

THE UNIVERSITY OF NEW MEXICO

Grant Closeouts

Presented by
Jessica Rosen
10/13/08

prepared by
Terry Shoebotham
Business Management Specialist

In collaboration with:
HSC Contract & Grant Accounting
Main Campus Contract & Grant Accounting

Table of Contents

Grant versus Fund Closeout.....	3
What is a Grant Closeout?	3
What is a Fund Closeout?	4
Why Close a Grant or Fund Immediately after it Ends?	4
Workflow Process	6
Grant Closeout Differences: Main Campus and HSC	6
Grant Closeout Department Duties	7
Is the grant or fund ending?	7
Expenses correct and complete	7
Will there be a loss?	8
Related reports/documents complete	8
Reconciliation Form sent to Contract and Grant Accounting.....	8
What about F&A?	8
Is it Closed Yet?.....	8
Contract and Grant Accounting Office Grant Closeout Duties	10
One Touch Process	10
Closeout begins with your returned Reconciliation Form	11
Checklists	11
Move off Unallowable Expenses	11
Correct F&A if necessary	11
Record the residual balance or loss.....	11
Close the Grant or Fund.....	12
Appendix 1A – Completed HSC Reconciliation Form	13
Related Screens	14
Appendix 1B – Completed Main Campus Reconciliation Form	16
Related Screens	18
Appendix 2 – Banner Closeout confirmation Screens	22
Appendix 3A-Department Checklist	27
Appendix 3B-Contract & Grant Checklist	28

Grant versus Fund Closeout

What is the difference between a grant and a fund? The following accounting structure will help you see the difference:

Grant Code XXXXX

Fund 1

Index 1

Index 2

Fund 2

Index 1

Fund 3

Index 1

Index 2

Index 3

Note that each grant has one or more funds.

Each fund within the grant has one or more indices.

What is a Grant Closeout?

A grant closeout involves the completion and review of all activity on a completed grant, including:

- program completion
- Progress Reports and other required documentation completion
- Banner accounting reconciliation and closure
 - for each index
 - in each fund for the entire grant.

When a grant is closed, all funds and indices for that grant are closed. All spending for the grant ceases as of the project period end date for the grant, which you can see in Banner screen FRAGRNT. Continuing expenses are moved off the grant.

Grant Code XXXXX-Status "C"

Fund 1-FROE

Index 1-closed

Index 2-closed

Fund 2-FROE

Index 1-closed

Fund 3-FROE

Index 1-closed

Index 2-closed

Index 3- closed

Note that each grant has one or more funds.

Each fund within the grant has one or more indices.

When a grant is closed, all indices within each fund are closed. Each fund title is changed to begin with "FROE". Then the grant is closed.

Final Report of Expenditures.

All reports and other documents are due.

When the grant is closed, the status of the grant changes to "C" (closed) in FRAGRNT.

What is a Fund Closeout?

What's the difference between a fund and grant closeout? The following shows the difference:

Grant Code XXXXX-Status "A"
Fund 1 FROE
 Index 1 -closed
 Index 2 -closed
Fund 2
 Index 1
Fund 3
 Index 1
 Index 2
 Index 3

When a fund is closed, only the indices within that fund are closed. The grant continues to be active in at least one other fund. Expenses continue to be charged to one or more indices in an open fund.

In this example, Fund 1 has been closed. Funds 2 and 3 remain open. The indices in Funds 2 and 3 continue to receive expenses for the grant.

A grant may require a new fund for each year it is in operation, or for other periods, depending on the grant requirements. Generally, when a grant requires a new fund, the old fund is closed out. The grant, however, remains open. A new fund with a new index will be issued for this continuing grant. As of the beginning date of the new fund all expenses for the grant will be charged to the new fund. All recurring expenses will also be moved to the new fund.

The old fund/index is no longer used for future charges. There may be reconciling items that need to be transferred in or out of the old indices before the fund can be closed. A Reconciliation Form is completed by the department for indices in the closing fund, and the fund is closed.

When the old fund is closed, FRAGRNT screen in Banner will NOT indicate "C" (closed) for the grant. The status will remain "A" (active).

When the old fund is closed, the FTMFUND screen in Banner will indicate the closure is complete by "FROE" occurring in the title of the fund. The date the fund was closed and the amount for which the fund was closed will also now appear in the title field.

The balance in account A0CC, *Claim on Cash*, will be zero.

Reports and other documents continue to be due on an ongoing basis.

Why Close a Grant or Fund Immediately after it Ends?

There are several reasons Grants and funds are supposed to be closed by departments within 60 days after their end date, but the most important one for departments is that it should decrease your workload.

When all the funds in a grant are closed, charges cannot accidentally hit the grant. You should no longer need to review the grant's indices monthly or move errant expenses. This can result in significant time savings.

