

Example of E account reconciliation

B U D G E T vs A C T U A L S S U M M A R Y

Reviewer/Approver signature and date

 * W A R N I N G *

 *
 * *** Overcommitted *
 *

In accordance with university policy, I have reviewed the charges shown on this ledger and either verified their accuracy and appropriateness to this program or identified and reported discrepancies for correction through proper channels.

* [Redacted Signature] _____ 9-26-2011 _____
 Responsible Person Date

	Current Month	Budget	Commitments	YTD Actuals	Remaining
Faculty Salaries	8.01	8,001	6,666.70	674.68	659.62
GTA, GA, GRA Salaries	6,250.66	1,676	68,530.00	6,450.66	73,304.66-
Professional Salaries	26,910.39	298,978	261,690.60	52,338.12	15,050.72-
Professional Salary Recoveries		37,162-			37,162.00-
Summer School Salaries		35,700		35,700.00	
Clerical, Technical, Maintenance Salaries	46,860.68	541,105	495,645.80	80,139.76	34,680.56-
Clerical, Tech, Maint Salary Recoveries		45,387-			45,387.00-
TOTAL SALARIES & WAGES	80,029.74	802,911	832,533.10	175,303.22	204,925.32-
BENEFITS/LONGEVITY CENTRALLY FUNDED					
Travel	921.67			921.67	921.67-
Media Processing	127.22			235.21	235.21-
Communication	393.97			393.97	393.97-
Computer Services	340.50			340.50	340.50-
Supplies	71.32		890.56	107.32	997.88-
Contractual & Special Services	529.00			529.00	529.00-
Other Services & Expenditures		57,967			57,967.00
TOTAL OPERATING & EQUIPMENT	2,383.68	57,967	890.56	2,527.67	54,548.77
TOTAL YEAR-TO-DATE COSTS	82,413.42	860,878	833,423.66	177,830.89	150,376.55-

The Summary page is an overview of the E account as of a certain date

Reconciler initials and Dates

Ref 9-19-11

EXPENSES & INCOME POSTED THIS MONTH

PostingDate	Document	G/LAcct	Description	Actuals
		Salaries and Wages		
		412100	Faculty Salaries Schussler, Elisabeth Ellen	08-01-2011 08-31-2011 666.67 ✓
		412200	Faculty Extra Service Soltani-Bejnood, Morvarid	08-01-2011 08-31-2011 3,731.75 ✓
		413100	GTA, GA, GRA Salaries Garroway, Lauren Ashley	08-15-2011 08-31-2011 1,300.00 ✓
			McNulty, Shauna Lynn	08-01-2011 08-31-2011 1,300.00 ✓
			Parsons, Hillary Renee	08-01-2011 08-31-2011 1,300.00 ✓
			Ramsey, Ann M	08-01-2011 08-31-2011 1,050.66 ✓
			Wray-Miller, Brigitte Marie	08-01-2011 08-31-2011 1,300.00 ✓
		414100	Professional Salaries Dunlap, John R	07-01-2011 07-31-2011 60.11 ✗
			Dunlap, John R	08-01-2011 08-31-2011 2,189.03 ✗
			Fridge, Sally M	07-01-2011 07-31-2011 83.33 ✗
			Fridge, Sally M	08-01-2011 08-31-2011 5,144.52 ✗
			Johnson, Ronald L	07-01-2011 07-31-2011 100.00 ✗
			Johnson, Ronald L	08-01-2011 08-31-2011 4,579.72 ✗
			Lewis, Rachel Ellen	07-01-2011 07-31-2011 148.32 ✗
			Lewis, Rachel Ellen	08-01-2011 08-31-2011 5,401.32 ✗
			May, Joseph Alan	07-01-2011 07-31-2011 175.24 ✗
			May, Joseph Alan	08-01-2011 08-31-2011 3,356.97 ✗
			Pratt, David E	07-01-2011 07-31-2011 138.54 ✓
			Pratt, David E	08-01-2011 08-31-2011 5,461.71 ✓
		414200	Professional Extra Service Pay Johnson, Ronald L	07-01-2011 07-31-2011 35.79 ✓
			Johnson, Ronald L	08-01-2011 08-31-2011 35.79 ✓
		416100	Clerical, Technical, Maintenance Sal Akin, Raina Livesay	06-20-2011 07-03-2011 5.49 ✓
			Akin, Raina Livesay	07-04-2011 07-17-2011 48.80 ✓
			Akin, Raina Livesay	07-18-2011 07-31-2011 1,001.60 ✓

