

FISCAL IMPROPRIETIES REPORTING

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GENERAL STATEMENT

To document, clarify and disseminate established practices and notification content for fiscal improprieties reporting compliance requirements.

The Executive Director of the Union WELL Inc. shall provide proper written notification to the Vice President of Student Affairs, the Vice President of Administration and Business Affairs, and the Union WELL Inc. Board of Directors, within 12 hours of any incidence of actual or suspected theft, defalcation, fraud or other irregularity involving auxiliary organization funds, property or other resources. The purpose of this notification is to provide the Board and University President with critical information about such incidences, and to enable the University to comply with both SAM Section 20080 and Executive Order No. 813 within the required time constraints.

Executive Order No. 813, "Reporting of Fiscal Improprieties," extends to auxiliary organizations the requirement to properly report all cases of actual or suspected theft, fraud, defalcation or other irregularity involving auxiliary organization assets.

GUIDELINES AND PROCEDURES

General. The Executive Director of the Union WELL Inc. shall promptly notify the University's Vice President of Student Affairs, the Vice President of Administration and Business Affairs and the Union WELL Inc. Board of Directors in writing of any incident of actual or suspected auxiliary organization theft, fraud, defalcation or other irregularity involving corporate fiscal assets of amounts greater than \$1,000. Information about such incidences may arise from within or from external sources and may involve employees or others outside the organization. Prompt notification means within 12 hours of the time the incident becomes known to the notifying official.

Notification Information. An incident report shall include, at a minimum: the known sequence of events; internal controls compromised; discovery means; actual or estimated asset value loss; and remedial and/or disciplinary actions taken or considered.

Follow-up to Preliminary Notification. If complete information for an incident report is not known within the reporting requirement period, a preliminary notification will be submitted within the required period, followed by either a complete report or progress reports within thirty days until the matter is fully reported.

Other Reporting: California State University, Sacramento will provide all other notifications as required by EO813.

References: Executive Order No. 813, dated March 22, 2002; *State Administrative Manual (SAM)* Section 20080.