

CENTER: 4-20-123-4567
 DATE PRODUCED: 05/07/03
 CENTER NAME: XXX0199876
 REPORT NUMBER: MD90S

VANDERBILT UNIVERSITY
 DESIGNATED CENTER MONTHLY REPORT AS OF 04/30/03
 PROJECT XYZ
 GRANT END DATE: 04 2006
 CYC: G AG: 011 PAGE 1
 SEND TO: SMYTHE A
 MARY THOMAS
 VU STATION B 350999

ACCOUNT NUMBER	DESCRIPTION	PROJECT BUDGET	EXPENDITURES			BUDGET BALANCE BEFORE ENCUMBRANCE	ENCUMBRANCES	BUDGET BALANCE AVAILABLE	PROJ %EXP AND ENCU
			CURRENT MONTH	CURRENT YEAR TO DATE	PROJECT TO DATE				
*** FUNDED EXPENSES ***									
50600	FACULTY SUMMER SAL	11,500		3,250	9,750.00	1,750.00		1,750	85
	FACULTY SALARIES - GROSS	11,500		3,250	9,750.00	1,750.00		1,750	85
	NET FACULTY SALARIES	11,500		3,250	9,750.00	1,750.00		1,750	85
59050	FBR, SUMMER SALARY	1,530		712	1,576.25	46.25-		46-	103
	BENEFITS	1,530		712	1,576.25	46.25-		46-	103
	TOTAL SALARIES & BENEFITS	13,030		3,962	11,326.25	1,703.75		1,704	87
60000	DUPLICATING & XEROX	50				50.00		50	
60010	PUBLICATION COSTS	500			333.00	167.00		167	67
60030	POSTAGE			15	28.14	28.14-		28-	
60150	LAB SUPPLIES	12,371		358	11,380.65	990.35		990	92
70070	REP & REPL EQUIP				707.00	707.00-		707-	
	GENERAL SUPPLIES	12,921		373	12,448.79	472.21		472	96
62670	TRAVEL OTHER	2,500	1,428	2,043	4,156.76	1,656.76-		1,657-	166
	TRAVEL & RECRUITMENT	2,500	1,428	2,043	4,156.76	1,656.76-		1,657-	166
63440	LAB ANALYSIS		270	426	843.12	843.12-		843-	
	PATIENT CARE		270	426	843.12	843.12-		843-	
	TOTAL SUPPLIES & EXPENSE	15,421	1,698	2,842	17,448.67	2,027.67-		2,028-	113
74030	CAP EQUIP LAB >3000	8,300			8,526.62	226.62-		227-	103
	EQUIPMENT	8,300			8,526.62	226.62-		227-	103
	TOTAL INSTRUCTION AND DEPARTMENT RESEARCH	36,751	1,698	6,804	37,301.54	550.54-		551-	101
50860	G ST RESEARCH ASSIST	36,000		8,375	9,878.99	26,121.01		26,121	27

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 MARY THOMAS
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ACCOUNT NUMBER	DESCRIPTION	PROJECT BUDGET	EXPENDITURES CURRENT MONTH	EXPENDITURES CURRENT YEAR TO DATE	PROJECT TO DATE	BUDGET BALANCE BEFORE ENCUMBRANCE	BUDGET BALANCE AVAILABLE	PROJ %EXP AND ENCU
	STUDENT SALARY AND WAGES	36,000		8,375	9,878.99	26,121.01	26,121	27
	TOTAL STUDENT AID	36,000		8,375	9,878.99	26,121.01	26,121	27
	SUBTOTAL EXPENSES	72,751	1,698	15,179	47,180.53	25,570.47	25,570	65
	TOTAL FUNDED DIRECT EXPEN	72,751	1,698	15,179	47,180.53	25,570.47	25,570	65
84000	INDIRECT COST OH	33,192	866	7,741	19,830.89	13,361.11	13,361	60
	TOTAL FUNDED INDIRECT (OVERHEAD) EXPENSES	33,192	866	7,741	19,830.89	13,361.11	13,361	60
	TOTAL FUNDED EXPENSES	105,943	2,564	22,920	67,011.42	38,931.58	38,932	63
*** COST SHARING ***								
74300	EQUIPMENT COST SHARE	28,000			28,000.00			100
	COST SHARING EQUIPMENT	28,000			28,000.00			100
	TOTAL DIRECT COST SHARED EXPENSES	28,000			28,000.00			100
	TOTAL INDIRECT COST SHARE EXPENSES							
	TOTAL COST SHARING EXPENS	28,000			28,000.00			100
	TOTAL PROJECT EXPENSE	133,943	2,564	22,920	95,011.42	38,931.58	38,932	71