E X P E N S E S & I N C O M E P O S T E D T H I S M O N T H

PostingDate	Document	G/LAcct	D e s c r i p t i o n	A c t u a l s
			Akin, Raina Livesay	08-01-2011 08-14-2011 1,001.60
			Branson, Donald Gary	07-01-2011 07-31-2011 166.67
			Branson, Donald Gary	08-01-2011 08-31-2011 3,520.49
			Campbell, Amy Jo	06-20-2011 07-03-2011 5.18
			Campbell, Amy Jo	07-04-2011 07-17-2011 55.23
			Campbell, Amy Jo	07-18-2011 07-31-2011 1,120.81
			Campbell, Amy Jo	08-01-2011 08-14-2011 1,120.82
			Collins, John S	07-01-2011 07-31-2011 62.46
			Collins, John S	08-01-2011 08-31-2011 3,305.55
			Dockery, Donna F	07-18-2011 07-31-2011 878.40
			Dockery, Donna F	08-01-2011 08-14-2011 878.40
			Hodges, James R	07-18-2011 07-31-2011 851.20
			Hodges, James R	08-01-2011 08-14-2011 851.20
			Hudson, Janet Lynne	07-01-2011 07-31-2011 16.53
			Hudson, Janet Lynne	08-01-2011 08-31-2011 3,406.70
			Knisley, Cynthia Elaine	07-18-2011 07-31-2011 1,119.22
			Knisley, Cynthia Elaine	08-01-2011 08-14-2011 1,119.21
			Kumbi-Bramble, Peggy O	07-01-2011 07-31-2011 73.94
			Kumbi-Bramble, Peggy O	08-01-2011 08-31-2011 2,254.79
			Loy, Andrew Phillip	06-20-2011 07-03-2011 3.92
			Loy, Andrew Phillip	07-04-2011 07-17-2011 39.20
			Loy, Andrew Phillip	07-18-2011 07-31-2011 1,035.20
			Loy, Andrew Phillip	08-01-2011 08-14-2011 1,035.20
			Maples, Frances Dru	06-20-2011 07-03-2011 4.56
			Maples, Frances Dru	07-04-2011 07-17-2011 45.60
			Maples, Frances Dru	07-18-2011 07-31-2011 989.60
			Maples, Frances Dru	08-01-2011 08-14-2011 989.60
			McFall, Benjamin L	07-18-2011 07-31-2011 1,460.80

E X P E N S E S & I N C O M E P O S T E D T H I S M O N T H

PostingDate	Document	G/LAcct	D e s c r i p t i o n	A c t u a l s
			McFall, Benjamin L	08-01-2011 08-14-2011 1,460.80
			Owens, Jackie E	07-01-2011 07-31-2011 58.33
			Owens, Jackie E	08-01-2011 08-31-2011 1,875.06
			Patterson, Russell S	06-20-2011 07-03-2011 2.08
			Patterson, Russell S	07-04-2011 07-17-2011 20.80
			Patterson, Russell S	07-18-2011 07-31-2011 1,085.60
			Patterson, Russell S	08-01-2011 08-14-2011 1,085.60
			Polson, Jana Leann	07-01-2011 07-31-2011 268.92
			Polson, Jana Leann	08-01-2011 08-31-2011 1,083.46
			Rickels, Steven Clark	07-18-2011 07-31-2011 1,087.21
			Rickels, Steven Clark	08-01-2011 08-14-2011 1,087.20
			Roberts, Sherry J	06-20-2011 07-03-2011 3.96
			Roberts, Sherry J	07-04-2011 07-17-2011 57.60
			Roberts, Sherry J	07-18-2011 07-31-2011 1,045.60
			Roberts, Sherry J	08-01-2011 08-14-2011 1,045.61
			Rodgers, Nanette S	07-01-2011 07-31-2011 48.13
			Rodgers, Nanette S	08-01-2011 08-31-2011 2,539.36
			Turner, Eunice Allen	07-01-2011 07-31-2011 47.42
			Turner, Eunice Allen	08-01-2011 08-31-2011 2,503.49
			Weaver, Katherine Elizabeth	06-20-2011 07-03-2011 4.88
			Weaver, Katherine Elizabeth	07-04-2011 07-17-2011 48.80
			Weaver, Katherine Elizabeth	07-18-2011 07-31-2011 966.40
			Weaver, Katherine Elizabeth	08-01-2011 08-14-2011 966.40
08-10-2011	1300003426	412100	Pellissippi State CC, teach salary Movarid Bejnood	4,390.40-
08-10-2011	1300003426	412100	Pellissippi State CC, teach salary Movarid Bejnood	0.01-

