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| --- | --- | --- | --- |
| **Unit:** |  | **Unit head:** |  |
| **Assessor(s):** |  | **Date:** |  |

| **Financial Account Management** | **Yes****No****NA** | **Process Description (who, when, how)** |
| --- | --- | --- |
| How do you ensure that all indexes are regularly monitored to know that you have adequate resources and prevent budget deficits? What are all of your indexes? Do you have plans for handling an unexpected deficit? |  |  |
| Describe your process for making budget projections. |  |  |
| How does your area determine how to allocate budget resources within your area, such as among departments or programs? |  |  |
| Describe your process for comparing financial account balances to budgets. |  |  |
| Financial reports are provided to supervisor (or designee). |  |  |
| Foundation accounts are monitored and transfers are completed in a timely manner. |  |  |
| Do you use a subsidiary accounting system (e.g., CatBooks)? How is it used? Is it regularly reconciled to Banner (monthly). |  |  |

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| What reconciliations do you perform and at what frequency? What do you do if you detect errors or omissions?The following reconciliations could be performed monthly: P-card reports - Reports are reviewed by someone other than the preparer. Banner Payment Authorizations (BPAs), Payroll - considering changes (e.g., new hires, promotion raises) Revenue (expected through deposited) |  |  |
| Reconciliations are periodically reviewed by supervisor (or designee). |  |  |
| Do you ever transfer costs between indexes? If so, what is your process? Do these transfers require authorization? |  |  |