**Financial issue reporting process – MU Extension**

**What constituents a financial issue or concern?**

Accounting and auditing statements or actions that violate or conflict with either internal policies, procedures, practices, or government regulations; theft; financial conflict of interest; gifts, bribes or kickbacks; disclosure of confidential financial information; misuse of resources; falsification or destruction of information; violations of grant or contract terms and regulations.

**How is a report made?**

A financial Issue and/or concern can be reported in multiple ways:

* UM System Hotline
  + To access this confidential reporting hotline, you can call this toll-free number, 1-866-447-9821, or log on to <https://www.compliancehelpline.com/UM.jsp>.
  + The MU Extension Budget Director is only informed and/or engaged as determined by UM system.
* Directly to the Supervisor
  + The MU Extension Budget Director must be informed by the supervisor who proceeds per the process below.
* Directly to the MU Extension Budget Director or other individuals in a director roll
  + The MU Extension Budget Director must be informed by the individual who received the report and the Budget Director proceeds per the process below.

**What is the process once a financial report is made?**

* Supervisor performs initial review upon discovery and discusses with employee
  + Notes from the meeting and documentation are forwarded to Budget Director and MU Extension Human Resources.
  + If there is an appearance of misuse/misappropriation of University resources by a MU Extension employee, a [disappearance of assets](http://businessservices.missouri.edu/insurance/disappearance-of-assets.html) form must be completed by the supervisor and sent to the MU Extension Budget Director.
  + Business Policy and Procedure Policy – Loss of Money, Securities and Property is followed.
    - [BPPM - Chapter 8 Section: 8:010](http://bppm.missouri.edu/chapter8/8_010.html)
    - MU Extension Budget Director reports the incident per the policy.
  + If the supervisor is named in the issue or complaint, the MU Extension Budget Director will perform the initial review.
* UM System Internal Audit and MU Business Services determine if fiscal review or internal audit is warranted
  + If an audit is launched, MU Extension is involved as determined by the UM System Internal Audit.
  + Results of fiscal reviews are reported to the MU Extension Budget Director.

**How are the report findings and recommendations delivered and what are the next steps?**

* Internal controls – MU Budget Director will meet with the Regional, Program or Continuing Education Director and staff to implement appropriate internal controls. MU Budget Director will provide a final fiscal review report with any recommendations to the Unit Director.
* Segregation of duties – MU Budget Director will meet with the Unit Director and staff to implement appropriate segregation of duties to meet minimum standards. MU Budget director will provide a final fiscal review report with any recommendations to the Unit Director.
* Employee performance – MU Budget Director will prepare a fiscal review report and meet face to face with the employee, supervisor, and Regional, Program or Continuing Education Director to go over fiscal review report. Extension HR will work with the supervisor to determine the appropriate corrective action which may result in disciplinary action up to and including termination.
* Misappropriation of funds - MU Budget Director will prepare a final fiscal review report and meet face to face with the employee, supervisor, and Regional, Program or Continuing Education Director to go over fiscal review report. The employee will be given one week to provide any documentation that refutes the fiscal review findings. After review of documentation, if determined that funds were misappropriated, MU Extension Budget Director will issue a fiscal review findings document with an amount due to the University. Extension HR will work with the supervisor to determine the appropriate corrective action which may result in disciplinary action up to and including termination.

**What are the related Accounting and Business Policy and Procedures?**

APM 2.25 – Internal Controls

2.25.05 – Internal Controls

2.25.55 – Segregation of Duties

BPPM Chapter 2: Finance

Section 2:001 – Campus Philosophy on Fiscal Responsibility

Section 2:005 – Departmental Fiscal Oversight Checklist