




MEMORANDUM

TO: Center Directors

FROM: Ken Miller 
Assistant Vice President for Finance & University Controller

SUBJECT: Center Annual and Financial Reports

DATE: September 18, 2018

With the closing of the fiscal year, it is time to begin developing the center annual and financial reports for the year ended June 30, 2018. The requirements for these reports are set forth in section 3.3.5 of university policy 3020: Centers Financial and Administrative Policy and Procedures. <http://www.policies.vt.edu/3020.pdf> The format for the center annual report can be accessed electronically by visiting the following website:

http://www.co.vt.edu/Financial_Reporting/cost_accounting/index.html

Please note there are links available to both the Outline for Center Annual Report and the Financial Activity Report, which is a critical component of the report. Centers with their own organization or sub-organization code (for accounting purposes), may find that running a "Snapshot by Organization" in the Microstrategy Finance system will provide sufficient information on past year's financial activities. Please include in the annual financial report similar information on any Virginia Tech Foundation funds assigned to the center.

Annual reports, in accordance with university policy 3020, are due October 1, 2018 to the administrator (dean, department head, or vice-provost) to whom the center director reports. Also, please send a copy of the report to David Hungate (hungate@vt.edu or mail code 0312). For questions regarding the center annual report, please contact Diana Alexander, Manager of Cost Accounting at 1-8578.

We appreciate your timely submission of the annual reports, and look forward to reviewing your center's accomplishments from the prior fiscal year.

cc: Barbara Starling
Diana Alexander
Ken Smith