**Background**

As a major public institution, The Ohio State University is held to a high level of accountability for its business practices. Accordingly, every reasonable effort must be made by all employees to ensure that funds are used in a responsible and appropriate manner consistent with the University’s mission, applicable law, and ethical practice. Employees who have been delegated the authority and privilege to initiate and approve finance, procurement and human resources transactions must agree to abide by all University policies (<https://policies.osu.edu/>).

**Model**

In accordance with the policy on Fiscal Stewardship, the Office of Business and Finance has established standard policies, processes, and procedures in order to establish and maintain an appropriate internal control environment. If the unit follows these standard practices, the unit is in full compliance with internal control. If the unit has established non-standard processes or uses a subsystem, those processes and procedures are required to be documented by the unit. The required components for a proper financial control structure are outlined in the policy. Completion of this Internal Control Structure template addresses this stewardship obligation.

The structure is to be updated annually and approved by the unit leader and senior fiscal officer. The document must be distributed to all individuals with financial responsibilities within the unit and shared with the Office of Business and Finance annually. It is the responsibility of the Senior Fiscal Officer to facilitate this process.

The unit is required to identify the following for each non-standard process or subsystem:

* Name of business process
* Identification of impacted balances
* Documentation of process flow (Visio, etc.)
* Narrative description of process
* Identification of roles performing the process and their responsibilities within the process
* Listing of reports and other monitoring components, including purpose and review of documentation

The Office of the Controller is available for consultation or assistance if needed.

## Notation of areas in which the unit deviates from standard policies, processes, or systems:

## Policy waivers must be applied for and approved annually on a fiscal year basis by the senior fiscal officer, the unit leader, and the primary Business and Finance university policy owner via the Business and Finance [policy waiver process](https://powerforms.docusign.net/fd68959a-4afb-48bb-a0ae-67521b9ad821?env=na1&acct=387d1013-fb1c-4705-9bd9-7cf575f484ce&accountId=387d1013-fb1c-4705-9bd9-7cf575f484ce).

List any deviations from standard policies, processes, or systems within the unit below:

* List

**Process for resolving discrepancies and escalating issues or concerns within the unit, along with the process for follow up/corrective action regarding intentional and accidental policy violations:**

Description of how individuals are held accountable and how any issues are escalated within the unit; e.g.:

Any issues or concerns related to compliance with University policy, College/Unit or Business and Finance policies, the unit’s Internal Control Structure or the procedures associated with administrative business processes should be brought to the attention of the Senior Fiscal Officer. The university may enforce corrective action, up to and including termination, in accordance with applicable policies or rules.

# **APPROVALS:**

DATE**:**

Unit Leader

# DATE:

Senior Fiscal Officer