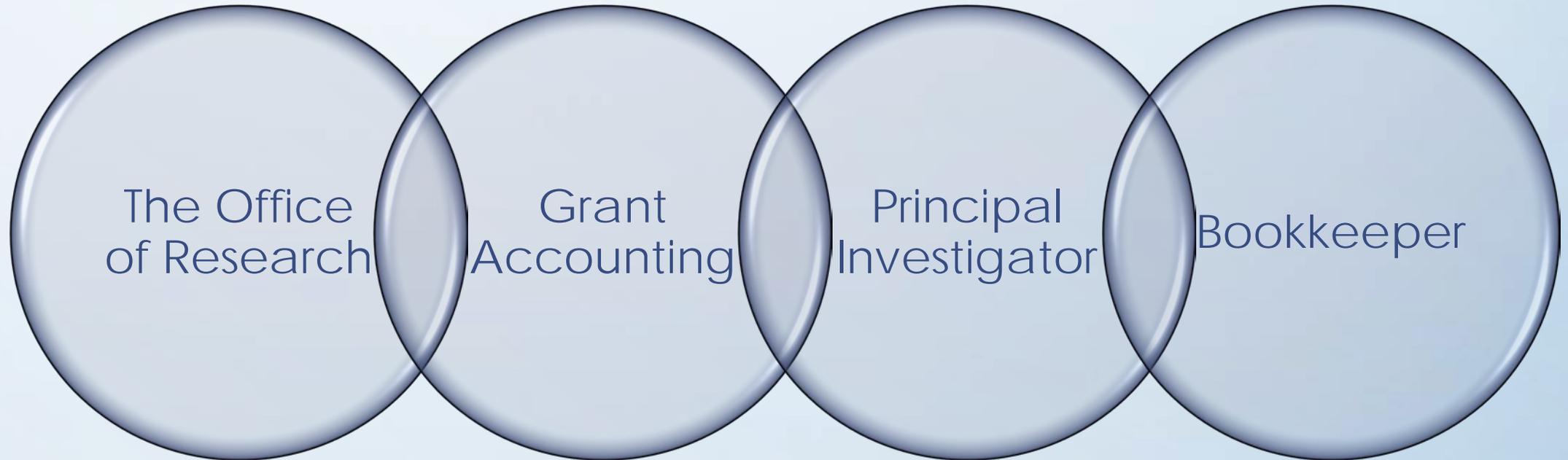




# Bookkeeper Training

The Role of the Bookkeeper

# Roles and Responsibilities



# The Office of Research

- The Office of Research (OoR) assists in proposal development; reviews and endorses proposals; negotiates agreements and accepts awards on behalf of Tennessee Tech University; ensures the University is in compliance with applicable regulations; and assists with the invention disclosure, assessment, and patenting and marketing processes as well as assists with the identification of funding opportunities.

Read more on our "What We Do" page at <https://www.tntech.edu/research/aboutus/index.php>

***The Office of Research is the final signatory authority for sponsored contracts for the University.***

# Grant Accounting

- Grant Accounting is responsible for establishing a FOAPAL, and the financial reporting and invoicing. They provide analytical, cost accounting, and effort reporting expertise.
- The VP for Finance is the final signatory authority for financial reports for the University.
- Staff

