UHD MONTHLY CHECKLIST

<u>Cost Center Management</u>
[PS.05.B.01]

All active department cost centers have been verified/reconciled and approved by the cost center manager or designee.

Errors/concerns noted in cost center reconciliations and resolved/correcting entries initiated.

- ✓ Negative balances noted in reconciliations have been addressed (use 1063 Report)
- ✓ Negative budget nodes addressed, including negative position balances (>$200.00)

Indirect Cost Analysis – <u>Research Grants</u> (IDC form)

Inactive non-project/grant cost centers - report run and notify appropriate office (Budget Office, ORSP, etc.) via email; follow-up.

Human Resources/Payroll
[PS.02.A22]

All payroll expenses were charged to the appropriate cost center(s) (use BOB report).

Final payroll verifications were compared to the Trial payroll verification to confirm corrections made.

Review Time Audit Report for excessive time adjustments (more than 5 corrections per month).

Terminating ePARs were submitted to Employment Services immediately upon notification or knowledge.

- ✓ Verify terminating time with trial/final payroll verification to confirm correct time paid and reported.
- ✓ Obtain a copy of the [Separation-Clearance] form from ESO and maintain for the record (benefit eligible)

Cash Handling
[PS.05.A18]

All deposits were made using a [Daily Cash Report]; Daily Cash Report reviewed and approved by the cost center manager or designee; and deposits were submitted to the Cashiers Office within <u>24 hours of receipt</u>.

- ✓ Ensure check(s) payable to UHD, endorsed—stamp "For Deposit Only" include cost center and/or speed type.

All Gift Checks and original supporting documentation were hand delivered to the Office of University Advancement within 1 business day of receipt to include the [Check Delivery] Form.

<u>Procurement Card</u>
[PS.05.C09]

P-Crd expense reports were prepared and signed by the cardholder and certifying signatory (at all levels) by the <u>prior to the due date</u>.

[Gift Card Request] form must be completed in <u>advance</u> for all gift cards purchases. Distribution log must be maintained by the department and verified monthly by the DBA/CBA (cards held in department).

- ✓ [Gift Card Recipient] form must be completed; Recipient must sign and date form; Include with P-Card expense report

<u>Departmental Expenses Telephone/Long Distance</u>
[PS.01.A11]

Telephone/long distance reports were reviewed/signed by employees; all calls documented with name and purpose. Non business related calls were reimbursed within 10 days of review; including applicable sales taxes.

Contracts
PS.05.A06

Departmental contract spreadsheets for current fiscal year were updated to include contract balances for payment.

- ✓ Copies of executed contract coversheets and contracts maintained by the department.

Property Management
PS.07.A01

All property inventory tags received during the month have been matched to appropriate equipment. The department has followed up with Property Management for untagged equipment. Change of Custodian—if needed have been completed.

- ✓ The acknowledgement of receipt of property inventory tags were signed and returned to Property Management.
- ✓ Request to Remove Capital Property form were completed and approved by all required parties prior to the removal of property from campus.
- ✓ Transfer Property Move Request from were completed and approved by all required parties prior to the transfer of property from campus.

Scholarships and Endowments

Scholarship recipients' eligibility were verified that the student(s) met all scholarship criteria such as enrollment, GPA, good standing, etc. and all records are maintained by the department.

- ✓ Scholarship Award Memo(s) were properly completed, available funding verified, signature authorization obtained, timely submitted to the Office of Scholarships and Financial Aid (use latest email from SFA).

Endowments recipients' eligibility were verified to meet endowment criteria—to include funds available, signature authorization obtained award amount and all records are maintained by the department (use Program Code).

Research
PS.06.A06

All applicable employees, effort reports timely prepared, approved and submitted to the Office of Research and Sponsored Programs.

- ✓ Deficit budgetary balances for grant cost centers identified and timely cleared. (Budget Summary Report).
- ✓ Cost transfers are completed within 90-days of original posting of expenditure.
- ✓ Grant close-out is accurate and complete to ensure financial statement to funding agency is submitted timely.
- ✓ Expired grant cost centers identified; and the appropriate office notified to deactivate the expired grant cost centers.
- ✓ Indirect Cost Analysis – Research Grants (IDC form)

I certify that all monthly items listed have been completed within 30-45 days of month closing.

_____	_____
Signature/Date	Signature/Date
Verifier	Supervisor/Manager