



1.5 Financial Reports

Policy Statement

The Accounting Department is responsible for the preparation and interpretation of all external financial reports, and the preparation and interpretation of all internal financial reports concerning the university as a whole.

Reason for policy

Financial Reporting procedures at the University of Georgia shall be in accordance with the policies and procedures of the University System of Georgia.

Procedures

The Accounting Department is responsible for the preparation and/or review of all external financial reports including:

- Preparation and publication of the Annual Financial Report of the University.
- Preparation or review of all monthly or quarterly financial reports to be forwarded to the Board of Regents.
- Preparation of all monthly or quarterly financial reports to be forwarded to the State Audit Department
- Preparation of Georgia Sales Tax Reports to be forwarded to the Department of Revenue.
- Preparation or review of financial information to be forwarded to Federal Agencies or Departments (excluding reporting on sponsored programs post award accounting) when such information is presented in the name of the University of Georgia.

Requests for specialized financial reports and information about regular financial reports should be addressed to the Accounting Department.

Forms/Instructions

[2015 UGA Annual Financial Report](#)

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Associate Vice President - Finance Division

Policy Owner: Accounting Department

Policy Contact: Allison Davis

Phone Number: 706-542-1197

Record Retention

Citation or Reference: [Annual Financial Statements](#)

Number: 0472-03-005

This series provides a summary and report of fiscal year operations.

Retention: PERMANENT

Policy Dates

Effective Date:

Date Last Updated:

Date of Last Review:

Date of Approval:

Previous Version of Policy: