



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 Date: (month & year) _____

Unit/Dept Name: _____ **Unit/Dept FMS 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.

Financial Support Signature and Date _____

Dean/Department Head/Director Signature and Date _____

Chief Business Officer Signature and Date _____

Comments: