SAMPLE MONTHLY FINANCIAL RECONCILIATION CERTIFICATION

Department Name: ______________________________  Accounting Period: _____________

List all Dept IDs and Fund Codes to certify they have been reconciled. For larger units, you may just include the first 4-digits of the Dept ID (or include the list as a separate attachment). If any departments have not been completed, please list the Dept ID/Fund under the comments section and include a justification. You can provide comments next to a particular Dept ID/Fund or use the additional comment section. Please submit any support documentation.

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<th>Dept ID</th>
<th>Fund Code</th>
<th>Comments/Justification</th>
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Additional Comments:

By this submittal, I am certifying the following:

- Delivered Monthly Financial Reports, Final Paylists and P-card Aging Reports have been reviewed/verified for accuracy.
- For any errors that have been detected, corrections have been made and/or requested and are pending adjustments.
- Monthly Financial Reports have been reconciled to source documents and the amounts appear to be reasonable and properly recorded.
- I am aware of the requirements to report all suspected fraud to my supervisor, Audit, UF Police Department or the Vice President’s Office to ensure it is appropriately addressed.

Reconciled By: ______________________________  __________________________
Name                                           Title
Signature                                      Date

Certified By: ______________________________  __________________________
Name                                           Title
Signature                                      Date

Reviewed By: ______________________________  __________________________
Name                                           Title
Signature                                      Date

Reviewed By: ______________________________  __________________________
Name                                           Title
Signature                                      Date

DUE: 1ST OF THE FOLLOWING MONTH AFTER MONTHLY REPORTS AVAILABLE (i.e. certification for July due Sept 1)