

MONTHLY FINANCIAL REVIEW

Each month/quarter a review of the unit/dept listed below must be submitted to the Business and Finance Office (BFO) for review and sign-off of the Chief Business Office (CBO). The review must consist of an overall budget to actuals review of revenues and expenditures to the unit/dept. As part of the USG Financial review policy, the review must answer the following questions:

- 1) *Do the transactions/encumbrances appear reasonable regardless of origination?*
- 2) *Were the transactions/encumbrances expected for the given fund, department or chartstring element?*
- 3) *Do the posted transactions/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(s):** _____

Report and detailed transactions reviewed. Below list 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. Policy: http://policies.uga.edu/pdf/account_status_reports.pdf

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

CBO Signature: _____ **Date:** _____

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

Quarterly Review: IHDD, CDL, CES, Dean's Unit, EFNEP, SNAP Ed

