

UNIVERSITY OF DENVER
Annual Sub-Certification Disclosure

Submit this form to Margaret Henry/Controller, Mary Reed Building, Room 107A.

I understand that the University prepares annual financial statements subject to an independent audit, and that the Chancellor, Vice Chancellor and Controller must make representations to the independent auditors certifying the accuracy and completeness of the financial statements. In accordance with the University's Corporate Governance and Responsibility Policy 2.10.070, Section II. B. 3, I submit this sub-certification, confirming that I am responsible for the timely and accurate recording of financial transactions initiated within my division.

Certain representations in this letter are described as being limited to matters that are material. The materiality limit of my representations applies to the scope of my University division and does not require me to assess materiality to the University's financial statements. Accordingly, the threshold of materiality for my representations should be based on what a reasonable person would customarily apply to another division comparable to mine.

Except as noted below, I confirm, to the best of my knowledge and belief, the following representations made to you:

1. There are no unasserted claims or assessments that I am aware of. (Unasserted claims and assessments generally arise from an event that has occurred and because of which a third party may subsequently assert a claim or assessment that might result in an unfavorable outcome to the University (e.g.; a lawsuit claiming damages or a fine assessed by a governmental agency).
2. There are no material transactions that have not been properly recorded in the accounting records of the division.
3. There are no events that have occurred subsequent to the end of the fiscal year and through the date of this letter that should have been recorded in the accounting records of the division or that would affect a material change in the amounts already included in the accounting records of the division. (An example of the latter would include a recorded pledge that is subsequently deemed uncollectible).
4. I have no knowledge of any fraud or suspected fraud affecting the division involving management or employees who have significant roles in internal control.
5. I have no knowledge of any allegations of fraud or suspected fraud affecting the division received in communications from employees, former employees, analysts, regulators, or others.

6. I have complied with all aspects of laws, regulations, contracts and grants, and University policies.
7. I have disclosed all related party (See University Policy 3.20.060 for the definition of related party) transactions including sales, purchases, loans, transfers, leasing arrangements, guarantees, ongoing contractual commitments and amounts receivable from or payable to related parties.
8. The information, both financial and non-financial, that I have reported to outside entities, including but not limited to accrediting agencies and media organizations, has been accurate.
9. I certify that gift and endowment spending activity is in compliance with donor imposed fund restrictions.

Exceptions, if any, to the above representations are described below (Please state “none” if no exceptions are taken to the above representations):

Annual Sub-Certification Acknowledgement:

Department Name: _____

Dean /Department/
Division Head Printed Name: _____

Signature: _____

Date: _____

Exceptions: