

**University of Houston System  
Department Verification Worksheet  
As of July 31, 2005 (Through Period 11)**



**(Example of a Payroll Cost Center)**



**Cost Center:** 1061-V0021-A0222-NA (10744)  
**Business Unit:** 00765 Univ. of Houston - Victoria  
**Fund:** 1061 E & G STATE SUPPORT-FD 1-UHV  
**Department:** V0021 SCHOOL OF EDUCATION  
**Program:** A0222 EDU FAC SALARIES  
**Project:** NA  
**Manager:** NATIVIDAD,MARY

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**Report ID:** UGLS1074  
**Database:** FSPRD  
**Run Date:** August 2, 2005  
**Run Time:** 02:52:36 PM

<b>CURRENT BUDGET REFERENCE REVENUE &amp; BUDGETED FUND BALANCE SUMMARY</b>	<b>YTD Per PSGL</b>	<b>Adjustments as Detailed</b>	<b>Per Department</b>
Revenue Budget	0.00	0.00	0.00
Actual Revenue	0.00	0.00	0.00
Revenue Soft Commitments	0.00	0.00	0.00
Revenue to be Earned	0.00	0.00	0.00
<b>Budgeted Fund Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Revenue Budget</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>EXPENDITURE SUMMARY</b>	<b>YTD Per PSGL</b>	<b>Adjustments as Detailed</b>	<b>Per Department</b>
Expenditure Budget	1,663,725.00	0.00	1,663,725.00
Actual Expenditures	1,395,294.27	0.00	1,395,294.27
Open Commitments	170,421.51	0.00	170,421.51
Expense Soft Commitments	0.00	0.00	0.00
Available Expenditure Budget	98,009.22	0.00	98,009.22

*Match To: BOB TOTAL LINE FOR CC:*

(BOB=Current Budget Col.)  
 (BOB=YTD Col.)  
 (BOB=Encumbrance Col.)  
 (Should be 0 in Payroll CCs)  
 (BOB=BBA Col.)

<b>CURRENT FISCAL YEAR FUND EQUITY SUMMARY</b>	<b>FY05 Pd 11 Per PSGL</b>	<b>YTD Per PSGL</b>	<b>Adjustments as Detailed</b>	<b>Per Department</b>
Beginning Fund Equity	-455,237.88	1,444,370.65	0.00	1,444,370.65
Revenue	0.00	0.00	0.00	0.00
Fund Adjustments	0.00	-3,108,095.65	0.00	-3,108,095.65
Expenses (Current BRef)	186,807.15	1,395,294.27	0.00	1,395,294.27
Expenses (Prior BRef)	0.00	0.00	0.00	0.00
Ending Fund Equity	-268,430.73	-268,430.73	0.00	-268,430.73
<b>Open Commitments (Current BRef)</b>		<b>170,421.51</b>	<b>0.00</b>	<b>170,421.51</b>
<b>Open Commitments (Prior BRef)</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund Equity Less Open Commitments</b>		<b>-98,009.22</b>	<b>0.00</b>	<b>-98,009.22</b>
<b>Soft Commitments (Current BRef)</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Soft Commitments (Prior BRef)</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund Equity Less All Commitments</b>		<b>-98,009.22</b>	<b>0.00</b>	<b>-98,009.22</b>

<b>UNBUDGETED FUND EQUITY</b>	<b>YTD Per PSGL</b>	<b>Adjustments as Detailed</b>	<b>Per Department</b>
	0.00	0.00	0.00

**URBISHL: If an imbalance:  
ALWAYS INSERT COMMENTS  
FOR AUDITORS, MANAGERS, ETC.**

**Prepared By** \_\_\_\_\_  
**Reviewed By** \_\_\_\_\_

**Date** \_\_\_\_\_  
**Date** \_\_\_\_\_

# University of Houston System Department Verification Worksheet As of July 31, 2005 (Through Period 11)



**(Example of a Local Cost Center)**



**Cost Center:** 2064-V0021-A0312-NA (10560)  
**Business Unit:** 00765 Univ. of Houston - Victoria  
**Fund:** 2064 DESIG-TUITION  
**Department:** V0021 SCHOOL OF EDUCATION  
**Program:** A0312 EDU M&O  
**Project:** NA  
**Manager:** NATIVIDAD,MARY

