



THE GEORGE
WASHINGTON
UNIVERSITY
WASHINGTON DC

Responsible University Official:
Comptroller
Responsible Office: Office of the
Comptroller
Origination Date: December 30, 2003

FINANCIAL MANAGEMENT RESPONSIBILITY POLICY

Policy Statement

It is the policy of the University that GW’s faculty and staff be accountable for processing and recording financial transactions in a timely and proper manner.

Reason for Policy/Purpose

Sound business practice calls for each member of GW’s faculty and staff to be accountable for safeguarding and preserving the assets and resources of the University. This document has been developed to provide further guidance on the proper accounting for transactions. While it is impossible to address every conceivable situation that may arise, these policies should provide a framework for faculty and staff to draw upon in their evaluation of specific circumstances.

Who Needs to Know This Policy

Faculty and Staff

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Policy/Procedures

The following policy statements pertain to all business activities of the University and are applicable to all members of the faculty and staff. It is the responsibility of all supervisors to ensure that their staffs are familiar with these policy statements.

1. All revenues generated by University activities and all expenditures for goods and services must be recorded and accounted for within the University's Enterprise Accounting System.
2. All transactions, whether recorded directly into the general ledger or entered through a subsystem, should be transcribed and supported in a way that allows for the preparation of financial statements in conformance with Generally Accepted Accounting Principles (GAAP). The Comptroller's Office is responsible for the accuracy, integrity, and overall management of the University's financial system and should therefore be consulted on any matters relating to accounting policies and procedures.
3. The recording of all financial transactions must be timely and accurate, clearly identifying the true business nature of the transaction. Specific guidance pertaining to the timely posting of transactions is published on the Enterprise Accounting System (EAS) website in a monthly memorandum and closing calendar prepared by the University Accounting Services Department.
4. No transaction, whether recorded directly into the general ledger or indirectly from a subsystem, nor any supporting documentation, shall be deliberately left incomplete or distorted. No payments made on behalf of the University are to be approved with the understanding that any part of such payment is for any purpose other than that described on its supporting documents.
5. The financial managers of each school and administrative department is primarily responsible for the review of financial transactions affecting individual cost centers (consisting of an organization and a funding source code) or research project/task in the University's financial records system. It is their responsibility to coordinate with the department chair, principal investigator or other designees to perform the following:
 - Assure that periodic reports of account activity are reviewed to determine that all charges and entries are accurate and complete.
 - Verify that all entries made to each revenue and expense account have been properly allocated and that transactions represent revenues and expenses for activities that pertain to the purpose of the account.

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- Take appropriate and timely action to correct any improper charges allocated to a cost center or research project/task by notifying the Comptroller's Office. All notifications should be made to the **Director of Accounting and Financial Reporting** in the Comptroller's Office at **(703) 726-4200** unless the transaction pertains to a sponsored research project. Notification for research adjustments should be made to the **Director of Grants and Contracts Accounting Services** in the Comptroller's Office at **(703) 726-4200**.
- Ensure that all charges to governmental and other restricted sponsoring agency accounts are appropriate and allowable under the sponsor's regulations.
- Assure that all University property is properly secured and accounted for on a periodic basis.

Website Addresses for This Policy

[GW University Policies](#)

Contacts

Subject	Contact	Phone
Questions	Director of Accounting and Financial Reporting	(703) 726-4200

Related Information

[Employee Compliance Guide](#)
[EAS Monthly Closing Calendar and Schedules](#)
[Opening Bank Accounts Policy](#)
[Reporting Financial Irregularities Policy](#)

Who Approved This Policy

Louis H. Katz, Executive Vice President and Treasurer

History/Revision Dates

Origination Date: December 30, 2003

Last Amended Date: January 31, 2008

Next Review Date: January 31, 2009