



**SEATTLE
UNIVERSITY**

**Seattle University
Quarterly Financial Report Certification
Quarter Ending September 30, 2019**

P.I. Name: Rudy Redhawk
Project Name: Example Project
Activity Manager: Bill Mee
Activity Number: 123456
Award Period: 7/1/2018 to 6/30/2020

PrjRefNo G0789-SP-SU

ItemCode	ItemCodeDesc	Total Actual Expenses	Total Project Budget	Total Remaining Budget	% Spend
G100	Salary	9,918.06	19,106.00	9,187.94	51.9%
G250	Supplies	70.19	7,000.00	6,929.81	1.0%
G300	Travel	417.12	1,500.00	1,082.88	27.8%
G550	Other Direct Costs	9,361.92	13,394.00	4,032.08	69.9%
Grand Total		19,767.29	41,000.00	21,232.71	48.2%

Percent of Project Timeline Complete: 62.5%

For transaction detail of actual expenses, review the Projects Accounting self-serve (my.seattleu.edu).

If applicable, the payroll detail report is attached.

As best practice, we suggest that the account activity is reconciled monthly.

This report has been reviewed. To the best of my knowledge, salary and wages charged to this project are appropriate in relation to work performed on this project. All other costs charged to this project are, to the best of my knowledge, allowable, allocable, and reasonable. Where required, the below noted corrections have been, or will be, submitted to the Grant Accountant.

Principal Investigator Date
(signature required)

Activity Manager Date



Project Expenses by Account Number Quarter Ending September 30, 2019

Activity Number: 123456
Project Name: Example Project
Project Number: G0789-SP-SU

** if a month is missing from table below, there were no expenses posted that month*

ActivityWithDesc 123456 Example Project
 Source (Multiple Items)
 ObjectGroup2WithDesc (Multiple Items)

TransDate

Q3 2013 - Q3 2019 MONTHS ▾

2017

FEB MAR APR MAY JUN JUL AUG SEF

◀ [Progress Bar] ▶

Sum of Actual			FiscalYear	FiscalMonth	Months			2020 Total	Grand Total
			2019	2020	1	2	3		
PrjLineItemCodeWithDesc	AcctNo	ObjectDesc		Jul	Aug	Sep			
G100 Salary	22-0-1-123456-5102010	Staff-Permanent-Regular	5,610.82	425.32	850.65	837.56	2,113.53	7,724.35	
	22-0-1-123456-5104095	Fringe Benefit Allocation	1,593.47	120.79	241.59	237.86	600.24	2,193.71	
G100 Salary Total			7,204.29	546.11	1,092.24	1,075.42	2,713.77	9,918.06	
G250 Supplies	22-0-1-123456-5302510	Supplies-General				70.19	70.19	70.19	
G250 Supplies Total						70.19	70.19	70.19	
G300 Travel	22-0-1-123456-5301010	Travel-Lodging	417.12					417.12	
G300 Travel Total			417.12					417.12	
G550 Other Direct Costs	22-0-1-123456-5302020	Meals Non-Travel	2,744.42					2,744.42	
	22-0-1-123456-5302540	Supplies-Events	73.98					73.98	
	22-0-1-123456-5308095	Miscellaneous	5,070.75		1,050.00	422.77	1,472.77	6,543.52	
G550 Other Direct Costs Total			7,889.15		1,050.00	422.77	1,472.77	9,361.92	
(blank)	22-0-1-123456-5102010	Staff-Permanent-Regular	0.00	0.00			0.00	0.00	
	22-0-1-123456-5104095	Fringe Benefit Allocation	0.00					0.00	
	22-0-1-123456-5302020	Meals Non-Travel	0.00					0.00	
	22-0-1-123456-5302540	Supplies-Events	0.00					0.00	
	22-0-1-123456-5308095	Miscellaneous	225.00					225.00	
(blank) Total			225.00	0.00			0.00	225.00	
Grand Total			15,735.56	546.11	2,142.24	1,568.38	4,256.73	19,992.29	



Payroll Detail Report

Quarter Ending September 30, 2019

Activity Number: 123456
Project Name: Example Project
Project Number: G0789-SP-SU

Unit 123456 Example Project

Sum of Amounts		Months	Period_Date		
OBJECT	Name	Jul	Aug	Sep	Grand Total
5102010 Staff-Permanent-Regular	Member, Staff	425.32	850.65	837.56	2,113.53
5102010 Staff-Permanent-Regular Total		425.32	850.65	837.56	2,113.53
Grand Total		425.32	850.65	837.56	2,113.53