

MONTHLY STATUS REPORT REVIEW (MSR) POLICY

Section: Business Operations

Policy: University Housing complies with the University of Georgia [Responsibility and Accountability for Fiscal Administration policy](http://policies.uga.edu/Finance/Fiscal-Responsibility/Responsibility-and-Accountability-for-Fiscal-Administration) <http://policies.uga.edu/Finance/Fiscal-Responsibility/Responsibility-and-Accountability-for-Fiscal-Administration> and the Office of the Vice President for Student Affairs [Financial Review and Analysis procedures](#). In an effort to exercise fiscal responsibility, University Housing performs a monthly status report review.

Purpose: This policy provides procedures and guidelines for University Housing staff who serve as reviewers for each department ID.

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

Monthly Status Report (MSR) review policy and procedures:

1. Each month, the Housing Business and Human Resources office (HBHR) accountant will send a MSR to the designated reviewer for each department ID. The MSR will be for the previous month. The goal is for the accountant to distribute the previous month's MSR to the reviewer by the beginning of the third week of the month.
2. The reviewer will have two weeks from receipt of the MSR to review and submit through the supervisory chain to director for final signoff.
3. The director will submit all MSRs to the HBHR accountant by the end of the month.
4. A sample of MSRs for each area will be selected by the HBHR fiscal affairs manager and submitted to the executive director for final review each month.
5. The HBHR accountant will notify the respective director and executive director on a monthly basis of late/missing MSRs.

Reviewed: February 24, 2023

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