

Grant Accounting News

VOLUME 6

MAY | JUNE | JULY 2018

The spring semester is at its end, but I wanted to give you a few reminders before some of you head out to enjoy your summer. The May | June | July issue of Grant Accounting News will focus on Completing P-card Reallocations Timely, Restructuring F&A Distributions, and PAF and Other Reminders



First of all, I want to introduce **Bettina Davis**, who began in Grant Accounting May 1st as our Extra Help Assistant. Bettina will be assisting in the many roles that Habib, our student worker, has over the past year, as well as other areas such as reporting and grant close out. Please feel free to stop by to meet Bettina and welcome her to Grant Accounting.

COMPLETING P-CARD REALLOCATIONS TIMELY

Purchases made on a department's P-Card should be reimbursed using the P-Card Reallocation form **monthly**. Charges should not be held until the end of the grant and submitted. If a charge is not allowable, it should be dealt with promptly.

University of Central Arkansas		P-Card Reallocation		BANK 01	DOC#		
TRANS DATE	FY	BUDGET PERIOD		RULE CODE	DOC TOTAL		
11/18/11	11	05		RGIV	S	745.24	
INDEX		ACCOUNT	Describe Items Purchased	Amount	D/C	Invoice Date	Cardholder
1	210499	710101	Fisher Scientific, chemicals	\$ 114.26	D	10/31/11	Biology
2	210599	710101	Medco, needles	\$ 258.36	D	09/28/11	Biology
3	362100	710195	Reimburse P-card	\$ 372.62	C		
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PREPARED BY: Pam Smith DATE: 11/18/11 APPROVED BY: DeAnna DATE: 11/18/11
 REVIEWED BY: _____ DATE: _____ ENTERED BY: _____ DATE: _____

RESTRUCTURING OF FACILITIES AND ADMINISTRATIVE DISBURSEMENTS

Each month, after the month has been closed in Banner, an electronic process is run in Banner to disburse the F&A costs based on the rate of each grant.

Beginning July 1, 2018, the distribution of F&A will change from:

- 25% University
- 25% College
- 25% Department
- 20% Sponsored Programs
- 5% Grant Accounting

To:

- 25% University
- 24% Sponsored Programs
- 20% College
- 20% Department
- 8% Principal Investigators
- 3% Grant Accounting



Personnel Action Form (PAF) Reminder

If you are being paid from a grant and a department and your grant ends, a PAF must be completed to be change your salary to 100% from the department. Otherwise, payments may continue to be paid from the closed grant.

TIME AND EFFORT REPORTS

The Time and Effort Reports for January 1 – May 15, 2018 will be sent in campus mail by the end of May. Please be on the lookout for these reports so that they be completed and returned timely. If you have any questions regarding this form, please give us a call.

**University of Central Arkansas
Grants and Contracts Effort Report**

Period Accounted For: August 16 - December 31, 2011

Name: Patrick Jones Dept: Mathematics

Employee Classification: (Please circle)

Non-Classified Classified Graduate Student

9 Month 12 Month Other _____

Funding Source	Salary%	Effort
110001-365000 Unrestricted Edu and General-Mathematics	33.2	
223099-361000 Math Studies-Dean-Coll of Natural Sci & Math	66.8	
Total	100.00	



For grants, the index and the fund are the same number. For departments, the index and the organization number are the same number. Example:

Index	Fund (F)	Organization (O)	Program (P)
210400	210400	362000	2120
362000	110001	362000	2110

The program codes that are used for grants are:

2110 Instruction	2126 Public Service
2120 Research	2170 Scholarships

Exercise care when entering the FOAP on Student Worker Authorization forms to ensure that it is entered correctly.

BUDGETING FOR SUPPLIES

Many times the budget categories for a grant are different from the Banner account codes where the expenditures will be paid. For example: The funding agency may lump everything in supplies, but Banner has many account codes that would include supplies.

- 710101 Supplies
- 713100 Instructional Supplies
- 713300 Science and Math Lab Supplies
- 730205 Non-Capitalized Equipment
- 730207 Non-Capitalized Computers

In this case, funds will be moved from 710101 to the line that the expense is to be paid from, but when it is time to complete the financial report for the funding agency, all supplies will be combined and entered as supplies.



POST-AWARD FINANCIAL CONTACT INFORMATION

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