Departmental Cost Center Financial Review and Reconciliation

Policy
Departments are responsible for reviewing and reconciling the transactions incurred on their cost centers as reflected in the Internal Financial Report on a monthly basis. There are various reports and tools available that can be utilized to review detailed transactions recorded in UTMB’s accounting system and these tools are noted in the Financial Controls, Review and Reconciliation Policy referenced below.

The Regents’ Rules states, “Each person directly responsible for a department or other administrative unit (hereinafter called “department head”) shall keep an account of funds and property for which he is responsible, as detailed as necessary to supplement the business office records,” and “...will compare their records with those of the business office and report any differences promptly to the business office.”

Financial Review and Reconciliation

Information presented in the Internal Financial Report should be reviewed and reconciled to internal departmental records promptly after monthly close as noted in the Financial Controls, Review and Reconciliation Policy referenced below.

Reporting Discrepancies/Corrections
Discrepancies requiring correction should be directed to the appropriate Finance office (Accounting, EVP Provost, Research Services, Finance Reporting – Hospitals and Clinics, Correctional Managed Care) via a memorandum containing:
1. Reference number of the transaction
2. Peoplesoft chart field string(s) affected
3. Amount to be corrected
4. Reasons for the correction
5. Signature of the person authorized to sign for the department
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<td>Accounting, General</td>
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<td>04/01/90 - Originated</td>
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Transfer of Expenditures

The purpose of transferring expenditures is to properly reflect an expense in the appropriate cost center.

When transfers are made into a restrictive Fund Group, the original expenditure must comply with the restrictions and guidelines governing the new cost center.

Transfer of expenses (except salary expenditures) are made via memorandum to the appropriate Finance area (Accounting, EVP Provost, Research Services, Finance Reporting Hospitals and Clinics, Correctional Managed Care) with the following information.

1. Peoplesoft chart field string(s) from which the expense will be removed
2. Peoplesoft chart field string(s) to be charged
3. Explanation for the request
4. Reference number
5. Amount to be transferred
6. Signature of the person authorized to sign for the department.

Retroactive salary transfers are done via retro department budget changes and direct retro changes submitted by the departments, reviewed by Entity Administrative Services Teams and then processed by Payroll to feed ledger.

References