

★ Texas State Library and Archives Commission ★



Intro to Grants Management, Part 2

2015  
Financial Management & Reporting

PRESENTED BY  
ERICA A. MCCORMICK, TSLAC GRANTS ADMINISTRATOR  
TAMRA LAVIN, TSLAC GRANTS ACCOUNTANT

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What we will cover

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

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General funding information

- Funding
  - Federal funds (from IMLS) or state receipts (Texas Reads)
  - Federal funds 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, 2015 – notify TSLAC if you will not spend all of your funds by August 31

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**Grant management**

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- **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)

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**Grant management**

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

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## Payment process

ALLOWABLE AND UNALLOWABLE COSTS  
THE FLOW  
REQUEST FOR FUNDS (RFF)

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## Request for Funds (RFF)

- To request grant funds
  - Reimbursement or advance (approval required)
  - Submitted for required period **even if total requested is \$0**
  - Submitted at any time
    - No more than once for each 30-day period
    - No less than once each quarter
  - Must include Attachment A (RFF Supporting Documentation Summary) and supporting documentation (e.g., invoices, time sheets, ledgers)

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## Allowable costs

- Staff (+ fringe benefits)
- Equipment or other approved capital expenses (computers, e-readers, furniture, etc.)
- Supplies (books, e-books, crafts, consumables, software\*, etc.)
- Contractual services (trainers, IT functions, etc.)
- Travel specific to carry out the grant-funded project

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### Unallowable costs

- Any costs beyond August 31, 2015
- 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

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### 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

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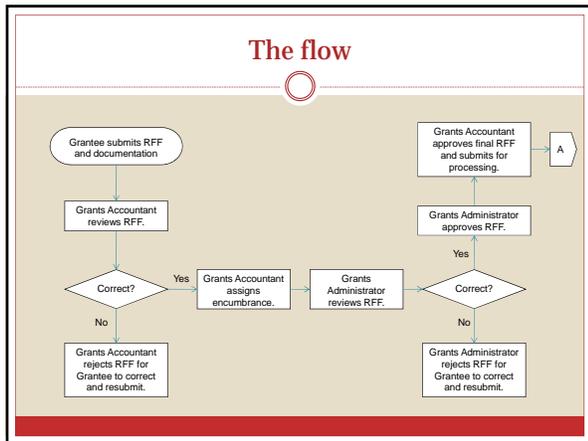
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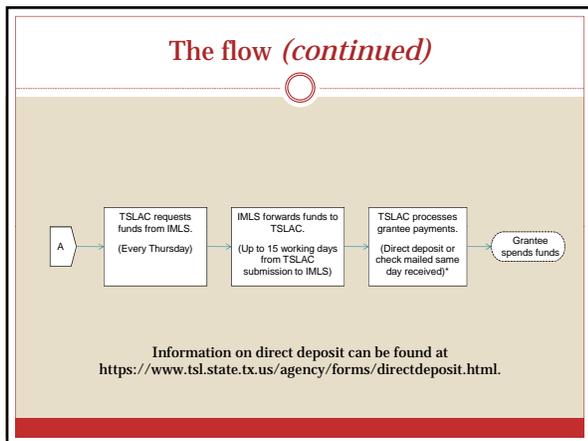
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### RFF – Reimbursement

- Default payment method
- For actual expenditures during normal billing cycle

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**RFF – Advances**

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- 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 1<sup>st</sup> 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

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**RFF – Advances**

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- Documentation required
- Contact
  - Rebecca Cannon, Accounting Manager
  - 512-463-6626
  - rcannon@tsl.texas.gov

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**RFF Submission Preparation**

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- ✓ Gather all supporting documentation – invoices, receipts, time sheets and payroll registers, etc. for the period covered by the RFF

*Note:* If only part of the total invoice is being reimbursed, circle the items and amounts to be reimbursed.