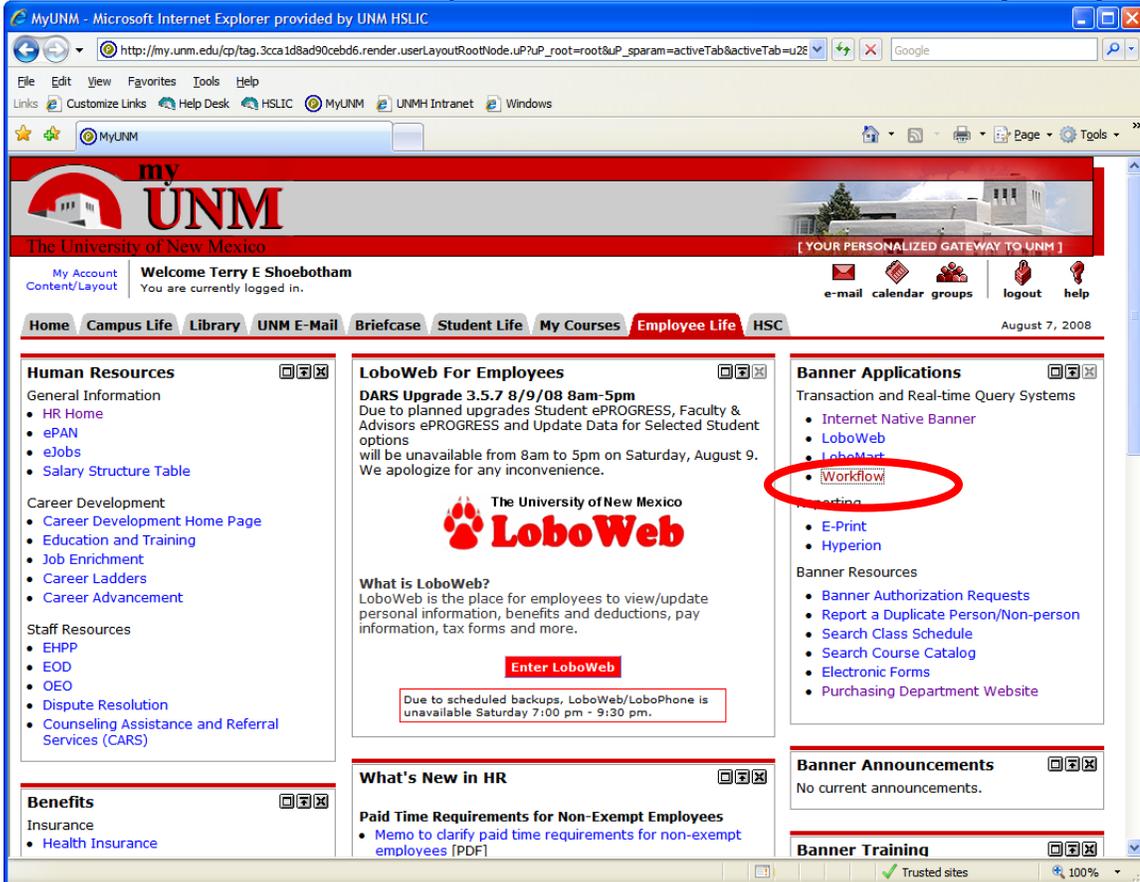
You will also remain on better terms with your sponsor. When you are in compliance with the terms of your grant, the sponsor's perception of the department is good.

The most important reason for UNM to close grants in a timely fashion is to remain in compliance with Federal regulations that require grants to be closed within 90 days of ending.

Workflow Process

The Grant Closeout Workflow process is an automated system that is programmed to send emails to specific people at various points during the closeout process. Workflow also automatically makes closeout changes to Banner when certain tasks are completed.

Workflow went live across all campuses 9/30/08. You can find Workflow on your MyUNM screen:



Workflow is designed to increase efficiency in the close out process for the Principal Investigator, department, the Pre-Award, and Contract and Grant departments. Workflow enhances communication, tracking, and accountability during various stages of the process.

Grant Closeout Differences: Main Campus and HSC

There are no process differences in Grant Closeout between campuses. Workflow is the same for both HSC and Main Campus. Closing a grant or fund on Main Campus or on HSC campus involves the same departmental activities.

For the Core Accounting offices, there are some procedural variations, but they do not affect the departments.

Grant Closeout Department Duties

There are several steps you need to take in order to promptly and correctly close your grant or fund.

Is the grant or fund ending?

When you get a workflow email stating that your fund is ending, you need to determine whether or not this is correct.

There are numerous ways to determine when your grant or fund is ending. Here are some:

- Read your Notice of Grant Award. This will tell you when the grant ends.
- If you have a SNAP award [Streamlined Non Competing Application Process] the fund should be extended if the grant is not ending.
- For Health Science Center grants, look in FRAGRNT under the User defined tab. It may say “has Expanded Authority”, “Doesn’t have expanded authority”, LOC, or “Budget Period needs new index”
- Discuss with your PI to determine status
- Ask your Fiscal Monitor.

Make sure you, your Fiscal Monitor, the Pre-Award department, and the Principal Investigator understand whether the grant is ending, the fund is ending, or one or both are NOT ending.

If the grant is continuing, but the fund is ending:

- Find out the status of the new fund for the grant. You will need the new fund with a new index in order for the grant to continue without interruption. If necessary, submit a Request to Spend Funds Form (RTSF).
- Move all recurring expenses, like salaries, P-Cards, or ITS (phone) charges to the new fund’s index *with the correct effective date* as soon as possible. You may also need to adjust the CRLS Standing Order for Central Lab Supplies internal POs. Make sure this corresponds with the beginning date of the new award.
- Review all expenses on the fund and move in or out any expenses that need to be moved. If you are reconciling your index monthly, this will be a simple task.

