The University Corporation

**Reporting of Fiscal Improprieties**

Executive Administration

**Basis**: CSU Executive Order 1104 - Campus Reporting of Fiscal Improprieties (May 13, 2016)

**Applicability**: Issues related to the campus and to an auxiliary

State and non-state funds

Issues result of whistleblower complaint

**Examples:**

* Forgery or unauthorized alteration of any document or account belonging to the CSU.
* Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
* Misappropriation of funds, supplies, or other CSU assets, including employee time.
* Impropriety in the handling of money or reporting of CSU financial transactions.
* Profiting as a result of insider knowledge of CSU information or activities.
* Unauthorized disclosure of investment activities engaged in or contemplated by the CSU.
* Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the CSU, except as permitted by law and CSU policy.
* Any other dishonest act regarding the finances of the CSU.

**Process:**

1. **Inquiry**

Initial process of examining complaints, allegations, and other possible evidence.

Objectives:

* To determine whether sufficient evidence exists to warrant further investigation;
* Determine whether notification is required.

Complete within thirty calendar days of when an issue is first brought to attention.

1. **Determination of Reporting Requirement**

Is it more likely than not that a fiscal impropriety has occurred?

* No: No reporting (But maintain documents re inquiry and determination)
* Yes: Determine the $-value of Impropriety

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| --- | --- |
| < $5,000 | -> Nor reporting required |
| $5,000 - $50,000 | -> report to Chancellor’s Office |
| > 50,000 or  state employee involved | ->report to CA State Auditor, CA Dept. of Finance, CO |

1. **Contents of Notification**

* Sequence of events;
* Means of discovery;
* Internal controls that failed;
* Corrective actions taken;
* Actual or estimated dollar amount;
* Punitive actions taken or being considered;
* When corrective and/or punitive action(s) will be completed;
* Job title(s) of those responsible for implementation of the action(s);
* How the campus is planning to monitor in the future so the situation does not recur.

Note: no need to include the names of the individuals involved in the investigation

**Processing:** All communication with the Chancellor’s Office or state government offices (as necessary) will be routed through the CSUN Internal Audit Office.

**Form**: Hard copy letter, signed by President or VP Admin/

**Deadline**: not later than five business days following the determination that the issue is reportable

1. **Progress Reports**

Every 30 calendar days until review is complete

1. **Completion**

When the campus has completed the decisions or actions that are within its authority.

1. **Final Report**

Within 5 business days after completion

1. **Follow-Up**

E.g. criminal conviction after completion

**Responsibility**: Campus President

**Contacts**: Chancellor’s Office-Office of Audit and Advisory Services

(562) 951-4430.

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