

Bookkeeper Meeting

AUGUST 21, 2020

Agenda

Follow-up on form changes

Closeouts

Grant-purchased equipment

Travel & Virtual Conferences

Discussion / Questions

Items for Follow-Up (07/15/2020)

Cost Transfer Form - Change wording to match IDT Correction Form. Decrease will be changed to "Move FROM" and Increase will be changed to "Move TO"

Labor Reallocation Form and Benefit Reallocation Form are one document in Business Office training folder. Separate into two separate documents.

Add digital signatures to forms

Closeout Form - Move equipment report requirement from Bookkeeper to PI

Set up a Teams Groups for Bookkeepers for sharing ideas and files (such as shadow system spreadsheets)

New Forms

M:\Business-Office-Training\Forms\Grants\Labor Reallocation _Grant and Match_082120.pdf

M:\Business-Office-Training\Forms\Grants\Benefit Reallocation _Grant and Match_082120.pdf

Closeouts

Please submit the new financial closeout form no later than 90 days after the end date of the grant.

These should be signed electronically and can be submitted to any member of the Grant Accounting team via email.

dgernt@tntech.edu

gligon@tntech.edu

lghall@tntech.edu

Lauren Hall is being trained to fully take over the role of grant closeouts. She and Gail Ligon are currently working together on this task.

Forms should be completed for all grants, including ongoing grants that get a new index each year. An example of

Travel & Virtual Conferences

Kacee Abbott sent out an email to all departmental representatives on 8/4/20 concerning budget constraints.

The only travel claims currently being processed by Accounts Payable are for recruitment of student, faculty, staff, athletic recruitment, donor cultivation activities, and restricted agency-approved grant travel. Virtual conferences

Discussion and Questions

NEXT MEETING – SEPTEMBER 16, 2020 – 10 AM
VIA TEAMS