☆ Texas State Library and Archives Commission ☆

INTRO TO GRANTS MANAGEMENT, PART 2 – FINANCIAL MANAGEMENT & REPORTING, 2014

Erica A. McCormick, Grants Administrator &
Tamra Lavin, Grants Accountant

What we will cover

- General funding information
- Payment process
- Reporting
- Budget revisions
- Last things

General funding information

- Funding
  - Federal funds (from IMLS)
  - Cannot be used to match other federal grants
  - Must all be used (or as close as you can)
  - Can be reduced, but not increased
    - By July 1, 2014 – notify TSLAC if you will not spend all of your funds by August 31

Grant management

- Functions assigned
  - Performance reporting
  - Financial reporting
- GMS roles
  - Grantee Official or Program Manager – Programming (Director or Program Manager)
  - Financial Manager – Administration (Business/grants office or accounting department)

Grant management

- Tracking tool (Excel, Quicken, QuickBooks, other accounting software or system)
  - Expenditures (orders, personnel)
  - Funds requested/received
  - Multiple accounts or funding sources
- Documentation (in one place)
  - Invoices, purchase orders
  - Receipts
  - Timesheets (paper or electronic)
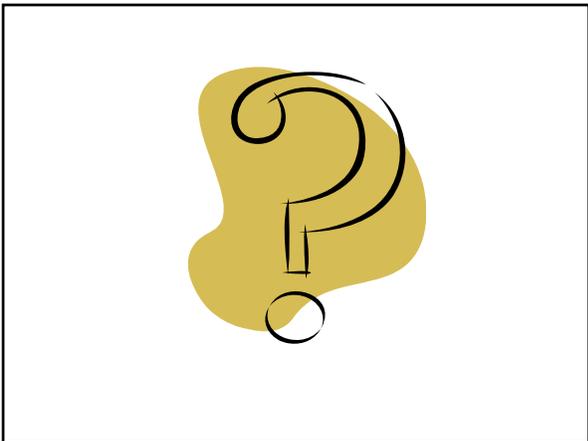
Payment process

Allowable and unallowable costs

The flow

Request for Funds (RFF)

Request for Funds (RFF)

- To request grant funds for all grant programs
  - Reimbursement or advance (approval required)
  - Submitted for period even if total requested is $0
  - Submitted at any time
    - No more than once every 30 days
    - No less than once each quarter or six months depending on your reporting structure
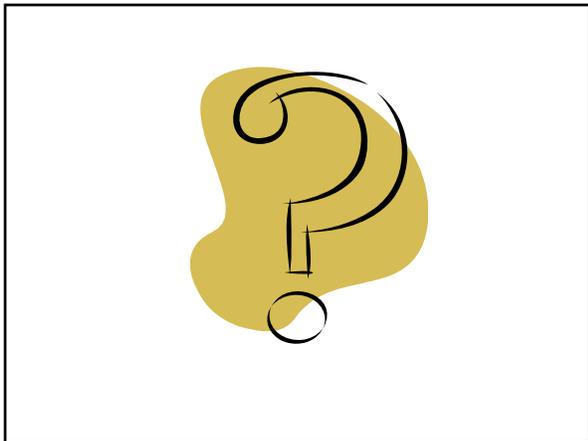 - Must include invoices