TOTAL Salaries and Wages

80,029.74

08-22-2011 700353706 ^{Travel} 431100 *Trip: Dunlap, John R Nashville, TN 08/08/11 TRIP# 1000101319

921.67

*Trvd to Dunlap acct
Doc# 90045323*

E X P E N S E S & I N C O M E P O S T E D T H I S M O N T H

PostingDate	Document	G/LAcct	Description	Actuals
			TOTAL Travel	921.67
08-31-2011	2100023110		Media Processing	
		433200	CONVENIENCE COPIER CHARGES aug 2011	127.22 ✓
			TOTAL Media Processing	127.22
08-01-2011	2100021238		Communication	
		435300	Telephone Services Monthly Billing	393.97 ✓
			TOTAL Communication	393.97
08-01-2011	2100021235		Computer Services	
		438100	Network Services Monthly Billing	340.50 ✓
			TOTAL Computer Services	340.50
08-09-2011	900451441		Supplies	
		439100	UTBS Ethernet Outlet (See Text)	36.00- ✓
08-10-2011	5101607605		439100 Staples/bbo126988/inv.# 3158746588	107.32 ✓
			TOTAL Supplies	71.32
08-23-2011	2100023274		Contractual & Special Services	
		446600	8-22-11 UC Garage Parking - 1 Ticket	4.00 ✓
08-22-2011	700353706		446800 *Trip: [REDACTED] John [REDACTED] Nashville, TN	
			08/08/11 TRIP# 1000101319	525.00 ✓
			TOTAL Contractual & Special Services	529.00
			TOTAL COSTS POSTED THIS MONTH	82,413.42

Initial or check off item proving charge was reconciled to invoice

Returned a July purchase, credit received from supplier

reconciliation notes on ledger

Twd to Dural acct Doc# 900453257

This page details the expenses and income posted to the E account during the current month

