



FACS FINANCIAL REVIEW FORM

Each month a review of transactions must be completed within 30 days of month end close and submitted to the Chief Business Officer (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?

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

Month/Year: \_\_\_\_\_ Unit/Dept: \_\_\_\_\_ Dept ID: \_\_\_\_\_



Please select if report and detailed transactions have been reviewed. List in detail, corrective action(s) needed below:

Financial Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Primary Budget Authority: \_\_\_\_\_ Date: \_\_\_\_\_

Secondary Budget Authority: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

Chief Business Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: