

Office of Financial Affairs
Policy 215: Responsibilities of Center Responsible
Persons
Policy and Procedures

Purpose

To define the roles and responsibilities of Center Responsible Persons.

Introduction and Background

Vanderbilt University utilizes Millennium (M&D) software to track and maintain general ledger activity, which includes entries submitted from departments as well as those interfaced from various University sub-systems (e.g., Accounts Payable, Payroll, Alumni Gifts, etc.). This activity is posted to the general ledger by account number and center number. A Center Responsible Person is a faculty or staff member with responsibility for managing/reviewing financial data (including, but not limited to, monthly transactions and annual budgets) on each cost center within the general ledger.

Policy

In order to ensure accuracy of internal and external reporting, a Center Responsible Person is responsible for ensuring that transactions on the monthly Report of Transactions are reconciled to the appropriate supporting documentation (e.g., accounts payable invoices, 1180s, BRS accounting summary reports, etc.) and posted to the appropriate account/center combination. Center Responsible Persons (or their designees) should then document confirmation of their reconciliation through the electronic sign-off functionality within the eDog (Electronic Distribution of General Ledger Data) application (see [Policy 217](#) for more information on the requirement for online sign-off).

In order to ensure prudent fiscal management of university funds, additional responsibilities for Center Responsible Persons related to general ledger data and taxation include:

1. Review the applicable monthly summary report (e.g. MD90C or MD340) for reasonableness.
2. Ensure that transactions processed against the cost centers have a valid business purpose within the context of the cost center's purpose. For cost centers funded by gifts, ensure that the gift funds are used in accordance with the donor's stipulations. For cost centers having externally sponsored funding, this includes compliance with grant restrictions or other

provisions (for additional information on sponsored research restrictions, please call the Office of Contract and Grant Accounting at 3-6680).

3. Contact the processing department per the [Journal Entry Identifiers and Contacts](#) webpage with questions if additional information is needed or if a transaction is missing or has been improperly entered.
4. Ensure that the Office of Financial Affairs (for University Central units) or Department of Finance (for Medical Center units) is consulted about potential sales tax reporting for departmental sales of goods/services.
5. Ensure that the Office of Financial Affairs or Department of Finance, as applicable, is notified in writing of any activities being initiated and/or revenues being generated that may be subject to unrelated business income tax. Departments may be responsible for the pro rata share of any applicable unrelated business income taxes (UBIT) and/or assessments incurred.
6. Notify the Office of Financial Affairs (for University Central units) or Department of Finance (for Medical Center units) when a cost center(s) can be closed in the financial accounting system. Transactions should not be processed against a cost center that has been "closed." Surpluses and deficits should be resolved before a cost center is "closed."

Note: Policies related to other fiscal responsibilities (e.g., lobbying, personal use of university resources, conflict of interest, etc.) can be found on other Vanderbilt web pages, such as the Human Resources and Compliance Office websites.

Trustee and Effective Dates

This policy was affirmed by Betty Price, Kevin Walker, Linda Neenan and Matthew McGlasson in March 2010. Relative to ongoing review for continued applicability and/or updating, the trustee for this policy is Matthew McGlasson.

Effective: April 2010

Last Revised: October 2010