COMMITMENTS FOR FUTURE PAYMENT

G/LAcct	Description	Amount
Faculty Salaries		
412100 Faculty Salaries	Schussler, Elisabeth Ellen	9.8% 09-01-2011 to 06-30-2012 6,666.70
TOTAL Faculty Salaries		6,666.70
GTA, GA, GRA Salaries		
413100 GTA,GA,GRA Salaries	Garroway, Lauren Ashley	100.0% 09-01-2011 to 07-31-2012 14,300.00
413100 GTA,GA,GRA Salaries	McNulty, Shauna Lynn	100.0% 09-01-2011 to 07-31-2012 14,300.00
413100 GTA,GA,GRA Salaries	Parsons, Hillary Renee	100.0% 09-01-2011 to 07-31-2012 14,300.00
413100 GTA,GA,GRA Salaries	Ramsey, Ann M	100.0% 09-01-2011 to 07-31-2012 11,330.00
413100 GTA,GA,GRA Salaries	Wray-Miller, Brigitte Marie	100.0% 09-01-2011 to 07-31-2012 14,300.00
TOTAL GTA, GA, GRA Salaries		68,530.00
Professional Salaries		
414100 Professional Sal	Dunlap, John R	50.0% 09-01-2011 to 06-30-2012 21,890.30
414100 Professional Sal	Fridge, Sally M	100.0% 09-01-2011 to 06-30-2012 51,445.20
414100 Professional Sal	Johnson, Ronald L	99.2% 09-01-2011 to 06-30-2012 45,797.20
414100 Professional Sal	Lewis, Rachel Ellen	100.0% 09-01-2011 to 06-30-2012 54,013.20 ✓
414100 Professional Sal	May, Joseph Alan	100.0% 09-01-2011 to 06-30-2012 33,569.70
414100 Professional Sal	Pratt, David E	100.0% 09-01-2011 to 06-30-2012 54,617.10
414200 Professional Ext Svc	Johnson, Ronald L	0.8% 09-01-2011 to 06-30-2012 357.90
TOTAL Professional Salaries		261,690.60
Clerical, Technical, Maintenance Salaries		
416100 Cler/Tech/Maint Sal	Akin, Raina Livesay	100.0% 08-15-2011 to 06-30-2012 23,036.80 ✓
416100 Cler/Tech/Maint Sal	Branson, Donald Gary	90.3% 09-01-2011 to 06-30-2012 35,204.90 ✓
416100 Cler/Tech/Maint Sal	Campbell, Amy Jo	100.0% 08-15-2011 to 06-30-2012 25,778.40 ✓
416100 Cler/Tech/Maint Sal	Collins, John S	75.0% 09-01-2011 to 06-30-2012 33,055.50 ✓
416100 Cler/Tech/Maint Sal	Dockery, Donna F	100.0% 08-15-2011 to 06-30-2012 20,203.20 ✓
416100 Cler/Tech/Maint Sal	Hodges, James R	100.0% 08-15-2011 to 06-30-2012 19,577.60 ✓
416100 Cler/Tech/Maint Sal	Hudson, Janet Lynne	100.0% 09-01-2011 to 06-30-2012 34,067.00 ✓
416100 Cler/Tech/Maint Sal	Knisley, Cynthia Elaine	100.0% 08-15-2011 to 06-30-2012 25,741.60 ✓
416100 Cler/Tech/Maint Sal	Kumbi-Bramble, Peggy O	100.0% 09-01-2011 to 06-30-2012 22,547.90 ✓
416100 Cler/Tech/Maint Sal	Loy, Andrew Phillip	100.0% 08-15-2011 to 06-30-2012 23,809.60 ✓

COMMITMENTS FOR FUTURE PAYMENT

G/LAcct	D e s c r i p t i o n	Amount
416100 Cler/Tech/Maint Sal	Maples, Frances Dru 100.0% 08-15-2011 to 06-30-2012	22,760.80 ✓
416100 Cler/Tech/Maint Sal	McFall, Benjamin L 100.0% 08-15-2011 to 06-30-2012	33,598.40 ✓
416100 Cler/Tech/Maint Sal	Owens, Jackie E 60.4% 09-01-2011 to 06-30-2012	18,750.60 ✓
416100 Cler/Tech/Maint Sal	Patterson, Russell S 100.0% 08-15-2011 to 06-30-2012	24,968.80 ✓
416100 Cler/Tech/Maint Sal	Polson, Jana Leann 39.5% 09-01-2011 to 06-30-2012	10,834.60 ✓
416100 Cler/Tech/Maint Sal	Rickels, Steven Clark 100.0% 08-15-2011 to 06-30-2012	25,005.60 ✓
416100 Cler/Tech/Maint Sal	Roberts, Sherry J 100.0% 08-15-2011 to 06-30-2012	24,048.80 ✓
416100 Cler/Tech/Maint Sal	Rodgers, Nanette S 100.0% 09-01-2011 to 06-30-2012	25,393.60 ✓
416100 Cler/Tech/Maint Sal	Turner, Eunice Allen 100.0% 09-01-2011 to 06-30-2012	25,034.90 ✓
416100 Cler/Tech/Maint Sal	Weaver, Katherine Elizabeth 100.0% 08-15-2011 to 06-30-2012	22,227.20 ✓
TOTAL Clerical, Technical, Maintenance Salaries		495,645.80
Supplies		
439300 Staples/127202/Lewis	08-22-2011 3200102993	890.56 ✓ <i>2d Sept</i>
TOTAL Supplies		890.56
TOTAL AMOUNT COMMITTED TO PAY IN FUTURE		833,423.66