

# COMPTROLLER POLICY MANUAL

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	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Business Manager Responsibilities</b>	Effective date: 01/01/2000
	Revision date: 01/27/2016

## PURPOSE

To describe business manager responsibilities for reviewing financial reports.

## SOURCE

University policy

## APPLICABILITY

Business managers and others, performing business manager functions.

## CMP 210: Business Manager Responsibilities

### Monthly Budget Reports

Business managers must review the monthly reports for their areas, including lower-level operating units. The monthly reviews typically should be done within 30 days of the report preparation date (in the upper left-hand corner of the report). Business managers should:

1. review the monthly reports, checking for accuracy and against the budget, or
2. develop their own written procedures for identifying significant financial variations

### Department Manager Responsibilities

In addition to reviewing the monthly reports, business managers must also fulfill any department manager responsibilities assigned to them, e.g., reviewing the monthly reports for departments of their direct supervisor.

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**CMP 210: Business Manager Responsibilities**

**Assistance**

Upon request, the Comptroller's Office will provide assistance to business managers regarding the accounting data reflected on the monthly reports and on accounting techniques useful to business managers.

**Payroll Verification**

Business Managers should also verify payroll data using the Payroll Register report. The payroll register report is available via Enterprise Reporting. The reports are usually available the Wednesday of each payroll week prior to the actual payday. The reports should be checked for at least the following:

Pay amount

Correct Department (Department)

Employee status:

Is this individual still employed by the University?

Has the employee transferred to another NAU department?

Is the payee a temporary employee who is no longer being utilized?

Is the payee a part-time (adjunct) faculty who is no longer teaching?