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CURRENT BUDGET REFERENCE REVENUE & BUDGETED FUND BALANCE SUMMARY	YTD Per PSGL	Adjustments as Detailed	Per Department
+ Revenue Budget <i>(Plan to rec) FY Beginning Budg +/- YTD adjs</i>	-10,502.50	0.00	-10,502.50
- Actual Revenue <i>Posted items</i>	-14,366.87	0.00	-14,366.87
- Revenue Soft Commitments <i>Budget-checkd-but-not-posted: jnls</i>	-758.34	0.00	-758.34
<b>= Revenue to be Earned <i>Budget left to Rec = Calculated</i></b>	<b>4,622.71</b>	<b>0.00</b>	<b>4,622.71</b>
 Budgeted Fund Balance	 0.00	 0.00	 0.00
Total Revenue Budget	<u>-10,502.50</u>	<u>0.00</u>	<u>-10,502.50</u>
 <b>EXPENDITURE SUMMARY</b>	<b>YTD Per PSGL</b>	<b>Adjustments as Detailed</b>	<b>Per Department</b>
+ Expenditure Budget <i>(Plan to spend) FY Beginning Budg +/- YTD adjs- (budg jnls)</i>	5,808.40	0.00	75,808.40
- Actual Expenditures <i>Posted items</i>	46,125.11	0.00	46,125.11
- Open Commitments <i>Encumbrances: POs + Payroll, if any</i>	0.00	0.00	0.00
- Expense Soft Commitments <i>Budget-checkd-but-not-posted: jnls &amp; vouchers</i>	4.94	0.00	994.94
<b>= Available Expenditure Budget <i>Budget left to spend = Calculated</i></b>	<b>28,688.35</b>	<b>0.00</b>	<b>28,688.35</b>

CURRENT FISCAL YEAR FUND EQUITY SUMMARY	FY05 Pd 11 Per PSGL	YTD Per PSGL	Adjustments as Detailed	Per Department
Beginning Fund Equity	-42,286.05	-38,529.98	<i>Prev FY Ending (\$) Bal</i>	-38,529.98
Revenue	-3,861.89	-14,366.87	<i>Actual Revenue</i>	-14,366.87
Fund Adjustments	0.00	-39,236.00	<i>G/L jnls (acct #3XXXX)</i>	-39,236.00
Expenses (Current BRef)	12,607.93	46,125.11	<i>Actual Expenditures</i>	46,125.11
Expenses (Prior BRef)	0.00	12,467.73	<i>Actual Exp from Prev FY</i>	12,467.73
Ending Fund Equity	<b>-33,540.01</b>	<b>-33,540.01</b>	<i>Calculated FE (\$) Bal</i>	<b>-33,540.01</b>
 Open Commitments (Current BRef)		0.00	0.00	0.00
Open Commitments (Prior BRef)		0.00	0.00	0.00
Fund Equity Less Open Commitments		<u>-33,540.01</u>	<u>0.00</u>	<u>-33,540.01</u>
 Soft Commitments (Current BRef)		236.60	0.00	236.60
Soft Commitments (Prior BRef)		5.05	0.00	5.05
Fund Equity Less All Commitments		<u>-33,298.36</u>	<u>0.00</u>	<u>-33,298.36</u>

UNBUDGETED FUND EQUITY	YTD Per PSGL	Adjustments as Detailed	Per Department
<i>Calculated difference between Budget (Plan) and FE (\$)</i>	-4,610.01	0.00	-4,610.01

**Prepared By** \_\_\_\_\_  
**Reviewed By** \_\_\_\_\_

**Date** \_\_\_\_\_  
**Date** \_\_\_\_\_

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ALWAYS INSERT COMMENTS  
FOR AUDITORS, MANAGERS, ETC.**