Monthly Self-Assessment Checklist

Information Technology

Cash, Revenues and Petty Cash
___ 1. Ensure all items recorded on the cash receipt log have been matched to deposits made to your NU chart string or to transmittals of gift checks forwarded to the Development Office. Ensure every deposit reconciles to an entry appearing on the respective monthly status report (GL008).
___ 2. Review chart string/account revenue sources for proper classification. Ensure receipts reflect the total amount expected to be collected for the respective activity.
___ 3. Ascertain that checks were restrictively endorsed upon receipt and that deposits were made timely in accordance with Bursar guidelines.
___ 4. Verify existence and adequacy of the balance of any petty cash fund.

Purchasing and Disbursements & Budget Reconciliation
___ 5. Match all transactions appearing on the status report (GL008) to supporting documentation (including journals, procurement card receipts, gasoline credit card receipts, etc.) to ensure appropriateness, accuracy of each item. **(Note: depending on volume of budget chart strings, may need to consider establishing a dollar threshold for expenses over which supporting documentation is required and must be reconciled to the respective budget status report transactions.)**
___ 6. Ensure all reconciled budget status reports (GL005 and GL008) have been reviewed and approved by the director/chair.

Sponsored Program Accounting
___ 7. Ensure each respective PI receives a copy of the GM045 and GL008 reports for their respective sponsored program chart string(s) in order to ensure their fiscal oversight of the propriety of transactions charged. The PI's review and approval of the reports must be documented.
___ 8. Ensure every transaction appearing on a sponsored program chart string matches the intended purpose for those funds.
___ 9. On a quarterly basis, ensure Effort Reports are completed and certified by the appropriate individual according to the timelines announced by Accounting Services for Research and Sponsored Programs. Review the Effort Reports to ensure payroll charges match effort expended for each sponsored program chart string.
___ 10. At the beginning of a project, ensure the file contains the appropriate documentation including the proposal and animal and human subject approval documents.

Payroll and Personnel
___ 12. Review payroll suspense chart string for transactions that need to be reclassified.
___ 13. Verify appropriateness of hours worked or days absent (e.g., OT, vacation, sick days)
___ 14. Ensure that personnel are aware of any new policies and procedures.

Equipment, Safety & Security
___ 15. Notify the Equipment Inventory Coordinator in Accounting Services of any capital equipment (over $5,000 in value) that has been disposed of.
___ 16. Update department listing of new equipment purchases valued between $500 and $5,000.
___ 17. Determine if there are any equipment or facility security issues that need to be addressed (e.g., purchase of anti-theft devices, issuance/retrieval of keys, recent security incidents, research safety issues, etc.).

Information Technology
___ 18. Disable access to all department and NU computer systems for any employee(s) who have left the department and/or University.
___ 19. Update department records as to new computer software purchased and ensure that the applicable licenses are retained.
___ 20. Review backup and recovery procedures to ensure the backups of critical department data are current.