Allowable costs

- Staff (+ fringe benefits)
- Equipment or other approved capital expenses (computers, e-readers, furniture, etc.)
- Supplies (books, e-books, crafts, consumables, etc.)
- Contractual services (trainers, IT functions, etc.)
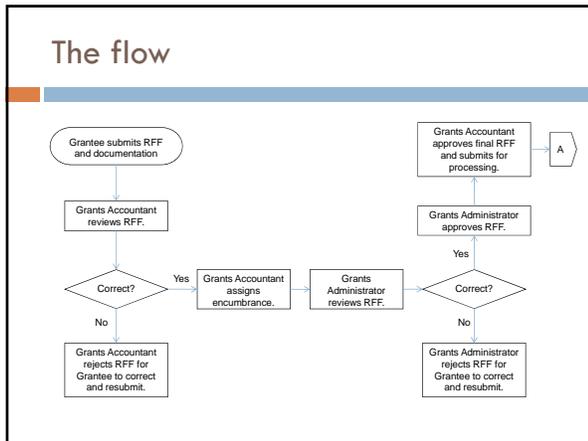- Travel specific to carry out the award
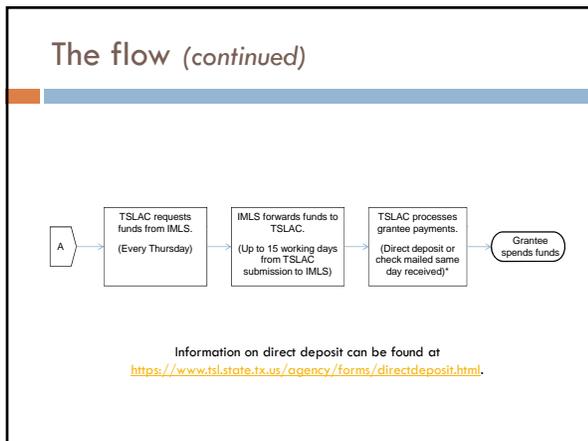
Unallowable costs

- Building construction or renovation
- Food, beverages, awards, honoraria, prizes, or gifts
- Promotional items
- Equipment or technology not specifically needed to carry out the goals of the grant
- Transportation/travel for participants or non-grant funded personnel
- Collection development purchases not targeted directly to the grant goals nor integral to the service program

Unallowable costs *(continued)*

- Databases currently offered or similar to ones offered by TSLAC (i.e., a magazine index database may not be purchased if a comparable one is provided by TSLAC)
- Advertising or public relations costs not directly related to promoting awareness of grant-funded activities
- Performers or presenters whose purpose is to entertain rather than to educate
- Indirect costs, overhead or finance & administration (F&A) costs

The flow

Grantee submits RFF and documentation → Grants Accountant reviews RFF. → Correct? — No → Grants Accountant rejects RFF for Grantee to correct and resubmit. — Yes → Grants Accountant assigns encumbrance. → Grants Administrator reviews RFF. → Correct? — No → Grants Administrator rejects RFF for Grantee to correct and resubmit. — Yes → Grants Administrator approves RFF. → Grants Accountant approves final RFF and submits for processing. → A

The flow *(continued)*

A → TSLAC requests funds from IMLS. (Every Thursday) → IMLS forwards funds to TSLAC. (Up to 15 working days from TSLAC submission to IMLS) → TSLAC processes grantee payments. (Direct deposit or check mailed same day received)* → Grantee spends funds

Information on direct deposit can be found at
https://www.tsl.state.tx.us/agency/forms/directdeposit.html.

RFF – Reimbursement

- Default payment method
- For actual expenditures during normal billing cycle
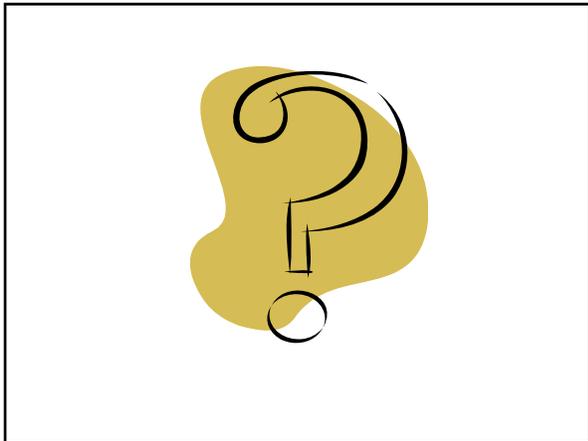
RFF – Advances

- Require approval and documentation
- For estimated expenditures to be incurred for the upcoming 30 days
- Defaults to "reimbursement" if excessive balances are kept
- Must be submitted by 1st of month to cover expenses to be paid in following month
  - Submitted by October 1 to cover November 1-30
- Limited to what you will spend in the 30 days following receipt of funds

