Alternative formats for this presentation can be found on the Financial Services website.

Website: Financial Services Training page

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Phone: 613.533.2050

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Topics

- Part 1 - Overview of Queen's Financial Statements
- Part 2 - Queen's Financial Statement Preparation
- Part 3 - Year-End Adjustments
- Part 4 - The Different Reports in the Audited Financial Statements

Part 1

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7KH XQLYHUVLW\¶V audited financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Under these accounting standards, the financial results of the university are presented on a consolidated basis and present an overall accounting of the financial results and financial position of the institution as a whole.

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Conversely , university budgets and internal reporting are prepared using the concepts of fund accounting .

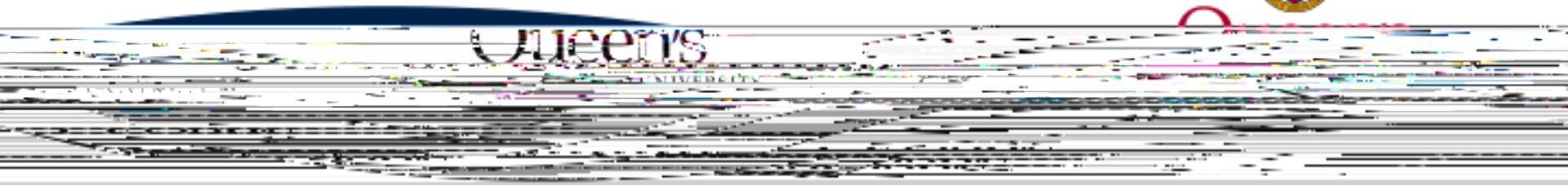
Under fund accounting , activities of the institution are segregated by fund to enhance accountability and control of funds.

These funds include the Operating and Non-Credit funds, the Ancillary Operations fund, Research funds, the Capital fund, Trust and Endowments funds, and Agency funds.

The Board of Trustees

The Board of Trustees is responsible for ensuring that the administration fulfills its responsibilities for financial reporting and is ultimately responsible for reviewing and approving the consolidated financial statements.

The Board carries out its responsibility for review of the consolidated financial statements principally through the Audit and Risk Committee.


Queen's
UNIVERSITY

The Auditors

The internal and external auditors have full access to the Audit and Risk Committee with and without the presence of the administration.

The external auditors are appointed by the Board of Trustees . The external auditors ' report outlines the scope of their audit and their opinion on the presentation of the information included in the consolidated financial statements .

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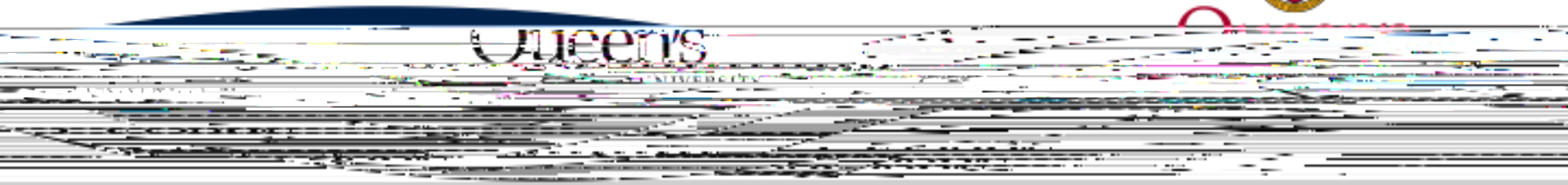
7KH ([WHUQDO $XGLWRUV¶ 5HVSRQVLELOLW\ is to express an opinion on WKH XQLYHUVLW\¶V financial statements based on their audit. They conduct their audit in accordance with Canadian generally accepted auditing standards.