- ✓ Complete Attachment A – RFF Supporting Documentation Summary

<https://www.tsl.texas.gov/agency/forms/grantformsFY2015.html>

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### RFF – What to include

- E-mail or fax documentation to Tamra and Erica when RFF is submitted
  - Attachment A – RFF Supporting Documentation Summary
    - 2015 TSLAC Grant Forms and Tools page  
www.tsl.state.tx.us/agency/forms/grantformsFY2015.html
  - Copies of invoices to be reimbursed
  - Copies of time cards, payroll register, pay checks to be reimbursed

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### RFF in GMS

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

| Grantee Summary |   |                    |                      |                    |  |
|-----------------|---|--------------------|----------------------|--------------------|--|
| FY              | Grant   | Grant Abbreviation | Application Due Date | Application Status | Action   |
| 2015            | Impact3 Focus in Business and Workforce Development/Digital Library | Impact3            | 03-10-2014           | APPROVED           | Select One   |
| 2015            | Impact3 Focus in E-Content Access and Delivery                      | Impact3            | 03-10-2015           | OPEN               | Select One   |
| 2015            | Special Projects  | Special            | 03-10-2014           | APPROVED           | Select One   |
| 2015            | TextTreasurers  | TextT              | 03-10-2014           | NOT AWARDED        | Select One   |
| 2014            | Special Projects  | Special            | 02-27-2013           | APPROVED           | <a href="#">Create Application</a><br><a href="#">Submit Grant Revision</a><br><a href="#">Submit Financial Report</a><br><a href="#">Submit Performance Report</a><br><a href="#">Submit Equipment Report</a> |
| 2013            | Special Projects  | Special            | 03-09-2012           | APPROVED           |  |

| Grant Revision Summary |                  |                     |
|------------------------|------------------|---------------------|
| FY                     | Grant            | Action              |
| 2014                   | Special Projects | <a href="#">Add</a> |

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### RFF in GMS

Request “New” form for each RFF to be submitted.

**Grant Management System**

[Home Page](#) | [Display Application](#) | [Request for Funds](#) | [Grant Revision](#) | [Financial Report](#) | [Performance Report](#) | [Equipment Report](#) | [Help](#) | [Log out](#)

**Request For Funds**

| Awarded Grant | Grant Number | Date Awarded | Amount Awarded |
|---------------|--------------|--------------|----------------|
| Special       |              | 08-05-2014   | \$34,720.00    |

Request For Fund History:  
0 request found.

| Request# | From | To | Payment Type | Final Status | Action              |
|----------|------|----|--------------|--------------|---------------------|
|          |      |    |              |              | <a href="#">New</a> |

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**RFF important dates**

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- **July 1, 2015** – last date to request an advance
- **July 15, 2015** – last date to request a revision
- **August 31, 2015** – last date to obligate or encumber funds
- **September 30, 2015** – last date to request a reimbursement
- **October 15, 2015** – last date to liquidate or pay all obligations and encumbrances

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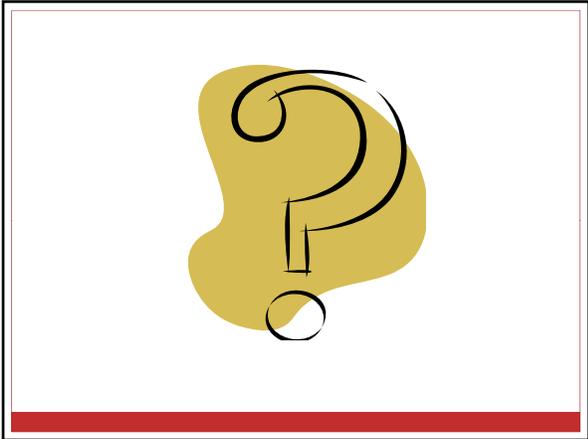
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**Reporting**

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**FINANCIAL STATUS REPORT (FSR)  
EQUIPMENT REPORT**

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## Financial Status Report (FSR)

