

No.	Question	Answer
1.	Why am I receiving the email to complete the Annual Declaration of Financial Compliance?	You have received the email to complete the Annual Declaration of Financial Compliance because in our Finance system you have been identified as an active FIS Users with financial responsibilities linked to financial fund management, the administration of research funds, procurement, reimbursements of travel and other expenses, among others.
2.	What is the purpose of the Annual Declaration of Financial Compliance?	The purpose of the Annual Declaration of Financial Compliance was explained in the memo sent on May 27, 2022 from the Associate Vice-Principal (Financial Services) and the Secretary-General.
3.	Why do I need to comply?	<p>The Audit and Risk Committee made a recommendation to the AVP Financial Services and Secretary-General “to develop mechanisms for ensuring compliance with established standards of ethical behavior and conduct applicable to the University staff (academic and administrative) in the course of carrying out their Financial position duties and responsibilities”.</p> <p>The Annual Declaration of Financial Compliance was approved by the Audit and Risk Committee and we are now implementing it for all Banner/Minerva FIS Users.</p>
4.	How does this apply to me?	<p>This depends on your FIS User role.</p> <p>Note:</p> <ul style="list-style-type: none"> ➤ Fund Financial Managers are automatically set-up as FIS Users. ➤ As a FIS User you have been authorized to perform all financial-related functions. <ul style="list-style-type: none"> ○ Examples are: querying fund/grant balances, reviewing financial statements, processing purchase requisitions, and submitting travel advances and expense reports. ○ Your current FIS User role may not require you to perform all financial-related functions, however, since you have the ability to do so at any

		<p>point in time, you must confirm your understanding and compliance with all Financial and Procurement Services Policies and Regulations.</p>
5.	<p>I am an Administrative Coordinator and do general financial tasks such as: create purchase requisitions in MMP, request new vendor codes, submit expense reports and fill out payment requests. I'm not sure how does this applies to me?</p>	<p>All mentioned responsibilities are tied to a FIS User role. Therefore, the Annual Declaration of Financial Compliance must be completed.</p>
6.	<p>I took a look at what I am being asked to read and understand but so very little of it applies to me. I occasionally submit a purchase order request in MMP which is approved by someone else. As well, it is possible (but unlikely) that I might submit an expense report. My worry is that even if I read everything on the list, I don't know how I can claim to understand it all given that 95% does not apply to my work.</p>	<p>The Audit and Risk Committee has requested that even if the Banner/Minerva FIS User is <u>only performing one task out of many</u> (examples of all tasks authorized to FIS Users are: query fund/grant balances, view Financial Statements and transactions, submit Advances & Expense Reports, place orders in MMP, approve documents, delegate approvals of PRs, PCard Transactions and Payroll Adjustments, etc.), the FIS User must still acknowledge all Policies listed in the Annual Declaration of Financial Compliance.</p>
7.	<p>I would like to inquire about the email I got saying that I have to complete the Annual declaration Financial Compliance. I am a PhD student and my only role is to create POs for my supervisor. Do I also have to complete this form? Why am I required to complete the Annual Declaration of Financial Compliance?</p>	<p>Yes, since you are set up as a MMP requestor and you can charge FOAPALs, you are required to complete the Annual Declaration.</p>
8.	<p>Why am I being asked to comply with policies that have nothing to do with me?</p>	<p>The policies apply to any employee with financial responsibilities who are Finance Infrastructure System (FIS) or Minerva users. As such, the Declaration of Financial Compliance must be duly completed.</p>
9.	<p>I am trying to fill in this form, but I receive a message "You don't have permission to view or respond to this form".</p>	<p>You need to login using your McGill credentials – first.lastname@mcgill.ca</p> <p>If you still encounter issues, please note that it could be the hospital firewall where you work.</p>

		<p>Seems like many colleagues from the hospitals are having the same issue as you.</p> <p>You may have to do it from home or outside of the hospital.</p>
10.	How can I request to have my Banner/Minerva FIS User access terminated?	<p>If you are not an active Fund Financial Manager (FFM) or you no longer have financial responsibilities, please email financial.compliance@mcgill.ca and advise accordingly.</p>