

University of California, Riverside  
Contract and Grant User Group  
April 10, 2007

I. New Budget Categories under Consideration. Steve Wilson reported that the Financial Standards Steering Committee (FSSC) was considering the adoption of new budget categories. Computing and Communications are evaluating the programming effort associated with implementing the changes as they relate to processes, interfaces and standard reports.

Proposed Changes are:

- BC22-Academic Employee Vacation Accrual
- BC31-Staff Employee Vacation Accrual
- BC28-Staff Salary, Non-Permanent Funding
- BC67-Multi-Campus Agreements/Subcontracts (MCA)
- BC68- Multi-Campus Agreements/Subcontracts (MCA) Contra

II. Re-budgeting Grant Fund Balances. Mark Carr led a discussion on re-budgeting process.

When an adjustment needs to be made in BC80, you just need to calculate the indirect cost on the remaining amount that is subject to F&A.

- 1) Figure out how much is remaining in the entire grant (3 ways to do - using 3 different reports).
  - 490 Report – Subtract the total expenditures in function 44 from the revenue balance in function 20.
  - Inception to date report – Add the total encumbrance amount (if any) back into the total fund balance.
  - Financial Transaction Detail Report – Add the balances before encumbrances in function 44 and BC80.
- 2) Subtract the amount that is not subject to F&A, such as BC21 and BC60.
- 3) Calculate the F&A on the remaining amount by dividing by 1 plus the F&A rate (e.g. 1.5) and then multiplying by the F&A rate (e.g. 0.5).
- 4) Compare the result with the current balance in BC80 and create a BEA to adjust the difference.

Refer to page 2 of 2 – Formula for Calculating Overhead

III. eCAF Demonstration. Millie Garrison demonstrated the new electronic campus approval form. Please visit: <http://cnc.ucr.edu/ecaf/index.php?content=guides.html> to review the various User Guides and to obtain additional information.

## Formula for Calculating Overhead

- Total amount awarded (including indirect costs)
- Less any exclusions
- Divided by  $1.XX$  (where  $XX$  equals the overhead rate)
- Quotient is total direct costs subject to overhead
- Times quotient by the overhead rate
- Product is the overhead amount

\$	150,000.00	Total Award Amount
	(10,000.00)	Equipment
	(4,000.00)	GSHIP/PFR
	136,000.00	/1.47 =
	92,517.01	Direct Costs
	X .47	
	43,482.99	Indirect Costs
Check:		
	10,000.00	
	4,000.00	
	92,517.01	
	43,482.99	
	150,000.00	