

## Status of Funds

AO distributes Status of Funds reports following close of monthly bookkeeping cycle. Review for discrepancies.

1. Separate and set aside, temporarily:
  - Plan Summary report
  - Status of Funds for grants, CRADAs, siblings etc.
  - Salary Management Systems report (usually distributed after the first of the year)
2. Review unposted lists of commitments for old obligations, charges posted to the wrong projects, or incorrect dollar amounts. Work with appropriate personnel to correct any errors.
3. On Salary Management Systems and Plan Summary Reports, locate and review expenses such as salary adjustments, awards, and fund transfers.
4. Repeat the above process for Status of Funds for grants, CRADA, SCA, etc.