**CONFIRMATION OF REVIEW OF BALANCE SHEET ACCOUNT**

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

Please submit by **Friday,** **January 19, 2018** to:

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

Balance Sheet Coordinator

General Accounting, Business & Financial Services

**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 Dec 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 |