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

| Grant   | Due                               |
|---|-----------------------------------|
| <ul style="list-style-type: none"> <li>• Special Projects</li> <li>• Library Cooperation</li> <li>• TexTreasures</li> </ul> | 4x/year<br>(Dec, Mar, June, Sept) |
| <ul style="list-style-type: none"> <li>• Texas Reads</li> <li>• Impact</li> </ul>   | 2x/year<br>(Mar and Sept)         |

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

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## FSR in GMS

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



| FY   | Grant   | Grant Abbreviation | Application Due Date | Application Status | Action  |
|------|---|--------------------|----------------------|--------------------|---|
| 2015 | IMPACT3 Focus in Business and Workforce Management/Digital Learning | Impact3            | 05-10-2014           | AWARDED            | Select One  |
| 2015 | IMPACT3 Focus in E-Learning Access and Delivery                     | Impact3            | 03-10-2015           | OPEN               | Select One  |
| 2015 | Special Projects  | Special            | 03-10-2014           | APPROVED           | Select One  |
| 2015 | TexTreasures  | Text               | 03-10-2014           | NOTAWARDED         | Select One  |
| 2014 | Special Projects  | Special            | 02-27-2013           | APPROVED           | Request Funds   |
| 2013 | Special Projects  | Special            | 02-09-2012           | APPROVED           | Submit Grant Revision<br>Submit Performance Report<br>Submit Equipment Report |

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## FSR in GMS



| Period | Begin      | End        | Due        | Status | Action |
|--------|------------|------------|------------|--------|--------|
| 1      | 09-01-2014 | 11-30-2014 | 12-31-2014 |        | New    |
| 2      | 12-01-2014 | 02-28-2015 | 03-31-2015 |        |        |
| 3      | 03-01-2015 | 05-31-2015 | 06-30-2015 |        |        |
| 4      | 06-01-2015 | 08-31-2015 | 09-30-2015 |        |        |
| 5      | 09-01-2015 | 10-15-2015 | 10-31-2015 |        |        |

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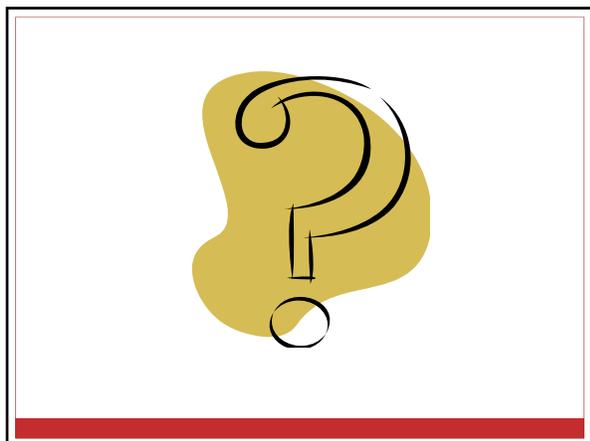
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### Equipment Report

- Only for equipment/property budget line item
- Submitted by October 31, 2015

| Grantee Summary |                  |  |                      |                    |                           |
|-----------------|------------------|--|----------------------|--------------------|---------------------------|
| FY              | Grant            | Grant Abbreviation   | Application Due Date | Application Status | Action                    |
| 2015            | Impact3          | Focus on Business and Workforce Development/Digital Literacy | 03-10-2014           | APPROVED           | Select One                |
| 2015            | Impact3          | Focus on E-commerce Access and Delivery                      | 03-10-2015           | OPEN               | Open Application          |
| 2015            | Special Projects | Special  | 03-10-2014           | APPROVED           | Submit Grant Revision     |
| 2015            | First Treasures  | Text   | 03-10-2014           | NOT AWARDED        | Submit Financial Report   |
| 2014            | Special Projects | Special  | 03-27-2013           | APPROVED           | Submit Performance Report |
| 2013            | Special Projects | Special  | 03-08-2012           | APPROVED           | Select One                |

| Grant Revision Summary |                  |        |
|------------------------|------------------|--------|
| FY                     | Grant            | Action |
| 2014                   | Special Projects | Submit |

