

## Department Activities - Account Expiration Procedures

The timely closing of expiring project accounts will yield great efficiencies for business office staff and SPS staff. In order for departments to complete all activities for the second statement generated past project expiration, discuss with the PI the options available for the expiring project. The following activities will help staff meet this expectation.

### 120 Days Before Expiration

- Account projection should be completed. Review and advise PI of projected balances and make necessary adjustments according to his/her intentions. Review with PI should include salary commitments, RIF (Reduce In Force) actions, and subcontracts, if applicable.
- Review outstanding encumbrances, pending travel, and outstanding procurement card orders.
- A no-cost extension, if applicable, should be requested.
- Ensure all major equipment has been ordered and will be received in adequate time to benefit project.
- Review possibility of a continuation. Submit a report or proposal if applicable.
- Review cost sharing commitments.
- If the project is a fixed price and the balance will not be returned to the sponsor, review and prepare the residual form **(Instruction #4)**. Review **AIMS Account Management reports (Sponsored Program month-end report, grant month-end report, all expenses by fiscal period)** to ensure charges have been properly recorded (F&A, cost sharing, remits, etc.).
- Review AIMS Report **Technical Reports Due** for reporting deadlines.

### 90 Days Before Expiration

- Account projection should be completed.
- Review projected available balances and previously stated intentions with PI
- Review outstanding encumbrances, outstanding procurement card orders, pending travel, gasoline cards, etc. Determine if purchasing card activity should be stopped or used with caution.
- Ensure all allowable materials and services have been encumbered and will be received prior to expiration.
- Review status of a continuation if applicable.
- Inform the PI of pending project expiration. Discuss payroll certification changes with him/her.
- Review cost sharing commitments.
- Check status of no-cost extension, continuation, or move to residual if applicable.
- Remind PI of necessary progress reports if applicable.
- Review AIMS Report **Technical Reports Due** for reporting deadlines.

### 60 Days Before Expiration

- Account projection should be completed. Review projected available balances with the PI
- Review salary distribution with PI and adjust accordingly utilizing Cognos reports **Cost Distribution and/or Statement of Payroll Charges**.
- Review outstanding encumbrances and outstanding purchasing card orders. Discuss status and/or special procurement needs with the PI

- Ensure all allowable materials and services have been encumbered and will be received prior to expiration.
- Begin paperwork to transfer or cancel automatic charges such as Demurrage, MERS numbers, calling cards, purchasing cards, gasoline cards, etc. to an appropriate account.
- Review status of a continuation if applicable.
- Discuss any issues with the appropriate SPS staff which would affect closing the account.
- Inform PI of continuation account number or status of continuation if applicable.
- Review cost sharing commitments.
- Review subcontracts, if applicable.
- Check status of no-cost extension, continuation, or move to residual if applicable.
- Remind PI of necessary progress reports if applicable.
- Review AIMS Report **Technical Reports Due** for reporting deadlines.

### **30 Days Before Expiration**

- Account projection should be completed. Review projected available balances with PI
- Review Statement of Payroll Charges and determine the action to be taken for those paid from the expiring account.
- Finalize paperwork to transfer or cancel automatic charges to appropriate fund/center.
- Ensure all encumbered materials, services and orders will be received before project expiration.
- Inform PI of continuation account number or status of continuation if applicable.
- Review cost sharing commitments.
- Review subcontracts if applicable.
- Check status of no-cost extension, continuation, or move to residual if applicable.
- Remind PI of necessary progress or final reports if applicable.
- Review AIMS Report **Technical Reports Due** for reporting deadlines.
- Request a Notice to Proceed if applicable.