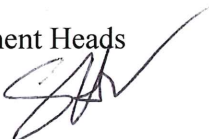





November 22, 2019

MEMORANDUM

To: Account Managers and Department Heads

Through: Susan Lee, Compliance Officer 

From: Traci Morris, Compliance Coordinator 

Re: Account Verification Report

The Compliance Office will randomly select departments to confirm reconciliations/verifications of accounts are completed. Attached is a generic verification report for your convenience. However, a secondary bookkeeping system is perfectly acceptable, ie, Excel doc. Because the Budget Office constantly reviews account balances as part of year-end closing procedures, any negative balances typically points to account reconciliations/verifications not being completed.

Please be reminded should your account(s) be in the deficit at the end of the current fiscal year, your budget for the next fiscal year will see a reduction for the amount in which your account(s) is in the deficit.

The scheduled reports are due as follows. If date falls on a weekend and/or a holiday, submit the next business day:

September, October, November	November 30 <sup>th</sup>
December, January, February	February 28 <sup>th</sup>
March, April, May	May 30 <sup>th</sup>

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>

Disbursement Manual <https://disbursement.tamu.edu/purchase/general/>



### Account Verification Report

<u>Verification Period</u>	<u>Due Date</u>
September, October, November _____	November 30 <sup>th</sup>
December, January, February _____	February 28 <sup>th</sup>
March, April, May _____	May 30 <sup>th</sup>

Account Name: \_\_\_\_\_ Account number\*: \_\_\_\_\_

\_\_\_ All expenses in the quarterly period have been reviewed for inaccuracies and are correct and current. There are no discrepancies/incorrect entries that need to be reviewed/corrected in the expenses.

	<u>Amount</u>
<b>Available FAMIS Balance</b> [Verification Period]	_____
Revenues collected and deposited (if applicable) not reflected in FAMIS	_____
Outstanding expenses not reflected in FAMIS, ie, Chartwells	_____
• <i>Departments are encouraged to maintain a record of pending catering requests to cross-reference when actual bill is received to verify charges are accurate</i>	
Concur <u>credit card</u> charges not reflected in FAMIS	_____
• <i>Depending on merchant, credit card expenses typically run a month behind</i>	
Anticipated <u>travel expenses</u> not reflected in FAMIS	_____
SSC charges not reflected in FAMIS	_____
• <i>Departments are encouraged to maintain a record of work orders and the account(s) used for work orders/projects. Question about work-in-progress, should be directed to SSCs project manager.</i>	
• <i>General questions about SSC charges should be directed to Susan Lee</i>	
Miscellaneous Expenses	_____
<b>Adjusted Account Balance</b>	_____
<b>Have you reviewed this available balance with your department head?</b>	_____

Reconciled by: \_\_\_\_\_ Date: \_\_\_\_\_

\* Do not include research accounts, start-up accounts, student org accounts, or grant accounts, those type of accounts already have specific reporting criteria.