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### Equipment Report

Session Closed by: 02/18/14

**Texas State Library and Archives Commission**

Impact: FY2015

Organization Information: Name: [Redacted], Address: [Redacted], City, State Zip: [Redacted]

Grant Information: Agency: [Redacted], Impact: [Redacted], Fiscal Year: [Redacted], Grant Number: [Redacted]

Click the question icon (?) after a term for further explanation. To print the form use the print command on your browser's menu. Required fields are indicated by a red asterisk (\*).

Equipment Report

Status: NOT SUBMITTED

| Equipment/Property Description | Initial # or Value (unless (X) Required) | Units Acquired (over the year) | Expendable   | Action |
|--------------------------------|--|--------------------------------|--------------|--------|
|                                |  | 20                             | 0.00         | Submit |
|                                |  | 20                             | 0.00         | Submit |
|                                |  | 20                             | 0.00         | Submit |
|                                |  | 20                             | 0.00         | Submit |
|                                |  |                                | total: 00.00 |        |

Buttons: Save, Submit, Cancel

Add More Equipment/Property: You must save any changes to the current form before adding more number of line items. Enter number of line items to be added: [Redacted]

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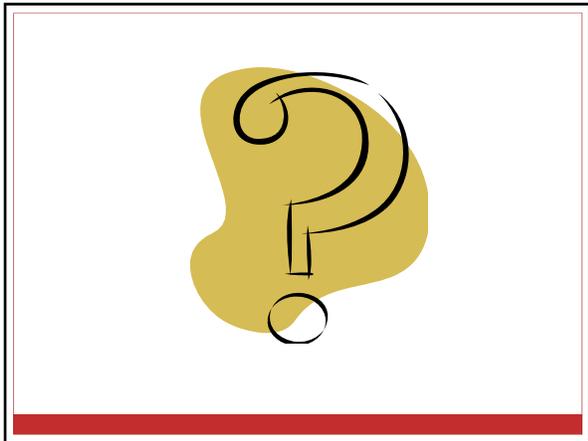
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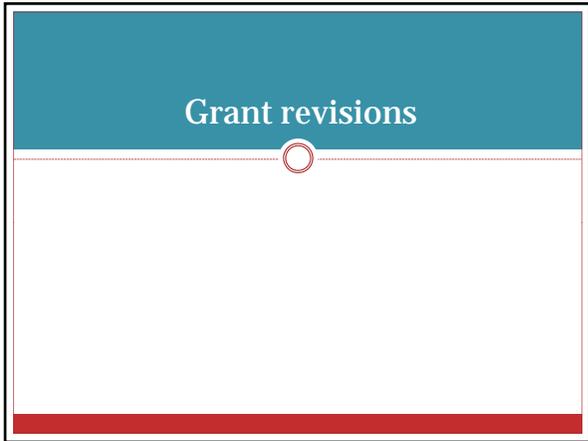
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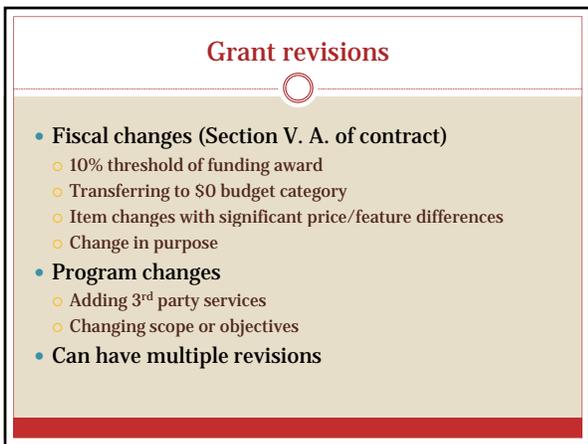
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## Grant revisions

