September 4, 2014

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY15-03
Supersedes Memo No. FY14-03
Distributed via E-mail

To: President Wright, Vice Presidents, Deans, Department Heads and Account Managers

From: Corey S. Bradford
Senior Vice President for Business Affairs

Re: Monthly Statement of Account Reviews (Monthly Canopy Report Review)

To improve accountability, departments must perform monthly reviews of departmental accounts. The review will provide an opportunity to ensure accuracy of revenues and expenditures and provide an audit trail.

The review process will consist of the following:

1. All Departments/Units/Account Holders must maintain a three-ring binder for each fiscal year. The binders should contain dividers for each month of the fiscal year plus the thirteenth closing month. Each section should have the appropriate monthly Canopy report and related documentation.

2. The first step in the monthly review is to look at the beginning balance and match it with the ending balance of the previous month. Then the reviewer must initial and date the beginning balance signifying it as accurate.

3. The reviewer must review each line item of the Canopy report to ensure the transaction date; vendor name, transaction amount and the account charged are accurate. Supporting documentation, such as receipts and invoices, should be placed in the three-ring binder behind the applicable monthly Canopy report.

4. The reviewer must review the Budget Verification Document for accuracy.

5. All discrepancies must be investigated in a timely manner. Written evidence of corrective action must be attached to the applicable monthly Canopy report and placed in the appropriate binder.

6. Verify that discrepancies from the prior month have been corrected.
7. The reviewer must review, sign and date each account of the monthly Canopy report by the 20th day of the month.

8. The Department Head or Accountholder must conduct a final review of the monthly canopy report by the end of the month. The final reviewer must sign and date the first or last page of the canopy report indicating the entire monthly report was reviewed by month's end.

This review is required for each account under the Department/Unit/Account Holder. Please be aware that our University Compliance Office will visit selected departments each month to determine if reviews are being performed in a timely manner. A flowchart depicting the new monthly account review process is attached for your convenience. Training sessions are available to help you learn this review process. The online training schedule is available on the Business Affairs Calendar at [http://www.pvamu.edu/businessaffairs/events/](http://www.pvamu.edu/businessaffairs/events/).

We appreciate your efforts to enhance the University's compliance with State and System regulations. If you have any questions, please contact Lydia Cavanaugh at 936-261-2155 or e-mail at lacavanaugh@pvamu.edu or Alexia Taylor at 936-261-2118 or e-mail at altaylor@pvamu.edu.

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