

**THE UNIVERSITY OF TEXAS AT SAN ANTONIO**

**Monthly Statement of Accounts- Certification Worksheet**

As of March 2012  
FY11-12

<b>Unit and Administrator</b>
1200000
HOLLAS, DANIEL R
COB- OFC OF THE DEAN

SAMPLE

UNIT_DESC	Budget Group	BalFwd	Orig Bud Expenses	Budget Adj/Tfs	Orig Bud Income & Tfs	Posted Income	Adj Budget	Expense	Encumb	Inv,Asset & Liab	SOA Bal Available	Total Reconciling Items (1,2)	Bal Available per Dept (3,4)
COB- OFC OF THE DEAN	14767099 - F&A ALLOCATION (COB)	-	-	-	-	-	-	-	-	-	0	0.00	0.00
	19020091 - HRMS DEFAULT ACCOUNT, COB	-	-	-	-	-	-	-	(10,469.08)	-	(10,469.08)	0.00	0.00
	19120000 - COB-OFFICIAL OCCASIONS	-	-	5,000.00	-	-	5,000.00	(4,923.59)	-	-	76.41	0.00	0.00
	19120001 - EDUCATION AND RESEARCH ACTIVITIES	243,749.29	-	32,881.34	-	-	276,630.63	(10,099.38)	-	-	266,531.25	0.00	0.00
	19120004 - BUS,COL OF, ALVAREZ GRAD RES ED FD	60,162.08	-	-	-	-	60,162.08	-	-	-	60,162.08	0.00	0.00
	19120023 - LEARNING RESOURCES FEE-COB	166,603.78	555,671.00	(796,870.00)	(555,671.00)	649,426.40	19,160.18	-	-	-	19,160.18	0.00	0.00
	19120026 - TECHNOLOGY & INST SUPPORT FEE-COB	67,307.58	297,587.00	(165,000.00)	(624,000.00)	644,061.25	219,955.83	-	-	-	219,955.83	0.00	0.00
	19120032 - TRIP MATCHING FUND/VALERO GIFT -COB	351,250.53	-	-	-	35,598.50	386,849.03	(118,500.30)	-	-	268,348.73	0.00	0.00
	19129001 - COB - FACULTY RECRUITMENT	8,983.87	-	11,364.00	-	-	20,347.87	(3,710.60)	(30.00)	-	16,607.27	0.00	0.00
	19705800 - OFFICE OF THE DEAN OPERATIONS	3,791.71	62,826.00	123,732.46	(62,826.00)	-	127,524.17	(82,558.67)	(6,358.39)	-	38,607.11	0.00	0.00
	19706100 - COB DEAN'S OPERATIONS RESERVE	19,367.38	-	-	-	-	19,367.38	-	(16,005.42)	-	3,361.96	0.00	0.00
	19790002 - COB GRAD SCHOLARSHIP/FELLOWSHIP	199,692.86	-	(195,107.00)	-	-	4,585.86	-	-	-	4,585.86	0.00	0.00
	19790100 - COB GRAD SCHOLARSHIP/FELLOWSHIP	-	217,360.00	412,467.00	(217,360.00)	-	412,467.00	(373,156.65)	-	-	39,310.35	0.00	0.00
	19800601 - F&A DISTRIBUTION (COB)	41,212.22	-	7,819.70	-	-	49,031.92	(13,055.50)	(1,000.00)	-	34,976.42	0.00	0.00
	30120001 - VALERO ENRGY FNDTN GRAD FWHP FD-COE	1,250,200.00	-	-	-	-	1,250,200.00	(399,169.93)	-	-	851,030.07	0.00	0.00
	30120002 - COB FACULTY FELLOWS VARIOUS DONORS	-	-	-	-	-	-	-	-	-	0	0.00	0.00
	30120004 - CLYNES ENDOWED EXCELLENCE IN SERVIC	257.26	-	-	-	284.50	541.76	-	-	-	541.76	0.00	0.00
	30120006 - VARIOUS DONORS - (DEAN - COB)	191,479.93	-	(34,314.00)	-	52,750.35	209,916.28	(81,072.42)	(6,643.00)	(1.00)	122,199.86	0.00	0.00
	30120008 - FROST END PROF SHP IN COLL OF BUS	-	-	-	-	-	-	-	-	-	0	0.00	0.00
	30120009 - BUS,COL OF,ALVAREZ GRAD RES ED FUND	53,845.00	-	-	-	-	53,845.00	(6,297.23)	-	-	47,547.77	0.00	0.00
	30120015 - COB DEGREE PROGRAM EXPANSION	-	-	-	-	-	-	-	-	-	0	0.00	0.00
	30120021 - MIGLIORINO/PICCIONE FACULTY AWARD	904.47	-	-	-	551.39	1,455.86	-	-	-	1,455.86	0.00	0.00
	30120023 - ENDOWED 1969 COMMEMORATIVE FAC AWA	2,311.26	-	-	-	716.22	3,027.48	-	-	-	3,027.48	0.00	0.00
	30120028 - THE JANEY BRISCOE ENDOWED CHAIR	6,052.27	-	-	-	13,569.82	19,622.09	(5,768.94)	(7,439.22)	-	6,413.93	0.00	0.00
	30120032 - KNOWLEDGE FORUM BREAKFAST - V/D	4,648.88	-	-	-	-	4,648.88	-	-	-	4,648.88	0.00	0.00
	30120033 - SIGNATURE SPEAKER SERIES - V/D	51,756.15	-	(25,000.00)	-	-	26,756.15	-	-	-	26,756.15	0.00	0.00
	30120034 - V/D DONORS- COB FINANCIAL TRAD. LAB	69,901.55	-	5,938.08	-	61.92	75,901.55	(18,433.51)	-	-	57,468.04	0.00	0.00
	30120038 - WAYNE DRYMALA MEMORIAL ENDOW AWAR	1.68	-	-	-	-	1.68	-	-	-	1.68	0.00	0.00
	30120041 - WILLIARD H. FINDLING, CPA MEM AWD	691.70	-	-	-	322.38	1,014.08	(691.70)	-	-	322.38	0.00	0.00
	30120042 - THOMAS SINENI MEMORIAL BUS. ETHICS	1,500.00	-	-	-	-	1,500.00	-	-	-	1,500.00	0.00	0.00
<b>COB- OFC OF THE DEAN - Total</b>		<b>2,795,671.45</b>	<b>1,133,444.00</b>	<b>(617,088.42)</b>	<b>(1,459,857.00)</b>	<b>1,397,342.73</b>	<b>3,249,512.76</b>	<b>(1,117,438.42)</b>	<b>(47,945.11)</b>	<b>(1.00)</b>	<b>2,084,128.23</b>	<b>0.00</b>	<b>0.00</b>

