

## Guidelines on Match/Cost Share Accounts

Please note that the terms “match” and “cost share” are synonymous for the purpose of these guidelines.

When a grant requires a match index be set up, the budget revision should be initiated and prepared by the department that is funding the match. For example, if the grant is being managed by the Manufacturing Center, but the match is being funded by Mechanical Engineering, then the budget revision will be initiated by Mechanical Engineering. Because the budget revision needs to be included with the activation, the Grant Bookkeeper may reach out to department for the budget revision. Once the match index is set up, the Grant Bookkeeper will monitor and request any revisions of the department contact. The department should not move funds out of the match account or within lines of the match account without first consulting with the Grant Bookkeeper.

At year end, any match account that the Budget Office needs cleaned up will be forwarded to Grant Accounting. Grant Accounting will identify the Grant Bookkeeper and will forward the Budget Office request to them and send the Grant Bookkeeper contact information to the Budget Office.

If a grant has ended and all match obligations have been met, a budget revision should be initiated and prepared by the Grant Bookkeeper to move the funds back to the department that originally funded the match.

If funds are left over in a match account and a new contract is awarded for the same purpose (i.e., SBDC that gets a new contract each year), the left-over funds may be directly transferred from the old match account to the new match account. This budget revision should be initiated by the Grant Bookkeeper.

All budget revisions with a match index (begins with “6” or “2” and has an activity code beginning with “M”) should be reviewed and approved by Grant Accounting before going to the Budget Office for processing.

### Fund codes for match accounts:

114000 – TTU / Research Match

114500 – Department Match

210017 – Water Center Match

210014 – Manufacturing Center Match

210016 – Power Center Match

On rare occasions, a match may be funded by funds from the Foundation or other private or corporate sources. If that occurs, a restricted Index starting with “5” will be assigned along with a restricted fund code usually beginning with “26.”

At year end, Grant Accounting will prepare a carryforward list for all match accounts for the Budget Office. ~~These funds will be rolled into account 74000 for carryforward. Adjustments to line items within the match accounts should be accomplished by a budget revision initiated by the Grant Bookkeeper. Last year there were 47 match accounts for which the Budget Office had to enter carryforward manually. Because match accounts are unrestricted, they are budgeted differently than restricted funds and cannot roll forward automatically. All unrestricted funds are budgeted by the University according to guidelines provided by THEC. The current method of rolling all remaining funds into account 74000 is the least laborious method for all involved to roll over cost share accounts. Otherwise, bookkeepers would have to prepare budget revisions at the end of every fiscal year to clear the account back to the matching source and then another budget revision to fund the match at the beginning of the new fiscal year. Grant Accounting and the Budget Office tries to streamline the process as much as possible with the use of the carryforward list.~~ These funds will be rolled into their appropriate line items.