. There is one set of columns for each fund type and one set for each campus total. <ul style="list-style-type: none"> <li>Ledger column equals the data from FGWREPT (Banner baseline).</li> <li>GASB column equals the data from the union of FGWREPT and the new reclass table.</li> <li>Difference column equals reclass transactions. <b>U/M</b></li> </ul> </li> <li>Create document log of all reclass transactions which lists document number, brief description of transaction, date entered, accountant and hash total of the transaction. <b>U/M</b></li> <li>Run query from new reclass transaction table to list document number and all accounting lines and export to an excel spreadsheet. <ul style="list-style-type: none"> <li>Sort by document number to compare to the document log.</li> <li>Sort by attribute to compare to grand total differences column of XXX sheet from the balancing statement.</li> <li>Sort by attribute by fund type which can be subtotaled to compare differences columns of XXX sheet by fund type.</li> <li>Sort by campus which can be subtotaled to compare differences columns of XXX sheet by campus. <b>U/M</b></li> </ul> </li> <li>Reclass JV's are reviewed and approved by the Associate Director or Financial Manager. <b>U/M</b></li> <li>During the financial statement process, there will be several runs of the balancing statement to review the progress as reclass entries are entered. If there have been no attribute changes, the 123ledg query is not re-run, but the 123gasb query is run after reclass entries have been posted so we can check the status of the statements. During that time, we are continually testing and comparing the reclass activity. <b>U/M</b></li> </ul>					

<u>Classification</u>	<u>Account Balance Range</u>	<u>F/S Disclosure</u>	<u>Policy</u>	<u>Key Control Activities</u>	<u>Crosswalk to Transaction Cycles</u>				
					<u>Revenue</u>	<u>Cash Rcpt</u>	<u>Procurement</u>	<u>Cash Disb</u>	<u>Gen Ledger</u>
Information Systems				<p>A Banner Security Plan was created by various module owners of the Banner system, which identifies responsibilities and risk assessments for the various modules. It lists user profile classifications with a brief description of the authorized activities. Users are restricted to only those activities that are associated to their profiles. <b>U/M</b></p> <ul style="list-style-type: none"> <li>• Karen Hunt within Information Technology, supervises the team that provides support for the Banner finance module.</li> <li>• Security Plan reviewed and updated annually, includes review of current users and their security profiles. Copy of updated plan stored on Systems drive. <b>Since this document is voluminous, a copy can be provided upon request.</b></li> <li>• Finance system approval queues are in place and maintained by systems security personnel.</li> <li>• Daily system assurance reports run to verify key accounts are in balance within the system, i.e. cash, control accounts, etc.</li> <li>• Daily production logs maintained to monitor key processes and reconcile daily feeds to the state system</li> <li>• Monthly production logs maintained to monitor month-end processes</li> <li>• Monthly reports generated for campus users</li> <li>• FYE production logs maintained to monitor and facilitate FYE closing processes</li> <li>• Daily refresh of data warehouse which is used by users from all campuses to review their activity.</li> </ul> <p><b>Montana Tech prepares it's own unaudited Financial Statement. The information in the "internal use statements" is used directly and indirectly to prepare and submit our annual detailed operating budgets to CHE and to prepare various internal and external compliance reports. These statements somewhat follow the old "NACUBO Funds" reporting standards and tie to the reconciled State and College accounting and reporting records. The time spent in doing the continuing Statement of Net Assets, Statement of Changes in Net Asset Balances, Statement of Current Funds Revenues, Expenses and Other Changes adds to the integrity and credibility of the University of Montana (All Campuses) Financial Statements. Where appropriate, the numbers are amended to reflect adjustments for such standard changes as Tuition Discounting and Summer Session when preparing and submitting such reports as the IPEDS Finance Survey Report.</b></p>	X	X	X	X	X

					<u>Crosswalk to Transaction Cycles</u>				
<u>Classification</u>	<u>Account Balance Range</u>	<u>F/S Disclosure</u>	<u>Policy</u>	<u>Key Control Activities</u>	<u>Revenue</u>	<u>Cash Rcpt</u>	<u>Procurement</u>	<u>Cash Disb</u>	<u>Gen Ledger</u>

<u>Classification</u>	<u>Account Balance Range</u>	<u>F/S Disclosure</u>	<u>Policy</u>	<u>Key Control Activities</u>	<u>Crosswalk to Transaction Cycles</u>				
					<u>Revenue</u>	<u>Cash Rcpt</u>	<u>Procurement</u>	<u>Cash Disb</u>	<u>Gen Ledger</u>
Fiscal Year End			MOM Chapter 2-8100 – Fiscal Year End Procedures	<p>Work plan generated to identify tasks and responsibilities for each area of Business Services</p> <ul style="list-style-type: none"> <li>○ Modify task due dates to coincide with timelines set by the State according to MOM Chapter 2-8100 (Fiscal Year End Procedures)</li> <li>○ Modify task list to accommodate changes required by the State according to the current MOM Chapter 2-8100 (Fiscal Year End Procedures)</li> <li>○ Reviewed by area managers and modified to add or delete tasks specific to their area and to determine the person assigned to accomplish each task</li> </ul> <ul style="list-style-type: none"> <li>• Training provided to affiliated campuses and departmental personnel <ul style="list-style-type: none"> <li>○ General overview training for campus department personnel</li> <li>○ Specialized training for Business Services and affiliated campuses on key procedures</li> </ul> </li> <li>• FYE webpage updated on Business Services website <ul style="list-style-type: none"> <li>○ Campus cutoff schedules</li> </ul> </li> </ul> <p>Procedure documents</p> <ul style="list-style-type: none"> <li>• Post reminders of key due dates to campus listserv</li> <li>• FYE production logs maintained by Systems area to monitor and facilitate FYE closing processes reviewed on a daily basis</li> </ul> <p><b>Montana Tech works closely with the U/M personnel on fiscal year end closing procedures to be in compliance with State, Federal, and College &amp; University Rules, Standards, and Regulations. Informal and formal year end to do lists are followed in the process.</b></p> <p><b>Post closing documents for accounting inter and intra fund transfers and internal and external due from(to)s are maintained and updated to for Financial Statement preparation.</b></p>	X	X	X	X	

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**Financial Reporting Assertions:**

**P** – Presentation and Disclosure

**E** – Existence and Occurrence