Policy on Budget Reconciliations

I. Purpose and Scope

Budgeting provides a mechanism for the University to manage and align its strategic goals and objectives with financial resources. Employees with budgetary responsibility are expected to monitor revenues and expenses and to ensure that the financial outlook for their budgets is in conformity with approved budget plans. Without performing reconciliations, inaccurate recording of transactions may occur that would result in incorrect reporting and could impact resources.

II. Definitions

For purposes of this policy, *Reconciliation* means the process of comparing information that exists in two systems or locations, analyzing differences and making corrections so that the information is accurate, complete and consistent in both locations.

III. Policy

Budgets must be reconciled on a periodic and timely basis (e.g. monthly) to verify that all revenues and expenses charged to the accounts are authorized, accurate, properly documented and appropriate.

Unit heads are responsible for making the necessary adjustments in their budgets to ensure that account balances will cover the remaining expenses and encumbrances for the fiscal year. Unit heads are accountable for erroneous charges in their reports not reported to the Controller’s Office/Accounting Office on a timely basis.

Failure by Unit heads and employees with budgetary responsibility to properly monitor budgets and other resources under their control
may constitute fiscal misconduct and may result in disciplinary action up to and including termination.

IV. Additional Information

N/A

V. Contact Information

Controller’s Office/Accounting: (617) 373-2111