

Business/Fiscal Manager Routine Reports

This document outlines some example routine reports that business managers create to aid in a UCEDD's fiscal management.

1. **Staffing pattern.** Spreadsheet of all UCEDD employees, hire date, title, level/scale, overall salary/benefits and calculated hourly rate including benefits. This is used as a quick reference and for developing grant and contract budgets. Updated whenever a new staff is added, staff retire, and when increments (raises) are processed or promotions attained.
2. Loading by **Project**- For each grant and contract, a listing of the individuals/FTE/salary and benefits amounts that are funded by that grant or contract. Notation of any vacant FTE.
3. Loading by **Personnel**- similar to above, but organized by each staff person (shows their various sources of funding/dates of the project/amount of FTE. Note, some staff are funded by as many as 6-7 different grants/contracts) Notation of potential funding shortage and date and or overage (where load needs to be shifted).
4. Monthly **fiscal** update ledger for each grant/contract on one page by all budget categories showing budgeted amount, total encumbrances, current balance available for each budget category and a table indicating personnel FTE projected through the end of the grant year, by person, with indication of any potential lapse. This is a fiscal "snapshot" of each grant or contract to date (note, University Business offices may not be up to date, or may have errors in posting, etc so having internal processing and a duplicate set of books allows for much greater monitoring capacity for decision-making/ planning purposes). Serves as a reminder, by budget category, of what needs to be spent/allocated/planned.
5. Listing of all grants/contracts/dates/grant numbers/university **account numbers**. Helpful for staff in reporting time and effort (need the account number/grant number), Human Resources Office, and Payroll Office, etc. Reference to ensure that NIRS fiscal information is updated with any new grants/contracts, etc. to show funds leveraged.
6. Listing of all UCEDD faculty/ staff with hiring date, evaluation date/increment due date (annual, 18 or 24 month evaluation schedule or projected promotion/tenure application dates) and overall FTE and benefits. Used to monitor when **staff personnel actions/continuation employment documents** need to be submitted.
7. Listing of all contract invoice dates/report dates/date submitted and status of follow up for payment. **Who owes the UCEDD money. Accounts receivable-- hint:** this being updated regularly wins favor for the UCEDD among the University business office and fiscal administrators.
8. Subcontracts/invoice dates/status (subgrantee monitoring) **To whom does the UCEDD owe money. Accounts payable.** This is also important as funds need to be paid out regularly and at the max, before the closeout period or within 60 days of grant year ending. Must monitor subgrantees and plan for any slippage necessitating the need for carryover or no-cost extensions.
9. **Federal grant programmatic and fiscal report dates.**To keep track of when 1) programmatic; and 2) fiscal/drawdown reports are due.

10. **Individual consultants/invoice dates/status** and total contractual amounts across projects (University and State may have limits above which individual consultant work must be bid out so there is a need to keep track of overall amounts per individual contractor. Also as consultants may be contracted to do work across grants/contracts, Director must ensure "reasonableness" of individual contractor's work allocation).
11. **Legal Contracts and MOU Review.** Listing of each contract and MOU sent for review and signature, and status in the review process (some may require as many beyond the University signatures, and potentially may need the Governor, Attorney General and Board of Regents. For tracking and follow up purposes, and to ensure timely execution of subawards, contracts, etc.
12. Contracts for xerox and other service items (internet, secure firewall services for HIPPA data/records, cleaning services, maintenance contracts) to **monitor when bids need to be placed and contracts renewed.**
13. **Vehicle** registration dates/service/inspections and status (service needed/oil/tire/repairs) where is each vehicle (available, out for repairs). Also have a vehicle sign in and sign out log where it is recorded mileage/grant/contract/purpose of use. Gasoline credit card is unique for each vehicle.
14. **Building/facilities** updates/maintenance requests submitted/status by buildings/locations/space allocated to the UCEDD.