


Confirmation of Readiness for Year-end Financial Statement Preparation and Audit

Completion of this form is required for confirmation that the University is ready for year-end financial statement preparation and audit, and supports the certification senior administration makes to the Auditor General that the University's financial records are complete and accurate.

Financial Reporting (FR) is requesting that the Senior Finance Partners (SFP) for each college/faculty and central services unit (CSU) advise FR as to their own readiness. SFPs may wish to use this, or a similar form, to determine the readiness of units within the faculty/CSU.

All units are responsible for ensuring financial transactions to March 31st have been processed and that any errors or omissions have been corrected within the current fiscal year. This applies to all University financial activities and accounts which include:

- Revenues and expenditures for all University funds including all operating and restricted funds activity.
- Asset, liability, and equity account activity where applicable to the unit.

 UNIVERSITY OF ALBERTA	Confirmation of Readiness for Year-end Financial Statement Preparation and Audit
Fiscal year ended: <u>March 31, 2023</u>	
Unit name _____ (College/Faculty/CSU): _____	
Indicate \checkmark for yes; x for no and provide an explanation for all no responses.	
<input type="checkbox"/> <input type="checkbox"/> The college/faculty/CSU has performed various internal reviews, e.g., report review and verification, reasonability reviews, analysis, and reconciliation, on the final March 31, 2023 financial reports for all funds. Based on this review, we can confirm that the financial data is reasonably accurate and that the college/faculty/CSU can confirm our financial readiness.	
<input type="checkbox"/> <input type="checkbox"/> We will continue to monitor financial activity through to the end of May, which represents the audit fieldwork period, and will advise FR immediately of any errors or omissions totaling \$50,000 or more that relate to the fiscal year ended March 31, 2023.	
Name: _____	Date: _____
SFP Signature: _____	
Feedback on the Year-end Process	
After each year-end process is completed, Financial Reporting reviews all aspects to determine what improvements can be made for the next year's process. Therefore, Financial Reporting and other central services units would appreciate your feedback on any aspect of the University's year-end process.	

Routing instructions:

1. SFPs e-mail signed form to your FR contact with subject line: Confirmation of Readiness