

Memo

To: Contract Managers and Administrative Support
From: Patrick Hayes
CC: Rosette Tavalacci, Richard Duckworth, Julie Brasfield, Dr. John Strenkowski
Date: December 1, 2008
Re: Reconciliations (Closeouts)

At Tuesday's RSC meeting the issue of Reconciliations (Closeouts) was discussed. Over 90% of NCSU's reconciliation's are returned to C&G after the due date. I know most of these are from Engineering as we track these at the College level. Also, most reconciliation's have multiple revisions. The fact that most are late and most have revisions tells us that the departments are not doing a responsible job of monitoring and planning for a project to term.

Going forward, there will be no extensions granted by C&G or the College. The reconciliation will be due when it is due. Each department has more than adequate tools to prepare for a clean closing.

First, if each department is reconciling its projects in a timely manner, they can take corrective actions to ensure the line items and the overall balance is in the positive. The department should also be checking for allowability of each charge. Second, each department receives from my office a listing of all projects terming 90 days out. This is the time to make sure all expenditures are being posted to the project and to determine if a NCE is needed. Third, each department receives a recap from Richard as to what reconciliations are coming due.

We make proposals our top priority and we need to ensure that reconciliations are given the same priority. Our task does not end once we receive an award. We have to ensure compliance with the terms and conditions of the award, the major one being that we invoice accurately and timely. Otherwise we jeopardize not being paid and the costs will become the responsibility of the department.