

Code of Conduct Guidelines Minnesota State Colleges and Universities

The State of Minnesota Finance Department policy, *Code of Conduct for Employees with Accounting, Auditing, Financial Reporting or Tax Filing Duties*, requires every president and his/her principal financial executive to review and sign a certification that all laws, policies and procedures have been adhered to in the preparation and presentation of the college/university's financial information. The certifications are a part of the annual financial statement work effort.

Annual certifications are to be completed and filed with the college/university Human Resources Office (staff certifications) or returned to the Office of the Chancellor (presidential certifications). Currently only the senior executives and those directly responsible for preparation of the audited financial statements sign the certification each year. The policy will be permissive as to the employees impacted and we have conveyed our implementation intentions to the sponsoring state agencies.

The financial operations of Minnesota State Colleges & Universities are subject to the same operating policy as other users of the state's accounting system. The Minnesota Department of Finance Operating Policy and Procedure Number 0103-01 is available at <http://www.finance.state.mn.us/agencyapps/maps/opsman/policies/01section/0103-01.html>. The policy is similar to the code of ethics requirements for senior corporate officials contained in the Sarbanes-Oxley Act and is designed to supplement the code of ethics requirements found in Minnesota Statutes, sections 43A.38 and 16C.104.

For institutions already undergoing a separate audit, the assurances in the certification are very similar to the assurances that have been provided in the "representation letter" signed as a part of the audit. All other employees who are directly involved in financial activities should receive training on the ethics and standards provision of state law but will not be asked to sign a certification.

The Department of Finance provides web based training on code of conduct requirements at <http://www.finance.state.mn.us/accounting/cert/>. It is recognized that the certification requirement is only one element of a coordinated program of internal control and code of conduct for all of our colleges and universities. Regular training and review of the other applicable state laws and board policies, as a regular part of employee development, is expected.

Any questions can be directed to my office or to Ms. Margaret Jenniges, Director of Financial Reporting at Margaret.Jenniges@so.mnscu.edu or 651-632-5009.

MINNESOTA STATE COLLEGES & UNIVERSITIES

State of Minnesota
MAPS Operating Policy and Procedure Number 0103-01 Code of Conduct
Employee Certification

This certification is provided pursuant to MAPS Operating Policy and Procedure Number 0103-01.

I certify to the best of my knowledge and belief:

1. I have read, understand, and agree to abide by the MAPS Operating Policy and Procedure Number 0103-01 code of conduct for employees with accounting, auditing, financial reporting, or tax filing duties.
2. I will make a good faith effort to carry out my duties honestly and ethically.
3. In preparing or reviewing financial information or reports, tax filings, or other related financial disclosures, I will, to the best of my ability, provide full, fair, accurate, timely, and understandable data.
4. I will comply with all pertinent policies and procedures, laws, rules, and regulations relating to my job duties.
5. I will cooperate fully with internal, legislative, or external auditors in all areas of their examinations.
6. I will report evidence of any code of conduct violations or significant deficiencies in internal controls to my supervisor or other proper authorities through appropriate communication channels in the college/university and the Minnesota State College and University system.

EMPLOYEE NAME (type or print)

SIGNATURE

POSITION TITLE

DATE

COLLEGE/UNIVERSITY

Retain a signed original of this statement in the employee's personnel file in the human resources office of the college/ university.

July 31, 2006 (form based on FIN-0103-01-01)