RFF – Advances

- Documentation required
  - A letter signed by an authorized official of the governing entity requesting such consideration, and outlining how you will minimize the time elapsing between receipt of grant funds and disbursement of those funds (30-day limit)
  - Copies of monthly cash flow statements for the period January through June 2013
  - A trial balance and balance sheet showing cash available as of June 30, 2013

RFF – What to include

- E-mail or fax documentation to Tamra and Erica when RFF is submitted
  - Attachment A – Summary of Invoices
    2014 TSLAC Grant Forms and Tools page (www.tsl.state.tx.us/agency/forms/grantformsFY2014.html)
  - Copies of invoices to be reimbursed
  - Copies of payroll register or pay checks to be reimbursed

RFF in GMS

From **Home Page** in GMS, select "Request Funds" as your "Action."

RFF in GMS

Request "New" form for each RFF to be submitted.

RFF in GMS

Payment Type:
Advance or reimbursement
Payment Portion:
Partial or final
Expenditure:
Zero funds expended
Period covered by this request:
From: date **to:** date

RFF in GMS

Save = Saves info to review or submit later
Submit = submit RFF to TSLAC
Exit = deletes or cancels info entered and starts over

RFF in GMS – For review

Menu items in red indicate immediate attention is required.
"FOR REVIEW" = edits needed

RFF Important dates

- **July 1, 2014** – last date to request an advance
- **July 15, 2014** – last date to request a revision
- **August 31, 2014** – last date to obligate or encumber funds
- **September 30, 2014** – last date to request a reimbursement
- **October 15, 2014** – last date to liquidate or pay all obligations and encumbrances

Reporting

Financial Status Report (FSR)

Equipment Report

Financial Status Report (FSR)

- Tells how fast and on what you are spending your funds
- Due on 30th of each reporting month

Grant	Due
• Special Projects • Library Cooperation • TexTreasures	4x/year (Dec, Mar, June, Sept)
•Texas Reads •Impact	2x/year (Mar and Sept)

*Refer to **Contract Section VII** for the deadlines for your particular grant.*

FSR in GMS

- From **Home Page** in GMS, select "Submit Financial Report" as your "Action."

FSR — Budget categories

- □ Approved Budget — amounts as listed in contract
- □ Expenditures Previously Reported — what you have already submitted in previous FSRs; will be '0' for first report
- □ Expenditures This Period — what you have spent during this report period (Input column)
- □ Cumulative Total Expenditures — Col. 2 + col. 3
- □ Grant Funds Balance — what you have left to spend

FSR — Reconciliation section

- □ D. Total outstanding encumbrances — grant and local funds
- □ E. Grantee share of outstanding encumbrances — local funds
- □ G. Total TSLAC funds received (as of ending date of reporting period)

Final FSR Tips

- Can be submitted early
- Can only be submitted if you have spent <u>all</u> budgeted funds <u>AND</u> received the funds requested in your FINAL RFF
  - GMS will not let you submit a Final FSR with a balance due to your library (i.).
- Balances >$1 must be returned to TSLAC. ("Refund due" message in Remarks)

Equipment Report

- Only for equipment/property budget line item
- Submitted by October 31, 2014

Equipment Report

Budget revisions

Budget revisions

- Fiscal changes (Section V. A. of contract)
  - 10% threshold of funding award
  - Transferring to $0 budget category
  - Item changes with significant price/feature differences
  - Change in purpose
- Can have multiple revisions

Budget revisions

- From **Home Page** in GMS, select "Submit Grant Revision" as your "Action."

Budget revisions

List changes to purpose and/or budget amounts for each line item.

Last things

Submitting the reports

- Grantee
  - Fill in information in each section, if applicable, and save often.
  - Submit by due date.
  - Check the "Final Report" box if submitting the final FSR.

- TSLAC
  - Review information.
  - Approve or "send back for review."
  - Process payment.

Other important dates

- August 31, 2014
  - Last day of project activities
- October 31, 2014
  - All reports (checklists, equipment, etc.) are due

Contact us

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