



This certification should be completed and provided to your University Budget Office analyst once the unit has completed all year-end close-out activities.

BUDGET REVIEW CHECKLIST

Budget Balance Available Reports

- Cash balances are positive by account at the class and program level for each 2 digit OUC.
- There are no negative budgets in the 'Current Budget Structure' column.

Appropriated Receipts

- Revenue and expenditure budgets net to zero for each project. Receipt budgets and expense budgets should always net to '0' in appropriated receipt projects.
- The BBA for each revenue account is a negative number or zero, meaning there is sufficient budget for the revenue collected.
- Appropriated receipts BBA is positive for each expenditure account by program.

Other Closeout Activities

- All unallowable expenses cleared by an actuals journal or documented exemption.
- No future year negative budgets exist.
- All negative salary reserves, dollars and FTEs have been cleared.
- All payroll suspense accounts within 3799XX account 51190 have been cleared through payroll redistributions.
- All financial aid accounts are in balance with positive balances.

Carry Forward Requests

- Pre-collected Receipt Carry Forward Request Submitted
- ETF Carry Forward Request Submitted
- F&A Carry Forward Request Submitted

Submitted By	Date	OUC

If any requirements outlined above are not checked, please explain to your Budget Analyst why the step was not completed via a memorandum or email.