

March 12, 2012

Finance Office Circular 12-17



FINANCE AND ACCOUNTING DIRECTORS OF THE UNIVERSITY OF PUERTO RICO SYSTEM

FFR PREPARATION AND RECONCILIATION MONITORING PROCESS

Finance Office

As part of the Handbook of Policies and Procedures for Sponsored Programs at the University of Puerto Rico (Section II.B.4.j) guidelines were developed for the preparation and reconciliation of the Federal Financial Reports (FFR). These guidelines need to be strictly followed by all Finance and Accounting Office's personnel designated to prepare the FFR.

The Central Administration Finance Director will be monitoring the FFRs prepared by the campuses. On quarter's ending December and June (twice a year), we are requiring each of the campuses to submit one of their FFRs with supporting documentation to verify the reconciliation process and to verify that established procedures are being followed.

Cordially,

Nazeerah Elmadah
Acting Director

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