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.

FS is requesting that the Senior Financial Officer (SFO) for each faculty and central services unit (CSU) advise FS as to their own readiness. SFOs 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.

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

Fiscal year ended: March 31, 2019

Unit name (Faculty/CSU):

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**Indicate ✓ for yes; x for no and provide an explanation for all no responses.**

☐ The faculty/CSU has performed various internal reviews, e.g., report review and verification, reasonability reviews, analysis, and reconciliation, on the final March 31, 2019 financial reports for all funds. Based on this review, we can confirm that the financial data is reasonably accurate and that the faculty/CSU can confirm our financial readiness.

☐ The faculty/CSU has completed the annual Financial Controls Self-Assessment (FCSA). Checklists have been completed by department APO (or equivalents) and/or the individuals who manage the business process within the faculty. I have reviewed and disclosures of non-compliance will be addressed within the next fiscal year. Results of the FCSA have been reported to the Dean/Vice President (VP) and others as appropriate.

☐ We will continue to monitor financial activity through to the end of May, which represents the audit fieldwork period, and will advise FS immediately of any errors or omissions totaling $50,000 or more that relate to the fiscal year ended March 31, 2019.

Name: ___________________________ Date: ___________________________

SFO Signature: ___________________________

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**Feedback on the Year-end Process**

After each year-end process is completed, FS reviews all aspects to determine what improvements can be made for the next year’s process. Therefore, Financial Services and other central services units would appreciate your feedback on any aspect of the University’s year-end process.

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**Routing instructions:**

1. SFOs e-mail signed form to fs.requests@ualberta.ca with subject line: Confirmation of Readiness