Welcome

Next Controller's Financial Administration meetings
- March 29, 2017
- May 31, 2017

Controller’s Listserv
- To join – link on website JOIN Controller's listserv

PowerPoint presentation available on Controller’s website “News & Events”
http://web.uri.edu/controller/news/
Audited Financial Statement Highlights

- The University’s financial statements received an unqualified opinion from the independent auditor.
- The audited financial statements were completed on time, October 6th (OAG delay).
- Audited Financial Statements on the Controller’s web site – Financial Reporting
- A-133 Single Audit due November 30th
URI Foundation

Wendy Bucci, COO
Adam Quinlan, CFO
New Foundation Deposit Slips – copies available today, please destroy old stock; events with fundraising component require discussion prior to deposit with URIF

Faculty & Staff Giving – note: to be accepted as a gift, faculty & staff donors can not receive personal benefit from their gift

$50,000 minimum donation requirement to establish new Foundation funds – endowed or operating funds, can be payable over 5 years, and must include explicit plan

Use of Foundation Funds – purchasing guidelines & clarifying use of Foundation funds under review; update at future meeting

Questions about Foundation deposits?
Accounting
Accounts Payable
Travel & PCard

Doreen J. Bolster, Associate Controller
Travel Reminders

 Reminder – TAR

 If the travel cost is approved for a specified amount, please note “Not to Exceed” or “NTE” on the TAR

 Reminders - TEV

 Only overnight travel will be eligible for meal reimbursements on all funding types

 TEV’s are due within 10 days of trip completion

 Every expense should have an invoice/receipt to support charge

 Receipt should show proof and method of payment (cash, check or credit card type and last four digits of credit card #)

 If you are not able to obtain receipt which shows proof and method of payment, please indicate method of payment on receipt

 Personal Check – attach copy of cancelled check

 Credit card – please indicate whether you used a personal credit card or PCard
Travel Reminders
PS Travel & Expense Module

- Make sure to associate the ER (Expense Report) with the TA (Travel Authorization #) by clicking on the link entitled “Associate Travel Authorization”
- Send the hard copy of the Expense Report, TA and all supporting documentation to the Travel Office as well as attaching your documents to the Expense Report in PS
Travel Updates

Federal Per Diems

- First day of travel – 100% federal per diem if departing prior to 8:00 am. Otherwise, 75% of federal per diem
- Last day of travel – 100% federal per diem if arrival is after 5:00 pm. Otherwise, 75% of federal per diem
- Federal per diem will be adjusted for meals provided
Reminder – Rental Vehicle Justification Form must be approved and attached to the TAR prior to travel

Required for paper TAR’s as well as TA’s in the new Travel and Expense module
Contractual rates with preferred agencies

When booking rentals with preferred agencies, you must provide the University Business Travel Account Code – XZ49287

These rates include the auto insurance coverage as follows:

- Liability coverage up to $300,000 and
- Collision coverage for the value of the rental vehicle
If renting from a non-preferred agency, traveler must request a certificate of insurance from URI Risk Management website.

- Certificate must be requested four (4) days prior to travel and will be emailed to traveler.
- Traveler must print out certificate and bring to the rental agency.
- There is no additional charge for the insurance provided by the University.
Travel – Car Rental Insurance

International Travel

- The University auto insurance policy does not extend coverage to non-U.S. territories
- Traveler should purchase the collision and liability insurance offered by the rental agency

- Please note, additional insurance protection products offered by the rental agencies are not covered per the University Travel policy
  - Examples include: Personal Accident Insurance, Supplemental Liability Protection, Roadside Assistance Protection

- Risk Management questions - contact Cynthia Stanton, ext. 2591
Encourage the use of PCard instead of using Invoice Vouchers for:

- Dues and Subscriptions
- Memberships
- Professional Licenses
- Postage
- Conference Registration (TAR required for out of state)
  - Travelers using the Travel and Expense module should use their individual travel card for registration
PCard Updates

Shipment of Goods

- Purchases must be shipped to an appropriate URI department address
- If the nature of your work requires you to ship to a non-URI address, you must obtain prior approval from the PCard office
- Request needs to include a detailed explanation
PCard Updates

- Missing Receipts
  - If original invoice or receipt is missing for a PCard transaction, request a duplicate receipt from the vendor.
  - In the absence of a duplicate receipt, a Missing Receipt Form is to be completed and signed by the Cardholder and the Dept. Administrator.
  - The Missing Receipt Form should be an exception and not a general practice.
Summary of Deadlines

