

Bookkeeper Meeting

JANUARY 20, 2021



Agenda

- Grant Accounting Staff Changes
- Position Numbers
 - Presented by Terri McWilliams
- Match/Cost Share Budget Revisions
- Bonus Reallocations
- Longevity Update
- Backup for Requested Signatures
- Cost Transfer Form Update
- Closeout Form Update and University Archives Procedure
- Signature Clarifications
- Discussion / Questions

Grant Accounting Staff

- Lauren Hall's last day in Grant Accounting was Friday, 1/15/21. She started in the Budget Office as Budget Specialist on Tuesday, 1/19/21.
- Lauren will continue to help out in Grant Accounting until the end of January.
- The vacant grant accountant position was requested on Friday, 1/15/21, and should be posted soon!

Congratulations to Lauren on her new position!

She will be missed by Grant Accounting but will be a great addition to Budget!

Position Numbers

- Sequencing of Position Numbers
 - Exhausting of position numbers
 - Use of letters
 - Reuse of obsolete position numbers
 - Last 3-digit position type
- Work Flow for New Positions
 - Notify Budget Office of need after activation
 - Budget will communicate new position number to bookkeeper, HR, and Payroll

Budget Revisions - Match

- Reminders
- Budget revisions should be attached to the activation and completed with the FOAPAL source to fund the match, i.e., the “Transfer From – Decrease” line.
- Grant Accounting will complete the “Transfer To – Increase” line when the activation is processed and the match FOAPAL is established.
- When the budget revision is initiated, the Dean of the Department funding the match account must sign
- However, after the match account is established, any revisions should be signed by the Dean/Chair of the PI’s department


Bonus Reallocation Spreadsheet

- Please complete Column R for your respective grants by end of day today, 1/20/2020.
- Save a copy and send to me. I will update and save the spreadsheet version to be submitted to the Budget Office and to Payroll.
- M:\Business-Office-Training\Forms\Grants\Bonus NHIDIST export_12312020.xlsx

Longevity Update

- Meeting on Monday, 1/11/21
 - Attended by Emily Wheeler, Gaile Palmer, Terri McWilliams, Sonya Haney, and Debbie Gernt
- It was determined that longevity was part of TTU's normal compensation package, and should be not treated or considered as a bonus.
- Longevity should be included in all proposals.
- Please notify all of your Principal Investigators of this change.
- Longevity differs from a bonus awarded.
- Bonuses may or may not be allowable and should be determined on a case-by-case basis.

Signature Requests

- If requesting a signature from Dr. Stinson or other administrative personnel, please include all supporting documentation, including progress reports, financial reports, and other pertinent data.
 - Submitting a signature page only without reference as to the content that the signature pertains to will result in the document being returned to you.
 - If you submit all supporting documentation with your initial signature request, processing time will be greatly reduced.
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Cost Transfer / Labor Reallocation / Benefits Reallocation Forms Update

- The three forms listed above that we are currently using will be updated very shortly to include language requiring all transfers requested more than 90 days after the occurrence to be approved by the Dean or Appropriate Vice President.
- Both the Office of Research and the Office of Planning & Finance recognize how troublesome cost transfers over 90 days can be.
- A report will also be generated by Grant Accounting to update the Office of the Research and the Office of Planning & Finance of all costs transfers / labor reallocations / benefit reallocations being requested, with the first report being for the month of January 2021.

Closeout Form / Final Reports

- In response to a discussion in our last meeting, the closeout form has been updated to include a text box of bookkeeper name.
- <M:\Business-Office-Training\Forms\Grants\Closeout Form 082020update.pdf>
- If you see any other changes that need to be made to our forms, please let me know.
- The Office of Research has finalized a procedure for the transfer of final reports to the University Archives. It can be found at the following link. If you have any questions, the contact information is at the end of procedure. Megan Atkinson in the Volpe Library is the individual who has worked with the Office of Research to get this procedure in place.
- <M:\Business-Office-Training\Forms\Grants\Research FinalReports TransferArchives FinalProcedure Jan2021.pdf>

Signature Requirements

- Cost Transfers
- Just a reminder that only cost transfers / labor reallocations / benefits reallocations must have the Dean / Chair / or Appropriate VP signature IF they are over 90 days.
- If the cost transfer is requested prior to 90 days of the original occurrence, only the PI signature is required.

- Activations
- The Request for Pre-Activation section on Page 2 only needs to be completed IF the project is being requested to be pre-activated. The box does not need to be checked; nor does the unrestricted index need to be completed if the projected IS NOT being pre-activated.

Discussion and Questions

NEXT MEETING – FEBRUARY 17, 2021 – 10 AM

VIA TEAMS

