

**PROCEDURE: 409.1**  
**Area: Finance Department**

Adopted: September 18, 1999

Certified by \_\_\_\_\_

Dr. Adolphus Andrews  
Vice President  
Administration and Finance

Revisions Approved:

---

**SUBJECT: Administrative Procedure Regarding  
Reporting Requirements**

---

**A. Monthly Reporting to the Board of Trustees**

**1. Statement of Revenues**

The monthly revenue reports to the Board of Trustees have been based on the “Summary Trial Balance by Fund” data derived from the A614 CUFS report.

To use the A614 report for preparing the monthly revenue report to the Board of Trustees, payroll must be posted, the books must be balanced, and closed for the month. Once the books are closed, request a hard copy of the A614 report from the Information Technology Department. Fill in the Statement of Revenues (See Attachment A) using the Account Type “31” line items. Categorize the “31” line items to the Statement of Revenues according to Attachment B.

**2. Statement of Expenditures**

The monthly expenditure reports to the Board of Trustees have been based on “Obligations vs. Budget” data derived from the A120 CUFS report.

To use the A120 report for preparing the monthly expenditure report to the Board of Trustees, payroll must be posted, and the books must be closed for the month. Once the books are closed, request a hard copy and an electronic version of the A120 at month closing from the Information Technology Department. Open the file in any spreadsheet software package and parse the file according to specific column headings. (See Attachment C) After parsing and editing appropriately, complete a pivot table report. (See Attachment D) Next, balance the pivot table report, manually, to the A120 hard copy that you have received from the IT Department. Lastly, if the pivot table report balances to the A120, fill in the Statement of Expenditures. (See Attachment E)

After completing the Statement of Revenues and Expenditures, complete the “Budget to Actual Variance Explanation—Expenditures and Revenues.” (See Attachment F) This written report explains all variances in expenditures and revenues in which the variance is greater or less than five percent of the expected.

**B. Quarterly Reporting to the Board of Regents**

Per Ohio Revised Code Section 3345.72, quarterly reports are due to the Board of Regents within 30 days after the end of each fiscal quarter. The Board of Regents has determined a specific format for the reports. (See Attachment G) An electronic version of the format can be obtained from the Board of Regents. The information required to complete the quarterly report is derived from the A120 and A614 CUFS reports mentioned above.

**ATTACHMENTS:**

**A, B, C, D, E, F, G**