

**Who:** The PI is ultimately responsible for the budget on each of his/her projects but support staff may be asked to complete some of this work.

**What:** The Web Report contains budget and actual expenditure information for your project. Your Web Report balance column should always have a positive or zero balance, never a negative balance.

**Where:** Web Reports: [finance.tcnj.edu](http://finance.tcnj.edu)

**When:** Review your Web Report available budget prior to processing check requests, contracts, purchase orders or travel requests. You should also review the actual expenditures on your Web Report periodically to ensure they are complete and accurate and agree to your records.

**Why:** To ensure sufficient budget is available for expenditures; to monitor expenditures for allowability; and reconcile expenditures to your records for completeness and accuracy.

**How:** Web Reports are available online.

Category	Account ID	Account Description	Original Budget	Revised Budget	YTD	PYTD Actual	Encumbrance	Balance
Salary & Wages	51200	Officers And Employees	\$119,277.00	\$119,277.00	\$10,829.41	\$73,679.15	\$0.00	\$45,397.85
	51230	Supp Part Time	\$0.00	\$34,500.00	\$12,406.75	\$23,906.75	\$0.00	\$10,593.25
	51255	Released Time	\$34,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Salary &amp; Wages</b>			<b>\$153,777.00</b>	<b>\$153,777.00</b>	<b>\$23,236.16</b>	<b>\$97,585.90</b>	<b>\$0.00</b>	<b>\$56,191.10</b>
Benefits	52100	Fringe Benefits	\$30,450.00	\$30,450.00	-\$4,410.88	\$14,752.93	\$0.00	\$15,697.07
<b>Benefits</b>			<b>\$30,450.00</b>	<b>\$30,450.00</b>	<b>-\$4,410.88</b>	<b>\$14,752.93</b>	<b>\$0.00</b>	<b>\$15,697.07</b>
Other Personnel	52200	Speakers and Honorariums	\$0.00	\$0.00	\$0.00	-\$534.00	\$0.00	\$534.00
	52201	Consultants	\$587,874.00	\$587,874.00	\$78,208.63	\$284,450.53	\$50,826.55	\$252,596.92
	52202	Professional Services	\$15,000.00	\$15,000.00	\$0.00	\$4,066.86	\$0.00	\$10,933.14
<b>Other Personnel</b>			<b>\$602,874.00</b>	<b>\$602,874.00</b>	<b>\$78,208.63</b>	<b>\$287,983.39</b>	<b>\$50,826.55</b>	<b>\$264,064.06</b>
Travel & Reception	54100	Travel - Faculty & Staff	\$5,500.00	\$5,500.00	\$0.00	\$0.00	\$0.00	\$5,500.00
<b>Travel &amp; Reception</b>			<b>\$5,500.00</b>	<b>\$5,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,500.00</b>
Furniture & Equip	55400	Computer Equipment	\$0.00	\$2,700.00	\$0.00	\$2,466.00	\$0.00	\$234.00
	<b>Furniture &amp; Equip</b>			<b>\$0.00</b>	<b>\$2,700.00</b>	<b>\$0.00</b>	<b>\$2,466.00</b>	<b>\$0.00</b>
Other Expenses	58500	Subcontract (Gr)	\$120,000.00	\$117,300.00	\$0.00	\$41,217.21	\$29,223.79	\$46,859.00
	59998	Indir/Adm Chg/Grants	\$44,733.00	\$44,733.00	\$4,372.10	\$21,768.91	\$0.00	\$22,964.09
<b>Other Expenses</b>			<b>\$164,733.00</b>	<b>\$162,033.00</b>	<b>\$4,372.10</b>	<b>\$62,986.12</b>	<b>\$29,223.79</b>	<b>\$69,823.09</b>
<b>Report Total</b>			<b>\$957,334.00</b>	<b>\$957,334.00</b>	<b>\$101,406.01</b>	<b>\$465,774.34</b>	<b>\$80,050.34</b>	<b>\$411,509.32</b>

**Account:** Specific account lines your awarded funds are budgeted to and spent from.

**Original Budget:** The amount of funds budgeted for each account at the beginning of the grant.

**Revised Budget:** Original budget +/- any approved budget reallocations.

**Year-to-Date (YTD):** Actual amount expended in the fiscal year selected.

**Project Year-to-Date (PYTD):** Actual amount expended since the beginning of the grant.

**Encumbrance:** Amount of open purchase orders for future expenses.

**Balance:** Available budget balance (deficit) calculated as Revised Budget – PYTD Actuals – Encumbrances. If you need to reallocate funds, complete a Budget Reallocation Form (may require prior approval from the funder).

**Tip:** Amounts in orange/red font can be clicked to drill down to transaction-level detail including vouchers payments for check requests, travel expenses, and purchase order details.

**More Information:** For more information refer to the Grant Financial Management Manual or contact the Office of the Treasurer at 609.771.2186.