Post Award Administration

Through the eyes of a Fund Manager

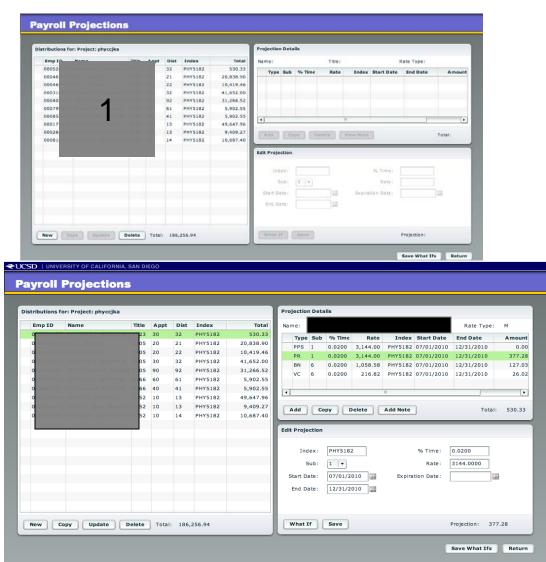# Timelines

* *Week 1*

    (a) Payroll/Expense Projections

* *Week 2*

    (b) Ledger Sampling

* *Week 3*

    (c) MyFunds

* *Week 4/5*

    (d) Catch up

Week 1 - Payroll

Things that could
Affect projects:
Increase/decrease in %
Summer Salaries
Moving employee from one funding
Source to another

Expense Projects

- Updating Expenses to reflect actual and potential expenses - end of budget or grant, based on P.I.'s input.

Operating Detail -

- Express Card Transaction
- NGN
- IMPRINTS
- TELECOM

P.I. acknowledges transactions with a signature.
At this time we are able to check Rule Class codes
For correct account codes.

Week 2
Ledger Sampling

- Ledger sampling (reports are run by projects)
- Check for allowability -
- Research other transactions making sure the packing slips and signature authority are on file.
- Stamp "SAMPLED"
- NO OFFICE SUPPLIES

Week 3
MyFunds

- MyFund reports are generated on the 3rd Monday of first full week by the Fund Manager. Fund Manager reviews any potential problems with the Business Office Manager and corrections are made no later than the Week 2 (Wednesday), so the P.I. will be able to view their MyFunds.

- *Note: Use COA override (Fiscal closing) MyFunds not accurate!!!!

Week 4/5
Catch - up

- Check on blanket P.O.'s
- Take continuing education classes
- Meeting with P.I.s if requested
- Work on Closeouts
- Filing
- Enter Allocations
- Attend weekly staff meetings, etc.

Quarterly Audit Reports

PHYSICS QUARTERLY COMPLIANCE OPERATIONAL AUDIT
Or
PQCOA

Purpose:

Ensure upfront processes are in place and functional
Ensure ledger sampling is being performed on a timely basis
Ensure filing system is consistent and items are retrievable with minimum effort

When:

Quarterly, after the last month's ledger closes within a calendar quarter and the ledger sampling timeline is completed. Example: Q1 Jan – Mar, window of time for task April 20th thru May 8th. Audit is to be completed with supporting documentations no later than May 8th.

Tools:

Financial Link Ledger Reviewer

Process:

Using the Ledger Reviewer and the Marketplace and SAS projects run a report the for entire quarter being audited.

Select 5 items to audit; (1) item showing that it had been sampled and reviewed. (1) item the requires a packing slip, (3) items that were not selected for sampling.

Verification;

Verify that the item sampled was truly sampled and the documentation complete for the expenditure.
Verify that the packing slip is in file and that the check box is checked on the ledger reviewer.
Verify that items not sampled have complete documentation, are allowable and benefit the project.

Note any discrepancies on Audit form.

- *Reports are done: (Jan-Mar) - (April - June) - (July- Sept) & (Oct - Dec)*

Audit Form

- DATE: _____
- SAMPLED ITEM:_____

- HVPO   PO   RECHARGE - PAYAUT   TRAVEL

- Index Number _____

- Vendor Name _____   Amount $_____

- Documentation complete?   Yes   or   No

- If No provide explanation: _____

- PACKING SLIP ITEM: PO/ HIGH   -   LOW   Date: _____
- Index Number _____

- Vendor Name _____

- Box checked on Ledger Reviewer?   Yes   or   No

- Packing slip filed properly?   Yes   or   No

- If No on any questions provide explanation: _____
- (3) UNSAMPLED ITEMS:

- Index Numbers (1) _____   (2)_____   (3) _____

- Vendor Name (1) _____ (Pay Auth)   - Doc # _____
- Vendor Name (2) _____ (Travel)   - Event # _____
- Vendor Name (3) _____ (Recharge)   - Doc # _____
- Vendor Name (4) _____ (Express)   - Doc # _____

- Was all documentation complete?   Yes   or   No (Vendor #1)
- All necessary signatures: Yes   or   No

- Was all documentation complete?   Yes   or   No (Vendor #2)
- All necessary signatures: Yes   or   No

- Was all documentation complete?   Yes   or   No (Vendor #3)
- All necessary signatures: Yes   or   No

- Was all documentation complete?   Yes   or   No (Vendor #4)
- All necessary signatures: Yes   or   No

- If No provide explanation: _____
- Attach copies of the documentations for all transactions audited: