

Instructions for Completing the Final Accounting Packet

For additional assistance call Office of Research and Sponsored Programs at 3-3217.

If you have cost share, program income or participant costs the following pertains to your project:

- 1) Does this project have **cost share**? If so, has the final allowable cost share dollar amount been documented with Office of Research and Sponsored Programs? If final cost share has been documented, does it satisfy the sponsor's cost share requirement? If you answered no to either of these questions, call Mary Chien at 3-7054 before proceeding.
- 2) Does this project have **program income**? If so, all program income must be spent and you must close out the account with your project account.
- 3) Does this project have **participant costs**? Unobligated/unspent participant costs cannot be spent on any other budget item without permission of the sponsor.

Inaccurate accounting of cost share, program income and/or re-budgeted participant costs will affect the final direct costs of the project. If you need assistance with these items call Mary Chien at 3-7054 before completing the Final Accounting Packet.

Before you begin you must have: (1) Grants and Contracts Accounting Financial Summary (GCAFS) report (sent monthly by Office of Research and Sponsored Programs); and (2) access to on-line MEMFIS report(s). **Do not use any report with a report period after the end date of your project.**

GCAFS Report Date: On the Final Accounting and Closeout Certification Form enter the report date of the GCAFS you are using to complete the packet. The GCAFS report date is on the top right hand side of the GCAFS report.

Oracle Account Number: Enter the Oracle account number on each worksheet.

Cumulative Total Direct Costs: On the Final Accounting and Closeout Certification Form, write the cumulative total direct costs from the GCAFS of your project on line 1. These costs are the total project costs minus the indirect costs. Include expenses in object code 99 as part of the total direct costs.

Worksheet One: Use this worksheet to show additional expenses to be charged to your project. These are expenses which have been obligated or expensed on or before the ending date of your project and have not yet posted to the MEMFIS system. These expenses must be allowable and allocable to your project.

NOTE: If you have hourly paid staff being charged to this project, you will need to calculate the salary to be posted to this grant account in the month following grant expiration. Contact payroll for help.

Vendor/Payee: Enter the name of the person, contractor, supplier, etc to be paid; please use full names and avoid abbreviations and/or initials.

Details: Explain the expense – tell us what you bought and why it is an allowable expense to the project. *Supplies purchased at the end of the grant may not be allocable to the project and therefore not allowed.* Any unusual purchases require justification and appropriate back up documentation.

Expense Object Code: Enter the object code the expense will be posted to.

Amount: Enter the amount of the expense.

Total the Amount Column. Enter this number on the bottom of the worksheet and on line 2 of the Final Accounting and Closeout Certification Form.

Attach appropriate back up documentation as listed on the worksheet.

Worksheet Two: Use Worksheet 2 to show the allowable expenses which have been posted to another University account, but should have been posted to this project. These are allowable expenses of the project to be transferred to this project.

Vendor/Payee: Enter the name of the person, contractor, supplier, etc to be paid; please use full names and avoid abbreviations and/or initials.

UNI Reference or Description: This is found on the MEMFIS report you are using to complete the worksheet.

Details: Explain why this is an acceptable transfer – what makes this an allowable and allocable expense to this sponsored project and why was this not charged to the project when the expense originally occurred.

Exp. Object Code: Enter the object code the expense was posted to.

Amount: Enter the amount of the expense.

Transferred in from Acct. Number: Enter the account number the expense was posted to.

Total the Amount Column. Enter this number on the bottom of the worksheet and on line 3 of the Final Accounting and Closeout Certification Form.

Attach documentation from relevant reports with transactions highlighted.

Worksheet Three: Use Worksheet Three to show the expenses which were posted to this account, but need to be charged to another account.

Vendor/Payee: Enter the name of the person, contractor, supplier, etc to be paid; please use full names and avoid abbreviations and/or initials.

UNI Reference or Description: This is found on the MEMFIS report you are using to complete the worksheet.

Details: Explain why this expense was originally charged to this sponsored project and why it should be transferred to another account.

Exp. Object Code: Enter the object code this expense was posted to.

Amount: Enter the amount of the expense.

Transferred to Acct Number: Enter the account number the expense should be charged to.

Total the Amount Column. Enter this number on the bottom of the worksheet and on line 4 of the Final Accounting and Closeout Certification Form.

Calculating Final Total Direct Costs: Once you have completed Worksheets One, Two and Three you are ready to calculate the final total direct costs of your project. On the Final Accounting and Closeout Certification Form add lines 1, 2 and 3 and subtract line 4, enter this number on line 5.

Final Total Direct Costs: The final total direct costs (line 5) cannot exceed the total direct costs awarded. If they do, you must determine which expenses are to be assigned to another account and edit the appropriate worksheet.

Fixed Price Contracts: If this is a fixed price contract with funds remaining, they must be transferred to another account. Enter this account number on the Final Accounting and Closeout Certification Form.

Certification: Once the Project Director and Department Head have reviewed the Final Accounting Packet and accompanying documentation, they must sign the Final Account and Closeout Certification Form. Each worksheet must have the name of the person completing it and the Project Director's initials.

Completed Packets: Return the Final Account Packet along with applicable worksheets and back up documentation to Office of Sponsored Programs, mail code 0394.

Supplemental Worksheet 1A Use this worksheet as a tool to help you finalize all costs for this project, including those that are not billed to the sponsor. These expenses are not included on the GCAFS you are using to complete this form. You will need to transfer these charges to another account once they do post to this account. The sponsor will not be invoiced for any of these expenses and they will not be included as part of the final project costs.