

NYU SPA Grants Close-Out Checklist

Complete this checklist when expenses on Budget Summary Report (BSR) match the final financial reports/invoices submitted. Confirm pending adjustments have posted and attach BSR as support. The only pending item allowed at the time of closeout is outstanding payments. Items to include with this checklist are (1) updated BSR and (2) Cash Position.

Chartfield (Fund, Org, Project): _____ Award/Contract #: _____

Agency/Sponsor: _____ PI Name: _____

Total Award Amount: _____ Project Period: _____

Reported Expenditures: Direct Cost: _____

Indirect Cost: _____

Total Expenditures: _____

Payments Received: _____
(Per Cash Position)

Return to Sponsor: Voucher ID: _____

Unexpended / Cash Balance: _____

Retained by NYU: Transferred to: _____
(chartfield)

Mandatory/Voluntary Cost Sharing: Cost Share Expenditures: _____

		YES	NO	N/A
General Ledger Maintenance	Advances / Budget Fails Cleared			
	Encumbrances Cleared			
	Payroll Edit Suspense Cleared			
	Review Budget Summary Report			
	- Ensure Expenses match amount reported to Sponsor. If discrepancy exists, take appropriate action.			
	- Reduce Budget to match Expenses			
	- Ensure Revenue matches Expenses			
	Remove from applicable Trees Letter of Credit (LOC) Tree** After month end close in order to allow the pool allocation to post.			
Billing Tree-Non LOC projects				
** All projects remain on Combo Edit (CE) Trees				
Cash Management	Return Unspent Funds*			
	Review Receivable Status (12435 / 12430)-Fund 25 only			
	Review Revenue on Budget Summary Report-Fund 24 only			
*If funds are retained, indicate chartfield to which they were transferred next to Unexpended/Cash balance				
Reporting Requirements	Financial Invoice/Report			
	Narrative/ Technical			
	Patent			
	Property			
Project Costing Updates:	Update Report Mailing Date, Status, Amount***			
	Updated Cost Share Information			
	Senior Financial Analyst must change project status to 'closed' to inactivate project			

*******There should be no pending adjustments at this time. Report status should read Final Rpt or Inv Rendered

Prepared By: _____
(Financial Analyst)

_____ Date

Reviewed/Approved By: _____
(Senior Financial Analyst)

_____ Date