

# SPONSORED PROGRAM ACCOUNTING

*Year- End Information Session  
Fiscal Year Ending June 30, 2025*



# General SPA Deadlines

- SPA follows the year end schedule of other Finance departments with some exceptions:
  - Payroll forms requesting an adjustment need to be received by SPA with full approvals at **earlier dates** than are required for non-sponsored accounts
    - PAFs & EIFs (excluding LUMC-P) are due **Friday, May 30, 2025**
    - LUMC-P changes are due **Wednesday, May 21, 2025**
    - Lakeside & SON: supplemental salaries to be paid by **Friday, June 13, 2025**, must be completed and submitted to SPA by **Friday, May 23, 2025**. All requests will be reviewed on a case-by-case basis.
  - All **non-salary expense transfers** impacting a sponsored project need to go directly to SPA and be received in SPA at an **earlier date** than are required for non-sponsored accounts.
    - Due **Tuesday, June 17, 2025**
    - Includes GL, AP and PCard Transactions

**\*\*\*\*\* Please note that items are due at the end of each business day unless otherwise noted \*\*\*\*\***

# General SPA Deadlines (cont)

- **Overdraft** incurred in May or earlier will need to be resolved by the end of May and overdraft occurring in June needs to be resolved **by Friday, June 20, 2025**.
  - Overdraft cannot be carried forward into the next fiscal year
  - [Cost Overdraft Policy](#)
- For any **grants with a June 30, 2025, or earlier end date that are expected to continue into the next fiscal year**, SPA requires either of the following by **Monday, June 9, 2025**:
  - An Advanced Account Form with appropriate back-up to guarantee expense past the end date in the absence of a fully executed agreement/extension or;
  - The fully executed agreement/extension.

# A note on budgets

- Any budget appropriations for Fiscal Year 2025 must be submitted to SPA by **Friday, June 20, 2025**.
- FY '25 budgets will be carried forward to FY '26 in July. (accruals are not used for sponsored program funds)
- Budgets will be viewable again on reports run toward the end of July (tentatively July 25th-ish).
- Through mid-July, budgets on sponsored program reports may appear to be \$0.00 and your AU may appear to be overdrawn during the reconciliation/carry-forward process
- Recommend printing out your Grant Summary and Detail Reports as of 06/30/2025 and you may continue to spend on your sponsored AUs normally during this time.
- Please contact [GRNTCON@luc.edu](mailto:GRNTCON@luc.edu) if you have questions about the annual budget reconciliation and carry forward process for the University's sponsored programs.

# Requesting Payroll Transfers

- Lakeside Campuses:
  - Student workers: Initiate an ePAF <https://forms.luc.edu/epaf/login.htm>
  - Staff: Initiate a PAF <https://www.luc.edu/media/lucedu/secure/hr/personnel/Personnel%20Action%20Form.pdf>
  - Faculty: Initiate a salary budget change [FIS System Faculty Salary](#)
  - Faculty: Initiate a supplemental salary request [FIS System Supplemental Salary](#)
- Maywood Campus:
  - Log into the Portal <http://portal.luhs.org/template/dean/index.cfm>
  - Faculty: Initiate a PAF change Fiscal Affairs > Payroll Actions > Faculty (PAF)
  - Staff: Initiate an EIF change Fiscal Affairs > Payroll Actions > Staff (EIF)
  - Graduate Assistants: Initiate an EIF change Fiscal Affairs > Payroll Actions > Staff (EIF)

# Advances: Account code 1271 & 1273

- All Advances issued prior to **December 31, 2024**, should be substantiated, reconciled and closed by **Tuesday, June 17, 2025**.
- Gift Card Purchases are not expensed to your AU/Account until the gift card(s) are disbursed to the recipients and a gift card log is sent to SPA
- The initial gift card purchase creates an advance in account 1273, very similar to travel advances in account 1271
- Advance balances are viewable near the bottom of the PI monthly reports



Loyola University Chicago  
Grant Summary  
51xxxx-SAMPLE AU  
as of 02/28/2019

PI: Sample  
SPA GA:  
End Date: 09/30/2019  
LU/PTAP #: 3812  
F/A Base & Rate: Base 4 - 26%  
Status: Active

	Budget	Prior Years Expenditures	Current YTD	Current MTD	Commitments	Available Balance
<b>ACCOUNT SUMMARY</b>						
<b>Salary Expense</b>						
5010 TENURE TRACK FT FACULTY SAL	93,471.72	75,471.72	12,448.84	1,585.10	.00	5,551.16
5032 SUPPLE SAL - RESEARCH	39,432.00	15,432.00	12,000.00	.00	.00	12,000.00
5033 SUPPLE SAL - PROFESSIONAL SERV	1,300.00	700.00	.00	.00	.00	600.00
5110 STAFF SALARY - PART TIME	141,070.75	119,499.75	4,265.00	.00	.00	17,370.00
6830 OTHER EXPENSES	244.53	244.53	(17.50)	.00	.00	17.50
<b>Total Direct Non-Salary Expense</b>	<b>214,473.59</b>	<b>201,148.53</b>	<b>5,769.28</b>	<b>516.65</b>	<b>309.33</b>	<b>7,246.45</b>
<b>Advances **</b>						
1271 ADVANCED PAYMENT	.00	.00	.00	.00	1,000.00	(1,000.00)
1273 ADVANCES - GIFT CARDS	.00	.00	.00	.00	617.50	(617.50)
<b>Total Advances **</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>1,617.50</b>	<b>(1,617.50)</b>

\*ESTIMATED Available Direct Cost / (Deficit) :

\$47,679.72 \*

This represents the estimated available amount of direct expenditures remaining in the grant. (Total Cost divided by 1 plus the F/A Rate above). This calculation may be understated if you have future equipment purchases that are not subject to the F/A Rate.

\*If this report is run before month end, indirect cost for the current month should be considered in calculating the available fund balance.

\*\*Please work with your SPA Grant Administrator to reconcile charges posted as an advance so they can be properly recorded as an expense in the appropriate expense category. Items in advances, similar to commitments, have not yet posted as expenses to the accounting unit and cannot be cleared until proper documentation has been provided to SPA to support the expenses.

# Reminders

- Grant and gift balances are automatically carried forward each year but note the potential impact on next years budget.
  - If there are grant related transactions that will need to be moved to an operating account, please be sure those are identified and addressed by **Friday, June 20, 2025**.
  - [Cost Transfer Policy](#)
  - [Unallowable Cost Policy](#)
- Deadlines are critical and we will not have opportunities to extend or make considerations for exceptions
- Be sure to consider purchasing and order fulfillment lead times when making purchases on Grants.
- Be proactive; ensure that you, your department administrators and faculty/Pis are reviewing the necessary reports at a minimum of monthly. Do not wait until the last minute.
- View SPA policies and procedures at <https://www.luc.edu/spa/policies.shtml>

Questions?