

# SOUTHERN UNIVERSITY

## COMPTROLLER'S OFFICE

BM - 222

### **STEP BY STEP DESK PROCEDURES FOR RECONCILIATION OF THE GENERAL FUND HOUSING AND LIVING ALLOWANCES**

#### **PURPOSE**

The purpose of this Operating Policy/Procedure (OP) is to establish the procedures and guidelines to ensure that a reconciliation of the general fund housing and living allowances is prepared in a timely manner. This policy sets forth guidelines to insure that a reconciliation of the general fund housing and living allowances is prepared and monitored timely to ensure compliance with university regulations.

#### **OVERVIEW**

The Budget Management Section of the Comptrollers Office has the vested responsibility for the financial administration of preparing a reconciliation of the general fund housing and living allowances within 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 functions as the financial liaisons between the faculty, staff, and other campus administrative offices on financial matters related to preparing a reconciliation of the general fund housing and living allowances.

#### **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 Budget Management 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 Budget Management

## **DUTIES AND RESPONSIBILITIES**

The Budget Management Supervisor within the Comptroller's Office is responsible for the preparation and submission of a reconciliation of the general fund housing and living allowances on a monthly basis. The steps required for processing are outlined below.

1. Obtain copies of payroll save file (EBC425) report for the end of each month. Accountant in the operational auditing section maintains the EBC425.
2. Obtain board authorized payments to selected employees from the Associate Comptroller or the Payroll Supervisor.
3. Prepare excel spreadsheet with each individual name (President and Chancellors), social security number, regular salary (sub object 1002), housing allowance (sub object is 1060), car allowance (sub object 1062) and total amount. Insert column for EBC425, FBM094, and the variances.

## **CORRECTION OF VARIANCES**

4. Review EBC425 for errors like the improper coding of sub objects (prepare a W-19 to correct variance). This usually occurs because a transaction has been coded to the wrong sub object.
5. Review the FBM094 to determine whether or not an additional amount was included in the current year that should have been deferred to the next year (prepare a compound journal entry to correct variances).

## **PREPARATION OF W-19**

6. Prepare a W-19 to make corrections of variances. Attach a copy of the spreadsheet, PAFs and/or budget, copy of the general ledger, and copy of EBC425.
7. Submit the W-19 and supporting documentation to the Director of Accounting for review and approval.
8. After approval obtained the W-19 and support documentation is given to the input technician to enter into the accounting system.

**PREPARATION OF COMPOUND JOURNAL ENTRY (this will usually occur at year end)**

9. Print the compound journal entry off the internet using the SUBR website. Go to the Finance and Administration section, then go to the Comptroller's office, and then you can access "The Office Zone (see attached). You will need to get access to the Office Zone from Lionel Brown. You will see forms listed. Access forms and download the form to your c drive.
10. Obtain JV number from Jameka Johnson, input technician. Ms. Johnson maintains a log of all JV numbers.
11. Debit the general fund account and credit each individual's account (see example attached). Attach a copy of the EBC425, spreadsheet, and the FBM094.

**NOTE: This is due on the 20<sup>th</sup> of each month.**