

**Chief Financial Officer Compliance Certification**

**Quarter ended June 30, 2016**

***The following is being provided in accordance with MnSCU System Procedure 7.3.16 Financial Health and Compliance Indicators.***

COLLEGE/UNIVERSITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(person certifying)\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Indicator #2: Overdraft of a local bank account.  *Check one:*   * The College/University/System Office did not have an overdraft during the quarter. (April, May, or June) * The College/University/System Office had an overdraft of the following bank account during the quarter.   + Bank name & ISRS Bank Code #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   + Date(s) and amount the account was overdrawn\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Indicator #3: SWIFT to ISRS reconciliation.  Please check the months during which the General Fund has been reconciled.   * April 2016 * May 2016 * June 2016   Please list all other appropriations that have been reconciled through June 30, 2016.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *System procedure 7.3.16 requires GEN to be reconciled monthly and all other appropriations quarterly.* |

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| Indicator #4: Timely and complete bank reconciliation.  Please check the months for which the Local bank account(s) has been reconciled.   * April 2016 * May 2016 * June 2016   *System procedure 7.3.16 requires local bank accounts to be reconciled monthly.* |

Please sign and email an electronic copy of this form to [financialhealth@so.mnscu.edu](mailto:financialhealth@so.mnscu.edu) by **July 31, 2016.**

SIGNATURE & DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*FY 2016 Quarter 4*

**Directions**

**Chief Financial Officer Compliance Certification Form**

## Indicator #2: Overdraft of a local bank account.

* Check the box that applies.
* If a local bank account has been overdrawn, the institution will provide monthly reporting of (1) projected local cash balances and (2) actual local cash balances with a comparison to the prior month’s projection, including explanations for significant variances for a period of no less than 12 months.

## Indicator #3: SWIFT to ISRS reconciliation.

* Check the boxes during which the GEN appropriation had been reconciled and list which appropriations were reconciled as of the end of the quarter.
* If General Fund had not been reconciled, the institution shall provide monthly reporting of (1) projected SWIFT cash balances and (2) actual SWIFT cash balances with a comparison to the prior month’s projection, including explanations for significant variances. Reporting will be to the Finance Division in the System Office within 30 days following the triggering event for a period no less than twelve (12) months.

## Indicator #4: Timely and complete bank reconciliation.

* Check the boxes for which a local bank account has been reconciled.
* If a local bank account has not been reconciled timely and complete, the institution shall provide monthly reporting of (1) projected local cash balances and (2) actual local cash balances with a comparison to the prior month’s projection, including explanations for significant variances. Reporting will be to the Finance Division in the System Office within 30 days following the triggering event for a period of no less than twelve (12) months.

## For additional information please see System Procedure 7.3.16.