If the grant is ending:

- Move all recurring expenses, like salaries, P-Cards, or ITS (phone) charges to a new index, with the correct effective date. Don’t forget to adjust the CRLS Standing Order for Central Lab Supplies internal POs.
- Remove all unused encumbrances as soon as you determine they will not be needed.
- Review all expenses on the fund and move in or out any expenses that need to be moved. If you are reconciling your index monthly, this will be a simple task.

Are the expenses correct and complete?

When the expenses are correct in FRIGITD, using workflow, return the completed Reconciliation Form by the due date.

Will there be a loss?

To avoid a loss, do not allow your line item direct expenses on a cost reimbursement grant to exceed your line item direct cost budget. Direct expenses are all expenses in all accounts except account 89Z0-F & A Expense.

The only exception to this rule is if you have excludable expenses budgeted and instead moved non excludable expenses onto the grant. This may cause your F&A to increase beyond what was budgeted for F&A. If you think you may be doing this, compute your F&A change or ask your Fiscal Monitor for help.

With Fee for Service contracts, your revenue is dependent on the services provided. If costs exceed this revenue, you will have a loss.

The direct expenses on the reconciliation you send in should match the direct expenses in Banner. Wait until your journal vouchers that are moving expenses have been sent, and your encumbrances are cleared [equal to zero]. Your Reconciliation Form, once signed, indicates you have reviewed the expense transactions on the grant and certify they are correct. Contract and Grant Accounting is not responsible for catching errors; you are.

Are related reports/documents complete?

- PI submits progress report directly to sponsor
- Other documents are submitted as required
- The Account Administrator documents that this has been done in workflow.
- The Fiscal Monitor sends the Reconciliation Form and patent form if applicable to the department for completion.

Has the Reconciliation Form been correctly completed and sent to Contract and Grant Accounting?

The reconciliation form must be completed and returned to your Contract and Grant Accounting department by the due date. The direct expense numbers on this form **MUST MATCH** the direct expenses numbers in the Banner accounting system before the fund can be closed. All expenses must be corrected and submitted prior to completing and returning this form. All encumbrances must be removed from the grant before returning this form.

What about F&A?

Once your Reconciliation Form has been returned, Contract and Grant Accounting will make any needed corrections to F&A. If your actual line item direct expenses for a cost reimbursement grant do not exceed your budgeted line item direct expenses, you will not have a loss when Contract and Grant Accounting adjusts your F&A.

Is it Closed Yet?

Once you have completed your closeout duties, you will want to know when Contract and Grant Accounting has completed the closeout. This is easy to check. Below are two Banner screens that will show you if the Grant or Fund is closed.

If the *entire Grant* (not just one fund within the Grant) is supposed to be closed, you can look at FRAGRNT and FGITBAL. If the Status box is “C” (closed) and Account A0CC, *Claim on Cash*, has a balance of zero, the grant is closed. You can see account A0CC on FGITBAL, or any Banner Screen showing Balance Sheet accounts.

If the status is still “A” (active), it has not been closed. One or more funds may be closed but if any funds are active, the grant will show an active status.

The screenshot shows the Oracle Developer Forms Runtime interface for the 'FRAGRNT' form. The 'Grant' field is set to '4R017'. The 'Status' dropdown is set to 'C' (Closed). The 'Project End Date' is '30-JUN-2006'. The 'Status Date' is '28-MAY-2004'. The 'Maximum Amount' is '430,000.00'. The 'Sponsor ID' is '006-01-01'. The 'Status Date' is '28-MAY-2004'. The 'Status' dropdown is set to 'C' (Closed). The 'Status Date' is '28-MAY-2004'. The 'Status Date' is '28-MAY-2004'.

Grant:	4R017	Proposal:		Text Exists:	N
Chart of Accounts:		Responsible Organization:	151A	Gallup Executive Director	
Long Title:	Middle College High School - Federal				
Title:	Middle College High School - Fed				
Agency:	100000875	NM Public Education Department			
Principal Investigator ID:	100008261	Zongolowicz, Helen M.			
Project Start Date:	01-JUL-2003	Project End Date:	30-JUN-2006	Proposal:	
Termination Date:		Expenditure End Date:		<input type="checkbox"/> Pass Through Indicator	
Status:	C	Closed		Status Date:	28-MAY-2004
Alternate Description:					
Current Amount:		Cumulative Amount:		Maximum Amount:	430,000.00
Related Grant:					
Grant Type:	G	Category:	F	Sub Category:	SA
CFDA Number:	84.002	Sponsor ID:	006-01-01		

This grant is closed.

If only *one fund* of the Grant is supposed to be closed, you can see this on several screens. One such screen is FGITBAL. If “FROE” and a dollar amount and date appear after the fund and account A0CC, *Claim on Cash* has a balance of zero, the fund has been closed.

