

CENTER: 4-20-123-4567 (1)  
 DATE PRODUCED: 05/07/03  
 CENTER NAME: XXX0199876  
 REPORT NUMBER: MD90T

VANDERBILT UNIVERSITY (4) CYC: G AG: 111 PAGE 1  
 GRANT SUMMARY REPORT MONTH ENDING: 04/30/03 (2) 10829  
 PROJECT XYZ SEND TO: SMYTHE A (3)  
 PROJECT START: 05 2001 (5) END DATE: 04 2006 (5) MARY THOMAS (3)  
 VU STATION B 350999

AGENCY	PROJECT BUDGET	(6) CURRENT MONTH	(7) PROJECT TO DATE	(8) BALANCE BEFORE ENCUMBRANCE	(9) ENCUMBRANCE	(10) BALANCE AFTER
SALARIES & FRINGE BENEFITS	49,030		21,205.24	27,824.76		27,824.76
TRAVEL	2,500	1,427.67	4,156.76	1,656.76-		1,656.76-
EQUIPMENT (CAPITAL & NON-CAPITAL)	8,300		8,526.62	226.62-		226.62-
SUBCONTRACTS & MTDC EXCLUSIONS						
OTHER DIRECT COSTS	12,921	270.00	13,291.91	370.91-		370.91-
<b>SUBTOTAL DIRECT COST</b>	<b>72,751</b>	<b>1,697.67</b>	<b>47,180.53</b>	<b>25,570.47</b>		<b>25,570.47</b>
INDIRECT COST	33,192	865.81	19,830.89	13,361.11		13,361.11
<b>TOTAL AGENCY</b>	<b>105,943</b>	<b>2,563.48</b>	<b>67,011.42</b>	<b>38,931.58</b>		<b>38,931.58</b> (11)
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VANDERBILT COSTS (COST SHARE)						
SALARIES & FRINGE BENEFITS			28,000.00			
EQUIPMENT (CAPITAL & NON-CAPITAL)	28,000					
OTHER DIRECT COSTS						
<b>SUBTOTAL DIRECT COST</b>	<b>28,000</b>		<b>28,000.00</b>			
INDIRECT COST						
COST SHARE CREDITS TO CENTER	28,000-		28,000.00-			
COST SHARE CHARGED TO VU	28,000		28,000.00			
<b>TOTAL VU COSTS (COST SHARE)</b>	<b>28,000</b>		<b>28,000.00</b>			
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<b>TOTAL PROJECT</b>	<b>133,943</b>	<b>2,563.48</b>	<b>95,011.42</b>	<b>38,931.58</b>		<b>38,931.58</b>
=====						
<b>CENTER BALANCE</b>	<b>105,943</b>	<b>2,563.48</b>	<b>67,011.42</b>	<b>38,931.58</b>		<b>38,931.58</b>
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## MD90T Report

This one-page report provides budget and expenditure (current month and project to date) and remaining budget balance summarized by five highly aggregated groups of accounts (Salaries & Fringe Benefits, Travel, Equipment, Subcontracts, Other Direct Costs.)

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### Key To Items on MD90T 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) to date, since start of the center
- ⑧ Balance Before Encumbrance  $\equiv$  Budget amount - Expenditure since start of center (by category)  
(without taking account of any expenses encumbered, but not yet booked)
- ⑨ 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)
- ⑩ 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!
- ⑪ Total Agency: Balance After Encumbrance  
Pay *especially* close attention to this figure!!  
Positive means you have money left to spend;  
Negative means you've overspent!