# Policy No.: 5000 Rev.: 2

# Effective Date: July 2004

# Last Revision: December 2016

**Policy Title:**

**Business Office General Operations & Accounting Calendar**

**Responsible Office:** Business Office

**Responsible Office:** Vice President for Finance

**Policy Sections** 1

1. Financial Reporting Policies 2
2. Audits and Internal Control. 2
3. Financial Management Systems 3
4. Fund Accounting. 5

**Scope**

This policy is intended to provide the foundation upon which all University operations are to be processed and reported.

**Policy Statement**

The University of New Haven’s financial accounting policies and procedures follow the generally accepted accounting principles of Fund Accounting as prescribed by the National Association of College and University Business Officers (NACUBO), the American Institute of Certified Public Accountants and the Financial Accounting Standards Board (FASB).

In addition, the University is also required to operate in a manner to conform to various federal and state laws and regulations. Interpretation and application of these requirements will rest within the Business Office.

**Reason for the Policy**

This policy is to serve as the primary source of information regarding the financial transactions and reporting functions of the University of New Haven. The policy discusses in detail the procedures in place to assure our stakeholders of our commitment to operate in a manner to support the unique demands within an institution of higher education.

**Policy Sections**

**5000.1 Financial Reporting Policies**

The University’s fiscal year ends on June 30th. Financial Statements are prepared on the accrual basis of accounting.

In order to ensure observance of limitations and restrictions placed on the use of resources available to the University, such resources are classified for accounting purposes into funds according to activities or objectives specified. Separate accounts are maintained for each fund.

Funds utilized by the University and their functions are as follows:

* Unrestricted funds include those resources of the University expended for the purpose of performing the primary and supporting missions of the University.
* Temporarily restricted funds are funds subject to donor-imposed restrictions that will be met by actions of the University and/or the passage of time.
* Permanently restricted funds are subject to donor-imposed restrictions that they be maintained permanently by the University. Generally, the donors of these funds permit the University to use, for general or specific purposes, all or part of the income and capital gains, if any, on the related investments.
* Agency Funds – funds held as custodian or fiscal agent for others such as student organizations.

**5000.2 Audits**

The annual audit of the University’s Financial Statements is performed in accordance with generally accepted auditing standards of the AICPA, by an independent public accounting firm. For Federally funded grants and contracts, the public accounting firms preforms the audit as required by Title 2 U.S. Code of Federal Regulations Part 200. Audit reports and management letters are presented to the Audit Committee of the Board of Trustees.

**5000.3 Financial Management Systems**

The University utilizes multiple software programs. The major components of this system are:

Banner (Ellucian) - General Ledger

Banner (Ellucian) - Student Accounts Receivable System

Banner (Ellucian) - Registrar/Transcripts

Banner (Ellucian) - Grant Management

Banner (Ellucian) - Payroll Processing

Banner (Ellucian) - Human Resource Processing

PowerFAIDS - Financial Aid Processing

Raisers Edge - Fundraising System

**5000.4 Fund Accounting**

Fund Accounting is the manner of organizing and managing accounting transactions by which resources for various purposes are classified for financial accounting and reporting purposes in accordance with activities or objectives as specified by donors, with regulations, restrictions, or limitations imposed by sources outside the University, or with directions issued by the University Trustees. A fund is an accounting entity with a self-balancing set of accounts consisting of assets, liabilities, and a fund balance. Separate accounts are maintained for each fund to ensure observance of limitations and restrictions placed on the use of the resources. All funds of the University are classified into major fund groups. The major fund groups of the University are its Unrestricted Funds, Temporarily Restricted Funds, and Permanently Restricted Funds.