

## **REPORTING FINANCIAL ACCOUNTING INFORMATION TO EXTERNAL PARTIES**

### **Purpose**

The University of Houston System Administrative Memorandum 03.A.22 references the reporting of financial accounting information to governmental entities and other external parties. It is essential that the financial information presented is accurate, complete and agrees with the official University of Houston System financial records.

### **Definitions**

For the purposes of this policy “financial information” is defined as historical financial information recorded in the official University of Houston – Downtown financial accounting system maintained by the UH System Controller’s office. This policy does not cover financial or accounting records for individual students or employees; budgetary records; building replacement/cost records; research data; or other official records maintained in authorized databases by departments.

For the purposes of this document, “external parties” shall include both governmental entities and non-governmental entities that are not formally recognized as an operating unit of the UH System.

### **Policy/Procedures**

The Vice President for Administration at the University of Houston-Downtown has designated the Assistant Vice President for Business Affairs as the person responsible for the implementation of this policy. The Assistant Vice President for Business Affairs will review all financial information prepared by the University of Houston-Downtown for distribution to external parties for accuracy, completeness and integrity. All departments will forward requests for financial information to the Business Affairs Office.