



Restricted Fund Accounting Policies and Procedures
Setting Up Contracts and Grants
 Effective Date: July 1, 2009
 Board Approval: June 9, 2009

1. Purpose.

To define the steps that must be taken to establish accounting and budget controls for contracts, with the exception of State Custom Fit. See Procedures 06-21 for instructions on how to set up accounting and budget controls for State Custom Fit master agreements.

2. Procedures.

- 2.1. Designated staff prepares application or proposal for contract with appropriate input and approval from the appropriate Administrator.
- 2.2. Submit application or proposal with Campus Presidents signature to granting entity, and forward completed copy to Fiscal Services for central filing.
- 2.3. If funding is approved, designated staff will receive award letter, contract, or grant award from funding entity.
- 2.4. Designated staff prepares "Contract Summary Sheet" Sections 1 & 2 and obtains appropriate Administrators signature.
- 2.5. Administrator forwards contract summary sheet and contract to the Campus President for his/her signature.
- 2.6. Campus President completes cover letter with instructions and forwards to Fiscal Services for establishment of budgeting and accounting controls, and central filing.
- 2.7. VP Finance and Operations or designee researches fiscal requirements, establishes budgets, account numbers, and proper accounting controls.
- 2.8. VP Finance and Operations or designee notifies payroll that personnel charges may be charged to contract account numbers for timesheets approved by Accounting. (This is discussed in more detail in the "Charging Personnel Costs to Contracts and Grants" in Procedure 06-03 of this manual).
- 2.9. Fiscal Services informs appropriate staff of contract budget and accounting controls, and that charges can be made to contract in accordance with generally accepted accounting principles, contractual requirements, and TATC policies and procedures.
- 2.10. Appropriate staff implements and manages program or contracted services.
- 2.11. Fiscal Services monitors compliance with budget and accounting controls, and provides necessary related fiscal information to staff.
- 2.12. Staff monitors compliance of contractual and legal requirements, and prepares and submits required accountability reports.
- 2.13. Copies of accountability reports are forwarded to the Fiscal Services for central filing.