



○ CLAS | ○ JULY | ○ 2021

Financial Compliance Responsibilities

Financial Sub-certification: Departments will be required to complete the online financial sub-certification form for FY2021 in August. An email with the link to the Universal Workflow form and instructions will be sent at the end of July. Please work closely with your area's accountant to complete all questions and provide reasonable comments as needed.

Cash Handling Compliance: Units must have updated/approved local cash handling procedures on file with AFR. At a minimum, these procedures should be reviewed annually to determine if any changes have occurred and if resubmission is necessary. Please verify that assignment of cash handling roles are current and the individuals are compliant with training requirements. *Related policy:* <https://afr.fo.uiowa.edu/cash-handling/cash-handling-deposits-policies-and-procedures>.

Food & Beverage and Recognition Policies: The annual review of both the departmental food & beverage and recognition policies are due to Sherry Roe. Please look at both of them and, if no changes are needed, please initial and date the current policy form and resubmit it. If changes are required, please use the templates provided

(*Recognition:* <https://clas.uiowa.edu/sites/default/files/human-resources/2017%20Recognition%20Program%20Template%20-%20Final.docx>; *Food & Beverage:*

<https://clas.uiowa.edu/sites/default/files/finance/2018%20Food%20Beverage%20Policy%20Template.doc>) and submit the revised policy for approval.

Annual Delegation of Signature Authority: An annual delegation of signature authority form needs to be completed by all individuals in your department who are approved to sign workflow HR, Purchasing, Travel, and other forms on behalf of the DEO and/or Administrator. The link to the form is located here:

<https://login.uiowa.edu/uip/login.page?service=https://services.bo.uiowa.edu/apps/DelegationOfAuthority/v1/Default.aspx?>

Once the email is received after approval is granted, please click on the link within, save a PDF of the form and send this form to Sherry Roe to attach to the ePersonnel file and to be filed centrally for audit purposes.

Grad Reappointment System: Reminder that this system is open until **August 14, 2021**. Please see the June Business Briefs for further information.

2021 TDRs: Please make sure that all 2021 TDRs are completed, including Period 14, by **July 31**.

FY22 Allocations: These should be funded by the end of August. We are working through changes in the FY22 budget.

Contacts:

Tom Koeppel – 335-0134 (Financial oversight & budgeting); **Jeff Donoghue** – 335-2605 (Staff & Visitor Budget);

Kristen Wolf – 335-2616 (Startup & RA budget, Renovation/Instructional Equipment); **Kristina Swanson** – 335-0459 (TA Budget);

Beth Mellinger – 353-2190 (General Expense Budget & Computer Replacement); **Rachel Vrhoticky** – 467-0104 (Student

Technology Fees); **Ryan Kirkey** – 384-3489 (Faculty Budget); **Sherry Roe** – 335-1449 (Old Gold Budget, First Year Seminar, Faculty Recruitment, Book/Music Subvention, Workflow & Security/System