

# Bookkeeper Meeting

APRIL 20, 2022



# Agenda

- Grant Accounting Personnel Changes
- Fixed Price Contracts
- Reminders
- Discussion of Budget Proposals – Joe Driver, Office of Research
- Banner Forms
- Questions/Discussion



# Grant Accounting Personnel Changes

- Justin Garcia's last day at TTU was April 1, 2022.
- Tara Lytle has been promoted to Senior Grant Accountant as of April 1, 2022.
- The Grant Accountant position is posted with a screening date of April 22, 2022.



# 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 deliverables have been met, funds received in excess of the expenses incurred become residual income.
- In the last half of calendar year 2018, the decision was made to close all fixed rate contracts and residual balances to a newly established index for each college. Prior to that, all residual funds from fixed rate contracts were closed to miscellaneous income. We recently completed the second year that we have been able to close out contracts and establish a budget for these Fixed Rate Contract Balance accounts.
- In the future, we hope that this process will be completed as of July 1<sup>st</sup> each year.



# Reminders

- Monthly reconciliation of your accounts to Banner is required per Policy 516. Cost Transfers are also required within 90 days.
  - V.** Reconciliation of requisitions/purchases to Banner expenditure reports are required to be made monthly by the project bookkeeper.
  - W.** 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 costs are deemed unallowable, reimbursement must be collected from the employee. These cost transfers should be done within 90 days of discovery. Detailed procedures and applicable forms related to Cost Transfers can be found at [tntech.edu/businessoffice/grant-accounting/index.php](https://tntech.edu/businessoffice/grant-accounting/index.php).
- The Closing memo was sent out by Kacee on April 1, 2022, along with a schedule of Year End Activities. We will be adding this memo and schedule to our website for your reference.
- For each federal grant we are required to document and report the Catalog of Federal Domestic Assistance (CFDA) number. If the number is not specified in the contract, we will need an email from the agency stating the CFDA number. Please include this documentation with the submission of the activation.



# Budget Proposals – Joe Driver, Office of Research

- Salary raises
- Tuition Budgeting
- Participant Support Budgeting
- Indirect Cost
- Cost Sharing



# Banner Forms

- FRAGRNT
  - Provides summary information for the project including:
    - personnel involved on the project
    - history of activation dates (Related – Status History [FRIGRST])
    - current and cumulative amount of funding
    - contract number (when available)



# Banner Forms (continued)

- FRIGITD
  - Provides Inception-to Date Expenditures
  - provides information by specific month, any required year, or full project timeframe
  - provides grant code (needed for FRAGRNT)
  - can drill down to detail information





# Banner Forms (continued)

- FRIBDET
  - Provides billing history including:
    - total expenditures
    - total billed
    - total payments applied
    - total not yet billed



# Banner Forms (continued)

- FGIBDST
  - Provides the remaining balance and the expenditures for the current fiscal year only
  - For multi-year projects, you will need to manually add the match for each fiscal year



# Banner Forms (continued)

- FRABDCN
  - Shows all unbilled transactions
  - Status can be 'Hold' for transactions that will be reversed/reallocated
- FRIPSTG
  - Provides all projects for an employee
  - Will list grant code, description, and last status date
- FRIBUTG
  - Provides activation history
  - Provides budget information for each activation



# Discussion and Questions

NEXT MEETING – MAY 18, 2022 – 10 AM

VIA TEAMS

