

Grant Training

MAY 16, 2023



Agenda

- Policy 516
 - Monthly Reconciliations
 - Cost Transfers
- Fixed Price Contracts
- Longevity Process
- Bonus Reallocation Process
- Questions/Discussion



Policy 516

- Policy 516 requires monthly reconciliations and cost transfers to be completed within 90 days. Link to Policy 516:
 - <https://www.tntech.edu/businessoffice/grant-accounting/policy516.php>
- Monthly Reconciliations
 - X. Reconciliation of requisitions/purchases to Banner expenditure reports are to be made monthly by the project bookkeeper.
- Cost Transfers
 - Y. If discrepancies are found during the monthly reconciliation process, the PI via the project bookkeeper must submit a cost transfer to reallocate costs to the appropriate unrestricted departmental accounts. In the event the costs are deemed unallowable, reimbursement must be collected from the employee. These cost transfers should be done within 90 days of discovery.



Policy 516 - Cost Transfers (cont.)

- Two forms are required to complete a cost transfer. One is the Cost Transfer Request Form and the other is the Correction Request Form. These forms are not used for Labor or Benefit reallocations. Links to forms:
 - <M:\Business-Office-Training\Forms\Grants\Cost Transfer Request Grants 082120>
 - <M:\Business-Office-Training\Forms\General Accounting\Correction Request Form>
- To correct labor cost a Reallocation Request – For Labor form will need to be completed and signed, then sent to Gail for final signature. Link to form:
 - <M:\Business-Office-Training\Forms\Grants\Labor Reallocation Grant and Match 082120>
- To correct benefit cost a Reallocation Request – For Benefits Only form will need to be completed and signed, then sent to Gail for final signature. Link to form:
 - <M:\Business-Office-Training\Forms\Grants\Benefit Reallocation Grant and Match 082120>



Fixed Price Contracts

- Fixed Price contracts involve an agreement between TTU and an agency in which TTU meets certain deliverables, milestones, or tasks for a fixed price regardless of the expenses incurred by TTU to carry out those deliverables, milestones, or tasks. Once the project is completed and all the deliverables have been met, funds received in excess of the expenses incurred and not required to be returned to the agency become residual income.
- In the last half of the calendar year 2018, the decision was made to close all fixed rate contracts and residual balances to a newly established index for each college. Grant Accounting establishes a budget for these Fixed Rate Contract Balance accounts on an annual basis.
- This process will be completed during July of each year.



Longevity Process

- Each month the Budget Office pulls a report of longevity charged to restricted indexes.
- This report is sent to Grant Accounting to mark as allowable or not allowable to the grant.
- If the allowability of the charge has already been established for a grant, Grant Accounting will indicate as such on the report.
- If the allowability of the charge has not yet been established, Grant Accounting will reach out to the bookkeeper for this determination.
- If the charge is not allowable, Grant Accounting will list the index it should be charged to based on the information provided by the bookkeeper.
- Grant Accounting sends the report back to the Budget Office to make budget revisions if necessary.
- Grant Accounting also send the report to Sonya in Payroll to make reallocations if necessary.



Bonus Reallocations Process

- A one-time \$650.00 bonus for permanent benefitted staff will be given effective July 1, 2023.
- If bonus payments are to remain on the grant, no action is needed.
- If bonus payments need to be moved to an unrestricted index, please email Gail with this information as soon as possible.
- Grant Accounting will share this information with the Budget Office and Payroll.



Discussion and Questions

