TITLE III FINANCIAL REPORTING PROCEDURE

Authority: Issued by the VC and Chief of Staff

Applies to: Title III Activity Directors, Contracts and Grants and Title III Coordinator

Contact Person: Title III Coordinator (910) 672-2515

Date: July 9, 2012

This policy defines responsibilities and provides guidance concerning the financial reporting of Fayetteville State University’s Title III Coordination Office. The policy applies to the Title III Activity Directors, Contracts and Grants personnel and the Title III Coordinator.

To ensure the accuracy of the financial reporting used in completing the Annual Performance Report (APR), the Title III office and the Contracts and Grants office has agreed upon a financial reporting process that applies the following. The Contracts and Grants office will provide an electronic monthly financial report to each activity director and the Title III Coordinator, the last month financial statement of the quarter will be submitted no later than the 5th day of said month to ensure the timely submission of the quarterly reports. The monthly report for September 30th, which is Title III year’s end, will include a cumulative report of the fiscal year expenditures needed for the APR reporting.

cc:

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