

## Grants Glossary

Term	Definition
Account Number	The number used to segregate and accumulate expenditures between different grants and expense types. An account number is made up of two parts: the cost center and the object code (separated by a period) and, in some cases, a third part called a subledger for the school.
Bi-Weekly Payroll Report	A report that shows all employees charged to a given grant, including employees' names, hours worked, hourly rates, and gross pay.
Blended Cost Objective	A set of work activities that are allowable by one or more funding sources and which may be funded out of a variety of eligible funding sources where the activities and purposes or population served are not distinguishable.
Budget Revision	Modifications to the approved budget to capture any changes in cost categories (object codes) and/or budget amount. Clarifications of cost(s) can also be made even if there is no change in the dollar amount.
Budget to Actual Comparison Report	This report shows the grant budget, how much has been actually spent, how much has been encumbered, and the grant budget remaining to be spent.
Budget Transfer	This action occurs when funds are transferred from one budget line (object code) to another budget line (object code) within the same budget. For example, salary gets moved from certified teacher (3200) to stipends (3215).
Business Unit	A four digit number assigned to a specific grant in order to track revenues and expenditures of each grant separately. Also synonymous with <b>cost center</b> or <b>grant number</b> .
Chart of Accounts	A numerical listing of all possible object codes and the corresponding descriptions of the uses of those object codes.
Code of Federal Regulations (CFR)	The Code of Federal Regulations (CFR) is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the federal government. It is divided into 50 titles that represent broad areas subject to federal regulation.
Education Department General Administrative Regulations (EDGAR)	Parts 74-99 of Title 34 of the CFR that contain regulations for administering discretionary and formula grants awarded by the US Department of Education.
Encumbered costs	Costs that have been committed but not yet paid.
Field Purchase Orders (FPO)	One of five methods of purchasing goods and services. FPOs are used for small, incidental purchases of items costing less than \$500, can only be used locally (within the boundaries of the Fairbanks North Star Borough), must be hand carried to the vendor, and the supplies must be picked up by a school district employee.
Fiscal monitoring	The review of financial transactions and reports to ensure that they comply with the approved grant budget and grant regulations.
Grant (or Project) Period	The period of time when awarded funding is available for obligation by the recipient.
Grant Award	This document, or group of documents, specifies important information such as the award number, project period, award date,

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	amount of award, and matching and reporting requirements. It may also contain the grant budget, budget narrative, and special program requirements.
Grant Funded Position Authorization Form	A form, completed and signed by the grants manager, used by the Accounting Services department to determine time and effort reporting requirements for an employee new to a grant.
Indirect Cost Rate	The percentage of allowable general administrative expense that each grant should bear. The district applies to the Alaska Department of Education & Early Development (EED) each year for a new rate based on the most recent audited financial statements.
Liquidate	Payment for transactions that have been encumbered.
Maintenance of Effort	Federal requirement that aggregate expenditures of a school district from state and local funds for free public education for the preceding year cannot be less than 90% of the combined aggregate expenditures for the second preceding year, unless specifically waived by USDOE. See page 4-84.000-14 of A-133 Compliance Supplement for applicable grant programs.
Matching Funds	The value of the third party in-kind contributions and the portion of costs not borne by the funding agency.
Memorandum of Agreement (MOA)	In FNSBSD grant context, a MOA is a certified employee contract where a service is provided (by the employee) in exchange for a lump sum payment at the completion of the contract. MOAs are appropriate for services rendered by a teacher that are not part of their regular teaching duties, for example, curriculum writing or preparation and delivery of a professional development course. For district use, MOAs are certified employee contracts where <b>a service is provided</b> (by the employee) in exchange for a lump sum payment at the completion of the contract.
Memorandum of Understanding (MOU)	A document describing an agreement between two parties, including their roles and responsibilities, to carry out a specific purpose.
Object Code	A code that describes the nature of an expenditure, i.e., salaries, benefits, supplies, etc. The school district's account number is comprised of two parts: the cost center or business unit and the object code.
OMB Circular A-133, <i>Audits of States, Local Governments, and Non-Profit Organizations</i>	OMB (Office of Management and Budget) Circular A-133 describes the audit requirements that apply to recipients of federal funds.
OMB Circular A-87, <i>Cost Principles for State, Local, and Indian Tribal Governments</i>	OMB Circular A-87 establishes principles and standards for determining costs for federal awards carried out through grants and other agreements, such as factors affecting allowability of costs, reasonable costs, and allocable costs.
Per Diem	Per diem is a meal allowance for employees when traveling for district purposes that does not have to be substantiated by receipts. Per diem will be paid in three segments – breakfast, lunch and dinner.
Public Employee Retirement System (PERS)	The State of Alaska retirement system for public employees. District classified and some exempt staff fall in this category.

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Personal Activity Report (PAR)	One of two types of reports for time and effort documentation for employees who work on multiple cost objectives, including at least one federal cost objective. The PAR report must reflect an after-the-fact distribution of the actual activity of each employee; account for the total activity for which each employee is compensated; be prepared at least monthly; must coincide with one or more pay periods; and be signed by the employee.
Purchase Requisition	A request for goods or services submitted to the Purchasing department that results in issuance of a purchase order.
Recode	This action occurs when the actual cost of goods or services (the expenditure) is moved from one object or cost center to a different object or cost center. For example, an aide is moved from 8310 (Title VI-B funds) to 8303 (Title I).
Regular Purchase Order	One of five district methods of purchasing goods and services. This method requires the advance approval of the director of procurement and warehousing or designee. The “order”, once approved, is sent out to the vendors.
Request For Application (RFA)	The official document that invites entities to submit grant applications to accomplish a specific program purpose and provides instructions on how to complete the application.
Rolling Up	“Optional” FNSBSD 4 digit object codes are accumulated into one state “required” 3 digit object code.
Semi-Annual Certification	One of two types of reports for time and effort documentation which is signed by the immediate supervisor of an employee. The employee may be charged 100% to a single federal cost objective or grant or the employee may perform the exact same work activities for multiple funding sources. See Blended Cost Objective in glossary.
Stipend	A stipend is a payment made to a teacher who voluntarily participates in a district initiated activity or meeting that occurs after the regular workday or on weekends. Stipends are paid on a Supplemental Pay Authorization Form.
Sub-award	An award of financial assistance in the form of money, or property in lieu of money, made under an award by a grant recipient to an eligible sub-recipient or by a sub-recipient to a lower tier sub-recipient.
Subledger	A code comprised of numbers and letters to keep track of the expenditures for each school separately within the same cost center.
Supplement Not Supplant	Federal provision requiring federal funds to be used to augment the regular educational program, not substitute for funds or services that would otherwise be provided by state and local funds during the time period in question.
Supplemental Pay Authorization Form	A district form used for the following purposes: 1) authorizes extended day or extended year work for all classifications of employees where time worked is reported on their department or school timesheet, 2) authorizes certified stipends for voluntary trainings or meetings outside the regular workday, and 3) authorizes certified MOAs for services provided.
Teacher Retirement System (TRS)	The State of Alaska retirement system for certified employees.

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Transaction Journal	A detail report of expenditures for goods and services sorted by cost center and object.
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