

Sponsored Program Accounting
Cash Management and Drawdowns for Restricted and Capacity Funds
Operating Procedure

Objective: To provide reasonable assurance that the drawdown of federal cash is only for immediate needs, reimbursements are requested only for costs paid prior to the date of the reimbursement request, and recipients limit payments to subrecipients to immediate cash needs.

Procedure for Draw: Cash drawdowns are to be done at least monthly based on the cash on hand at the point of draw. If the cash on hand is negative, funds are requested from the sponsor. If the cash on hand is positive, funds are returned to the sponsor.

Banner Job Submission reports:
FWREPMS - pulls funds to draw through ASAP and DHHS-PMS
FWREDUD – pulls funds to draw through Dept of Education
FWRNSFD – pulls funds to draw through National Science Foundation

These reports pull the current cash on hand. This ensures we only draw based on expenditures that have already posted to the fund. Once a fund is expired, the final draw is based on the close out process, to ensure we only draw allowable expenditures.

The accountants request the funds from the sponsor based on the drawdown report. Once the funds are received, a journal voucher is prepared to post the funds to the general ledger. The journal voucher is approved by the Senior Accountant, Manager or Director for Sponsored Programs.

Subcontract invoices are reviewed and approved by Sponsored Programs Accounting and then sent to department for processing payment. Funds are not drawn from the sponsor until the subcontract invoice has posted to the appropriate fund.

Procedure for Reconciliation: Quarterly (September, December, March, June) reconciliation of the Federal Drawdown System to MSU's accounting records will be performed by the SPA Accountant and reviewed by SPA Sr. Accountant.

Procedure for Capacity Funds with Department of Agriculture: For Smith Lever funds, a report is run to determine the expenditures for the month by the Extension staff. Data is pulled from the system as backup documentation for expenditures. The expenditures consist of salaries for faculty and professional with program codes: 032000 (Family Consumer Science), 032024 (Family Consumer Science Research), 033000 (Community Resource Development), 033024 (Community Resource Development Research), 034000 (4-H Youth Development), 034024 (4-H Youth Development Research), 037000 (Agriculture), 037024 (Agriculture Research), 038000 (Natural Resources), 038024 (Natural Resources Research). Half of the expenditures are for Smith Lever funds and the other half are match. Extension only shows salaries with these program codes for Smith Lever and match. The funds are entered into a spreadsheet and

provided to an Accountant in Sponsored Programs Accounting to draw the funds from ASAP.

For Hatch, Regional and Animal Health, specific funds are assigned to each year's award and expenditures are directly posted to the fund for federal expenditures and cost share expenditures. The draw is based on the expenses that have posted when the report is run for drawdown. Once the draw is finalized the information is provided to an Accountant in Sponsored Programs Accounting to draw the funds from ASAP.

Last Update: 5/15/2026