

SOUTHERN UNIVERSITY

COMPTROLLER'S OFFICE

AUX-810

POLICIES AND PROCEDURES GOVERNING RECONCILIATION WITH BUDGET OFFICE PAID BOARDING STUDENTS PER FRS TO PAID STUDENTS PER ARAMARK

PURPOSE

The purpose of this Operating Policy/Procedure (OP) is to establish the procedures and guidelines to ensure reconciliation with Budget Office paid boarding students per FRS to paid students per Aramark. This policy sets forth guidelines to insure that the contracts are reviewed in a manner that is timely to ensure compliance with university regulations.

OVERVIEW

The General Accounting Section of the Comptrollers Office has the vested responsibility for the financial administration of reconciling with Budget Office paid boarding students per FRS to paid students per Aramark to contract specifications for the Southern University System. Accordingly, the staff must keep abreast of constantly changing policies and procedures to ensure compliance with the policies and procedures of the Federal and State agencies and the University. The accountants in this office function as the financial liaisons funding agencies, project directors the faculty, staff, and other campus administrative offices on financial matters related to comparing commission and rental revenue per general ledger to contract specifications.

DEFINITION

None.

AUTHORITY FOR WRITING, UPDATING AND INTERPRETATION

The authority for writing, updating and interpreting the applicable policies and procedures is vested with the Office of the Vice Chancellor for Finance and Administration.

The authority for compliance with these requirements rest with the Office of the Comptroller, Division of General Accounting through the Director of Accounting Services, Associate Comptroller and the Associate Vice Chancellor for Financial Operations and Comptroller.

RESPONSIBILITY FOR NOTIFICATION OF CHANGES

The responsibility for notification of changes in applicable regulations, policies and procedures is vested with the Office of the Comptroller: Division of General Accounting.

DUTIES AND RESPONSIBILITIES

The Accountant within the Comptroller's Office is responsible for the reconciliation with Budget Office paid boarding students per FRS to paid students per Aramark. The steps required for processing are outlined below.

PROCEDURES FOR RECONCILIATION WITH BUDGET OFFICE PAID BOARDING STUDENTS PER FRS TO PAID STUDENTS PER ARAMARK:

1. The Accountant receives a monthly report for payment from the Budget Office.
2. The Budget Office Report has the total meal card option, the number of students, and the amount charged for each plan.
3. The total per detail sub code report run with adjustment.
4. Net Charges per sub code reconciliation.
5. The accountant compares the report the total amount of student paid by Aramark to the total amount per the sub code.

NOTE: This is due on the 15th of each month.

- ☐ Approved
- ☐ Disapproved

Mrs. Gwendolyn A. Bennett
Associate Vice Chancellor for Financial Operations/Comptroller

- ☐ Approved
- ☐ Disapproved

Mr. Flandus McClinton, Jr.
Vice Chancellor for Finance and Administration