

PI Name:

Dept:

Council:

End Date:

Grant Ref:

As part of our aim to help PIs and departments in the administration of their research awards, I have reviewed the expenditure on this grant to end of 2012.

This will enable you to maximise the budget available and highlight any discrepancies which can be rectified now while there is still sufficient time to take appropriate action.

Below is a summary of the Directly Incurred costs and the budget left to spend.

DI HEADING	BUDGET	SPEND TO DATE	COMMITMENTS	LEFT TO SPEND	INELIGIBLE COSTS
ASAL					
TSAL					
CONS					
TRAVEL					
EQUIPMENT					
EXCEPTIONS					

The Directly Allocated costs will continue to be charged to the grant on a monthly basis.

General Guidelines: Transfers of funds between fund headings are permitted only within and between Directly Incurred costs and Exceptions. Transfers will be at the rate applicable for the heading, as set out in the offer letter. This would generally be 80% FEC.

Funds provided for equipment costing more than £25,000 may not be used to buy other equipment, nor transferred to another heading, without prior written approval.

Costs associated with conferences etc that fall outside the period of the grant cannot be charged to the grant even if it is possible to pay attendance/registration fees or any other associated costs before the end date of the grant.

Grant specific Guidelines: You currently have ineligible costs of £..... for stationery, office costs and computer consumables that need removing from the grant. Please advise of an alternative code to transfer these costs.

fEC PCB Research Project Summary and Transactions by Workorder

Periods:200912 - 200912
[Report Name: RJNTP]

Work Order: R3000001 0044; Roman York

Principal Investigator BLOGGS, PROF JOE
Cost Centre Archaeology

SUMMARY SECTION OF THE REPORT

Budget controlled by Principal Investigator	Any expenditure incurred before requested period range	Expenditure incurred in requested period range	Total expenditure to end period requested ie. to 200912 or July 2010	Total budget	
EXPENDITURE SUMMARY		Expenditure in Prior Periods / in period[s] /h/	Total Spend to	Total Budgeted Expenditure	What is left to spend /m=k-
Directly Incurred Costs					
ASAL	Academic Salaries	30,634.48	2,665.52	33,300.00	50,000.00
SSAL	Secretarial Salaries	4,500.00	1,500.00	6,000.00	0.00
OVHD	Overheads	0.00	0.00	0.00	0.00
CONS	Consumables	35,000.00	6,000.00	41,000.00	60,000.00
EQPT	Equipment	18,000.00	0.00	18,000.00	15,000.00
EXSV	External Services	0.00	10,500.00	10,500.00	15,000.00
MISC	Miscellaneous	0.00	0.00	0.00	0.00
TRVL	Travel	14,000.00	0.00	14,000.00	25,000.00
CHCK	Other Expenditure	2,000.00	0.00	2,000.00	0.00
Reclassified as Exception Items					
Directly Allocated Costs		0.00	0.00	0.00	0.00
DAEQ	Directly Allocated Equip/Facilities Charge	15,333.00	667.00	16,000.00	15,000.00
DAES	Directly Allocated Estates	7,667.00	333.00	8,000.00	12,000.00
DAPI	Directly Allocated PI/CI costs	6,639.00	28.00	6,667.00	10,000.00
Indirect Costs/Overheads		Indirect Costs			
Exceptional Items [Research Councils ONLY]		70,917.00	3,083.00	74,000.00	111,000.00
<i>Equipment <£50k</i>		0.00	0.00	0.00	0.00
Full Economic Cost					
		204,690.48	24,776.52	229,467.00	313,000.00
					(83,533.00)
PI/COI time, Estates, Indirect costs controlled by RGC Facilities budget					
Overall the project is underspent. However it is advisable to subtract the balances remaining in the DA budgets to give a picture on the balance remaining for					
THIS PROJECT IS UNDERSPENT					