**CONFIRMATION OF REVIEW OF BALANCE SHEET ACCOUNT**

**----------------------------**

**FOR THE PERIOD ENDING MAY 31, 2017**

Please submit by **Friday,** **June 16, 2017** to:

[BALSHEETACCTS@UCSD.EDU](mailto:balsheetaccts@ucsd.edu?subject=Balance%20Sheet%20Reconciliation)

Balance Sheet Coordinator

General Accounting, Business & Financial Services

Mail code 0953

FAX x60780 or (858) 246-0780

**Account Number(s) and Account Title(s) –** *please list all account numbers*:

I have performed a review of the accounts listed above. My review included:

* monitoring transactions in the account and general oversight of the account;
* review of account for accuracy;
* preparation of reconciliation of account (copy attached);
* processing of corrections and adjustments as necessary.

The account balances at May 31, 2017 are properly stated and supported by the appropriate documents or reconciliations.

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| --- | --- |
|  |  |
| Preparer Signature | Supervisor’s Signature |
|  |  |
| Name (print or type) | Name (print or type) |
|  |  |
| Telephone number | Telephone number |