

Student Affairs

Monthly Financial Review Checklist

Department: _____

Month ending: _____

- Perform an overall budget review for all funding types owned by the department, identify any overdrafts or variances and document causes
- Review actual transactions (all types) posted to accounts to verify accuracy and appropriateness
- Take corrective actions necessary to remedy budget overdrafts and/or errors identified
- Verify that p-card holders and approvers have signed off on all transactions in WORKS

Please attach budget status report (summary and detail) or desired report that lists processed transactions individually and account balances for all funding types.

Notes:

X

X

Department Director/LT Member

DATE

Business Manager

DATE