Healthy Women Healthy Futures
Reconciliation and Reporting
Policy and Procedure
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Healthy Women Healthy Futures (HWHF) Reconciliation and Reporting Policy and Procedure

**Policy:** All expenses utilized from the HWHF fund must have review and validation prior to the creation of the monthly report.

**Purpose:** The HWHF Reconciliation and Reporting policy and procedure is intended:

- To ensure that all expenses are valid
- To ensure creation of a report that accurately reflect HWHF expenditures

**Scope:** Finance, HWHF Director, OU Foundation
HWHF Reconciliation and Reporting Procedure

1. Director responsible for HWHF in Tulsa sends the backup for each expense that flows through the foundation account for HWHF. The budget is calendar year and awarded before January.
2. Once the month is complete, the Finance designee for HWHF will run the monthly statement from the foundation web site: https://www.oufoundation.org/ou/foundationforms.aspx
3. Expenses on the foundation account are verified.
4. Queries are run from PeopleSoft for cash, activities and payroll activities for expenses going thru MISCA-CNT105-00111-00000-CNT00870 and verified.
5. All the verified expense is posted to EXCEL financial report for HWHF on CONfinance/HWHF share drive.
6. The report is sent to Director of HWHF in OUCN-Tulsa.

Revision History

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Description of Changes</th>
<th>Requested By</th>
<th>Approved By</th>
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<tr>
<td>1.0</td>
<td>9/1/2011</td>
<td>Initial Release</td>
<td>Harriet Parmar</td>
<td>Assistant Dean of Finance and Administration</td>
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<tr>
<td>1.0</td>
<td>4/8/2014</td>
<td>Reviewed and no changes needed.</td>
<td>Sandra Fix</td>
<td>Assistant Dean of Finance and Administration</td>
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