- Typical billing cycle end date – 25th of the month
- Statement available in PS – on or about the 27th of the month
- Deadline for Dept Administrator to submit reconciliation package to PCard Office – 5 business days after statement becomes available in PS
- If reconciliation package is not received by 5th business day, your PCard will be placed on temporary hold without notice
- If deadline cannot be met, please notify the PCard office.
PCard Updates

Travel expenses paid with PCard

- If the transaction relates to a TAR, you are required to enter the TAR# in the PCard module.
- Each PCard charge can only be associated with one TAR#. Therefore, please have the vendor process separate transactions for each traveler (for example, conference registrations).
New Requirements

Invoices/receipts and packing slips are now required with the reconciliation package.

Purpose – to show proof of “ship to address” and proof of delivery.

For Fund 500 purchases:

- Scan & attach invoice/receipt and packing slip to each transaction in PS.
- And provide a brief note/justification explaining the nature of the purchase in PS.
- Instructions are included with the monthly listserv email.
**Legibility**

- When taping receipts on to an 8 ½ X 11 sheet, make sure not to cover the wording on the receipts.

- Review attachments/packages before they are finalized to make sure all invoices/receipts are legible.
PCard Correspondence

Please send all correspondence to

PCard email: pcard@etal.uri.edu

Quicker response

This email is monitored throughout the day
Invoice Voucher-Allowable Items

- Check website - Invoice Voucher Form | Instructions | FAQ | Allowable Items
- Updated frequently
- Still returning many Invoice Vouchers to department which should have been purchased with PO/LVPO

Allowable Items to be purchased on Invoice Voucher

<table>
<thead>
<tr>
<th>ITEM</th>
<th>ACCOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising at Ryan Center (Learfield Communications Rhody Sports Properties, LLC)</td>
<td>5332</td>
</tr>
<tr>
<td>Agency Funds 900</td>
<td>5324</td>
</tr>
<tr>
<td>Books, Textbooks, Library Books, Periodicals &amp; Media Subscriptions</td>
<td>5324</td>
</tr>
<tr>
<td>Dues and Subscriptions</td>
<td>5324</td>
</tr>
<tr>
<td>Employee reimbursement</td>
<td>5269</td>
</tr>
<tr>
<td>Foreign Port Ship Agent (Fund 126) (Endeavor)</td>
<td>5269</td>
</tr>
<tr>
<td>Foundation (Fund 401) Payments (unrestricted funds only)</td>
<td>5269</td>
</tr>
<tr>
<td>Honorariums &amp; Foreign Honorariums</td>
<td>5269</td>
</tr>
<tr>
<td>Insurance (approved by URI Safety &amp; Risk)</td>
<td>5324</td>
</tr>
<tr>
<td>Legal service (vendors approved annually by state)</td>
<td>5324</td>
</tr>
<tr>
<td>Legal settlements</td>
<td>5324</td>
</tr>
<tr>
<td>Licenses (professional, employee related)</td>
<td>5324</td>
</tr>
<tr>
<td>Meals (excludes catering or direct pay to restaurants)</td>
<td>5455</td>
</tr>
<tr>
<td>Medical Expense – Reimbursements of third parties for client-demand services, e.g., payments for medical services when the client selects the physician shall be considered benefits for which competitive solicitation is not required.</td>
<td>5261; 5434</td>
</tr>
<tr>
<td>Memberships (employee related)</td>
<td>5324</td>
</tr>
<tr>
<td>Postage</td>
<td>5321</td>
</tr>
<tr>
<td>Payments to Cities or Towns (with no written agreement)</td>
<td>5265; 5455</td>
</tr>
<tr>
<td>Payment to State - no written agreement</td>
<td></td>
</tr>
<tr>
<td>• Permits</td>
<td></td>
</tr>
<tr>
<td>• BOE post retire health insurance payments Fund 910</td>
<td></td>
</tr>
<tr>
<td>• Escheatment</td>
<td></td>
</tr>
<tr>
<td>• RI Atomic Energy</td>
<td></td>
</tr>
<tr>
<td>• RI DoIT computer fees</td>
<td></td>
</tr>
<tr>
<td>• URI Box Office (cost of ticket office)</td>
<td></td>
</tr>
<tr>
<td>• State OPEB Trust</td>
<td></td>
</tr>
<tr>
<td>Performing Artist (attach contract)</td>
<td></td>
</tr>
<tr>
<td>Refunds</td>
<td></td>
</tr>
<tr>
<td>• Student</td>
<td></td>
</tr>
<tr>
<td>• Parents</td>
<td></td>
</tr>
<tr>
<td>• Sponsored Agencies grants</td>
<td>2240</td>
</tr>
<tr>
<td>Registration/Conference-Seminar Fees (off-site)</td>
<td>5441</td>
</tr>
<tr>
<td>Reissue stale dated checks</td>
<td>2122; 2124; 2125</td>
</tr>
<tr>
<td>Reprints of Books, Periodicals</td>
<td>5331</td>
</tr>
<tr>
<td>Royalties</td>
<td>5432</td>
</tr>
<tr>
<td>Sever Use Charges</td>
<td>5412</td>
</tr>
<tr>
<td>State of RI – Legislative Pass Through Grants</td>
<td></td>
</tr>
<tr>
<td>Tuition (study abroad or 3rd party)</td>
<td></td>
</tr>
<tr>
<td>Utility Charges (not cell phones)</td>
<td>5411</td>
</tr>
<tr>
<td>Extraordinary Exceptions – will need to be reviewed and approved on a case by case basis by URI Controller Pre-NAPLEX Exam Vouchers (Pharmacy Students) effective May, 2016</td>
<td>5432</td>
</tr>
<tr>
<td>Pre-NAPLEX Exam Vouchers (Pharmacy Students) effective May, 2016</td>
<td>5432</td>
</tr>
<tr>
<td>GSO - Shipping (exception grant through 12/31/2016)</td>
<td>5325</td>
</tr>
<tr>
<td>Endeavor Satellite Phone (Fund 126) effective February, 2016</td>
<td>5320</td>
</tr>
</tbody>
</table>

