

# Budget Verification

## **Index & Account Verification**

1. The Budget Office will send a list of all indexes associated with a unit for review
2. The budget manager for each College and support unit will review the information and submit any changes.
  - a. Items such as title changes, new or closed indexes and Departmental restructures
3. The budget office will update the tables in Axiom to reflect any changes (this will be prior to budget kickoff)

## **Budget Development Monitoring**

1. The budget office will provide all budget changes per unit for verification
2. The budget manager for each College and support unit will review the information and submit any changes via email to the Budget Office and your next level Axiom approver
3. The monitoring spreadsheet will be updated weekly for reconciliation and posted on an Axiom-USERS shared drive: Shared ( S ) – CUSTOM-SHARED – AXIOM-USERS
4. Units are expected to remain in balance or explain any variance throughout the budget process