

Prepared by Contracts and Grants Management Office
This replaces Administrative Procedure No. A8.951,
dated July 1982

A8.951
July 1988

A8.900 Accounting for Research & Training
Contracts & Grants

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A8.951 Accounting for Federal Matching Equipment Grants

1. Purpose

To insure that Federal matching equipment grants are accounted for in compliance with Federal requirements contained in the Office of Management and Budget Circulars A-110 and A-21.

2. Objectives

To establish procedures for:

- a. Recording the Federal and non-Federal shares in appropriate accounts;
- b. Maintaining audit trails which demonstrate that the non-Federal match has been properly provided.

3. Responsibilities

The Fiscal Officer (FO) is responsible for setting up the appropriate accounts. The Contracts and Grants Management Office (CGMO) reviews the request for account codes and prepares federal fiscal reports. Both the Central Accounting Office (CAO) and Property Management Office (PPMO) maintain records on total equipment purchases.

4. Procedures

a. Accounts

Upon receipt of a Federal matching equipment grant and appropriation of state matching funds, the FO sets up two accounts in accordance with Administrative Procedure A8.612, Establishment of Account Code:



- (1) A federal fund account - containing the federal matching equipment grant; and
- (2) A general fund account - normally the expending unit's existing general fund appropriation with a specific detailed project account of the State's matching expenditure.

b. Encumbrances

When PPMO issues equipment purchase contracts or purchase orders, the expenditures are charged to both the federal fund and general fund accounts. The FO insures that such charges are based on the applicable Federal/State matching ratio and that purchase documents reflect split funding.