



Brown Bag Breakfast Briefing: Sponsored Program Account Reconciliations

New Awards

- “ Notice of Award
- “ Chart of Accounts . attributes
- “ Review both to ensure account was setup correctly in the General Ledger. Notify your departments DGCA Manager with any problems.

Guidelines

“ DGCA allowable Natural Accounts

- <http://postaward.rutgers.edu/42sub.html>

“ RU Approval Guidelines

<http://rias.rutgers.edu>

http://policies.rutgers.edu/contents_index.shtml

Award Reconciliation

- “ Tools to use
 - . Discoverer
 - “ MAR
 - “ Payroll Distribution Report
 - “ Grants and Contracts in Over Draft
 - . REX/FACS, etc.
 - . Excel Spreadsheets

Monthly Review

“ Salaries

- . Are the expenses in line with Budget
- . Are there any administrative or clerical salaries charged, if so were they approved by the sponsor.
- . overtime salaries . not allowed on federal grants;
- . summer salaries . are they budgeted and do they adhere to agency and [university polices](#)
- . GA/TA salaries . was the corresponding tuition charged to the award.
 - “ No TA salary on Research awards
 - “ No GA salary on Teaching awards
- . Timely make changes to Commitment Accounting in Peoplesoft

Monthly Review

- “ Foreign Travel
- “ Human subjects or animal charges
 - . ensure proper protocols have been approved by ORSP,
- “ Equipment
- “ Subcontract Monitoring
 - . Invoices
 - “ Time period Covered
 - “ Itemized Expenditure for current period
 - “ Cumulative totals by budget category
 - . http://postaward.rutgers.edu/subcontract_page.htm

Commitment Accounting

- ” Periodically review all commitments and make appropriate changes as needed
 - . Contact Purchasing for help in changing commitments on accounts.

Cost Transfers

- ” Cost Transfer Policy
 - . Justifications
- ” How to Transfer
 - . JE
 - . Salary and Wage Redistribution and Justification Form (SWRJF)

Cost Sharing

- “ State
 - . Budget Transfers
 - . Direct Spending
 - . Salary and Wage Redistribution and Justification Form
- “ Non-State
 - . JE
 - “ Cash
 - “ Expenses
 - . Direct Spending
 - . Salary and Wage Redistribution and Justification Form
- “ Spending is at the same proportionate rate as the prime account

Whenever reviewing expenses pay particular attention to Natural Accounts:

- " 12700 . Overtime
- " 13500 . Summer Salary
- " 20100 - Food
- " 22900 . Supplies . Animal Purchases
- " 31400 . Human Subjects (The file should have support for these expenses)
- " 32600 . Recharge Center Charges . you should obtain and review documents to support these charges
- " 32900 . Animal Care
- " 34900 . Travel Advance (should be zeroed out by the end of the award)
- " 35300 . Foreign Travel
- " 36XXX . Participant Support (NSF awards)
- " 71500 . Computer Equipment
- " 72600 . Equipment
- " 82400 . Tuition . see if GA salaries (1500) budgeted, and charged
- " 87200 . Direct Disbursement (should be zeroed out by the end of the award)

Pay Attention to

- “ Watch out for charges to the following natural accounts:
 - . 88100 Expense Recovery
 - . 89900 Expense Recovery Recharge Center
 - . Request documentation for these expenses and review .
in almost all cases these charges must be reclassified.
- “ Watch out for charges to any natural account that is not on the approved list of DGCA natural accounts (<http://postaward.rutgers.edu/42sub.html#mark75a>), particularly:
 - . 87300 Bulk Transfer
 - . 69100 Fund Transfer
 - . 69200 Fund Transfer

Policies Involving Expenditures

- Cost Principles Policy
 - OMB Circulars A21, A-110, A-133
 - General Agency Terms and Conditions
 - Specific Award Terms and Conditions
 - University Policies and Procedures
- Cost Transfer Policy
 - http://postaward.rutgers.edu/Cost_Transfer_Policy.htm
- Overdraft Policy

ARRA

“ Watch Burn Rate

- . Timely spend the funds. This money is meant to stimulate the economy and that can not happen if you are not spending the money.

“ ARRA quarterly reporting requirements

Discussion and Questions?