

Grants Management Training Session 1B

Financial Management Standards for Grants

Presented by: Colleen Fitzgerald

Director of Accounting Services

September 28, 2016

Session Topics

- ▶ Accounting Services Dept – Who We Are, How We Can Help!
- ▶ New EDGAR - Education Department General Administrative Regulations
- ▶ Uniform Grants Guidance (UGG) or 2 C.F.R PART 200 – Uniform Administrative Req, Cost Principles, and Audits for Federal Awards
- ▶ State DEED Chart of Accounts (COA) integration with FNSBSD COA
- ▶ Munis Resources
- ▶ FNSBSD Website Resources

Accounting Services Department Who We Are and How We Can Help!

- Director – Colleen Fitzgerald, x11312
 - Fiscal Compliance
- Grants Accountant – Joan Stack, x11307
 - Budgets, expenditures, YTD Budget Report, financial report submission
- Payroll Manager – Krista Meeks, x11323
 - Pay rates, pay dates, hours worked
- Accounts Payable and Fixed Asset Accountant – Lonnie Smith, x11318
 - Invoices, p-Cards, tagged fixed assets
- Adina Grimsley – Accountant II, x11316

From Circulars to the Uniform Grants Guidance (UGG) (for State and Local Governments)

Prior to UGG	Starting 12/26/14*
Circular A-102 "Grants and Cooperative Agreements to State and Local Governments"	2 CFR Part 200, Subparts B, C, and D
Circular A-87, Cost Principles for State, Local and Indian Tribal Gov'ts	2 CFR Part 200, Subparts E
Circular A-133, "Audits of States, Local Gov'ts and Non-Profit Organizations"	2 CFR Part 200, Subparts F
EDGAR Parts 75 to 99	EDGAR Parts 75-79 and 81-99
EDGAR Parts 74 and 80	Become part of Uniform Guidance
* (7/1/15 - FNSBSD Grants)	

NEW EDGAR – Education Department General Administrative Regulations

- Part 75 – Direct Grant Programs
- Part 76 – State Administered Programs
- Part 77 – Definitions that Apply to Dept Regulations
- Part 81 – The General Education Provisions Act
- 2 C.F.R. Part 200 – Adopted by Reference in 2 CFR Part 3474 (with 2 exceptions)

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audits for Federal Awards

- Subpart A – Acronyms and Definitions
- Subpart B – General Provisions
- Subpart C – Pre Award Requirements
- Subpart D – **Post Award Requirements**
- Subpart E – **Cost Principles**
- Subpart F – Audit Requirements

Subpart D – 200.302

Financial Management

- The Financial Management System must provide for the following:
 1. Identification of Awards
 2. Financial Reporting
 3. Accounting Records (Source Docs)
 4. Internal Control
 5. Budget Control
 6. Written Cash Management Procedures (New)
 7. Written Allowability Procedures (New)

Subpart D – 200.302

Financial Management (cont.)

The financial management system of each non-federal entity must provide for the following:

1. Identification of Awards – for all Federal awards received and expended
 - The name of federal “program”
 - Identification must include:
 - CFDA title and number
 - Federal award I.D. #
 - Fiscal year of award
 - Federal agency
 - Name of Pass-through entity, if any

Subpart D – 200.302

Financial Management (cont.)

2. Financial Reporting

- **Accurate, current and complete** disclosure of the financial results of each Federal award or program in accordance with 200.327 *Financial Reporting* and 200.328 *Monitoring and Reporting Program Performance*.

3. Accounting Records

- Must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest.
- Be supported by **source documentation**

Subpart D – 200.302

Financial Management (cont.)

4. Internal Control

- Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-federal entity is managing the Federal award in compliance with Federal statutes, regulations and the terms and conditions of the Federal Award (200.303).

Subpart D – 200.302

Financial Management (cont.)

4. Internal Control (cont.)

- External auditors report on:
 - Our internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, and
 - Our compliance for each major program and a report on internal control over compliance.
 - FY16 Major programs: Title I-A Grants, Title VI-B, Preschool Disabled Section 619 and Indian Education

Subpart D – 200.302

Financial Management (cont.)

5. Budget Control
 - Comparison of expenditures with budget amounts for each federal award.
6. Written Cash Management Procedures (New).
 - Applies mostly to grantees that receive payment in advance of cash outlay.
 - The District used the reimbursement method.

