

THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE
THE CONTROLLER'S OFFICE
DEPARTMENTAL MONTHLY CASH REPORT REVIEW

1. Review all budget revisions to include any increases or decreases, determine if these are permanent revisions or one-time revisions.
2. Determine if an over-budget condition exists. If it does, determine the cause of the over budget condition and whether it will require a budget revision.
3. Ensure all funds have been posted in Banner. If funding has not been transferred and there is proper paperwork to justify the transfer, please contact the Controller's office.
4. Review all transfers, in and out, to ensure all transfers are posted to correct accounts.
5. Verify funds were deposited within 24 hours of receipt.
6. Ensure deposits have been posted to the correct revenue account.
7. Ensure all expenditures and/or revenues are correct and posted to the correct account.
8. Review payroll expenditures and ensure that the pay looks correct and consistent. Unusual payroll items should be verified with back-up documentation.
9. Verify all merchandise ordered and charged in Banner has been received.
10. For copier billings, postage billings or any usage billings, please verify the amounts are correct according to the department's usage.

You may contact the University Budget Office if you have questions related to items 1 or 2. Contact Purchasing for questions related to item 9. Contact the Controller's Office for all other questions.