

CLARK ATLANTA UNIVERSITY

Policy 7.1.2 Fiscal Responsibility



CLARK ATLANTA UNIVERSITY		
POLICY and PROCEDURE	Subject: Fiscal Responsibility	
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1.0 Policy Statement

The Clark Atlanta University's policy on fiscal responsibility is based on two main tenets:

- The expenditures benefit to the University must be either readily apparent from the supporting documents or explained in an accompanying benefit statement.
- The primary responsibility for ensuring that expenditures are for the benefit of the University rests with deans, directors, department chairs, principal investigators (externally funded grants and research), and budget center managers.

2.0 Procedure Narrative

2.1 Benefit to the University

The documentation should ensure that how funds were used can be determined well after the fact, even if the principals are no longer available. Thus, each transaction must stand on its own, with sufficient information to demonstrate the benefit to the University.

2.2 Steward of Funds

The University receives its funding from diverse sources, ranging from federal and state agencies to students to benefactors. Regardless of the source, the University has an obligation to demonstrate that it has been a wise steward of funds entrusted to it.

2.3 Accountability

The process of accountability begins with the planning for receipt and expenditure of funds, and carries through to retaining documentation of what transpired.

2.4 Primary Fiscal Responsibility

Primary fiscal responsibility rests at the level where the expenditures are made, with those who initiate programs and make decisions on how to actually implement plans and programs. Planning is an interactive process that ultimately results in approval at the upper levels of management (Board of Trustees, president, and cabinet level executives).

The actual details are decided at the operating level (deans, directors, department chairs, principal investigators, and managers) within the constraints of University policies. Ultimate responsibility for ensuring that fiscal transactions are in accordance with approved plans, programs, federal guidelines, and policies rests at the Dean/Director/Department Chair, Principal Investigators, and operational manager levels.

2.5 Responsibility of the Deans, Directors, Department Chairs, Principal Investigators, and Operational Managers

- Develop budgetary plans and programs.
- Ensure that transactions are appropriate and for the benefit of the University.
- Ensure that transactions are properly documented
- Adhere to established appropriate fiscal policies and procedures.
- Adhere to established federal guidelines
- Personally review and monitor fiscal activities on a regular basis

2.6 Responsibility of President, and Cabinet Level Officials

- Approve university budgetary plans and programs and provide oversight.
- Establish and interpret university policies.
- Maintain fiscal oversight for all university programs.

2.7 Responsibility of the Vice President for Finance and Business Services and Controller

- Assist deans/directors/department chairs, principal investigators, and operational managers in establishing appropriate departmental fiscal policies and procedures.
- Make information on interpreting and implementing policies and procedures easily accessible to deans/directors/department chairs/principal investigators/operational managers, and their staff.
- Recommend changes in university fiscal policies and procedures to the President, cabinet level officials, and where University-wide impact would occur, to the Compliance Committee.
- Review transactions on a systematic basis to test whether they include proper documentation and comply with university policies.

3.0 Entities Affected by this Policy

Faculty, Staff and Officers of the University