Certificate in University Financial Management Budget Process & Management Practice Quiz

- 6. If you have insufficient funds available in your budget because an expenditure was posted to the incorrect subaccount, what action should you take?
 - a. Process a budget adjustment to increase the budget in the sub-account affected.
 - b. Request error correction from the Office of Finance by sending an IDT form and supporting documentation.
 - c. Request that Accounts Payable override the insufficient funds message.
 - d. Do nothing and hope the problem will resolve itself.

PART 2: True or False

Indicate whether the following statements are true (T) or false (F).

- 1. Budget Unit Directors are required to monitor budgets to ensure there are no unexplained variances.
- 2. There is no way for departments to research invoices without the assistance of Accounts Payable.
- _____ 3. The accrual period is referred to as the 13th month.
- 4. It is important for E&G funded organizations to make sure they hold adequate reserves.
- 5. The budget adjustment form is used to request changes to the current operating budget, the base budget, or both, within existing policies and procedures.
- 6. Equipment budgets do not need to be monitored because any shortage of funds will be reimbursed by the Equipment Trust Fund.
- 7. Indirect costs are charged to Auxiliary Enterprises units for services that are provided by E&G services.
- 8. Before recruiting for a vacant faculty, faculty administrator or faculty professional position outside of **Administration and the administration of t**

ANSWERS:

<u>PART 1:</u> **1. A, B, C**

- 2. D
- 3. E
- 4. A, B
- 5.