– <https://www.tntech.edu/businessoffice/grant-acc.php>

## EXAMPLE #6

FEDERAL FINANCIAL REPORT								
(Follow form instructions)								
1. Federal Agency and Organizational Element to Which Report is Submitted US Fish and Wildlife Service Wildlife and Sport Fish Restoration Program		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) <b>W-18-HS-6</b>			Page <b>1</b>	of <b>1</b>		
3. Recipient Organization (Name and complete address including Zip code) State of Protection Division of Natural Resources 1 Waterfowl Lane, Capitol City, PT								
4a. DUNS Number <b>808322354</b>	4b. EIN <b>941697667</b>	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)		6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Final	7. Basis of Accounting <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual			
8. Project/Grant Period From: (Month, Day, Year) <b>7/1/2008</b>		To: (Month, Day, Year) <b>6/30/2009</b>		9. Reporting Period End Date (Month, Day, Year) <b>6/30/2009</b>				
10. Transactions (Use lines a-c for single or multiple grant reporting)								
<b>Federal Cash (To report multiple grants, also use FFR Attachment):</b>								
a. Cash Receipts								
b. Cash Disbursements								
c. Cash on Hand (line a minus b) <span style="float: right;">\$0.00</span>								
(Use lines d-o for single grant reporting)								
<b>Federal Expenditures and Unobligated Balance:</b>								
d. Total Federal funds authorized <span style="float: right;">\$200,000.00</span>								
e. Federal share of expenditures <span style="float: right;">\$200,000.00</span>								
f. Federal share of unliquidated obligations								
g. Total Federal share (sum of lines e and f) <span style="float: right;">\$200,000.00</span>								
h. Unobligated balance of Federal funds (line d minus g) <span style="float: right;">\$0.00</span>								
<b>Recipient Share:</b>								
i. Total recipient share required <span style="float: right;">\$66,666.67</span>								
j. Recipient share of expenditures <span style="float: right;">\$200,000.00</span>								
k. Remaining recipient share to be provided (line i minus j) <span style="float: right;">\$0.00</span>								
<b>Program Income:</b>								
l. Total Federal program income earned <span style="float: right;">\$10,000.00</span>								
m. Program income expended in accordance with the deduction alternative								
n. Program income expended in accordance with the addition alternative <span style="float: right;">\$10,000.00</span>								
o. Unexpended program income (line l minus line m or line n) <span style="float: right;">\$0.00</span>								
11. Indirect Expense								
	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share	
	Filed with Carry Forward	11.50%	7/1/2008	12/31/2008	\$17,526.00	\$2,015.49	\$1,511.62	
	Filed with Carry Forward	12.00%	1/1/2009	6/30/2009	\$26,140.00	\$3,136.80	\$2,352.60	
					<b>g. Totals:</b>	<b>\$43,666.00</b>	<b>\$5,152.29</b>	<b>\$3,864.22</b>
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:								
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)								
a. Typed or Printed Name and Title of Authorized Certifying Official <b>Phil Bird, Director, State of Protection Division of Natural Resources</b>			c. Telephone (Area code, number and extension) <b>800-867-5309</b>					
			d. Email address <b>phil_bird@ptdnr.gov</b>					
b. Signature of Authorized Certifying Official <i>Phil Bird</i>			e. Date Report Submitted (Month, Day, Year) <b>9/28/2009</b>					
14. Agency use only:								
Standard Form 425 OMB Approval Number: 0348-0061 Expiration Date: 10/31/2011								
<b>Paperwork Burden Statement</b> According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.								

# Principal Investigator



- The Principal Investigator (PI) is responsible for the design, implementation, and reporting of the research project.
- The PI is responsible to the University and to the sponsor for assuring that the scope of work for which the award was made is completed, that University policies and procedures are adhered to and that funds are expended in accordance with the awarded budget and sponsor terms and conditions. While the PI may delegate some responsibility for day-to-day management of finances and other tasks, the PI remains accountable for the entire project.

# Principal Investigator

- Reviews the award document for agency requirements.
- Maintains for all aspects of scientific and technical aspects of the sponsored project.
- Monitors the budget to eliminate account overages and overdrafts alongside the project bookkeeper.
- Completes award requirements by submitting technical reports and other deliverables as stipulated by agency.
- Monitors cost share and subrecipient requirements and fiscal documentation.



# The Bookkeeper

Reviews financial transactions on sponsored programs to ensure:

- the transaction occurs within the project period.
- the costs are allowable and documented.
- the cost of the transaction is reasonable.
- the transaction represents a reasonable allocation of the cost.
- funds are available in the sponsored program to support the transaction.
- the transaction is treated consistently with regard to direct/indirect cost purposes.



# Bookkeeper | Basic Considerations

## Reasonable

- A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

## Allocable

- A cost is allocable to a particular Federal award or other cost objective if the goods or services involved are chargeable or assignable to that award or cost objective in accordance with relative benefits received.

## Applicable

- A cost must be necessary and reasonable for the performance of the award and be allocable thereto under these principles.

## Consistently Treated

- A cost may not be assigned to a award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the award as an indirect cost.

