

Reporting In-Process				
<u>Due Date</u>	<u>Submission Date</u>	<u>Agency/Entity</u>	<u>Reporting period</u>	<u>Report/Form</u>
12/15/2018	with auditor for review	NCAA	7/1/17 -6/30/18	NCAA AUP with External Auditors
12/31/2018	In process	DHHS	7/1/17 -6/30/18	Fringe Benefit Rate proposal
02/01/2019	in process	ODHE	7/1/17- 6/30/18	HEI Reporting
3/31/2019	with auditor for review	Federal Audit Clearinghouse (FAC), U.S. Census Bureau	7/1/17 -6/30/18	Form SF-SAC, Reporting on Audits of States, Local Governments and Non-Profit Organizations, colloquially known as the "Data Collection Form" along with audited financial statements (long form)

Department/Unit: General Accounting **Year:** Fiscal Year 2018-2019

Contact Name: Lora Sidor **Contact Title:** Assistant Controller

GENERAL ACCOUNTING MISSION/KEY PERFORMANCE INDICATORS

I. Mission Statement

a. The mission of the General Accounting department is to provide accurate and timely financial reporting and accounting system maintenance services to the various internal and external users of Wright State University financial data to assist in the management and tracking of university assets. Financial data users served by General Accounting include the university's Board of Trustees and other university management, business officers and other university employees, students, and various entities related to the State of Ohio and federal government.

Staffing

	FY16	FY17	FY18	FY19
# Full Time Staff	10	8	11	7
# Student Employee FTE	-	-	-	-

II. Success Outcomes

a. Financial and Managerial Reporting

Completed Reporting				
<u>Due Date</u>	<u>Submission Date</u>	<u>Agency/Entity</u>	<u>Reporting period</u>	<u>Report/Form</u>
10/15/2018	10/15/2018	Ohio Office of Budget & Management	7/1/17 - 6/30/18	CAFR
10/30/2018	10/26/2018	Ohio Board of Regents	7/1/18 - 9/30/18	Q1 Reporting - Schedule QF-2, Certification, Unaudited Year-end Financial Statements
10/15/2018	10/15/2018	Auditor of State's Office	7/1/17 - 6/30/18	Audited financial statements (short form)

- i. KPI: Exception Reporting/Late Reporting Filings
No late filings to date in FY2019. Below is a summary of filings and reporting in progress.

- b. Maintaining General and Subsidiary Ledgers
 - i. KPI: Percent active funds/orgs/accounts

	Funds		Orgs		Accounts	
	Count	Percent	Count	Percent	Count	Percent
Active	3832	100%	2248	100%	1368	100%
Unused	167	4%	30	1%	225	16%
Stale*	230	6%	719	32%	334	24%
*Unused or have not been used since May 2018						

III. Concluding remarks mention:

a. The General Accounting department is currently developing a written policy to provide documentation and guidance regarding the creation and approval of journal vouchers and account reconciliations and the related responsibilities for impacted areas of the University designed to improve financial reporting internal controls.