MEMORANDUM

To: Account Managers and Department Heads
Through: Susan Lee, Compliance Officer
From: Traci Morris, Compliance Coordinator
Re: Account Verification Report

Beginning July 2014 (see schedule below), Texas A&M University at Galveston Compliance Office will require completion and submission of Account Verification Reports. An Account Verification Report will be required for each account (excluding research accounts and Ledger 1 payroll accounts). Attached is a generic form developed for your convenience, however; if you have a form already developed and you are currently using it, you may continue to do so. Additionally, if you use an Excel workbook with separate tabs for each account, you may continue to use the workbook as your report but you will need to verify payroll and Citibank charges as noted on the attached form.

The scheduled reports are due as follows:
January, February, March Due April 30
April, May, June Due July 30
July, August, September Due October 30
October, November, December Due January 30

The Compliance Office will randomly select departments which Mary Ferris will visit to monitor and confirm verifications are being done. Mary is also available to assist you with account reconciliations/verifications and will be happy to meet with your department to clarify any issues you might have with regards to reconciling/verifying your accounts.

Related Statutes, Policies, or Requirements
System Policy http://policies.tamus.edu/21-01.pdf
TAMUG Rule http://rules-saps.tamu.edu/PDFs/21.01.01.M1.01.pdf

cc: Mary Ferris
Admiral Smith

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I. Account Verification Report

<table>
<thead>
<tr>
<th>Verification Period</th>
<th>Due Date</th>
<th>Current Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>January, February, March</td>
<td>April 30</td>
<td>______</td>
</tr>
<tr>
<td>April, May, June</td>
<td>July 30</td>
<td>______</td>
</tr>
<tr>
<td>July, August, September</td>
<td>October 30</td>
<td>______</td>
</tr>
<tr>
<td>October, November, December</td>
<td>January 30</td>
<td>______</td>
</tr>
</tbody>
</table>

Account Name: _______________________________  Account number: ____________

**Budget Balance Available (BBA)** Quarter Ended ________

- Plus Outstanding Revenues Collected and Deposited (if applicable) ________________
- Less outstanding expenses not reflected in FAMIS ________________
- Less Pro-card charges not reflected in FAMIS ________________
  (Back-up documentation must be available for spot audit)
- Less SSC Charges no reflected in FAMIS ________________
  (Questions about SSC charges should be directed to Susan Lee)
- Less IDT charges not reflected in FAMIS ________________
- Less Telecom charges not reflected in FAMIS ________________
- Less Other charges not reflected in FAMIS ________________

**Adjusted BBA** ________________

II. Payroll Verification

I have reviewed and approved bi-weekly and monthly payroll for the periods in this quarterly report.

☐ Yes  ☐ No;  Initial (could be payroll liaison) ________________

III. Citibank Verification

I have reconciled and appropriately reallocated all Citibank charges for this quarterly report.

☐ Yes  ☐ No;  Initial (could be Citibank liaison) ________________
Notes: (unusual transactions and/or extenuating circumstances for not making verification deadline)

Reconciled by: ____________________________ Date: ________________