- Purchase is allowable on PCard
FORM A1
INVOICE VOUCHER
UNIVERSITY OF RHODE ISLAND
OFFICE OF THE CONTROLLER

BILL TO:
URI - Controller's Office
103 Carrie Adams Bldg.
73 Lower College Road
Kingston, RI 02881-0056

NAME, ADDRESS OF VENDOR AND PS VENDOR'S ID

PAYABLE CONTACT INFO

VENDOR INVOICE NUMBER:
VENDOR INVOICE DATE:
INVOICE VOUCHER DATE:

NUMBER OF UNITS
DESCRIPTION OF ITEMS
PRICE PER UNIT
TOTAL PRICE

PEOPLESOF CHARTFIELD DISTRIBUTION:

ACCT FUND DEPT PROG PROJ AMOUNT

AUTHORIZED SIGNATURE Date

SPONSORED PROJECTS Date

FOUNDATION (funds only) Date

HUMAN RESOURCES Date

PAYROLL (foreign domestic only) Date

FORM CAN ONLY BE USED TO PAY NON-COMPETITIVE PURCHASES
See Instructions on URI Controller's website
http://web.uri.edu/controller/
Invoice Voucher Instructions

1099 Reportable YES / NO
Accounts Payable Reminders

- Invoice & Receiving reports email to aprec@etal.uri.edu
- LVPOs and POs are to be issued prior to goods or services ordered
- Any changes in $ or # of a standard PO must be processed as an Advice of Change on College Req
WB Mason Online Ordering

- Signup & Maintenance form available on Controllers Website
  http://web.uri.edu/controller/forms/

- Once form is submitted you will be provided with a unique user ID for WB Mason

- An approved PO or PCard can then be used for purchases

- PCard policies do apply

- Fund 500 supplies must be purchased on an approved PO
Food & Beverage Policy
Also applicable to catering through dining services

- A-36 Guidelines for Purchase of Food & Beverages chart for examples of allowable and non-allowable payments and reimbursements.

- All payment requests must include:
  - detailed/itemized receipts (non-itemized credit card slip is not sufficient)
  - list of the names of people attending, their titles and/or organization
  - description of the meeting/event and purpose or agenda
  - location of the meeting/event
  - reference A-36 Allowable section
Questions???

Please don’t hesitate to contact the Accounting Office with questions, concerns…

Call us for any training needs
Payroll

Jim Cacciola
Assistant Controller
Fair Labor Standards Act (FLSA)

Anne Marie Coleman, Assistant Vice President Human Resource
Provided an overview of the impact of FLSA.
Handout she referred to is posted on Controller Website (next to this PowerPoint)
If you have questions related to your department contact her at X45270 or acoleman@uri.edu.
W-2 Reminder

- Separate W-2s for State and PeopleSoft payrolls.

