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 if 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  
December, January, February  
March, April, May  

November 30th
February 28th
May 30th

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

<table>
<thead>
<tr>
<th>Verification Period</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>September, October, November</td>
<td>November 30&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>December, January, February</td>
<td>February 28&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>March, April, May</td>
<td>May 30&lt;sup&gt;th&lt;/sup&gt;</td>
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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.

### Available FAMIS Balance [Verification Period]

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<th>Amount</th>
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Revenues collected and deposited (if applicable) not reflected in FAMIS

Outstanding expenses not reflected in FAMIS, ie, Chartwells

- Departments are encouraged to maintain a record of pending catering requests to cross-reference when actual bill is received to verify charges are accurate

Concur credit card charges not reflected in FAMIS

- Depending on merchant, credit card expenses typically run a month behind

Anticipated travel expenses not reflected in FAMIS

SSC charges not reflected in FAMIS

- 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.
- General questions about SSC charges should be directed to Susan Lee

Miscellaneous Expenses

### Adjusted Account Balance

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<thead>
<tr>
<th>Amount</th>
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<td>________</td>
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Have you reviewed this available balance with your department head?

<table>
<thead>
<tr>
<th>Amount</th>
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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.