Oracle Developer Forms Runtime - Web: Open > FGITBAL

File Edit Options Block Item Record Query Tools Help

General Ledger Trial Balance Form FGITBAL 7.0 (BANP)

Chart: U Account Type: Fund: 38530 FROE \$28,456.70 ; 7/31/08 Account:

Fiscal Year: 09

Account	Description	Beginning Balance	D/C *	Current Balance	D/C *
A0CC	Claim On Cash	1,335.59	C *	0.00	D
A242	Unbilled AR Non LOC	0.00	D	0.00	D
A245	Billed AR Non LOC	1,335.59	D	0.00	D
A249	Unapplied Payments	0.00	D	0.00	D
L3G0	Deferred Revenue	0.00	C	0.00	C
XBEXP	Budgeted Expenditure Control	0.00	C	3,687.30	C
XBNA	Budgeted Change To Net Assets	0.00	D	0.00	D
XBREV	Budgeted Revenue Control	0.00	D	3,687.30	D
N400	Net Assets General	0.00	C	0.00	C
Total: ALL ACCOUNTS		0.00		0.00	

* - denotes amount is opposite of Normal Balance

Press Key Duplicate Item to view General Ledger activity.

Record: 1/9 | <OSC>

If a fund is closed you will always see the “FROE” description with the dollar amount and closing date in the fund name on any screen that shows this information. This is true whether the entire grant has been closed or just that fund.

Contract and Grant Accounting Office Grant Closeout Duties

One Touch Process

HSC Contract and Grant Accounting uses a “One Touch” process whenever possible to close out a grant. “One Touch” means all needed information is gathered and the file is only touched once. All the closeout work is completed in one session.

The concept is simple, and you can use it too.

- Do monthly reconcilements on each grant. Resolve any problems monthly.
- Keep all your grant information organized and up to date in a folder.
- As the Grant end date approaches, proactively move all recurring charges, including payroll and telephone charges, to a new index with a correct future date.

- After the grant ends, pick up the Reconciliation form ONE TIME. Complete the form and send it back immediately. Grant work done.

Closeout begins with your returned Reconciliation Form

Generally the closeout process does not really begin in Contract and Grant Accounting until you have returned this form. Promptly returning this form will help Contract and Grant Accounting close your grant quickly.

Checklists

Some Departments have developed their own Closeout Checklists. Appendix 3A has incorporated the best ideas currently in use by several departments. You may find this department checklist helpful. Modify it to suit your department's needs. You will find this form, *Department Closeout Checklist*, posted on both Contract and Grant Accounting websites under "Forms". HSC URL is <http://hsc.unm.edu/financialservices/postaward/forms.shtml> . Main Campus URL is <http://www.unm.edu/~cgacctng/forms.html> .

Contract and Grant Accounting has a detailed checklist for their staff to use while closing out grants. You can see the many steps they go through in Appendix 3B.

Move off Unallowable Expenses

Contract and Grant Accounting is not responsible for finding unallowable expenses charged to your grant. The department, under the guidance of the Principal Investigator, is responsible for making sure that only allowable expenses are charged to the grant.

Nevertheless, Contract and Grant Accounting will look at your grant's expenses for reasonableness. If any expenses that appear to be unallowable are noticed, your fiscal monitor will ask you about them. If they are unallowable, you will be asked to move them off the grant. Money the sponsor has already paid could be returned to the sponsor.

Make sure this does not happen to you. Reconcile your grants monthly and do not let unallowable expenses creep in.

Correct F&A if necessary

Calculating F&A is the subject of another class. Your Fiscal Monitor will check your F&A and correct it, if necessary, at this point in the closeout process.

Don't assume your F&A is correct unless you know exactly how to calculate it. If your actual direct expenses do not exceed your budgeted direct expenses, you will not have a loss when Contract and Grant Accounting adjusts your F&A.

Record the residual balance or loss

After you have certified the expenses on the grant are correct and your Fiscal Monitor has corrected F&A, the Fiscal Monitor will look at the balance in the grant financial accounts. If there is a

residual balance (gain) that your department is allowed to keep, it will be moved to the unrestricted index that is identified by your department. Losses are recorded in the grant fund as a loss. The loss is charged to account 8600 and the index used is the unrestricted index provided by the department.

Close the Grant or Fund

When all your entries are recorded, your fiscal monitor will make sure all revenue owed has been collected and account *A0CC, Claim on Cash* has a balance of zero. Soon after this point your Fiscal Monitor will close the grant or fund.

When each fund in your grant is closed, the name of the fund is changed. The name of all closed funds starts with "FROE", and is followed by the dollar amount of revenue received in this fund, and the date the fund was closed. You can see this change on any Banner screen that shows the fund name. Some of these screens are FTMFUND, FGITBAL, and FGITBSR.

When all the funds in a grant are closed, the grant itself is closed. The status of the grant in FRAGRNT is changed to "C" (closed). Account *A0CC, Claim on Cash* has a balance of zero.

Appendix 1A – Completed HSC Reconciliation Form

X

CONTRACT OR GRANT CLOSE-OUT RECONCILIATION

Return to Controller's by: 02/23/07 (Note: If not returned and date stamped by this date, Final Accounts will be taken from Banner with no further changes allowed by department.)