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ACCOUNT NUMBER	DESCRIPTION	PROJECT BUDGET	CURRENT MONTH	EXPENDITURES CURRENT YEAR TO DATE	PROJECT TO DATE	BUDGET BALANCE BEFORE ENCUMBRANCE	BUDGET BALANCE AVAILABLE	PROJ %EXP AND ENCU
74888	COST SHARE EQUIP CREDIT	28,000-			28,000.00-			100
	COST SHARING CONTRA	28,000-			28,000.00-			100
	CENTER BALANCE	105,943	2,564	22,920	67,011.42	38,931.58	38,932	63
	TOTAL FUNDED DIRECT EXPEN	72,751	1,698	15,179	47,180.53	25,570.47	25,570	65
	TOTAL FUNDED INDIRECT (OVERHEAD) EXPENSES	33,192	866	7,741	19,830.89	13,361.11	13,361	60
	TOTAL FUNDED EXPENSES	105,943	2,564	22,920	67,011.42	38,931.58	38,932	63
	TOTAL DIRECT COST SHARED EXPENSES	28,000			28,000.00			100
	TOTAL INDIRECT COST SHARE EXPENSES							
	TOTAL COST SHARED EXPENSE	28,000			28,000.00			100
	TOTAL DIRECT EXPENSES	100,751	1,698	15,179	75,180.53	25,570.47	25,570	75
	TOTAL INDIRECT EXPENSES	33,192	866	7,741	19,830.89	13,361.11	13,361	60
	TOTAL PROJECT EXPENSES	133,943	2,564	22,920	95,011.42	38,931.58	38,932	71

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MD90S Report

This report provides budget and expenditure (current month and project to date) and remaining budget balance for each account that was budgeted or against which expenditures have been recorded.

The report has three sections:

1. *** FUNDED EXPENSES *** these are the expenditures that the grant agency pays for
2. *** COST SHARING *** these are the expenditures that VU pays for, but must be recorded as expenditures that were dedicated to the research project
3. Totals (This section has no formal designation. It appears at the bottom of the report just below the line labeled "CENTER BALANCE")
these lines provide subtotals from the previous two sections and grand totals

Key To Items on MD90S Report

- ① Center Number
- ② Name of Principal Investigator
- ③ Name of Person to whom reports/correspondence are sent (usually the Departmental administrator)
- ④ Date at which the numbers in the report were measured.
- ⑤ Expiration Date of the Grant:
Pay close attention to this date!
Stop expenditures if at or beyond this date!
Request a no-cost extension, if necessary.
- ⑥ Expenditures (by category) in most recent month only
- ⑦ Expenditures (by category) since July 1 of the current VU fiscal year
Since VU's fiscal year probably doesn't match the grant's annual cycle (year 1, year 2 . . .), this column may not be very meaningful!
- ⑧ Expenditures (by category) to date, since start of the center
- ⑨ Balance Before Encumbrance \equiv Budget amount - Expenditure since start of center (by category)
(without taking account of any expenses encumbered, but not yet booked)

- 10 Encumbrances: expenditures (by category) that have been approved by Purchasing, but have not yet been booked in Accounting (items that have been ordered, or approved for ordering, but not yet delivered and paid for)
- 11 Balance After Encumbrance \equiv Budget amount - Expenditures to date - Encumbrances (by category)
Pay close attention to these!!
Positive means you have not yet spent budgeted amount;
Negative means you've spent more than budgeted amount!
- 12 Ratio of: [Expenditures to date since start of center] / [Amount Budgeted for Project], expressed as a percentage
- 13 *Warning:* On this report, the subtotal labeled "Salaries & Benefits" does not include salaries paid to students. Those are counted in the section for "Student Aid" further down the report. [This differs from the MD90T report, which includes students' salaries in its subtotal labeled "Salaries & Fringe Benefits"]
- 14 Total Funded Expenses: a summation across all categories of expense
Pay *especially* close attention to this figure!!
Positive Budget Balance Available means you have money left to spend;
Negative Budget Balance Available means you've overspent!