

SOUTHERN UNIVERSITY

COMPTROLLER'S OFFICE

STEP BY STEP DESK PROCEDURES FOR RECONCILING THE ACTUAL SCHOLARSHIPS FOR FALL, SPRING, SUMMER SEMESTERS TO BUDGETED

- 1. Contact James Cannon, Budget Officer, and request in writing the budget amounts for the fiscal year for all scholarship awards.**
- 2. Order the subcode report (see example of the service request attached).**
- 3. When you receive both the written budget and subcode, prepare a schedule showing the budgeted amounts, actual amounts, and the variance between the two.**
- 4. If there is a deficit in any of the line items write a letter to Mr. Phillip Rogers, Director of Financial Aid, informing him of the deficit immediately (see example attached).**

NOTE: This is due 30 days after semester ends (task #69).