



**POLICIES**

Effective Date: July 1, 2004

Interim Date: July 21, 2015

Revised: July 1, 2015

Approved by: James E. K. Hildreth, Ph.D., M.D.  
President and Chief Executive Officer

Subject: Division of Finance - Policy on Financial Reporting

**PURPOSE:**

The purpose of the policy is to establish financial reporting guidelines for Meharry Medical College which assists the Finance Committee and the Board of Trustees to make informed financial decisions in carrying out its fiduciary responsibility and allows financial management to manage and utilize the assets and resources of the College in an efficient, cost-effective and timely manner.

**POLICY STATEMENT:**

It is the policy of Meharry Medical College to provide financial reports to the Finance Committee of the Board of Trustees on a quarterly basis. The information must be accurate, timely, reliable, and consistent. The reports are designed to provide comparative analysis based on prior year actual to current data. The reports compare actual activity to budgeted activity in both revenues and expense, and show the variance.

The financial reports are available on a monthly basis to the campus community by the 5<sup>th</sup> working day of each month.

**DEFINITIONS:**

Financial Reporting is the process of collecting, analyzing, accurately determining and effectively disseminating and presenting financial information in a timely manner in the form of reports to users regarding the financial performance of the operations of the College.

**PROCEDURE:**

All Financial reports are prepared in accordance with the guidelines of the National Association of Colleges and University Business Officers (NACUBO). The reports are prepared by the Associate Vice President and Controller and approved by the Senior Vice President of Finance.



## POLICIES

Effective Date: July 1, 2004

**Subject: Policy on Financial Reporting**

### **The Office of the Controller**

Financial Reporting is one of the most critical functions of the Office of the Controller.

The Office of the Controller assures that:

- Financial records are complete and assets are safeguarded;
- Financial information is accurate, reliable and useful for management reporting; and
- Financial management methods support short and long term strategic objectives

Each month the computerized financial operating system (Banner) produces financial reports that can be reported by function or by account code. The reports are available to the campus by the 5<sup>h</sup> business day of the following month and are distributed electronically to appropriate users, i.e., the president, deans, associate deans, vice presidents, associate vice presidents, department heads and fiscal officers.

The financial reports show actual revenues and expenditures as compared to budget and the variance. Any material variances are investigated by the Senior Vice President of Finance, Controller and the Assistant Controller and the Director of Financial Planning and Reporting. Appropriate department heads are notified of significant changes to budget and appropriate action is taken.

The financial reports are reviewed on a monthly and quarterly basis by the Senior Vice President of Finance, the Controller, the Assistant Controller, and the Director of Financial Planning and Reporting and any necessary changes are made prior to dissemination of these financial reports to the Board of Trustees or external parties. The President and the Board of Trustees are notified of any unforeseen changes or circumstances related to the financial status of the college on a routine basis. Any reports prepared for external users are reviewed and approved by the Senior Vice President of Finance.