**Fiscal Clean-Up Suggestions**

* Budgets – Review current budget status and make any necessary budget adjustments in keeping with planned spending between now and fiscal year-end.
* Review all existing transactions for appropriateness and for correct financial posting and reporting.
* Review all outstanding expense reimbursements and bring them up-to-date if needed
* Inactivate unused Funds/Indexes.
* Liquidate, as appropriate, Prepaid Expense and Deferred Revenue accounts.
* Review P-Card transactions for appropriateness and for correct financial posting. Reallocate P-Card transactions as needed.
* Verify/update purchasing authority delegations
* Verify/update OUS Code of Ethics (Purchasing)
* Review all outstanding travel reimbursements and bring them up-to-date if needed.
* Deposit any cash/checks
* Count & reconcile Petty Cash
* Notify BAO Property Control of any new surplus items, high-risk items, and/or leases
* Payroll, hiring and termination documents – Make sure all personnel and payroll transactions are up-to-date with current appointments.
* Verify accuracy of employee FTE in system – Does it match actual working hours?
* Leave reports – Ensure that all reports are up-to-date, approved by the appropriate supervisor, and correctly posted to Banner.
* Review/update employee roster – Courtesy appointments, Former employees, Students, On Call, Temp
* Service Centers – Ensure that all billings are current and review working capital for compliance with policy.
* Construction-in-progress – Ensure that CIP reporting is up-to-date with current activities (Facilities Services only).
* Review/update department phone tree/emergency contacts & hierarchy
* Review/update department-maintained listservs
* Archive/destroy/recycle department records in accordance with record retention schedule.
* Verify BANNER access privileges/authorities for department employees.