

## Common Recharge Audit Comments

To help recharge units avoid common issues that occur when entering into or managing recharge activities, the following is a list of common errors. Units should make every effort to avoid these common mistakes often uncovered during routine audits.

### **Avoid these Top 10 Audit Comments....**

1. Recharge rate(s) billed before they are approved by Financial Analysis
2. Rates are not charged consistently to all internal users of a service
3. A recharge rate other than what was approved by Financial Analysis is charged
4. Rates posted to websites differ from approved recharge rates
5. Units "grandfathered" rates to other units, i.e. the recharge unit charged based on a previous rate because that is what the other unit was "used to", rather than using the current approved rate(s)
6. Units book transactions as a rebill rather than getting an approved recharge rate in order to charge university units
7. The cost(s) that made up a rate changed, but the recharge unit did not submit an updated rate request for approval (*ex. equipment has fully depreciated*)
8. Unapproved costs are expensed to a recharge chartfield
9. Unit is unable to provide documentation for service costs or revenue billed
10. Units do not appoint staff salaries to the recharge chartfield, or book depreciation expense, in a timely manner