Return to: MSC19.5220 Sheri Fisher

Grant Code: 28053

Fund Code: 88590

Index No: 628078

Total Budget: \$32,144.00

End Date: 06/30/04 Expanded Authority? (check if yes)

Funding Agency: City of Albuquerque

Principal Investigator: Ken Miller

Dept Account Administrator: Perry Fisher

Department: College of Nursing

This section completed by Department

Date of FRIGID Screenshot: 2/20/07 MUST attach copy of Banner screen FRIGID ("Grant Inception To Date")

Account Code	Description	A Project Year-to-Date Amounts as of 2/20/07	B Adjustments (Additions/ Subtractions)	C Final Total of Expenses	D Explanation of Adjustments
2000	Faculty Salaries			\$ -	
2040	Admin Salaries	\$ 20,479.40		\$ 20,479.40	
2090	Technician Salaries			\$ -	
2020	Staff Salaries			\$ -	
20F0	Temp Salaries			\$ -	
2130	Other Benefits	\$ 5,056.52		\$ 5,056.52	
3100	Office Supplies	\$ 148.49		\$ 148.49	
3140	Computer Software			\$ -	
3180	Noncapital Equipment			\$ -	
3180	IDC Excludable Food			\$ -	
3800	Travel	\$ 227.20		\$ 227.20	
4000	Student Costs			\$ -	
4630	Participant Incentives			\$ -	
5000	Lab/Medical Supplies	\$ 332.18		\$ 332.18	
6020	Long Distance			\$ -	
60C0	Copying Gen	\$ 105.00		\$ 105.00	
6920	Other Prof Services			\$ -	
8060	Other Operating Costs			\$ -	
87XX	Subcontract -			\$ -	
9020	Equipment - Computer			\$ -	
9920	P&A			\$ -	
TOTAL		26,348.79	0.00	26,348.79	Completed by Controller's

↓

= \$26,348.79

Transfer to Banner Index: 628011 (Overspent/Unspent): \$ 5,795.21

* If a close-out index is not received within 10 days, balance will be moved to Department's P&A Recovery Index

Prepared by: Perry Fisher 2/20/07
Dept Account Administrator Date

As PI, I certify that all expenditures reported above are for appropriate purposes and in accordance with the agreements set forth in the application and award documents. On Cost Reimbursement indexes, this will be the final invoice amount. No further changes are authorized by the department that is shown above.

Certified: Ken Miller 2/20/07
Principal Investigator Date

Appendix 1B – Completed Main Campus Reconciliation Form

The signature at the bottom indicates the certification by the department that all charges are correct.

THE UNIVERSITY OF NEW MEXICO
CONTRACT AND GRANT ACCOUNTING
MSC01 1245
UNM BUSINESS CENTER, SUITE 2100
PHONE: 277-4721 FAX: 277-8567

TO: Christine Sims
FROM: Yvonne Otts
DATE: 9/24/07
SUBJECT: FINAL FINANCIAL REPORT FOR GRANT CODE/INDEX# 2R72H/842019

According to our records, the above referenced account ended on 6/30/07.
PLEASE COMPLETE, SIGN AND RETURN THIS FINAL FINANCIAL REPORT MEMO (LAVENDER SHEET) AND ALL ATTACHMENTS TO CONTRACTS AND GRANTS BY 10/12/07.
If changes need to be made, please use the attached worksheet and submit Transaction Correction Forms.

Also required for this account are any items checked below:

- Documentation for cost share (in-kind, third party matching, etc.).
- Documentation for charges that occurred after the end date of the award. See attached Report of Transactions. Attach Transaction Correction Form as appropriate.
- PI certification/documentation required by agency. (Attached.)
- PO modification to cancel or transfer outstanding open commitments.
- Other: Account overspent - \$973.27... write-off loss to index #

The award **will be closed as required** by the awarding agency – so don't miss this **opportunity** to have this important input!

Department Certification: 

Attachments: Report of Transactions, Worksheet

G:\Congmnt\Common\PROCEDURES\Manual\Closeout\Lavender.doc

WORKSHEET

Account # 842019

Prepared by: Colleen Keane Date: 9/29/07 Ext. 7-0577

- Please list any charges not yet on the attached Account Summary in Column A.
- Please list any items that have been transferred out but are not yet on the Account Summary in Column B.
- Any charges you would like to transfer in or out at this time should be listed in the appropriate column and a Transaction Correction Form should be attached for each.

(A) Additional Charges In	(B) Charge Transfers Out
1. _____	8. <u>459.95</u> <u>50452267</u>
2. _____	9. <u>205.28</u> <u>50444766</u>
3. _____	10. <u>481.25</u> <u>Payroll</u>
4. _____	11. _____
5. _____	12. _____
6. _____	13. _____
7. _____	14. _____

Please provide an explanation for all numbered items on the lines below:

Charges will be transferred
to order #842019 via JV #
Salary Reallocation

NOTE: Please save a completed copy of this worksheet for yourself in case there are items that need to be discussed.

Note that this worksheet lists the charges that are to be transferred off the grant. It gives identifying numbers so the original transaction can be identified.

Related Screens

To determine which fund is being closed, go to FTMACCI. Select “Enter Query”. Input the index[green]. Select “Execute Query”.

