

ANNUAL ADMINISTRATIVE ACCOUNTABILITY REPORT
Completed each Fiscal Year End upon Request

Western University continues to strengthen its accountability framework. As stewards of public and private funds we have a responsibility to ensure that these funds are utilized effectively and in accordance with the policies and guidelines including those of the University. To assist in highlighting the most important areas and to ensure awareness on the part of those with financial management responsibilities, the Annual Administrative Accountability Report provides a reminder and evidence of our commitment to sound financial management.

The pertinent [policies and guidelines](#) include but are not limited to the following:

Travel & Expense Reimbursement Policy & Procedures
Travel Policy Supplement as Related to Research
 Research Policies and Procedures
 Accounts Receivable Policy
 Disposal of University Assets

Employment Policies
Health & Safety Policies
Conflicts of Interest Policy
Internal Audit, Safe Disclosure Policy
University Records and Archives Policy

This report is intended to provide assurance that the responsibilities of administrators, as they relate to the management of funds, are being fulfilled. The report responses will be reviewed and used to evaluate our current practices and to identify where additional support and/or education may be needed.

The report is completed annually and is electronically distributed to administrators and other individuals with key financial responsibilities. The following is a list of questions and statements contained in the report:

1.1	Are University invoices for goods sold or services rendered always prepared and entered into the financial system on a timely basis?
1.2	Are outstanding

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5.1	Is petty cash locked in a secure location?
5.2	Is each petty cash transaction supported by an original receipt?
5.3	Are departmental revenues or deposits kept separate from petty cash?
5.4	Do you ensure that petty cash is not used for loans, cashing personal cheques, payments of salary or wages or other remuneration (honoraria, fees, commissions, or other amounts for services)?
6.1	Are there procedures in place for the proper review of expense claims for compliance with University travel policies and procedures (MAPP 2.16) and with sponsor guidelines, where applicable?
6.2	Are purchasing card statements reconciled monthly to receipts and approved by the appropriate supervisor?
6.3	Do you ensure that advances or expenses reimbursed are used only for travel or other prescribed purposes, and not for payments to individuals?
6.4	Are requests for advances and the settlement of advances approved only by the person to whom the claimant reports?
6.5	Do you have procedures in place to ensure that advances are settled as soon as the travel is completed?
7.1	Are all payments authorized and consistent with policy and regulations?
7.2	Are all contracts with individuals compliant with the Human Resources guidelines for determination of employment status "Employment versus Contracted Service?"
7.3	Is the payroll distribution reviewed monthly?
7.4	Do you follow the Human Resource policies and procedures with respect to hiring and terminating employees?
8.1	Are financial and other operational paper and electronic data maintained in accordance with the University Records and Archives Policy? (MAPP 1.30)
8.2	Are financial and other operational paper and electronic data for which the unit has primary responsibility retained according to approved records retention periods as set out in Records Retention and Disposal Schedules?

