


Bookkeeper Meeting

OCTOBER 20, 2021



Agenda

- Discussion of Position Numbers
 - Longevity Process
 - Training Provided by the Budget Office
 - Fixed Price Contracts
 - Grant End Dates
 - Research Incentive Awards
 - Monthly Reconciliation
 - Time & Effort Reports
 - Changes to Carryforward Budgets
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Position Number Prefix

- Currently the first three digits are tied to an index.
- Moving forward the first four digits will be tied to an index.



Position Numbering

Current Last 3 Digit Position #	New Last 2 Digit Position #	Description
810	81	Summer
830	83	Overload
860	86	Adjuncts
960	96	GA Masters Teaching
980	98	GA PhD Teaching
870	87	Clerical & Support Hourly
880	88	Student Workers
840	84	Admin Profess Monthly
850	85	Admin Profess Hourly
950	95	GA Masters Admin
970	97	GA PhD Admin



Budget Cycle Position Process

- At each cycle, we run a series of reports that are sent to TBR and THEC.
- If a restricted position does not have any dollars budgeted, it will not be included in the position count report.
- Each cycle we add \$1 temporarily in order to report a correct position count.
- Once we have ran the reports, we go back and remove the \$1 budgeted.



Position Numbering Example

- New grant index and needs a student worker and GA-Admin
- Position Numbers:
 - 000188 – Student Worker
 - 000195 – GA Admin



Longevity Process

- Report is pulled of restricted indexes each month
- Report is sent to Gail to mark as allowable or not allowable to the grant
- If the charge is not allowable, Gail will list the index it should be charged to
- Gail sends the report back to the Budget Office to make budget revisions if necessary
- Gail also sends to Sonya to make reallocations if necessary



Budget Office Monthly Training Available

- General Budget Training – Required training for signature authority on budget revisions that covers:
 - Budgeting Process
 - University Timelines
 - New Budget Dollar Requests
 - Overview of Revenues/Expenses
 - Budget Monitoring
 - General Guidelines/Budget Revision Form
- Budget Banner Screen Training – Optional training specifically focused on Banner screens useful for reviewing the budget
- Shadow System Training – Optional training specifically focused on building a shadow system for reconciliation purposes
- Link to Register: [Training Course Registration - Business Office \(tntech.edu\)](https://tntech.edu/training-course-registration-business-office)

**Current goal is to have a position control monthly budget training added later this fiscal year.*



Budget Office Updates

- We currently send emails to over 100 employees regularly as Budget Office updates and new training dates become available.
- Please contact Emalee Hamblen if you would like to be added or removed from this distribution list.



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 1st each year.

Grant End Dates

- TTU has grants in which employees are funded 100% from the grant, and these grants are renewed on an annual, continual basis with a new FOAPAL established for each yearly contract. If one of these grants ends and a new, continual contract is not in place, any employees being paid by the grant must be notified that their employment has ended. Any system access will be terminated at the grant end date as well.
- In order to keep these employees paid on a continual basis, it is imperative that the new contract is in place when the old contract ends.
- When a grant ends, no further expenses can be charged to that grant other than those allowable expenses that were incurred within the grant period and can be included on the final invoice to the sponsor.

Research Incentive Awards

Research Incentive Awards were sent to qualifying PIs on October 11th.

The amount of the award is based on work performed and indirect cost EARNED during FY 20-21. The award is not based on budgeted IDC.

The PI may request the funds be processed as a salary bonus, or they may leave the funds in their IDC account. However, there will only be 2 months when the incentive award can be requested as a salary bonus:

- November 30 paycheck – completed form must be returned to Grant Accounting by 4 pm on 10/29/21
- December 22 paycheck – completed form must be returned to Grant Accounting by 4 pm on 11/24/21

If the PI elects to use their IDC distribution for supplies, travel, or other needs, the form still needs to be completed and returned by 11/24/21 with the percentage noted as 0%. If the PI elects to leave their funds in their University IDC account, all University policies and procedures must be followed in expending the funds.

Budget revisions to fund the IDC accounts will be prepared and submitted by Grant Accounting to the Budget Office in December.

Monthly Reconciliation


- Monthly reconciliation of your accounts to Banner is required per Policy 516. Cost Transfers are also required within 90 days!

Policy 516:

***X.** 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: <https://www.tntech.edu/businessoffice/grant-accounting/forms.php>*

Time & Effort Reports

- Just a reminder that current time and effort reports were due on October 14, 2021.
 - When possible, the employee or student should sign their Time & Effort report. If the individual is no longer at TTU, the PI can sign their report.
 - We must receive any outstanding Time & Effort reports as soon as possible.
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Changes to Carryforward Budgets

- **Match Accounts**

- Beginning with July 1, 2021, all budgets for match funds have been carried forward per their specific line items.
- In prior years, all match accounts were carried forward by rolling the year end remaining funds into Line Item 74000 – Operating Expenses. The bookkeepers then had to prepare budget revisions to move the funds to the appropriate categories.
- After discussion with the Budget Office, it was decided that rolling all carryforward into one line item was counter-productive to the Budget Office's request that bookkeepers monitor these accounts on a monthly basis to ensure the budget aligns with the expenditures.
- The match guidelines on our website have been revised.

- **Indirect Cost Accounts & Faculty Research Accounts**

- The same methodology as described above will apply.

Discussion and Questions

NEXT MEETING – NOVEMBER 17, 2021 – 10 AM

VIA TEAMS