The screenshot shows the Oracle Developer Forms Runtime interface for the FTMACCI application. The window title is "Oracle Developer Forms Runtime - Web: Open > FTMACCI [Q]". The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons for navigation and actions. The main form area is titled "Account Index: Code Maintenance Form FTMACCI 7.0 (BANP)".

Key fields and their values are as follows:

- Chart of Accounts:** U (dropdown)
- Active Status:**
- Last Activity Date:** 19-SEP-2006
- Account Index:** 842019 (highlighted with a green circle)
- Account Index Title:** 2R72H-Native Language 2006-2007 (highlighted with a red circle)
- Effective Date:** 01-SEP-2006
- Termination Date:** (empty)
- Next Change Date:** (empty)

The "Accounting Distribution" section includes the following fields:

- Fund:** 272H1 (highlighted with a red circle) | MR-Native Language Tribal 2006-2007
- Organization:** 842G02 | Indian Ed Faculty #3
- Account:** (empty)
- Program:** P10R | Sponsored Instruction Restr Ex 10
- Activity:** GNACTV | General Activity
- Location:** (empty)

To the right of these fields is a "Check to Override" section with five checkboxes, the second of which is checked.

At the bottom of the form, there is a status bar with the text "Enter value for Chart of Accounts" and "Record: 1/1".

This tells you the fund being closed is 272H1, on grant 2R72H.

Note that fund 272H1 is highlighted in the top portion of the screen. This indicates the expenses in the lower half of the screen are 272H1 expenses.

Fund Code	Adjusted Budget	Activity	Commitments	Available Balance
272H0	29,996.00	18,014.33	0.00	11,981.67
272H1	35,000.00	34,711.46	0.00	288.54
Net Total:	64,996.00	52,725.79	0.00	12,270.21

Account Type	Adjusted Budget	Activity	Commitments	Available Balance
40E0 E Housing Gen	0.00	1,820.00	0.00	-1,820.00
45Z0 E Student Costs Other Gen	0.00	81.70	0.00	-81.70
4660 E Participant Stipends Gen	6,000.00	0.00	0.00	6,000.00
63A1 E Event Fees	0.00	1,209.66	0.00	-1,209.66
63C0 E Copying Gen	0.00	2,495.43	0.00	-2,495.43
63E0 E Honoraria Gen	1,800.00	0.00	0.00	1,800.00
69Z0 E Other Professional Services Gen	0.00	2,250.00	0.00	-2,250.00
7060 E Facility Rent Expense Gen	1,500.00	0.00	0.00	1,500.00
89Z0 E F and A Expense Gen	3,182.00	3,155.60	0.00	26.40
9000 E Equipment/Furniture >\$5,000	1,000.00	0.00	0.00	1,000.00
Net Total:	35,000.00	34,711.46	0.00	288.54

What can you tell by looking at the budget and activity as it is now stated for this grant?

- 1) The total **Expense is LESS THAN the total budget** (see Net Total amount circled of \$288.54). The grant is not overspent. There remains an Available Balance of \$288.54, which could have been spent but was not. [red]
- 2) Once the Contract and Grant Accountings Office has collected all outstanding revenue and verified that the Balance Sheet accounts are correct (zero), they will close the grant.

Not all grants with a remaining balance result in a residual balance (“profit”) to the department. Cost reimbursement grants never result in a residual balance (“profit”). Many other types of grants also do not result in a gain to the department. Ask your Fiscal Monitor to explain if you think you should have received a residual balance and did not.

Appendix 2 – Banner Closeout confirmation Screens

FRAGRNT Closeout confirmation – Entire Grant

Oracle Developer Forms Runtime - Web: Open > FRAGRNT

File Edit Options Block Item Record Query Tools Help

Grant Maintenance Form FRAGRNT 7.2 (BANP)

Grant: 4R017 Proposal: Text Exists: N

Main Grant Agency Location Cost Code Personnel Billing User Defined Data

Chart of Accounts: Responsible Organization: 151A Gallup Executive Director

Long Title: Middle College High School - Federal

Title: Middle College High School - Fed

Agency: 100000875 NM Public Education Department

Principal Investigator ID: 100008261 Zongolowicz, Helen M.

Project Start Date: 01-JUL-2003 Project End Date: 30-JUN-2006 Proposal:

Termination Date: Expenditure End Date:

Status: C Closed Pass Through Indicator

Alternate Description: Status Date: 28-MAY-2004

Current Amount: Cumulative Amount: Maximum Amount: 430,000.00

Related Grant:

Grant Type: G Category: F Sub Category: SA

CFDA Number: 84.002 Sponsor ID: 006-01-01

Enter Chart of Accounts; LIST is available

Record: 1/1 ... List of Valu... <OSC>

Note that you must also check to make sure account *A0CC, Claim on Cash* has a balance of zero[FGITBAL screen].