- §200.403 Factors affecting allowability of costs
- §200.404 Reasonable Costs
- §200.405 Allocable Costs

CFR Citation	Type of Cost	 Allowable as a Direct Cost	 Unallowable as a Direct Cost
J1	Advertising & Public Relations	Allowable only if related to and necessary for performance of the sponsored project (i.e., recruitment of personnel, procurement of goods and services etc.).	Unallowable for advertising related to the general image of the University or events related to instruction or other institutional activities. Unallowable for promotional items and memorabilia, including models, gifts and souvenirs.
J3	Alcoholic Beverages	Unallowable	Unallowable

[https://www.tntech.edu/research/pdf/researchcompliance/policiesandawardmanagement/Allowable\\_\\_Unallowable\\_Costs\\_Quick\\_Reference.pdf](https://www.tntech.edu/research/pdf/researchcompliance/policiesandawardmanagement/Allowable__Unallowable_Costs_Quick_Reference.pdf)

# The Bookkeeper

Prepares financial, human resources and other documents for sponsored projects in the following areas:

- Cost sharing/matching.
- Provides or maintains up to date financial records (typically in Excel) along with receipts and other documentation (electronic or project binder) to support sponsored project activities.
- Prepares documents and provides information for appointment of individuals to sponsored project(s). Assists with travel claims, purchase orders, processing of student timesheets and any other transaction to be housed in the award.

# The Bookkeeper

- Processes financial transactions and reviews and analyzes financial reports (Banner and ePrint) for sponsored project(s).
- Assigns correct account codes.
- Prepares and initiates processing of cost sharing/matching documents.
- Prepares documents and provides information for rebudgeting.
- Prepares requests for cost transfers within 90 days of error.
- Audits and reconciles award, invoices and expenses for budget alignment.
- Reconciles requisitions and purchases to Banner ePrint reports on a monthly basis.
- Reports instances of financial noncompliance with applicable regulations to the Office of Research.
- Maintains all project records for a period of ten years after the grant closes in accordance with policy 113-Record Retention and Disposition.

# The Bookkeeper

- Provides information and prepares documents to resolve project cost overruns
- Processes documents to record program income.
- Provides information for compliance with the effort reporting policy.
- Provides information for closing documents.
- Assesses risk associated with financial transactions on sponsored projects and as needed, seeks the advice and approval of higher authority, such as the Dean's Office or the Office of Research.

Read more about the roles of our office, the PI and the Bookkeeper on our "About Us" page at:

<https://www.tntech.edu/research/researchcompliance/roles-and-responsibilities.php>

Read more about financial compliance on sponsored projects at: [https://tntech.policytech.com/](https://tntech.policytech.com/dotNet/documents/?docid=455)

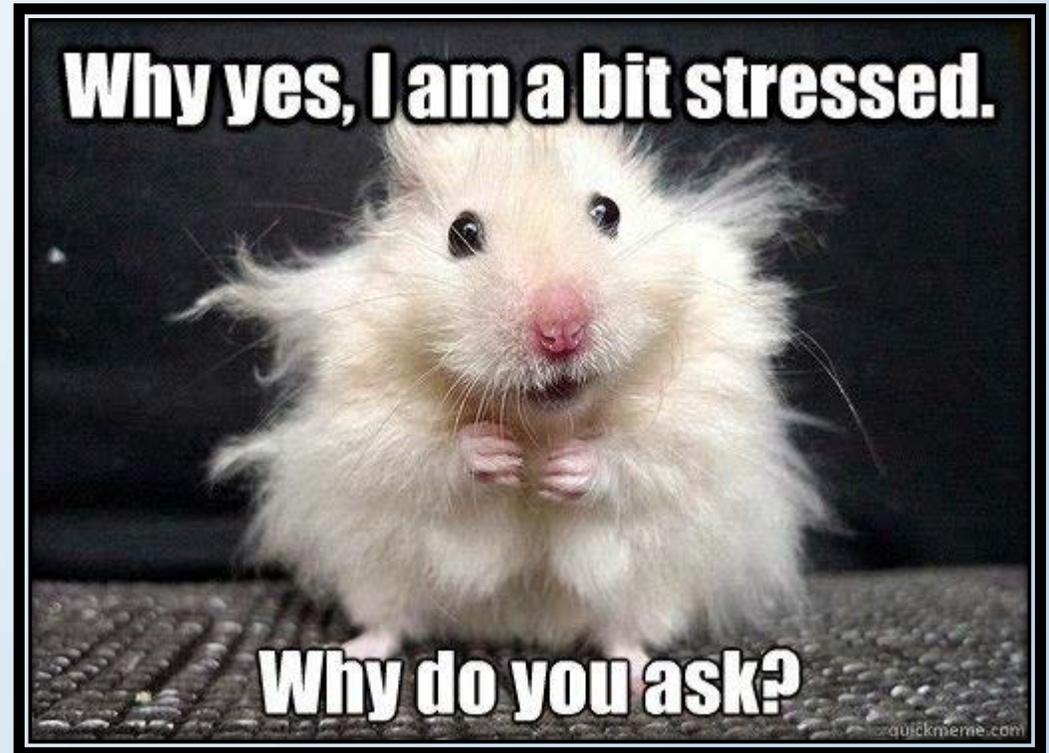
[dotNet/documents/?docid=455](https://tntech.policytech.com/dotNet/documents/?docid=455)

