

**Cash, Revenues and Petty Cash**

- \_\_\_\_ 1. Ensure all items recorded on the cash receipt log have been matched to deposits made to your NU chart string or to transmittals of gift checks forwarded to the Development Office. Ensure every deposit reconciles to an entry appearing on the respective monthly status report (GL008).
- \_\_\_\_ 2. Review chart string/account revenue sources for proper classification. Ensure receipts reflect the total amount expected to be collected for the respective activity.
- \_\_\_\_ 3. Ascertain that checks were restrictively endorsed upon receipt and that deposits were made timely in accordance with Bursar guidelines.
- \_\_\_\_ 4. Verify existence and adequacy of the balance of any petty cash fund.

**Purchasing and Disbursements & Budget Reconciliation**

- \_\_\_\_ 5. Match all transactions appearing on the status report (GL008) to supporting documentation (including journals, procurement card receipts, gasoline credit card receipts, etc.) to ensure appropriateness, accuracy of each item. (**Note:** depending on volume of budget chart strings, may need to consider establishing a dollar threshold for expenses over which supporting documentation is required and must be reconciled to the respective budget status report transactions.)
- \_\_\_\_ 6. Ensure all **reconciled** budget status reports (GL005 and GL008) have been reviewed and approved by the director/chair.

**Sponsored Program Accounting**

- \_\_\_\_ 8. Ensure each respective PI receives a copy of the GM045 report for their respective sponsored program chart string(s) in order to ensure their fiscal oversight of the propriety of transactions charged.
- \_\_\_\_ 9. Ensure every transaction appearing on a sponsored program chart string matches the intended purpose for those funds.
- \_\_\_\_ 10. On a quarterly basis, ensure *Effort Reports* are completed and certified by the appropriate individual according to the timelines announced by Accounting Services for Research and Sponsored Programs. Review the *Chart String Summary* and *Effort Reports* to ensure payroll charges match effort expended for each sponsored program chart string.
- \_\_\_\_ 11. At the beginning of a project, ensure the file contains the appropriate documentation including the proposal and animal and human subject approval documents.

**Payroll and Personnel**

- \_\_\_\_ 12. Review all persons paid on the *Payroll Expense Distribution* (PED) report for accuracy and reconcile timesheets for hourly employees to the amounts paid.
- \_\_\_\_ 13. Review payroll suspense chart string for transactions that need to be reclassified.
- \_\_\_\_ 14. Verify appropriateness of hours worked or days absent (e.g. OT, vacation, sick days)
- \_\_\_\_ 15. Ensure that personnel are aware of any new policies and procedures.

**Equipment, Safety & Security**

- \_\_\_\_ 16. Notify the Equipment Inventory Coordinator in Accounting Services of any capital equipment (over \$5,000 in value) that has been disposed of.
- \_\_\_\_ 17. Update department listing of new equipment purchases valued between \$500 and \$5,000.
- \_\_\_\_ 18. Determine if there are any equipment or facility security issues that need to be addressed (e.g., purchase of anti-theft devices, issuance/retrieval of keys, recent security incidents, research safety issues, etc.).

**Information Technology**

- \_\_\_\_ 19. Disable access to all department and NU computer systems for any employee(s) who have left the department and/or University.
- \_\_\_\_ 20. Update department records as to new computer software purchased and ensure that the applicable licenses are retained.
- \_\_\_\_ 21. Review backup and recovery procedures to ensure the backups of critical department data are current.