**Notes: (for Excel version)**

- Total Reconciling Items are to be entered by the reconciler. Reconciling items that increase income (such as revenue received) are entered as positive amounts, and items that reduce income (such as fee refunds) are negative amounts. Items that increase expense are entered as negative amounts, and items that reduce expenses or encumbrances are entered as positive amounts.
- In the "Total for Unit" row of column L, add the entire column to compute the total reconciling items for the unit.
- Add columns K and L to compute the "Bal Available per Dept".
- In the "Total for Unit" row of column M, add the entire column to compute the total Bal Available for the entire unit.

This Statement of Accounts must be certified by the administrative unit head or authorized designee, and retained on file in the department following University retention requirements (current fiscal year + 3). Salary issues must be immediately brought to the attention of Payroll Services at ext 4280. By my signature below, to the best of my knowledge I am certifying the following: (1) The salary, wages, expenditures and other transactions posted to funds under my control as detailed in the SOA reporting package are accurate, allowable, and appropriate. (2) All posted revenue has been reconciled to cash deposit receipts and the amounts appear to be reasonable and properly recorded. (3) For any errors that have been detected, corrections have been made and/or requested and are pending adjustment in the financial accounting system. (4) I am aware of the requirement to report all suspected fraud to my supervisor, Auditing and Consulting Services, University Police or the UTSA Hotline to ensure it is appropriately addressed.

Signature of Preparer: \_\_\_\_\_

Signature of Account Administrator: \_\_\_\_\_

THIS IS A SAMPLE. INFORMATION CONTAINED IN THIS REPORT DOES NOT ENTIRELY REFLECT ACTIVITY THAT ACTUALLY TRANSPIRED.

