



# University of Connecticut Health Center

**POLICY NUMBER 2002-21**

**February 25, 2002**

**POLICY: INTERIM AND FINAL FINANCIAL REPORTS  
(RESEARCH/SPONSORED PROGRAMS)**

**PURPOSE:**

To ensure compliance with Office of Management and Budget Circular A-110 (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations) and other sponsors' policies regarding the timely submission of financial reports of expenditures.

**POLICY STATEMENT:**

1. The Grants and Contracts Office is responsible for the preparation and timely submission of interim and final financial reports required under sponsored project agreements. They are also responsible for maintaining procedures required to ensure full compliance with the financial reporting of all such agreements.
2. Interim and final financial reports must be submitted by the due date prescribed by the terms of the award. These reports will be retained in accordance with the University's record retention policy.
3. The general ledger system represents the official record supporting all required financial statements.
4. The Grants and Contracts Office is responsible for conducting desk reviews to ensure that reported expenditures are authorized and allowable under terms and conditions of awards and are in accordance with University and sponsor policy.
5. The Grants and Contracts Office has the authority to request documentation in support of any questioned charge, as well as the authority to exclude from any financial billing or reporting all costs deemed questionable and/or unsupported.

Dan Upton (signed)  
**Chief Financial Officer**

4/10/02  
**Date**

Richard Berlin, MD (signed)  
**Associate Dean for Research/Planning & Coordination**

4/8/02  
**Date**

Peter Deckers, MD (signed)  
**Executive Vice President for Health Affairs**

4/10/02  
**Date**

**Replaces: NEW POLICY**