

The University of North Texas at Dallas Policy Manual	Chapter 10.000
10.003 Financial Accounting and Reporting	Fiscal Management

Policy Statement. The University of North Texas at Dallas (UNT Dallas) prepares its financial accounting records in accordance with state law and Regents Rules. As a public institution, UNT Dallas is committed to ensuring that financial information provided by the University is accurate, reliable, and timely. Having effective and efficient internal controls for financial accounting and reporting is essential for budget management, financial accountability, and sound decision-making.

Application of Policy. This policy applies University-wide.

Definitions.

1. **Cost Center Owner.** “Cost Center Owner” means the employee with management responsibility for financial transactions for the Department Identification (DeptID) or Project Identification (ProjID) for which he/she is the Holder of Record. The terms “cost center owner” and “DeptID holder/ProjID holder” are used interchangeably throughout UNT Dallas policies.

2. **Generally Accepted Accounting Principles (GAAP).** “Generally Accepted Accounting Principles (or GAAP)” means an accounting principle as prescribed or modified by the Governmental Accounting Standards Board (GASB) and its successor organizations.

3. **Fund Accounting.** “Fund Accounting” means a methodology by which resources are classified in accounting records and internal reports according to purposes and limitations as to use imposed by sources outside the University or as directed by the Board of Regents.

PROCEDURES AND RESPONSIBILITIES.

1. **General Provisions.** All financial accounting records of the University shall be prepared in accordance with the Texas Comptroller of Public Accounts' Annual Financial Reporting requirements and Regents Rule 10.200.
 - 1.01. With the exception of modifications necessitated by the Appropriations Act and/or other state statutes or federal laws, the financial accounts of the University shall be prepared and presented in accordance with Generally Accepted Accounting Principles (GAAP) and shall incorporate, as much as possible, the provisions of the *Financial Accounting and Reporting Manual for Higher Education* published by the National Association of College and University Business Officers.

1.02. The Finance and Administration Department is responsible for the general supervision and coordination of financial accounting and reporting within the University. The Department is responsible for:

- i. Issuing such directives as are deemed necessary to ensure accounting records and financial reports comply with GAAP, the *Financial Accounting and Reporting Manual for Higher Education*, the Appropriations Act, other applicable state and federal laws and regulations, and Regents Rules;
- ii. Developing and implementing procedures that promote proper accounting, consistency, effective monitoring, and the maintenance of a sound internal control environment. . These procedures must be approved by the Vice Chancellor of Finance, as set forth in Regents Rule 10.201.
- iii. Addressing other university-wide accounting and business issues; and,
- iv. Directing the preparation and distribution of financial reports as required.

1.03. The CFO is responsible for the effective performance of the financial accounting and reporting duties of the University.

1.04. The CFO is responsible for ensuring University compliance with accounting standards and reporting requirements, including establishing and documenting a system of internal controls.

Responsible Party: CFO and Vice President for Finance and Administration

2. **Uniform Statewide Accounting System (USAS)**. The State Comptroller has prescribed an accounting, responsibility reporting, and appropriations control system for state institutions and agencies. The University must comply with the requirements of the *State Comptroller's Manual of Accounts* and such other instructions regarding USAS as may be issued by the State Comptroller for all funds deposited with and/or disbursed from the State treasury.

Responsible Party: CFO and Vice President for Finance and Administration

3. **Financial Accounting.** The financial accounting model of the University is based on the principles and practices of fund accounting.

3.01. It is the responsibility of the CFO to instruct and assist cost center owners concerning the records of financial transactions maintained by departments and similar administrative units.

3.02. It is the responsibility of each cost center owner to keep such records as are necessary to furnish accurate information on sales, transfers, other credits, expenditures, other charges, and encumbrances. Records maintained by the cost center owner should be limited to those employees necessary to supplement such records.

3.03. Departmental accounting is intended to provide up-to-date financial information for departmental officials and to ensure that expenditures and/or encumbrances do not exceed budget allocations.

Responsible Party: CFO and Vice President for Finance and Administration/
Cost Center Owners

4. **Financial Reporting.** Financial reports shall be prepared in conformity with the provisions of the General Appropriations Act, Article IX, and as required by State law and Regents Rules.

Responsible Party: CFO and Vice President for Finance and Administration

5. **Auditing.** Financial accounts and reports are subject to audit by the internal audit staff, State auditor, in some operations, by federal and private agencies. Any university record subject to audit must be retained in accordance with UNTD Policy 4.003, Records and Information Management.

Responsible Party: CFO and Vice President for Finance and Administration /
External Agencies

References and Cross-references.

Texas Government Code § 2101.012; Texas Government Code, Chapter 2101, Subchapter C –
Uniform Statewide Accounting;
Texas Government Code § 2101.011;
Regents Rule 10.200
UNTD Policy 4.003, Records and Information Management

Forms and Tools.

The UNT Dallas Records Retention Schedule may be found at: <http://records.unt.edu/rrs>.

Approved: 3/10/2011

Effective: 3/10/2011

Revised: