

Business Management Task Checklist Summary Page Revised February 2010

Account Management Checklist	
TASK	SUGGESTED DUE
Base Budget Tracking -reconcile school budget sheets to Base Budget Tracking report.	15th of the Month
Cash Deficits -review accounts to determine if expenditures exceed cash available	15th of the Month
Cost Accounting Standards/Questionable Transactions -assess the allocability of costs to SP funds and other activities as either direct or indirect costs Under Construction CAS Guidelines-Cost Accounting Standards	15th of the Month
Expiring Accounts in 120 Days -resolve outstanding transactions on accounts whose project periods are ending in 120 days	20th of the Month
Expired Accounts with Balances -review accounts whose project periods have ended and still have a balance	20th of the Month
GM Reporting Requirements --review report. Be aware of financial report requirements to make sure accounts are ready for reporting.	20th of the Month
Overdrafts -review accounts where expenditures exceed budget available	20th of the Month
Notice To Proceed -review Grants on NTP report on a monthly basis	15th of the Month
Account Management -review account establishment, transactions, document control, cash and close-out management Account Management Guidelines	15th of the Month
PMU PRF clearing account -review your school/department 1101xxxx fund to ensure that the account is being credited.	15th of the Month
Income Producing Accounts -analyze revenue generating accounts for discrepancies	Quarterly
Recharge Center Review -review recharge receipts, out-of-tolerance balances and rate requests	March 1st
Non-Budgeted Fund & Income Producing Fund Report -report beginning balance, income, expenses, encumbrances and ending balances for all non-budgeted accounts	15th of the Month
Intramural Upload -charge copies, transparencies, and other billings to the correct account. Non Payroll Transactions B@P	Monthly according to Accounting Deadlines calendar
PSCD Billings -prepare billing statements	By last working day of the month.
Cash Operations -Daily receipt cash and prepare CRV for deposit and monthly reconciliation of CRV's, CCC's and OBC's.	Daily
Gift & Loan -deposit and record gifts and loans	Daily

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