- ADDRESSES
  - Address changes need to be in system by 12/15/16
  - State Payroll – Form USP-5 processed HR
  - PeopleSoft – Online
Ongoing problems with errors and omissions to jobs entered into PeopleSoft
- Job Codes
- Position Numbers (Graduate Assistants)
- Changes in hourly rates (Students)
- Appointment Level Department Budget Tables

CANNOT CHANGE DATA ONCE A JOB IS ESTABLISHED AND ONE PAYMENT HAS BEEN MADE TO THAT JOB.
Questions???

Please do not hesitate to contact me
874-5415
jcacciolu@uri.edu
Financial System Management

Dave Hansen
Associate Director
Updates

- Budget Overview – Corrected
- PeopleSoft Version 9.2 - Upgrade
Signature Authorization Update Form – Requirements

- All Signatories must have attached their signature in Employee Self Service before a CFS can be updated

- This form can only be utilized for existing CFSs. New/Additional CFSs must be added/reviewed by the Budget Office using the paper process

- Must be a Requester in order to access this form
Signature Authorization Update
Form – Requirements

- Please review existing signature authorization forms to make sure up-to-date
- Query: U_FFS_SIGN_AUTH
  “CFS authorized by Empl ID”
- If chartfield string should be closed, contact your Budget Analyst
Signature Authorization Update Form
Signature Authority Process

Checkboxes that affect Workflow

Effective Date: 05/24/2013
Status: Active

Descri: Civil Graduate Fellowship
Phone: 874-2892

*Responsible Person EmplID: [Box]
Delegate EmplID: [Box]

Responsible Person

Signatory

Title: Professor

*Empl ID: [Box]

Final Review

1 College Requisition
2 Invoice Voucher
3 Travel Authorization Request
4 Travel Expense Voucher
5 Purchase Order Receiving Rpt
6 Biweekly Payroll Attendance
Positive feedback from Users

Rollout has been slower than anticipated

Complexity of module including workflow approvals, year end budgeting impact, training requirements and issuance of new cards
Community should be aware that a Travel Authorization or Expense Report could show up on PeopleSoft Work-List.

Travel & Expense Rollout Moving forward

- Travel Authorizations Processed = 700/$1M
- Expense Reports Processed = 875/$746K

Online and Classroom training is available

FY2015 - We have archived these reports on our secure drive

FY2016 – Closing soon – Y/E Reports will be run and I will send notification on the Controllers Listserv when they are completed

If you are missing any reports or have questions, please contact Deb Cole at 874.9523
Questions???

Please do not hesitate to contact me
874-4420
dhansen@uri.edu
Sponsored & Cost Accounting

Michele Wood
Associate Controller
Trends

Trends - not favorable

- More federal audits (see later slides)
- Federal agencies quick to close out accounts at 90 days
- DO NOT ASSUME we’ll be able to draw beyond 90 days
- Subawards pressing for invoices at 60 days

Late transactions –

- We are looking to add grant end dates to forms where there is a request to adjust/journal grants so the reviewers have the opportunity to question timing during processing period
- Allow at least 2 weeks for your transactions to be processed
- Although efforts will be made to bill/collect late transactions, no guarantees can be provided
**Grant Close out Timing Example**

Example of Sponsored & Cost Accounting's internal timelines affecting project close-outs:

<table>
<thead>
<tr>
<th>Project end date</th>
<th>Budget definitions end date</th>
<th>January close completed</th>
<th>Final invoice to be generated by S&amp;CA</th>
<th>Cash to be received on final invoice by S&amp;CA</th>
<th>SF-425 Federal Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/31</td>
<td>1/31</td>
<td>2/10</td>
<td>2/15</td>
<td>3/15</td>
<td>3/31</td>
</tr>
<tr>
<td></td>
<td>Transactions posted in month to clear encumbrances at 12/31</td>
<td>Final payroll is posted and F&amp;A is run.</td>
<td>After close is completed, the expenditure data is summarized by invoice and sent to agency with requested supporting documentation</td>
<td>Typical billing terms are net 30 days; letter of credit draw is about 15 days from invoice. Prepare close-out checklist and draft SF-425.</td>
<td>Per SF-425 instructions, the final SF-425 is due 90 days after the project/grant end date</td>
</tr>
<tr>
<td>End date +</td>
<td>30 days</td>
<td>40 days</td>
<td>45 days</td>
<td>75 days</td>
<td>90 days</td>
</tr>
</tbody>
</table>
PS Accounts Receivables & Billing (ARB)

