February 12, 1999

FISCAL MEMORANDUM 99-05

TO: Administration
    Information and Technology Exchange Center
    Divisions/Centers

SUBJECT: Departmental Reconciliation of Accounts Workshop

A recent Texas A&M University System (TAMUS) audit of TTI Service Centers found that the Institute’s administration of service centers was in compliance with Federal and TAMUS regulations. The auditors did, however, issue a finding related to the departmental reconciliation of accounts. It was noted that TTI departments did not regularly compare the monthly FAMIS statements to departmental records nor promptly report differences to the Business Office for correction.

To ensure compliance with TAMUS regulations, it is necessary for each division/center office to designate at least one administrative or support person to perform the reconciliations monthly on all accounts. Although TTI policy has always required the account reconciliations and workshops have been held in the past, efforts will now be made to conduct them more frequently to keep up with employee turnover and to remind all departments of the importance of this responsibility.

During the month of February, two refresher workshops will be offered for TTI staff assigned to this task. There is no limit on the number of attendees per division/center or program office. The initial workshops (approximately one hour in length) will be held in Room 217 of the CE/TTI Building on the following dates:

    Monday, February 22, 1999 at 1:30 p.m.

    Wednesday, February 24, 1999 at 8:30 a.m.
We will contact each of the out of town offices to make arrangements for on-site training. If you are a College Station employee or if you will already be in College Station on those dates and could attend either of these sessions, please respond at your earliest convenience. You may indicate your preference via e-mail or you may call Ms. Candi Martell at 845-1715.

If you have any questions, please contact Ms. Janice Reudelhuber or Ms. Candi Martell at 845-1715.

Don Bugh
Executive Associate Director