**FY2024 Certification of Financial Results and Internal Controls**

DRAFT

*Please respond to each of the following representations with either:*

***Yes –*** *I am in compliance with representation*

***Partially\* –*** *I am working on being in compliance with the representation and may seek some additional assistance if needed*

***No\* –*** *I am not in compliance with the representation*

***\* Please provide comments for any response of 'Partially' or 'No'.***

***New / Revised items are highlighted in Bold / Italics***

**Stewardship: YES PARTIALLY NO N/A**

I have read and, to the best of my ability, am guiding my unit to adhering to the

“[Fiscal Responsibilities Standard Practice Guide](https://spg.umich.edu/policy/500.01)”and the “[Statement on Stewardship:](http://www.hr.umich.edu/stewardship.html)

[Responsibilities in the Management of Human, Financial, Physical and Information](http://www.hr.umich.edu/stewardship.html)

[Resources](http://www.hr.umich.edu/stewardship.html).”

**Comments:**

**Financial Results:**

I have discussed the fiscal 2024 financial results of my unit with my financial administrator

and have reported any concerns I have to the Vice President I report to and/or to the

Associate Vice President for Finance.

**Comments:**

**Internal Controls / Risk Management:**

**ETHICS, INTEGRITY & COMPLIANCE *-*** I am promoting the University Compliance

Hotline within my unit by ensuring a communication has been sent to my unit on the

importance of reporting incidents or concerns at U-M.

**Comments:**

**Internal Controls / Risk Management (continued): YES PARTIALLY NO N/A**

**CONFLICT OF INTEREST AND COMMITMENT** – For FY2024, conflict of interest procedures

were implemented such that disclosures of conflicts of interests/commitments or potential

conflicts of interests/commitments for individual faculty or staff were properly collected,

evaluated and managed consistent with my unit policy. Click [here](http://provost.umich.edu/programs/COI_COC/units.html) for approved unit policies.

For FY2024, unit fully implemented procedures such that disclosures of conflicts of

interests/commitments or potential conflicts of interests/commitments for individual

faculty or staff were properly collected, evaluated, and managed consistent with unit

policy.

For FY2024, unit partially implemented procedures such that disclosures of conflicts of

interests/commitments or potential conflicts of interests/commitments for individual

faculty or staff were properly collected, evaluated, and managed consistent with unit

policy.

For FY2024, unit did not implement procedures such that disclosures of conflicts of

interests/commitments or potential conflicts of interests/commitments for individual

faculty or staff were properly collected, evaluated, and managed consistent with unit

policy.

**Comments:**

**INTERNAL CONTROLS - ONGOING FINANCIAL RELATED PROCESSES –**

I understand my responsibility to assure proper internal controls within my unit for the

Processes identified below. Our unit has performed our annual gap analysis of the

appropriate operating, monitoring and oversight controls, as outlined in the internal

controls matrices and has the proper internal controls in place.

Employment/Payroll Process

Journal Entry

Cash Handling (Credit Cards)

Travel & Expense (Concur)

Unit-Administered Financial Aid

Financial Stewardship of Gifts

Yes Unit has completed annual gap analysis and proper controls are in place

Partially Annual gap analysis completed, but still implementing corrective action plans for identified control gaps

No Annual gap analysis not yet completed

N/A Unit did not handle credit cards, administer financial aid, or did not have any gift funds in FY2024

**Comments:**

**Internal Controls / Risk Management (continued): YES PARTIALLY NO N/A**

**INTERNAL CONTROLS - MANAGEMENT REPORTING -** I confirm that I have discussed

the data, trends or exceptions in the management reports provided for the processes listed

below with my financial administrator and found them to be consistent with our expectations.

*Click* [*here*](https://wolverineaccess.umich.edu/) *to access M-Reports via Wolverine Access*

Employment/Payroll Process

Cash Handling (Credit Cards)

Travel & Expense (Concur)

Financial Stewardship of Gifts

Yes Management reports have been reviewed and are consistent with expectations

Partially Management reports have been reviewed but have identified anomalies or issues that

are not yet completely resolved or understood

No Management reports have not yet been reviewed

N/A Unit did not handle credit cards or did not have any gift funds in FY2024

**Comments:**

**UNIVERSITY AUDIT REPORTS -** I have reviewed the attached list of reports

completed by University Audits during fiscal year 2024 for departments within my unit.

I have evaluated whether any internal control recommendations identified in these

audits are applicable more broadly within my unit and have ensured that appropriate

corrective action was taken where necessary.

Unit has evaluated the recommendations identified for broad applicability and

either implemented corrective action where necessary or determined recommendations

Identified were not applicable more broadly

Unit is in the process of evaluating the recommendations identified for broad

applicability and/or implementing corrective action as appropriate

Unit has not yet evaluated the recommendations identified for broad applicability

Unit had no University Audit Reports during FY2024

**Comments:**

**Internal Controls / Risk Management (continued): YES PARTIALLY NO N/A**

**INFORMATION ASSURANCECERTIFICATION – *My unit understands Section III.A.***

***(Security and Privacy) of the newly updated*** [***Procurement General Policies (SPG 507.01)***](https://spg.umich.edu/policy/507.01)

***and has aligned its procurement processes with the requirements in [Third Party Vendor](https://it.umich.edu/information-technology-policies/general-policies/DS-20)***

***[Security and Compliance (DS-20)](https://it.umich.edu/information-technology-policies/general-policies/DS-20). Click*** [***here***](https://safecomputing.umich.edu/it-security-professionals/it-security-program/internal-control-cert-guidance) ***for more information.***

***My unit understands Section III.A. (Security and Privacy) of the newly updated***

***Procurement General Policies (SPG 501.01) and has aligned all of its procurement***

***processes with the requirements in Third Party Vendor Security and Compliance***

***(DS-20).***

***My unit understands Section III.A. (Security and Privacy) of the newly updated***

***Procurement General Policies (SPG 501.01) and has aligned some of its procurement***

***processes with the requirements in Third Party Vendor Security and Compliance (DS-20).***

***My unit has reviewed Section III.A. (Security and Privacy) of the newly updated***

***Procurement General Policies (SPG 501.01) but has not aligned its procurement***

***processes with the requirements in Third Party Vendor Security and Compliance (DS-20).***

**Comments:**

Signature Date

Name

Title