FRIGITD – check the “Fund Summary” blocks, select Next Block

Go to FTMFUND. Select Enter Query [or F7], and put the first fund in the Fund block

Oracle Developer Forms Runtime - Web: Open > FTMFUND

File Edit Options Block Item Record Query Tools Help

Fund Code Maintenance Form FTMFUND 7.2 (BANP)

Chart of Accounts: [] Active Status Last Activity Date: []

Grant: []

Proposal: []

Fund: 40170 Title: []

Effective Date: [] Termination Date: [] Next Change Date: []

Expenditure End Date: [] Data Entry

Fund Type: []

Predecessor Fund: []

Financial Manager: []

Unbilled Accrual Account: []

Revenue Account: []

Bank: []

Cash Receipt Bank Code: []

Capitalization Fund Indicator: []

Capitalization Equity Account: []

Capitalization Fund: []

Multiple Fund Balance Indicator: (None)

Restriction Indicator: (None)

Defaults: Organization [] Program [] Activity [] Location []

Enter a query; press F8 to execute, Ctrl+Q to cancel.

Record: 1/1 | Enter-Qu... | <OSC>

Select Execute Query [or F8]. Note the Title says “FROE”, and the termination date is a prior date. You can repeat for each index. If the fund is not closed, you can still see whether or not the fund is active by looking at the termination date [green]. If the termination date is BEFORE today’s date, the fund is inactive. You can check the balance of A0CC, *Claim on Cash* in FGITBAL, as shown earlier. It is zero.

Oracle Developer Forms Runtime - Web: Open > FTMFUND

File Edit Options Block Item Record Query Tools Help

Fund Code Maintenance Form FTMFUND 7.2 (BANP)

Chart of Accounts: **Active Status** **Last Activity Date:** 17-NOV-2006
Grant: 4R017 Middle College High School - Federa
Proposal:
Fund: 40170 **Title:**
Effective Date: 17-NOV-2006 **Termination Date:** 17-NOV-2006 **Next Change Date:**
Expenditure End Date: 17-NOV-2006 **Data Entry**
Fund Type: 14 CR Gallup
Predecessor Fund: 4R017 GR Middle College High School F
Financial Manager: 100008261 Zongolowicz, Helen M.
Unbilled Accrual Account: A242 Unbilled AR Non LOC
Revenue Account: 0420 State Grants Contracts Gen
Bank:
Cash Receipt Bank Code: 61 Main Grant Cash Clearing
Capitalization Fund Indicator: Cap Different or No Cap
Capitalization Equity Account:
Capitalization Fund:
Multiple Fund Balance Indicator: (None)
Restriction Indicator: (None)

Defaults: **Organization** **Program** **Activity** **Location**

Chart of Accounts; Press LIST for valid values. Press Edit for Navigate To.

Record: 1/? | | ... | List of Valu... | <OSC>

Appendix 3A-Department Checklist

Grant/Contract _____

Principal Investigator _____

Fund _____

Dept. Closer _____

Index _____

Completed (sign & date) _____

End Date _____

Reviewed (sign & date) _____

Initial When Completed	Date When Completed	Item	Comments
		Is the Grant or contract closing?	
		Is the Fund closing?	
		If the fund (but not the grant or contract) is closing, is the new fund/index set up?	
		All recurring charges are moved off the grant/contract with the correct effective date (including Telecom/ITS).	
		All expenses are correct grant/contract charges. Any incorrect charges have been moved off.	
		No correct grant/contract charges are missing. Any missing charges have been moved into the correct grant fund.	
		All encumbrances are at zero.	
		The PI has confirmed that all Progress reports have been turned in.	
		All other required documents have been completed (list under comments).	
		The Reconciliation Form has been completed and sent to Contract and Grant Accounting Office.	
		(HSC only) direct expenses match Banner direct expenses.	
		Confirm the grant/contract or fund has been closed by the Core Office.	

Appendix 3B-Contract & Grant Checklist

(Used by Fiscal Monitors to Close a Grant or Fund)

FINAL BANNER FUND CHECK-OFF LIST

Award No: _____	PI: _____
Fund Code: _____	Agency: _____
Index: _____	Sponsor Award #: _____
Award Period: _____	Cost Reimbursement YES NO
Amount Authorized: _____	FROE: _____
Gain or (Loss): _____	F&A Rate: _____

**Sign-Off
Fiscal
Monitor**

- _____ Final Financial Reconciliation Memo (Purple Sheet) certified and returned from Department
- _____ Costs verified, including charges to fund after budget period end date
- _____ Outstanding commitments cleared
- _____ FRAAREV/FRAABDCN balance equal to zero
- _____ FRIGTD balance equal to zero
- _____ FGITBAL CC, Unbilled A/R, Billed A/R, Unapplied Payments and Def Rev equal to zero
- _____ Cost Share commitment verified
- _____ Equipment and loaned equipment verified according to Agency requirements
- _____ Subcontractor closeout completed per UBPP 2470.7
- _____ Tuition Verified
- _____ If multiple funds and carryforward applies, reflect in current year fund budget
- _____ Are previous award years' balances at zero? If not, research and resolve
- _____ Final F&A and revenue verification completed (include calculator tape)
- _____ If award has a gain, review terms of the award--if necessary, request refund check
- _____ Final adjustments submitted: JVs for F&A, revenue, A/R, transfers of gain, loss or refund
- _____ Notification to department of gain or loss per UBPP 2485
- _____ Final reports completed and submitted, if required (review agency documents). Copy in file
- _____ Complete LOC Final Report Form and put in file
- _____ Check for associated files: Subcontracts (Cost Share closed separately), Billings, Documents
- _____ Signature authorization sheet(s) pulled and placed at front of file
- _____ Check all folders for loose papers and misfiles; everything in order and in correct folder
- _____ FTMFUND--Verify termination date and Expend date are date of closing entry or before
- _____ FTMFUND--change fund title to (sample) FROE: \$X,XXX.XX; 10/24/07
- _____ FRAGRNT--change the status code to "C" for closed if all funds have been closed out
- _____ File to CGAO Accounting Manager for review and signature

