

BAS Operating Budget Review

Unit/Dept.: _____

FOAPAL(s) _____

Date: _____

Review Period: _____

UCSC's financial accountability standards require a post transaction review be performed to ensure that financial transactions are 1. appropriate, 2. valid, 3. reasonable, 4. adequately funded, 5. supportable, 6. accurate, 7. timely recorded. Each unit is expected to meet these seven financial control standards.

Please review unit monthly and year-to-date financial reports to answer the following questions:

1. Will your unit incur an operating deficit by year-end? No Yes

If the answer is "Yes", indicate the reason(s) for the deficit and briefly describe your plan to prevent or reduce the annual operating deficit by year-end.

2. Review Monthly Transaction Detail Reports: Do all expenses, income and Purchase Order liens belong to your unit? No Yes

If there are unexpected expenses, income or Purchase Order activity, please explain here:

3. Review Monthly Transaction Detail Reports: Does each expense, income and Purchase Order lien represent a valid UCSC business transaction? No Yes

If not, please explain here:

4. Review Payroll Expense Reports (DOPEs): Review all salary and benefit expenses for staff and students in your unit. Are the expenses consistent and do they belong to your unit? No Yes

If there are unexpected salary or benefit expenses, please explain here:

Please sign and discuss this form with your unit supervisor at least on a quarterly basis to provide management with an understanding of unit financial operations.

Signature _____

Date _____