**Head/Director Unit Certification Statement**

All Units must submit a signed Certification Statement along with the Certification Questionnaire to the Faculty Finance Director/VP Portfolio Finance Director by 15 May for the immediately preceding fiscal year ended March 31. Any points of exception should be noted in the Certification Questionnaire or in an attachment. The forms will be available on the Finance website. The content of the statement is as follows:

**THE UNIVERSITY OF BRITISH COLUMBIA**

**UNIT FINANCIAL CERTIFICATION STATEMENT**

I, **[INSERT NAME],** acting in my capacity as Head/Director of [INSERT UNIT NAME] (the “**Unit**”) and not in my personal capacity, hereby certify, having made reasonable due inquiry that:

1. I have reviewed the Certification Questionnaire, attached hereto, and prepared by [INSERT NAME] (“**Financial Officer**”), and to the best of my knowledge, information and belief the Certification Questionnaire does not contain any untrue statement of any material fact or omit to state a material fact necessary in order to make the information on the Certification Questionnaire, not misleading ;
2. To the best of my knowledge, information and belief, the statements and information included in the Certification Questionnaire, fairly present in all material respects the financial condition of the Unit as of, and for, the periods presented in the Certification Questionnaire; and
3. I have reviewed the summary Operating financial reporting for my unit and the figures are materially correct.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Fiscal Year** ended: | | |  | | (the “*Fiscal Year*”) | |
| ***Unit*** |  | | | | | (the “*Unit*”) |
| **Position** | **Title** | **Name** | | **Signature** | | **Date** | |
| ***Unit* Head/Director** |  |  | |  | |  | |