

# Instructions for *Schedule of Final Charges* Form

The *Schedule of Final Charges* form is used to assist in the closing of expired sponsored awards. As stated per The University of Tennessee's fiscal policy, all final expenditures are to be posted to the ledgers within 60 days after the award period has expired. Due to the time constraints of required reporting deadlines as stated per the award, Sponsored Projects Accounting (SPA) must receive this completed form by the stated deadline. This will allow time to review expenditure activity for accuracy before the required reporting to the agency.

**NOTE: If this award is not ending, please inform SPA accountant of extension by sponsor.**

Please complete the *Schedule of Final Charges* form and return to the following campus mail address:

Sponsored Projects Accounting, Blount Hall, Suite 403

## Section 1

This section displays the total direct cost expenditures posted to the general ledger as of the last fully closed general ledger period. **Please do not make any changes to this section.** If you feel that this is not correct, please notify our office.

## Section 2

In this section, please list all activity (debits and credits) that has posted to the general ledger after the date referenced in Section 1. **Attaching an IRIS detail expenditure listing (such as CJI3) will be acceptable.**

## Section 3

Complete this section by listing those expenditures that have posted to the general ledger, but which will be removed in the near future. Be sure to list the original document number as it first appeared on this account. The amounts listed should be exact; do NOT list estimated expenditures.

## Section 4

Use this section for those applicable charges which have not been posted to the general ledger, but which will belong on this account. The amounts listed should be exact; do NOT list estimated expenditures. **Backup (copies of invoices) of all charges in this section is REQUIRED in order to be included on the final financial report.**

## Section 5

This section automatically populates based on information entered in Sections 2-4. The total amount will automatically sum to the Final Direct Expenditures line. **This form must be signed by the PI or Department Head.**

**Special Note:** If all charges listed in sections 3 and 4 do not post to the official accounting system within 60 days, action will be taken by Sponsored Projects Accounting to adjust the account accordingly.

If you should have any questions or comments, please do not hesitate to contact Sponsored Projects Accounting at extension 4-2591.