

Monthly Financial Review Checklist

Department Name _____ PS Dept # _____
For the Month Ended _____

Total Current Month Expenses \$ _____

Total Year-to-Date Expenses \$ _____

Salary & Benefits:

Current Month \$ _____

Y-T-D \$ _____

☐

Validated current month expenses per PeopleSoft HCM and payroll reports

☐

Reviewed the employees being paid on the department for accuracy (correct chartfield, hours, salary, etc.)

☐

Department head has validated Leave Time and Activity Reports by Report To

Travel & Entertainment:

Current Month \$ _____

Y-T-D \$ _____

☐

Validated current month expenses are authorized and appropriate

☐

Department head has validated Reimbursement Report Summary

☐

Followed up on airline purchases to ensure charges have been posted

Internal Charges (Telecom, Physical Plant, etc): Current Month \$ _____

Y-T-D \$ _____

☐

Validated that the Telecom Detail reports accurately reflect the appropriate telecom equipment, long distance, pager and one-time charges

☐

Validated Physical Plant charges

☐

Validated Auxiliary Enterprise (Catering/Parking/etc.) charges

☐

Validated Lab charges – on IDRs

Other Expense(s):

Current Month \$ _____
Y-T-D \$ _____

- ☐ Performed detail analysis of transaction with unfamiliar or questionable authorizers
- ☐ Reviewed large transactions
- ☐ Provided responses to Accounting concerning Parkland and/or Children's invoices– either approved for payment or denied with an explanation
- ☐ Reviewed miscellaneous expenses
- ☐ Confirmed that monthly recurring expenses posted
- ☐ Ensured BuyCard expenses have been properly reconciled and approved

Other Financial Activity:

- ☐ Reviewed current activity compared to past trends
- ☐ Cleared overdrafts or documented progress
- ☐ Monitored grant and contracts to ensure no disruption of funding, overspending, etc.

Corrections Needed / Action Items:

Other Remarks / Notes:

I have analyzed the above financial information and except for any corrections so noted, have determined that expenses being charged to the above department(s) are appropriate.

Date

Monthly Financial Review and Reconciliation Approved by:

Date