



FACS FINANCIAL REVIEW FORM

Each month a review of the unit/department must be completed and submitted to the Chief Business Office (CBO). The review must consist of an overall budget to actuals review of revenues and expenditures for the unit/department. As part of the USG and UGA Financial review policy, the review must answer the following questions:

- 1) Do the transactions and encumbrances appear reasonable regardless of origination?
- 2) Were the transactions and encumbrances expected for the given fund, department or chartstring element?
- 3) Do the posted transactions and encumbrances appear to be appropriate for the chartstring?
- 4) Are the financial transactions within budget and/or funding limits?

Month-End / Quarterly Date: (month(s) & year) _____

Unit/Dept Name: _____ **Unit/Dept ID:** _____

Report and detailed transactions reviewed. List below any corrective action(s) needed, include the information about the issue and type of corrective action(s) is needed:

By signing below, I affirmed that my Unit/Dept has been reviewed to assess the reasonableness and accuracy of financial transactions and overall status of budget and funding.

Dept/Unit Head Signature _____ **Date** _____

CBO Signature _____ **Date** _____

CBO Comments Below:

Monthly Review: College, HDFS, NUTR, FHCE, TMI

Quarterly Review: IHDD, CDL, CES, ASPIRE Clinic, Dean's Office, Associate Deans, External Relations, BFO, SSAC, OTIS, EFNEP, SNAP Ed