

ADMINISTRATIVE DIVISION FINA Administration and Finance
POLICY NUMBER FINA 5.40
POLICY TITLE Financial Management Disclosure
SCOPE OF POLICY USC System
DATE OF REVISION February 17, 2025
RESPONSIBLE OFFICER Executive Vice President for Finance and Chief Financial Officer
ADMINISTRATIVE OFFICE University Finance – Controller’s Office

PURPOSE

This policy guides the communication of financial information to the Board of Trustees, ensuring consistent and relevant disclosure for informed decision-making.

DEFINITIONS & ACRONYMS

Material: A significant amount, transaction, or discrepancy in the financial statements that would reasonably impact the decisions of the users relying on the information if it was omitted.

POLICY STATEMENT

To effectively govern the University System through the development of goals, plans, and policies, the Board of Trustees must receive relevant and timely financial information. Based on scope and/or impact, the Controller’s Office is responsible for using the following guide to disclose respective information to the Board of Trustees, specifically the Chair of the Audit, Compliance, and Risk Committee, in a prompt manner.

- Errors, fines/fees, issues, etc. exceeding a dollar threshold of \$100,000.
- Matters involving potential theft, misappropriation, or fraud and/or deliberate violations of internal controls, regardless of amount.
- Systemic issues impacting the ability to properly account for and/or record financial transactions as required by regulatory bodies, accounting standards, and/or University policy.
- Matters identified which are or must be disclosed to external auditors as potentially requiring material restatement of prior year financial statements or material notes to the current financial statements.

All financial issues occurring at the unit or department level, regardless of amount, should be promptly communicated to the Controller’s Office by unit/departmental personnel. The Controller’s Office will make the appropriate determination regarding which matters need to be subsequently reported to the Board of Trustees.

PROCEDURES

There are no procedures for this policy. Questions may be sent to the Controller’s Office at controller@sc.edu.

RELATED UNIVERSITY, STATE, AND FEDERAL POLICIES

[BTRU 1.18 Conflict of Interest and Commitment](#)

[BTRU 1.20 Dishonest Acts and Fraud](#)

[BTRU 1.24 Internal Control](#)

[FINA 5.60 External Audit Management](#)

[RSCH 1.06 Disclosure of Financial Interests and Management of Conflicts of Interest Related to Sponsored Projects](#)

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
February 17, 2025	New policy for the USC System documenting guidance for disclosing financial information to the Board of Trustees.