**THE UNIVERSITY OF TEXAS AT SAN ANTONIO**

**Monthly Statement of Accounts- Supplemental Information**

As of March 2012

**FY11-12**

<b>Unit and Administrator</b>
1200000
HOLLAS, DANIEL R
COB- OFC OF THE DEAN

SAMPLE

Budget Group	Income								
	Prior Year Monthly Income	Current Year Monthly Income	Variance	% Variance		Prior YTD Income	Current YTD Income	Variance	% Variance
19120023 - LEARNING RESOURCES FEE-COB	51,785.75	56,113.00	4,327.25	8%		615,256.30	649,426.40	34,170.10	6%
19120026 - TECHNOLOGY & INST SUPPORT FEE-COB	49,204.30	54,425.00	5,220.70	11%		604,528.80	644,061.25	39,532.45	7%
19120032 - TRIP MATCHING FUND/VALERO GIFT -COB	-	-	-			-	35,598.50	35,598.50	
30120004 - CLYNES ENDOWED EXCELLENCE IN SERVIC	-	-	-			280.70	284.50	3.80	1%
30120006 - VARIOUS DONORS - (DEAN - COB)	25,050.00	14,578.55	(10,471.45)	(42%)		126,070.00	52,750.35	(73,319.65)	(58%)
30120021 - MIGLIORINO/PICCIONE FACULTY AWARD	-	7.89	7.89			512.76	551.39	38.63	8%
30120023 - ENDOWED 1969 COMMEMORATIVE FAC AWAR	-	-	-			706.64	716.22	9.58	1%
30120028 - THE JANEY BRISCOE ENDOWED CHAIR	-	-	-			13,388.32	13,569.82	181.50	1%
30120034 - V/D DONORS- COB FINANCIAL TRAD. LAB	100.00	-	(100.00)	(100%)		10,718.54	61.92	(10,656.62)	(99%)
30120041 - WILLIARD H. FINDLING, CPA MEM AWD	-	-	-			318.06	322.38	4.32	1%
30120042 - THOMAS SINENI MEMORIAL BUS. ETHICS	250.00	-	(250.00)	(100%)		500.00	-	(500.00)	(100%)
<b>Total Income</b>	<b>126,390.05</b>	<b>125,124.44</b>				<b>1,372,280.12</b>	<b>1,397,342.73</b>		

Budget Group	Expenditures & Encumbrances								
	Prior Year Monthly Expenditures & Encumb	Current Year Monthly Expenditures & Encumb	Variance	% Variance		Prior YTD Expenditures & Encumb	Current YTD Expenditures & Encumb	Variance	% Variance
19020091 - HRMS DEFAULT ACCOUNT, COB	-	4,528.09	4,528.09			-	(10,469.08)	(10,469.08)	
19120000 - COB-OFFICIAL OCCASIONS	-	(6.00)	(6.00)			(5,000.00)	(4,923.59)	76.41	(2%)
19120001 - EDUCATION AND RESEARCH ACTIVITIES	(225.00)	(98.14)	126.86	(56%)		(6,517.86)	(10,099.38)	(3,581.52)	55%
19120004 - BUS.COL OF, ALVAREZ GRAD RES ED FD	-	113.75	113.75						
19120032 - TRIP MATCHING FUND/VALERO GIFT -COB	(449.10)	-	449.10	(100%)		(565,626.07)	(118,500.30)	447,125.77	(79%)
19129001 - COB - FACULTY RECRUITMENT	(1,800.78)	(1,199.00)	601.78	(33%)		(5,194.43)	(3,740.60)	1,453.83	(28%)
19705800 - OFFICE OF THE DEAN OPERATIONS	(2,477.98)	(1,343.06)	1,134.92	(46%)		(61,537.16)	(88,917.06)	(27,379.90)	44%
19706100 - COB DEAN'S OPERATIONS RESERVE	-	-	-			(1,675.61)	(16,005.42)	(14,329.81)	855%
19790100 - COB GRAD SCHOLARSHIP/FELLOWSHIP	-	55.00	55.00			(296,124.75)	(373,156.65)	(77,031.90)	26%
19800601 - F&A DISTRIBUTION (COB)	-	(13,915.06)	(13,915.06)			(638.00)	(14,055.50)	(13,417.50)	2,103%
30120001 - VALERO ENRGY FNDTN GRAD FWHP FD-COB	-	-	-			-	(399,169.93)	(399,169.93)	
30120006 - VARIOUS DONORS - (DEAN - COB)	(13,147.65)	(3,741.03)	9,406.62	(72%)		(67,751.52)	(87,715.42)	(19,963.90)	29%
30120009 - BUS.COL OF,ALVAREZ GRAD RES ED FUND	-	(1,049.11)	(1,049.11)			-	(6,297.23)	(6,297.23)	
30120028 - THE JANEY BRISCOE ENDOWED CHAIR	(706.49)	(1,486.11)	(779.62)	110%		(8,713.06)	(13,208.16)	(4,495.10)	52%
30120034 - V/D DONORS- COB FINANCIAL TRAD. LAB	-	-	-			(19,098.37)	(18,433.51)	664.86	(3%)
30120041 - WILLIARD H. FINDLING, CPA MEM AWD	-	-	-			(650.00)	(691.70)	(41.70)	6%
<b>Total Expenditures and Encumbrances</b>	<b>(18,807.00)</b>	<b>(18,140.67)</b>				<b>(1,038,526.83)</b>	<b>(1,165,383.53)</b>		

Apr 30, 2012

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