Working on ..... 
- Direct email of invoices to be coming soon
- Continued work on queries/reports
- Business process changes

Summary of ARB system pros and cons

- Billing is complex and precise (ex: award billing limits)
- One system
- Sponsor identification and review important
- Improved data integrity (same award numbering) and documentation (billing terms, PDFs of invoices)
- Ability to process and track corrections in PS
- Additional reviews and reconciliations throughout process

Overall improved internal controls & visibility to data
PS Accounts Receivables & Billing - FAQs

- Invoices are issued within 30 days of month end close
- Cost reimbursable (CR) means invoices based on costs recorded in PeopleSoft for the grant
- Fixed price (FP) means invoices based on an agreed amount
- Fixed price- CR means invoices based on an agreed amount but refund is due to sponsor if entire amount not spent
- Invoices issued (date process run and $$ amount) in grants portal (see next slides)
- Avoid late transactions (anything beyond 30 day close out period) or seek no cost extension
### Sponsor

<table>
<thead>
<tr>
<th>Sponsor</th>
<th>Budgeted</th>
<th>Expended</th>
<th>Encumbered</th>
<th>Pre-Encumbered</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPTR</td>
<td>0.00</td>
<td>110.00</td>
<td>0.00</td>
<td>0.00</td>
<td>-110.00</td>
</tr>
<tr>
<td>CONSULT</td>
<td>1,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td>DOTRAV</td>
<td>11,024.00</td>
<td>7,007.15</td>
<td>0.00</td>
<td>0.00</td>
<td>3,126.85</td>
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<tr>
<td>DUES</td>
<td>9,000.00</td>
<td>9,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>EQUIP</td>
<td>2,635.00</td>
<td>2,403.87</td>
<td>0.00</td>
<td>0.00</td>
<td>231.13</td>
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<tr>
<td>FRINGE</td>
<td>21,054.96</td>
<td>15,251.17</td>
<td>0.00</td>
<td>0.00</td>
<td>5,803.79</td>
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<tr>
<td>GRADST</td>
<td>168,045.00</td>
<td>135,750.39</td>
<td>0.00</td>
<td>0.00</td>
<td>30,794.61</td>
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<tr>
<td>GRARER</td>
<td>7,255.20</td>
<td>32,420.40</td>
<td>0.00</td>
<td>0.00</td>
<td>-25,165.20</td>
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<tr>
<td>OTHER</td>
<td>1,432.00</td>
<td>5,175.81</td>
<td>0.00</td>
<td>0.00</td>
<td>-3,743.81</td>
</tr>
<tr>
<td>OTPERS</td>
<td>13,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>13,000.00</td>
</tr>
<tr>
<td>PERSON</td>
<td>55,882.00</td>
<td>55,882.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>SRPERS</td>
<td>10,368.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>10,368.00</td>
</tr>
<tr>
<td>SUPL</td>
<td>11,928.82</td>
<td>63.25</td>
<td>0.00</td>
<td>0.00</td>
<td>11,865.57</td>
</tr>
<tr>
<td>TUTIO</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>UNGRAD</td>
<td>5,932.42</td>
<td>3,884.10</td>
<td>0.00</td>
<td>0.00</td>
<td>2,048.32</td>
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</table>

**Total Direct:** 318,078.00
**Total FA:** 270,844.59
**Remaining Balance:** 47,233.11

### Cost Shares

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Budgeted</th>
<th>Expended</th>
<th>Encumbered</th>
<th>Pre-Encumbered</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACADM</td>
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<td>144,865.12</td>
<td>0.00</td>
<td>0.00</td>
<td>-144,865.12</td>
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<tr>
<td>FRINGE</td>
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<td>34,005.62</td>
<td>0.00</td>
<td>0.00</td>
<td>10,719.38</td>
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<tr>
<td>GRARER</td>
<td>13,132.00</td>
<td>68,346.87</td>
<td>0.00</td>
<td>0.00</td>
<td>-55,214.87</td>
</tr>
<tr>
<td>OTPERS</td>
<td>45,808.00</td>
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<td>0.00</td>
<td>0.00</td>
<td>45,808.00</td>
</tr>
<tr>
<td>OTPROF</td>
<td>0.00</td>
<td>2,470.30</td>
<td>0.00</td>
<td>0.00</td>
<td>-2,470.30</td>
</tr>
<tr>
<td>PERSON</td>
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<td>0.00</td>
<td>0.00</td>
<td>1,778.00</td>
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<tr>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>60,716.00</td>
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<tr>
<td>TUTIO</td>
<td>207,342.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>207,342.00</td>
</tr>
</tbody>
</table>