Fiscal Monitor Signature

Date

CGAO Manager

Date

*Revised
10/24/2007*

APPENDIX 4A– Main Campus Reconciliation Sheet

**University of New Mexico
Contract & Grant Accounting
MSC01 1245
Phone: 277-4721 Fax: 277-8567**

Contract & Grant Closeout Reconciliation

Grant Code: _____
Fund Code: _____
Index Number: _____
Funding Agency: _____
End Date: _____
Principal Investigator: _____

According to our records, the above referenced grant has ended. **Please complete, sign, and return this Contract & Grant Closeout Reconciliation by _____.** If you do not respond by this date, Contract & Grant Accounting will proceed with closing the above grant/fund/index OMB Circular A-110, Sec. D.71 requires Federal Funds to be closed within 90 days of their Budget Period End Date. **Please take this opportunity to assist Contract & Grant Accounting.** If you have any questions regarding this form please contact your Fiscal Monitor at the above phone number.

If changes need to be made, please process the appropriate Legacy Redistribution Forms or Labor Redistributions (PZAREDS) for any salary expenses and/or journal vouchers for other expenses in Banner Finance. If necessary, please submit any 90-Day memos with the closeout reconciliation.

Please list any charges not yet recorded in Banner (FRIGITD) in Column A.
Please list any items that have been transferred out and not yet recorded in Banner (FRIGITD) in Column B.

(A)
Additional Charges In
1. _____
2. _____
3. _____
4. _____
5. _____

(B)
Additional Charges Out
1. _____
2. _____
3. _____
4. _____
5. _____

Also, required for the closeout are any items checked below:
_____ Documentation for cost share (in-kind, third party matching, etc)
_____ PI certification/documentation required by agency
_____ PO modification to cancel or transfer outstanding open commitments
_____ Other: _____

If applicable, transfer residual balance / loss to Banner Index: _____

Prepared By: _____ Date: _____

As PI, I certify that all expenditures reported above are for appropriate purposes and in accordance with the sponsored agreement. On cost reimbursement indices, this will be the final invoice amount. No further changes are authorized by the department other than those referenced above.

PI Certification: _____ Date: _____

APPENDIX 4B- HSC Reconciliation Sheet

CONTRACT OR GRANT CLOSE-OUT RECONCILIATION

RETURN TO FSD BY:

Return to: MSC09 5220

Grant Code:

Fund Code:

FRS account # NA

Total Budget:

End Date:

Expanded Authority? (check if yes)

Funding Agency:

Principal Investigator:

Dept Account Administrator:

Department:

This section completed by Department

Date of FRIGITD Screenshot:

Attach copy of Banner screen FRIGITD ("Grant Inception To Date").

(Examples; use what's on FRIGITD)		A	B	C	D
Acct Code	Description	Project Year-to-Date Amounts as of 1/0/00	Adjustments (Additions / Subtractions)	Final Total of Expenses	Explanation of Adjustments
2000	Faculty Salaries			\$ -	
2020	Admin Salaries			\$ -	
2040	Technician Salaries			\$ -	
20A0	GA TA RA PA Sal			\$ -	
20F0	Housestaff Salaries			\$ -	
20J0	Student Salaries			\$ -	
20L0	Federal Work Study			\$ -	
20P0	Temporary Salaries			\$ -	
21E0	Tuition Waiver			\$ -	
21J0	Other Benefits			\$ -	
3100	Office Supplies			\$ -	
3150	Computer Supplies			\$ -	
3180	Noncapital Equipment			\$ -	
31K0	Postage General			\$ -	
31M0	Recruitment Expense			\$ -	
3800	Travel			\$ -	
4600	Animal Expenses			\$ -	
4640	Participant Incentives			\$ -	
50E0	Lab/Medical Supplies			\$ -	
55Z0	Other Patient Exp			\$ -	
63C0	Copying			\$ -	
70D0	Equipment Rental			\$ -	
8060	Other Operating Costs			\$ -	
9000	Equipment - Furniture			\$ -	
9020	Equipment - Computer			\$ -	
89Z0	F&A			\$ -	Verified by HSC FSD
TOTAL		0.00	0.00	0.00	

If applicable, transfer residual balance/loss to Banner Index: _____

The reconciliation must be returned and the charges moved on/off the Fund by the due date specified above. The due date is 60 days after the Budget Period End Date of the Fund, unless agency requirements are more stringent. OMB Circular A-110, Sec. D.71 requires Federal Funds to be closed within 90 days of their Budget Period End Date.

Prepared By: _____

Dept Account Administrator

Date: _____

As PI, I certify that all expenditures reported above are for appropriate purposes and in accordance with the agreements set forth in the application and award documents. On Cost Reimbursement indices, this will be the final invoice amount.

No further changes are authorized by the department than shown above.

Certified: _____

Principal Investigator

Date: _____