

ACCOUNT STATUS REPORT (ASR) RECONCILIATION POLICY

Section: Business Operations

Policy: University Housing complies with the University of Georgia Accounts Status Reports policy located at <http://www.policies.uga.edu/FA/nodes/view/825/Account-Status-Reports>

Purpose: This policy provides procedures and guidelines for University Housing staff who serve as budget managers for each account.

Scope: This policy applies to all University Housing who have a role in the reconciliation of monthly account status reports.

Monthly Account Status Report (ASR) Reconciliation Policy and Procedures:

1. Each month, the designated budget manager for each account will receive an ASR packet from the HBHR budget analyst. The packet will be for the previous month. The goal is to have the previous month's packets distributed to the budget manager by the end of the third week of the month.
2. The budget manager will have two weeks from receipt of the ASR packet to review, add missing documentation, and submit to director for final signoff. The director will select a sample of packets to sign off on each month.
3. All packets must be returned to the HBHR budget analyst by the due date indicated on the cover sheet.
4. A sample of ASR's for each area will be selected by HBHR and submitted to the executive director for final review each month.
5. The HBHR budget analyst will keep a return log for all accounts. On the log, the budget analyst will track date of receipt and if there are any items such as missing documentation that have not be supplied by the budget manger. This log will be submitted to the appropriate director and executive director on a monthly basis.

Reviewed: January 11, 2017

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