Introduction

Department of Finance

Effective Date: August 13, 2010

Previous Date: May 1, 2002

Re: General

Finance Department

The Finance Department is responsible for the development and administration of institutional fiscal policy, financial planning and forecasting, financial control and administration, banking relations, financial reporting, and audit.

The Finance Department is responsible for the development and administration of institutional budget policy, the preparation of proposals for and negotiation of indirect cost rates with the federal government and other funding agencies.

The Finance Department is responsible for the protection of institutional assets.

Manual

The purpose of the Finance Manual is to provide all University employees with direction and guidance in connection with those accounting transactions, procedures, and reports that should be uniform throughout the University. It is also intended to provide departments with a reference tool to use in establishing and maintaining effective internal controls over University assets and accounting records. The assets are the property of the University. All University faculty, staff, supervisors and managers have an obligation to ensure that there is accountability for the use of those assets. The Finance Manual should not be considered an all-inclusive handbook. There are many rules, regulation, policies, procedures, and guidelines that are applicable to the activities and transactions which occur here at the University. It is everyone’s responsibility to be aware of the pertinent rules, regulations, policies, procedures, and guidelines that apply to each individual situation. Compliance is mandatory and of the highest priority. In addition, employees should observe the instructions that relate to finance policies and procedures contained in other University policy and procedures manuals. Except, as otherwise provided, the policies and procedures contained in the Finance Manual are mandatory. Requests for exceptions or interpretations should be made to the Controller.

The Finance Manual is intended to provide the user with policies and procedures relating to the University. There are rules and regulations relating to specific areas and issues that are not included in this manual. The user should consult with the appropriate authorities for specific requirements on individual matters.
References

All matters relating to communication equipment, policies, procedures, or other issues should be directed to Administration or the designated office.

All matters relating to technology equipment, software, policies, procedures, or other issues should be directed to the Information Services Department.

All matters relating to purchasing should be directed to Purchasing Department or Finance.

All matters relating to leases, facilities, equipment inventory, vehicles, or plant should be directed to Facilities Administration, Administration, or the designated office.

All matters relating to legal matters should be directed to Legal or Administration.

All matters relating to employment, compensation, benefits, or other human resource issues should be directed to Human Resources or Administration.

The above list is not comprehensive. The user should contact the authority over the area of interest.

There are a number of user manuals relating to specific areas. There is the Administrative Guide, which provides direction relating to administrative matters.

This manual is not intended to be an instructional manual for the Finance Department staff. The manual is not a hands-on how-to manual.

This manual is formatted primarily into policies and standards. Policies are approved by the University Board of Trustees and are intended to be broad in nature. They are the overarching principles and guidelines that govern the decision-making processes utilized by leadership in daily operations. Standards provide more detailed information on the application and implementation of policies to daily operations and decision making. Policy standards are established and approved by the senior leadership of the University. Policy standards may be revised as necessary with the approval of the appropriate senior leadership.
 Standards

Department of Finance

Effective Date: August 13, 2010
Previous Date: May 1, 2002

Re:  Code of Ethics for Employees

Standard

The Code of Ethics is intended to promote ethical behavior, promote the highest levels of integrity and to avoid conflicts between employees’ private interests and Charles Drew University’s (CDU) public responsibilities.

The following are examples and are not intended to represent all requirements or matters. The overarching themes include quality public service, ethical behaviors, integrity, safety, avoidance of conflicts of interest, loyalty to CDU, protection of CDU assets, confidentiality, commitment to students, commitment to education and research, compliance with all regulations and rules, promotion of public welfare, transparency, respect for diversity, and the highest levels of professional conduct, in and out of CDU affairs.

1. Conflicts of Interest
   A. Will not use CDU assets, property, resources or information for personal benefit.
   B. Will not accept money, gifts or other in the conduct of university business.
   C. In all decisions and actions, keep CDU interests as guide and rule.
   D. Will avoid family and other personal relationships.

2. Commitment to CDU
   A. Outside activities must not interfere with performance of duties and responsibilities.
   B. Charles Drew University interests must guide all actions, communications and decisions.
   C. Sensitive and confidential information will be guarded and only shared when necessary.
   D. All CDU rules and policies will be complied with and supported.

3. Commitment to Students
   A. Will embrace diversity, respect all students, and devote all energies to student benefit.
   B. Protect freedom to learn, safely care for students, and promote student growth.
   C. Shall not take advantage of any student, nor behave inappropriately with any student.

4. Commitment to the Profession
   A. Shall act responsibly in promoting higher education values and service.
   B. Shall exert every effort to raising professional standards and promote quality education.
   C. Shall protect CDU, higher education, and the public, from false information, misrepresentation, all harm and damages.
5. Ethical Conduct, Practices and Performance
   A. In all activities, conduct self with highest levels of ethical conduct, professionalism, honesty, integrity, dignity, and respect for others.
   B. Shall avoid real or appearance of personal gain at the expense of CDU, community, colleagues, or the profession.
   C. Comply with all rules, regulations, and laws of CDU, community, local, state, and federal agencies.
   D. Shall act as a public representative and role model for CDU in all dealings, communications and actions.
Standards

Department of Finance

Effective Date: August 13, 2010

Re:  **Code of Ethics for Fundraising**

**Standard**

The Association of Fundraising Professionals Code of Ethical Principles and Standards has been approved for fundraising for the University.

See appendix.

01-02-01