

Finance Controller's Area - Compliance Requirements

Last Updated: 8/9/2022

Initials of Completer: Tom Mattos

Compliance Requirement	Compliance Organization	Description of Requirement	Responsible Department	Responsible Party	Frequency	Last Date Completed
Uniform Grants Guidance - Audit of State, Local Government & Non For Profit Organizations	Executive office of the President, Office of Management and Budget	Non-Federal entities that expend \$750,000 or more in a year in Federal awards shall have a single or program specific audit conducted for that year in accordance with the provisions of this part.	Finance	Controller Audit performed by: RISD's outside audit firm	Annually, due 3/31	2/15/2022
Moody's Supplementary Information for Ratings Review	Moody's	Specific information taken from balance sheet, statement of values, debt service, student demand data and investment liquidity	Finance	Senior Accountant	Annually, due 11/19	11/15/2021
Bank Covenants	BNY Mellon	Complete Financial Statements.	Finance	Treasury Director	Annually, due 11/27	11/22/2021
Bank Covenants	BNY Mellon	Complete Appendix A.	Finance	Treasury Director	Annually, due 12/27	11/2/2021
Bank Covenants	RIHEBC	Complete Financial Statements and provide Insurance Certificates.	Finance	Treasury Director	Annually, due 11/27	11/22/2021
Rhode Island Unclaimed Property	State of RI, Office of the General Treasurer	Payment & Reporting of unclaimed property which includes Accounts Payable checks older than 3 years, and Payroll checks older than 1 year. Notification sent to property owner at least 6 months prior to filing.	Finance	Treasury Director	Annually, due 11/1 - 12/31	30-Dec
NACUBO Endowment Survey	NACUBO	Detailed information on value of endowment assets, %'s of investment types, additions and withdrawals, makeup of portfolio	Finance	Senior Accountant	Annually, due 11/19	11/19/2021

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RISD's Form 990, Return of Organization Exempt from Income Tax	Internal Revenue Service	Informational filing for tax exempt organizations that have annual gross receipts in excess of \$25,000.	Finance	Controller Audit performed by: RISD's outside audit firm	Annually, due on 11/15 Extensions available 2/15 and 5/15	5/15/2022
RISD Holdings' Form 990, Return of Organization Exempt from Income Tax	Internal Revenue Service	Informational filing for tax exempt organizations that have annual gross receipts in excess of \$25,000.	Finance	Controller Audit performed by: RISD's outside audit firm	Annually, due on 11/15 Extensions available 2/15 and 5/15	5/15/2022
Form 990-T, Exempt Organization Business Income Tax Return	Internal Revenue Service	Filing for an exempt organization that has \$1,000 or more gross income from an unrelated business.	Finance	Controller Audit performed by: RISD's outside audit firm	Annually, due on 11/15 Extensions available 2/15 and 5/15	5/15/2022
CA Forms 109	CA State Franchise Board	California Exempt Organization Business Income Tax Return and California Exempt Organization Annual Information Return	Finance	Controller Audit performed by: RISD's outside audit firm	Annually, due on 11/15 Extensions available 2/15 and 5/15	5/15/2022
CA Forms 199	CA State Franchise Board	California Exempt Organization Business Income Tax Return and California Exempt Organization Annual Information Return	Finance	Controller Audit performed by: RISD's outside audit firm	Annually, due on 11/15 Extensions available 2/15 and 5/15	5/15/2022
NY CT-13 Form	New York State Department of Taxation and Finance	Corporation Tax Return Summary	Finance	Controller Audit performed by: RISD's outside audit firm	Annually, due on 11/15 Extensions available 2/15 and 5/15	5/15/2022
Form 5713 International Boycott Report Form	Internal Revenue Service	To report operations in or related to boycotting countries and the receipt of boycott requests and boycott agreements made	Finance	Controller Audit performed by: RISD's outside audit firm	Annually, due on 11/15 Extensions available 2/15 and 5/15	5/15/2022
Rhode Island Sales Tax - 7%	State of RI, Department of Revenue	Payment & Reconciliation to Department of Revenue for Sales & Use Tax.	Finance	Treasury Director	Monthly payment, due 20th of the next month	7/20/2022
Annual Capital Expenditure Survey	U.S. Department of Commerce, U.S. Census Bureau	Complete the survey for the US Department of Commerce based on capital spending for the previous fiscal year.	Finance	Accounting Director	Annually, due 5/1	4/1/2022

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Information and Communication Technology (ICT) Survey	U.S. Department of Commerce, U.S. Census Bureau	Complete annual survey for the US Dept of Commerce based on capital and operating spending for the previous fiscal year.	Finance	Accounting Director	Annually, due 5/1	4/1/2022
State Filing for Florida	State of Florida Office of Insurance Regulation	Complete a sworn statement that RISD has met and is in compliance with all requirements of Florida's donor annuity law.	Finance	Accounting Director	Annually, due 8/29	8/30/2021
State Filing for New Jersey	State of New Jersey Dept of Banking and Insurance	Complete report on the segregated reserve fund, its calculation and whether it is adequate	Finance	Accounting Director	Annually, due 10/28	10/19/2021
Rhode Island Meals & Beverage Tax - 1%	State RI, Department of Revenue - Reported to City of Providence	Payment & Reconciliation to Department of Revenue for Meals & Beverage Tax.	Finance	Treasury Director	Monthly payment, due 20th of the next month	11/18/2016
Form TD F 90-22.1	Internal Revenue Service	Required filing by any institution with foreign accounts	Finance	Treasury Director	Annually, due 4/15	4/15/2022
AICAD Survey	Baker Tilly Virchow Krause, LLP	Gifts, Investments, Tuition Revenue, Endowment and Tuition Remission information	Finance	Senior Accountant	Every other year, due mid-December	
CHAR500	New York Attorney General - Charities Bureau	If still registered for fundraising in NY, RISD must file a CHAR500 and related schedules together with a filing fee, whether or not a fundraising event was held that year	Finance	Accounting Director	Annually, due 11/15	10/15/2021
PCI Self Assessment Questionnaires	Payment Card Industry Data Security Standard	A validation tool intended to assist merchants and service providers in self-evaluating their compliance with the Payment Card Industry Data Security Standard (PCI DSS). One must be filed for each merchant account on campus.	Information Technology	Controller (and Director of Network Services)	Annually, due 7/1	Fall 2021

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Merchant Sign Off - Policy and Procedure Review	PCI	It is a requirement that on an annual basis all merchant accounts review their PCI policies and procedures. The office of Risk Management will ensure that this has been done by asking each department to sign off on a sheet validating this review.	Risk Management and Compliance	Controller	Annually, due June	May/June 2022
NSF Program Reporting Worksheet	NSF	Report to NSF any income derived from an NSF-sponsored project (for the period 10/1 to 9/30 and cumulative-to-date)	Finance	Certifying Official	Annually, due 11/14	November 2021
DAC Bond Survey	DAC	Required filing by any institution with bond issuance	Finance	Treasury Director	Annually, due 12/27	12/20/2021
Writers, Composers and Artists - Annual Sales and Use Tax Return	State of RI, Department of Revenue	Annual Reconciliation to Department of Revenue for Sales & Use Tax.	Finance	Treasury Director	Annually, due 2/1	1/28/2022
Retail Sales Permit Renewal	State of RI, Division of Taxation.	Complete Retail Sales Permit renewal application and process payment to Rhode Island division of Taxation.	Finance	Treasury Director	Annually, due 1/31	1/17/2022