

FINANCIAL REPORTING POLICIES

The Columbus State University Business & Finance, Accounting, Purchasing, Budget and Bursar’s Offices follow Financial Reporting policies established by the Board of Regents (BOR) of the University System of Georgia (USG). Specific BOR codes related to Financial Reporting followed by the University are listed in **Column 1** below. **Column 2** lists the web link which provides additional information related to the policy cited in **Column 1**. When available, **Column 3** and **Column 4** provide information (including website link) pertaining to CSU specific policies which have been created pertaining to the USG policy referenced in **Column 1**.

BOR policy	CSU related policy	CSU related policy	CSU related policy
<p>7.1.1 Allocation of Funds</p> <p>The Board of Regents shall be the only medium through which formal requests shall be made for appropriations from the General Assembly and the Governor of the State of Georgia. Annually, the Board shall make the allocation of funds to the institutions at a meeting following the approval of the Appropriations Act, and shall approve the budgets of the institutions and of the office of the Board of Regents. (BoR Minutes, Jan. 2017)</p>			
<p>7.1.2.1 Procedures</p> <p>Accounting and reporting procedures of the Board of Regents shall be in accord with the Policies of the Board of Regents, approved by the Chancellor, and published by the USG chief fiscal officer.</p>			
<p>7.1.2.2 Deficits</p> <p>When any situation develops that would create a deficit at an institution, the president shall take the appropriate corrective action. If the president determines that he/she cannot take adequate corrective action to eliminate the deficit, he/she shall inform the Chancellor and/or the USG chief fiscal officer immediately.</p>			

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<p>7.1.2.3 Financial Report</p> <p>A USG financial report prepared by the USG chief fiscal officer shall be published annually (BoR Minutes, 1946-47, pp. 112-15).</p>			
<p><u>ALL POLICIES FROM THIS POINT FORWARD ARE FROM USG BUSINESS PROCEDURES MANUAL</u></p>			
<p>1.1 GAAP Compliance</p>	<p>http://www.usg.edu/business_procedures_manual/section1/</p>		
<p>1.2 Basis of Accounting - GAAP and Budgetary Reporting</p> <p>1.2.1 GAAP Reporting</p> <p>1.2.2 Budgetary Reporting</p>	<p>http://www.usg.edu/business_procedures_manual/section1/</p>		
<p>1.3 Current versus Non-Current</p>	<p>http://www.usg.edu/business_procedures_manual/section1/</p>		
<p>1.4 Exchange versus Non-Exchange</p>	<p>http://www.usg.edu/business_procedures_manual/section1/</p>		
<p>1.5 Operating versus Non-Operating</p>	<p>http://www.usg.edu/business_procedures_manual/section1/</p>		
<p>1.6 Encumbrances</p> <p>1.6.1 General</p> <p>1.6.2 Encumbrance Policies</p>	<p>http://www.usg.edu/business_procedures_manual/section1/</p>		
<p>1.7 Accounting Periods</p> <p>1.7.1 Accounting Year</p> <p>1.7.2 Monthly Closing of Accounting Record</p> <p>1.7.3 Year End Closing of Accounting Records</p>	<p>http://www.usg.edu/business_procedures_manual/section1/</p>		

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<p>1.8 Records Maintained To Facilitate Required Reporting</p> <ul style="list-style-type: none"> 1.8.1 Actuals Ledger 1.8.2 Capital Assets with Depreciation 1.8.3 GAAP Ledger for Adjusting Entries 1.8.4 Combinations of Ledgers versus Reporting Requirements 	<p>http://www.usg.edu/business_procedures_manual/section1/</p>		
<p>1.9 Reconciliations</p> <ul style="list-style-type: none"> 1.9.1 Human Resources/Payroll Systems 1.9.2 Student Information Systems 1.9.3 Other Systems 1.9.4 Bank Accounts 1.9.5 Accounts Payable 1.9.6 Accounts Receivable 1.9.7 Capital Assets 1.9.8 Other Balance Sheet Accounts 	<p>http://www.usg.edu/business_procedures_manual/section1/</p>		
<p>2.1 Standardized Account Coding Structure</p> <ul style="list-style-type: none"> 2.1.1 Fund Group 2.1.2 Function Code 2.1.3 Funding Source Code 2.1.4 Department 2.1.5 Project Indicator 2.1.6 Account 2.1.7 Budget Period 	<p>http://www.usg.edu/business_procedures_manual/section2/</p>		
<p>2.2 Fund Group</p> <ul style="list-style-type: none"> 2.2.1 Current Funds 2.2.2 Public Trust Funds 2.2.3 Plant Funds 2.2.4 Agency Funds 2.2.5 Retiree Health Benefit Fund 	<p>http://www.usg.edu/business_procedures_manual/section3/</p>		

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<p>2.3 Function and Sub-Function (PeopleSoft Financials - Program Codes)</p> <p>2.3.1 Function and Sub-Function Codes for All Fund Groups except Auxiliary Enterprises</p> <p>2.3.2 Function and Sub-Function Codes for the Auxiliary Enterprises Fund Group</p>	<p>http://www.usg.edu/business_procedures_manual/section4</p>		
<p>2.4 Funding Source (PeopleSoft Financials – Classification) Codes</p> <p>2.4.1 General Operations</p> <p>2.4.2 Continuing Education</p> <p>2.4.3 Departmental Sales and Services</p> <p>2.4.4 Sponsored Operations</p>	<p>http://www.usg.edu/business_procedures_manual/section5</p>		
<p>2.5 Departments</p>	<p>http://www.usg.edu/business_procedures_manual/section6</p>		
<p>2.6 Project Indicator</p> <p>2.6.1 Federal Stimulus Energy Grants</p>	<p>http://www.usg.edu/business_procedures_manual/section7</p>		
<p>2.7 General Ledger Accounts - Balance Sheet Accounts</p> <p>2.7.1 Asset Accounts (1)</p> <p>2.7.2 Liability Accounts (2)</p> <p>2.7.3 Net Assets and Reserves (3)</p>	<p>http://www.usg.edu/business_procedures_manual/section8</p>		
<p>2.8 General Ledger Accounts - Revenue Accounts</p> <p>2.8.1 Operating Revenues</p> <p>2.8.2 Non-Operating Revenues</p>	<p>http://www.usg.edu/business_procedures_manual/section9</p>		
<p>2.9 General Ledger Accounts - Expenditure Accounts</p> <p>2.9.1 Personal Services (5)</p> <p>2.9.2 Travel (6)</p> <p>2.9.3 Operating Supplies and Expenses (7)</p> <p>2.9.4 Equipment/Capital Outlay (8)</p> <p>2.9.5 Transfers (9)</p>	<p>http://www.usg.edu/business_procedures_manual/section10</p>		

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