

have been properly recorded. The Holding Account should be reviewed periodically to ensure that no items being held in suspension should be credited to your department's receivables. The detail of the Holding account will be forwarded to each Fiscal Officer on a bi-monthly basis

IV. AUDITS OF REVENUE

The Department of Audits will periodically audit a sample of revenue recorded in departmental and other income and fee accounts. Departmental backup will be reviewed to verify that the above procedures are being followed.

Violation of the guideline defined here when discovered during the course of routine annual departmental audits may result in suspension of departmental rights to engage in providing contractual (billable) services.