Those standards require that the003>-4 <0024005800470040C0

Part 2

4 X H H QF Financial Statement Preparation


Queen's
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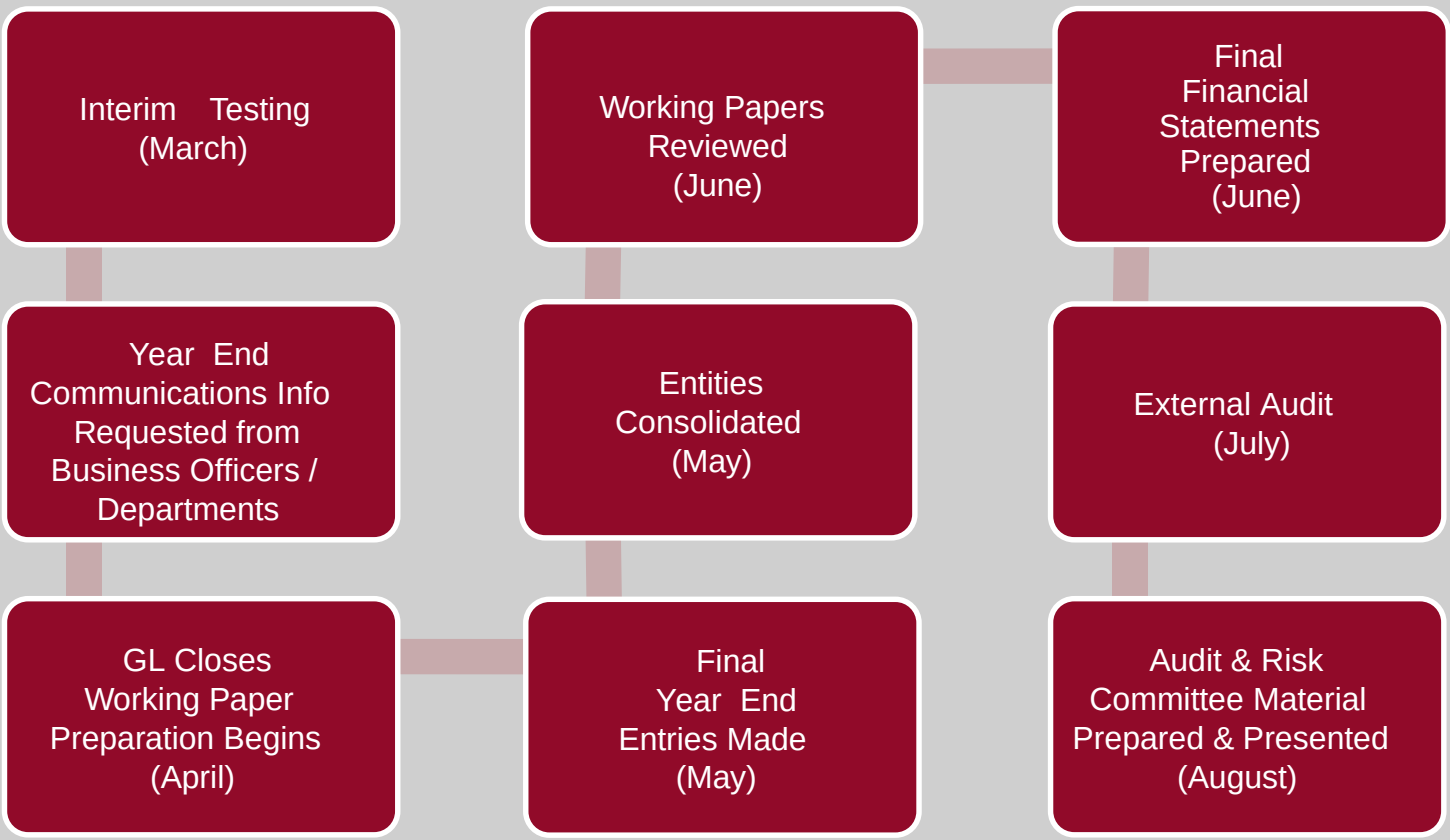
Who approves the Financial Statements?

- Board of Trustees on recommendation of Audit & Risk Committee

Time spent preparing the Financial Statements?

- Preparation ±1 month
- Review and revising files ±3 weeks
- External Audit ±3 weeks

Timing of Preparation for External Audit



Part 3

Year - End Adjustments

Year - (Q G $ G M X V W P H Q W V & R Q W ¶ G

The accrual method accounts for revenue when it is earned and expenses goods and services when they are incurred.

The revenue is recorded even if cash has not been received or if expenses have been incurred but no cash has yet been paid.

Accrued Liabilities and Deferred Revenue

Accrued Liabilities: Expenses incurred by the university before April 30th, but the invoice has not been recorded by Financial Services as of that date.

Deferred Revenue: Revenue has been received and deposited before April 30th, but pertains to an event or program occurring after April 30th.

Unrecorded Receivables

Unrecorded Receivables: Work or service that has E H H Q S H U I R U 4 P X H G H E Q \ ¶ V E $ S S R U W K E X W K D V E H H Q L Q Y R L F H G W R D 6 D U 4 X H H [Q W ¶ V Y D U L Q J D W L April 30th .

In other words , revenue is expected to be received after year - end which relates to the work or service provided before year - end.

Materiality Threshold

A materiality threshold

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