

**BUSINESS AFFAIRS MEMORANDUM 2010-03**

**TO:** All Departments

**FROM:** Greg Lovins  
Interim Vice Chancellor for Business Affairs

**DATE:** April 30, 2010

**REFERENCE:** Departmental Budget Policy/Procedure Change

In January 2009 The University of North Carolina General Administration began the UNC Finance Improvement and Transformation initiative (UNC-FIT). The UNC-FIT task force was given the assignment of strengthening internal accounting controls in the UNC constituent institutions and aligning UNC employees, processes, and technology throughout the multi-campus University. The goal is to develop and implement data management standards and processes to promote improved data integrity and explore centralization of various financial operations.

The UNC-FIT is requiring Appalachian and other constituent institutions to implement a formal process of reconciling all departmental, grant and other budgets. Therefore, **effective July 1, 2010**, those responsible for managing **all** fund types of University resources (department heads or their designees, principal investigators, etc.) **must complete the following activities each month**: (1) Review monthly financial reports in detail; (2) complete the University Controller's Office Departmental Fund Activity Reconciliation form and print a copy (this form is found at [http://www.appleap.appstate.edu/finance\\_over.html](http://www.appleap.appstate.edu/finance_over.html)); (3) sign the copy; (4) obtain the supervisor's approving signature; and (5) retain a file with the approved monthly reconciliation(s) in the event the University or State Auditor(s) need to review the fund's financial transactions. A listing of e-print reports to aid in the reconciliation entitled, "E-Print-The Right Report for the Job," can also be found at [http://www.appleap.appstate.edu/finance\\_over.html](http://www.appleap.appstate.edu/finance_over.html).

A reminder regarding the reconciliation and the over-budget notice will be sent from the University Budget Office each month. The new procedure will be addressed at the monthly Banner Finance Training (on the third Tuesday) and twice per month (third Thursday and the last Friday) at the Departmental and Research Administrators group (DRA). Training will be provided if needed.

Thank you for your attention to this mandate from the UNC General Administration.