



<b>Policy TITLE</b>	<b>Accounting Policies: Reporting</b>
<b>Policy NO.</b>	<b>1-118</b>
<b>Revision</b>	<b>1.2</b>
<b>Program</b>	<b>Administration</b>

	<b>Last Revision</b>	<b>Last Review</b>
<b>Committee Approved Date:</b>	NA	8/25/2023
<b>Policy Committee Reviewed Date:</b>	7/30/2015	4/5/2024
<b>TNI Board of Directors Endorsed Date:</b>	NA	
<b>POL Effective Date:</b>	7/30/2015	

## I. POLICY

Project Leaders are responsible for managing and monitoring each activity supported by each assistance agreement.

Monthly performance reports generally contain brief information on each of the following:

1. A comparison of actual accomplishments with the goals and objectives established for the period and the findings of the Project Leader.
2. Reasons why established goals were not met, if appropriate.
3. Other pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

Reports shall be submitted electronically.

The Project Leader must immediately notify the sponsor of developments that have a significant impact on the award-supported activities. Also, notification must be given in the case of problems, delays, or adverse conditions which materially impair the ability to meet the objectives of the award. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.

## II. RELATED DOCUMENTS

Policy 1-111, Accounting Policies: General  
 Policy 1-112, Accounting Policies: Travel  
 Policy 1-113, Accounting Policies: Procurement  
 Policy 1-117, Accounting Policies: Property Management and Control  
 Policy 1-119, Accounting Policies: Recording Direct Labor Charges  
 Policy 1-120, Accounting Policies: Conflicts of Interest

**Policy Approved Changes**

<b>Revision No.</b>	<b>Effective Date</b>	<b>Description of Change</b>
0	11-6-06	
1.1	3-10-12	Larger policy split into individual policies. Updated Format.
1.2	7-30-15	Changed "SOP" to "Policy" in Related Policies