Bookkeeper Training  
Documentation



# Just breathe!

- Where in the world do you begin when it feels like you are responsible for EVERYTHING that happens within the award you've just been handed? While this may seem overwhelming, it doesn't have to be. The secret is to break it down into simple steps and approach them one at a time.



# Step 1: Plan your approach

Option 1: Electronic Files

Option 2: Create a Binder

Name

- Budget Revisions
- Grant Activations, Proposal Endorsements, Etc
- Payroll
- Receipts, Invoices & Other Supplies
- Reconciliations
- Reporting
- Travel



Option 3: Do Both!

# Option 1: Electronic Files

## What to know:

- The files should be saved on a shared drive, not in “My Documents” so that they are accessible to others who may need the files in your absence.
- The file folders should be labeled so that it is easy to identify where certain documentation may be saved.

## Suggested File Folders:

Name

- Budget Revisions
- Grant Activations, Proposal Endorsements, Etc
- Payroll
- Receipts, Invoices & Other Supplies
- Reconciliations
- Reporting
- Travel

# Option 2: Create a Binder

## Sturdy 3-ring binder

- In most cases a 3" wide or greater is best. Make it fun and choose a unique color so you can easily identify this important binder.



## Divider Tabs

- Suggested: Staples Big Tab Insertable Dividers, 5-Tab, Clear, 4/Pack (14480)
- Optional Tab Names:

→ Salaries	→ Reporting Requirements
→ Student Hourly Payroll	→ Reconciliations
→ Travel	→ Budget Revisions
→ Supplies	→ Proposal & Activations
→ Invoices	→ Cost-share
→ In-Kind Support	

# Helpful Tips:

- Don't reinvent the wheel!
- Keep all documents related to the project together in one place so that anyone that wants to look at the project can easily see all that has transpired within the project!
- This binder doesn't have to be perfectly formatted; it just has to be functional for you and available to the person(s) who may need to assist in your absence.

# Step 2: Assembling the Files

So now that you've planned your approach and created your tabs, what goes under each tab? The following categories may include items such as:

