**CONFIRMATION OF REVIEW OF BALANCE SHEET ACCOUNT**

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

**FOR THE PERIOD ENDING DECEMBER 31, 2018**

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

BALSHEETACCTS@UCSD.EDU

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 December 31, 2018 are properly stated and supported by the appropriate documents or reconciliations.

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