**Total Direct:** 373,386.00
**Total FA:** 283,516.91
**Remaining Balance:** 109,869.09

### Total Amount

<table>
<thead>
<tr>
<th>Budgeted</th>
<th>Expended</th>
<th>Pre-Encumbered</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>801,146.00</td>
<td>599,669.17</td>
<td>0.00</td>
<td>202,476.83</td>
</tr>
</tbody>
</table>
PS Grants Portal

If you are interested in having pilot access to the portal, please fill out PS Security form, have your supervisor approve and send to PS Financials (Dave Hansen)

Form on Controller's Website
PS Financial Security Access Request Form
Service Center Updates

- FY 17 rates approved in August
- all billing for FY 17 MUST be based on approved FY 17 rates

- Policy updated in 2016 to include changes in:
  - equipment purchases (not allowed in service centers)

- Training sessions are available for service center managers

- FAQ on Service Centers [http://web.uri.edu/controller/faq-billing-reporting/]
Service Center Updates

- Service center transactions selected in URI Federal audit; finding determined billing not based on approved bill rate (estimate was used)
- No issues found with expenditures within service center
- **NEW**: must provide supporting calculation (approved billing rate multiplied by units) or invoice with credit statement
Federal Audit Update

- URI had 6 separate agency requests for information in Fiscal 2016 of varying intensity – no signs of slowing...
  - US Department of Justice Office of Inspector General – released report
  - US Department of Interior – findings have been communicated and we are working on response
  - Others – no reports issued (to date)
Federal Audit Update

Requests included:
- Detailed support for transactions (including late draws)
- Justification of personnel hired on grant vs budget narrative
- Cash/draw support
- Accounts payable
- PCard
- Policies and procedures

Findings cited:
- Inadequate supporting documentation
- Inadequate communication with sponsor on changes from proposed budget
- Late reporting – PI reports late, resulted in late draws
Federal Audit Update

How are we responding

- Report submitted supporting URI’s position
- Reviewing recommendations and updating policies and procedures as needed
- Communication and training
- S&CA – working on grant closeout procedures
Federal Audit Update

What can you do?

- Ensure required documentation included with transaction
- Review grant award terms and conditions for specific award or agency terms
- Ensure grant expenditures posted by end date or shortly thereafter
- Ensure PI reports submitted timely
- If questions on allowable cost or if something requires agency approval contact Office of Sponsored Projects
Federal Audit Update

- When dealing with grants.....
- All transactions are subject to audit
- When in doubt, ask – no question too small
- Department training available upon request – we will tailor to your needs
Six of the twelve universities accumulated $6.6 million in surplus fund balances.

This resulted in a $1.2 million overcharge to federally sponsored research.

Some universities used surplus fund balances for unrelated purposes.

One university reported a deficit balance when it improperly classified a purchase of $729k in inventory as expenses.

Equipment expensed rather than capitalized and depreciated.

Three universities included $1.3 million in unallowable costs including costs relating to entertainment, interest, and bad debt.
Summary HHS OIG
Audit Findings for Service Centers

Total Overcharges of $3.2 Million to Federal Projects by Type of Finding

- Duplicate and Unallowable Costs: $1,187,804
- Surplus Balances: $1,280,107
- Recharge Costs and Indirect Costs: $471,906
- Funds Used for Unrelated Purposes: $167,191
- Inequitable Billing: $111,962
URI Policies have been updated

New Uniform Guidance on website

2 CFR Part 200

FAQs

UG Executive Summary
Uniform Guidance Circular - Highlights

Major Changes to Post Award Requirements

200.343, Closeout. The non-federal entity MUST submit, no later than 90 days after period of performance, all financial, performance and other reports

This is not a change but accompanied by “must”

This is happening very frequently
Questions???

Please do not hesitate to contact me
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