

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**

EXPENDITURE SUMMARY		Expenditure in Prior Periods [g]	Expenditure in requested period range [h]	Total Spend to end period requested ie. to 200912 or July 2010	Total Budgeted Expenditure	What is left to spend /m=k-	
<b>Directly Incurred Costs</b>							
ASAL	Academic Salaries	30,634.48	2,665.52	33,300.00	50,000.00	(16,700.00)	
SSAL	Secretarial Salaries	4,500.00	1,500.00	6,000.00	0.00	WARNING NO BUDGET	
OVHD	Overheads	0.00	0.00	0.00	0.00	0.00	
CONS	Consumables	35,000.00	6,000.00	41,000.00	60,000.00	(19,000.00)	
EQPT	Equipment	18,000.00	0.00	18,000.00	15,000.00	3000	This line is overspent
EXSV	External Services	0.00	10,500.00	10,500.00	15,000.00	(4,500.00)	
MISC	Miscellaneous	0.00	0.00	0.00	0.00	0.00	
TRVL	Travel	14,000.00	0.00	14,000.00	25,000.00	(11,000.00)	
CHCK	Other Expenditure	2,000.00	0.00	2,000.00	0.00	WARNING NO BUDGET	
<b>Reclassified as Exception Items</b>		0.00	0.00	0.00	0.00	0.00	
<b>Directly Allocated Costs</b>							
DAEQ	Directly Allocated Equip/Facilities Charge	15,333.00	667.00	16,000.00	15,000.00	1000.00	This line is overspent
DAES	Directly Allocated Estates	7,667.00	333.00	8,000.00	12,000.00	(4,000.00)	
DAPI	Directly Allocated PI/CI costs	6,639.00	28.00	6,667.00	10,000.00	(3,333.00)	
<b>Indirect Costs/Overheads</b>							
Indirect Costs		70,917.00	3,083.00	74,000.00	111,000.00	(37,000.00)	
<b>Exceptional Items [Research Councils ONLY]</b>							
Equipment >£50k		0.00	0.00	0.00		0.00	
<b>Full Economic Cost</b>		<b>204,690.48</b>	<b>24,776.52</b>	<b>229,467.00</b>	<b>313,000.00</b>	<b>(83,533.00)</b>	<b>THIS PROJECT IS UNDERSPENT</b>

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

Funds still available in budget. However salary budget may be fully committed and so may not be available to cover other expenditure. Rules on virement from salary budget should also be checked.

This is an overspend against budget and needs to be addressed. You may be able to cover this from other budget headers but the sponsor's rules need to be checked

May be allowable through virement from other budget headers. Rules of sponsor need to be checked . If in doubt contact RGC for

An overspend in the Directly Allocated budget areas should be ignored except in the case of facilities. If an overspend occurs under facilities the department needs to be alerted . The charges

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