

Non-Sponsored Project Process Documentation

Background:

Non-sponsored projects ("NSP") are established as a mechanism to ensure that State of Georgia law is being followed in processing payroll and travel expenses for state employees. Because MCG Foundation ("MCGF") employees do not have expertise on State of Georgia travel/payroll requirements, all expenses relating to these must be submitted to MCGF through a NSP originating from the Controller's Office as outlined in the procedure below. NSPs may also be used to bill MCGF for non-payroll and travel related expenses such as supplies and materials. NSPs are approved by the MCGF Accounting Department only if: 1) available funds exist within the expendable portion of the fund for the given fiscal year and 2) the account strings associated with the project match the fund purpose.

The amount approved by MCGF is a budgetary amount. Therefore, MCGF is approving that the department can spend up to the amount listed for the associated account strings. No amount is billed by the Controller's Office that exceeds approved project amounts. Once expenses are incurred and proper back up is obtained by the Controller's Office, MCGF is billed for reimbursement. This billing occurs on a monthly basis. Note that this is not a simple transfer of monies for an undetermined use.

The department is responsible for ensuring that sufficient funding is maintained in the account to cover approved NSPs. MCGF does not use encumbrance accounting. Therefore, MCGF is approving that there is a sufficient amount in the fund to cover the NSP on the date approved. If the department subsequently submits a check request to MCGF, checks will be cut against the fund in line with normal operations.

Procedure:

1. The department submits a signed, completed Request to Setup Non-Sponsored Project form to the Controller's Office.
2. Controller's Office emails a NSP form to the MCGF Accounting Department. This NSP form has been completed by the department and reviewed and approved by the Controller's Office.
3. MCGF ensures that the dates listed on the NSP form are for the current FY. Note that MCGF does not start approving next FY budgets until June of the preceding year.
4. MCGF ensures that, based on all NSPs that have been submitted for the current FY, that there is sufficient funding in the account to cover the project.
5. MCGF compares the account strings listed on the NSP form against fund purpose for reasonableness.
6. MCGF signs the NSP form and emails it back to Donna Renew and Barandy Brock in the Controller's Office.
7. MCGF maintains a record of the NSP form.
8. The Controller's Office ensures that department does not exceed approved project amount and that state regulations are followed. Note that the institution is subjected to a rigorous annual audit which includes these expenses.

