

MEMORANDUM

Fiscal Services
4400 University Drive, MS 4B2, Fairfax, Virginia 22030
Phone: 703-993-2660 Fax: 703-993-2920

TO: PIs and the Departmental Grant Administrators

FROM: Elizabeth Brock, Associate Vice President and Controller

DATE: March 25, 2011 *Beck Brock*

SUBJECT: Cut-off Date for Processing Cost Transfers after Fiscal Year End

As you know, the Cost Transfer Policy, University Policy 4007, addresses cost transfers on federal awards and states that there is an expectation that all PIs and responsible departmental staff charge the correct sponsored project initially. The PI or designee with direct knowledge of the sponsored project must review the fund activity on a regular basis to ensure errors or adjustments are identified in a timely manner and the appropriate corrective actions are taken. These responsibilities are further documented in University Policy 2114, Reconciling Departmental and Sponsored Fund Accounting Records.

It is critical to our status as a decentralized agency that the University's financial statements are prepared accurately in all material respects. Our financial statements are prepared based on a June 30 year end. Therefore, cost transfers between federal or nonfederal sponsored funds and nonsponsored organizations (i.e., E&G, F&A, and Pools) that involve payroll charges incurred prior to April 25 must be processed no later than May 27. Payroll charges incurred between April 25 and June 30 must be processed no later than July 31.

Nonpayroll cost transfers may not cross the fiscal year. Journal entries must be submitted by June 13.

I appreciate your attention to both the financial health of your projects and this processing requirement. Please do not hesitate to contact me with concerns or questions.