Subpart D – 200.302 Financial Management

7. Written Allowability Procedures (NEW)
 - Guide to Grants Management
 - Revision to Board Policy and Admin Regs.
 - Grants Management Training Series

Subpart E – Cost Principles

Factors Affecting Allowability of Costs (200.403) – All Costs Must Be:

1. Necessary, Reasonable and Allocable
2. Conform with Federal law & grant terms
3. Consistent with state and local policies
4. Consistently treated (federal and non-federal)
5. In accordance with Generally Accepted Accounting Principals
6. Not included as match for other federal programs
7. Adequately documented.

Subpart E – Cost Principles (cont.)

General Provisions for Selected Items of Cost (200.420)

- Compensation – personal services (200.430)
 - FNSBSD time & effort process – no changes
 - Association of Education Federal Finance Administrators (AEFFA) made recommendations to ED 6/15/16.
 - Recommendations align with our system.
 - Leniency – reduce frequency of reporting.

DEED Chart of Accounts (COA) Integration with FNSBSD COA

- State COA Objective:
 - Establish uniform minimum chart of accounts statewide to improve financial data collection, reporting, transmission, accuracy and comparability.
- Required use by all Alaska school districts
- Required to use certain funds, functions, and objects.
- Our Munis long-account no. includes all required components of the State COA.

DEED Chart of Accounts (COA) Integration with FNSBSD COA

- State COA Required Elements:
 - Fund – is a fiscal and accounting entity with a self-balancing set of accounts.
 - Function – “ provides for the reporting of financial information in a manner which is useful to school boards, superintendents, the DEED, the Legislature and to show compliance with laws and regulation.”
 - Budget Check Code – the equivalent of the State “object” code which describes the service or commodity obtained as a result of a specific expenditure.

DEED Chart of Accounts (COA) Integration with FNSBSD COA (cont.)

Budget

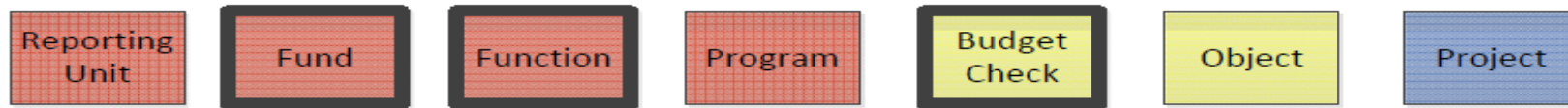
Fairbanks North Star Borough School District (16) - FY 2017 - Consolidated - Rev 0 - Title I-A

Go To

	Account Code	Total
View	310 - Certificated Salaries	\$512,924.53
View	320 - Non-Certificated Salaries	\$879,922.30
View	360 - Employee Benefits	\$709,352.00
View	390 - Transportation Allowance	\$0.00
View	410 - Professional & Technical	\$67,163.75
View	420 - Staff Travel	\$81,500.00
View	425 - Student Travel	\$500.00
View	430 - Utility Services	\$0.00
View	440 - Other Purchased Services	\$1,699.00
View	450 - Supplies/Materials/Media	\$166,630.29
View	490 - Other Expenses (Dues and Fees)	\$0.00
View	495 - Indirect	\$145,907.41
View	480 - Tuition & Stipends (Students)	\$0.00
View	510 - Equipment	\$0.00
View	540 - Other Capital Outlay Expenses	\$0.00
	Total	\$2,565,599.28
	Adjusted Allocation	\$2,565,599.29
	Remaining	\$0.01

DEED Chart of Accounts (COA) Integration with FNSBSD COA

MUNIS Chart of Accounts Overview



REQUIRED BY STATE COA

Example: 180-35-10-1010-450-24500 -35010

Reporting Unit	= 180	U. Park Elementary
Fund	= 35	Federal Programs Special Revenue Fund
Function	= 10	Instruction
Program	= 1010	Regular Instruction
Budget Check	= 450	Supplies, Materials & Media
Object	= 24500	Supplies
Project	= 35010	Title IA, Basic Program

The above number is known as a "Long Account".

FNSBSD Resources

- Munis Resources:
 - Account Inquiry Program
 - Year-to-Date Budget Report – weekly email
- Website Resources:
 - Departments>Technology>Business Information Systems>Munis>Munis Training Materials
 - [MUNIS Chart of Accounts Overview](#)
 - [General Ledger Overview](#)

Questions?

- What challenges do you have in monitoring your budgets and related grant expenditures?
- What are your pain points in using the Munis system?
- Are you able to find the resources you need on the District website?

Evaluation

- Please give us your feedback so we can continue to improve our trainings!
- Fill out an evaluation form.