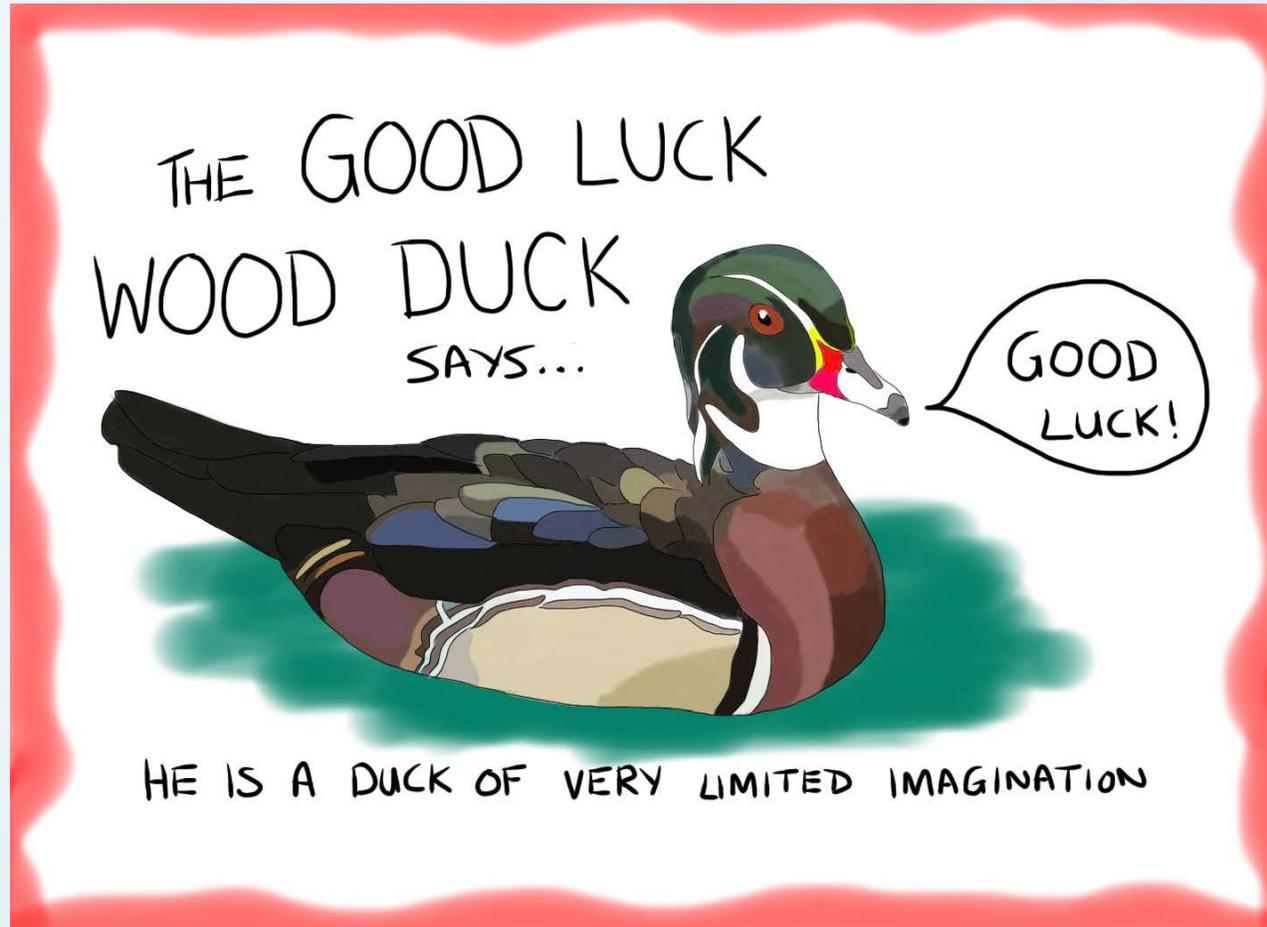
- Payroll
  - Grant Personnel
    - Faculty summer pay summary and timesheets, PAFs, temporary hourly summary and timesheets, offer letters, reallocation documentation, job descriptions, student timesheets (if you elect not to have a separate tab for this), effort certifications also known as time and effort reports.
- Student Information
  - Student Employee Form, Confidentiality Agreement, copy of I9 card, summary and timesheets for student workers.
- Travel
  - Personal Mileage Claims, Enterprise Invoices, Water Center Motor Pool documentation, final signed copied of all travel requisitions, templates of the requisition and claim form with the FOAPAL information for easy access.



- Receipts, Invoices & Other Supplies
  - File name example: Halo\_Inv5870216\_\$479.04.pdf
- Reporting
  - Agency templates to request additional year's funding, etc., annual reports submitted by the PI, fillable agency forms, email backup from PI to show date reports were submitted to the agency.
- Reconciliations
  - Banner Finance ePrint report FGRBDSC: Budget Status (Current Period), Banner HR ePrint report NXRBDUG: TTU Labor Distribution Report and the monthly reconciliation. **The reconciliation process should be completed monthly after the business officially closes.**
    - Banner Finance FRIGITD – Grant Inception to Date Expenditures and Budget Status
    - Banner Finance NHIDIST – TTU Labor Distribution (will show reallocations)



- Budget Revisions
  - Original budget revision submitted which eventually be replaced with the signed BDMS copies of the budget revisions.
- Grant Activations, Proposal Endorsements, Etc.
  - Copy of the award documents, FOAPAL assignment from Grant Accounting, Grant Activation Forms, proposal budget and budget justification, CITI Training Certificates
- Match Indexes
  - Budget revisions and reconciliations pertaining to the match/cost-share indexes.
- In-Kind Support
  - Proposal budget and budget justification if applicable from in-kind source, in-kind support back-up using the forms found on the OoR website <https://www.tntech.edu/research/forms.pdf>



**Thank you for coming today and good luck!**

You will receive a survey based on the training today. Please take a moment and provide your honest feedback so that we can continue to improve.

# Upcoming Training Modules

- **Module 2:** The Life Cycle of the Grant
- **Module 3:** Project Startup & Activation
- **Module 4:** Understanding Personnel Types & Account Codes
- **Module 5:** Cost-sharing
- **Module 6:** Revisions & Changes