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

| Grantees Summary |                    |   |                      |                    |            |                                |
|------------------|--------------------|---|----------------------|--------------------|------------|--------------------------------|
| FY               | Grant              | Grant Abbreviation  | Application Due Date | Application Status | Action     |                                |
| 2015             | Impact             | Focus in Business and Workforce Development/Digital Library | Impact               | 03-10-2014         | APPROVED   | Select One                     |
| 2015             | Impact             | Focus in e-Content Access and Delivery                      | Impact               | 03-10-2015         | OPEN       | Select One                     |
| 2015             | Special Projects   | Special   | Special              | 03-10-2014         | APPROVED   | Select One                     |
| 2015             | Equity/Innovations | Equity  | Equity               | 03-10-2014         | NOTAWARDED | Select One                     |
| 2014             | Special Projects   | Special   | Special              | 02-27-2013         | APPROVED   | Open Application Program/Funds |
| 2013             | Special Projects   | Special   | Special              | 03-09-2012         | APPROVED   | Open Application Program/Funds |

| Grant Revision Summary |                  |   |
|------------------------|------------------|---|
| FY                     | Grant            | Action  |
| 2014                   | Special Projects | Submit Financial Report<br>Submit Performance Report<br>Submit Equipment Report |

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## Grant revisions

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| Home Page | Display Application | Request for Funds | Grant Revision | Financial Report | Performance Report | Equipment Report | Help | Log out |
|-----------|---------------------|-------------------|----------------|------------------|--------------------|------------------|------|---------|
|-----------|---------------------|-------------------|----------------|------------------|--------------------|------------------|------|---------|

**Budget/Program Revision Requests**

| Awarded Grant | Grant Number | Date Awarded | Amount Awarded |
|---------------|--------------|--------------|----------------|
| Special       |              | 08-05-2014   | \$34,720.00    |

| Request# | Revision Type | Date Modified | Status | Action |
|----------|---------------|---------------|--------|--------|
|          |               |               |        | New    |

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## Grant revisions

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| Home Page | Display Application | Request for Funds | Grant Revision | Financial Report | Performance Report | Equipment Report | Help | Log out |
|-----------|---------------------|-------------------|----------------|------------------|--------------------|------------------|------|---------|
|-----------|---------------------|-------------------|----------------|------------------|--------------------|------------------|------|---------|

Revision Number: 0210047

**Texas State Library and Archives Commission**

Special Projects FY2015

| Organization Information        |  | Grant Information |                  |
|---------------------------------|--|-------------------|------------------|
| Name:                           |  | Type:             | Special Projects |
| Legal Entity:                   |  | Fiscal Year:      | 2015             |
| Address:                        |  | Grant Number:     |                  |
| City, State, Zip:               |  |                   |                  |
| Employer Identification Number: |  |                   |                  |

Click the question icon (?) after a term for further explanation. To print the form use the print command on your browser's menu. Required fields are indicated by a red asterisk (\*).

**Grant Revision #1**

Check either box or both to indicate the type of your revision and click the continue button.

Program Revision

Budget Revision

Questions? See the QRS (2/2)

Texas State Library and Archives Commission 3000 Polk and 4000 Dickinson

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## Program revisions

**Special Projects FY2015**

Organization Information  
 Name: [Redacted]  
 Legal Entity: [Redacted]  
 Address: [Redacted]  
 City, State, Zip: [Redacted]  
 Employer Identification Number: [Redacted]

Grant Information  
 Title: Special Projects  
 Fiscal Year: 2015  
 Grant Number: [Redacted]

Click the question icon (?) after a term for further explanation. To print the form use the print command on your browser's menu. Required fields are indicated by a red asterisk.

List changes in the purpose of the grant funds that do not require budget changes.

Section II: Program Changes  
 Describe the program change requested.\*

Provide a change justification.\*

Save Submit Exit

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## Budget revisions

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

List changes in the purpose of the grant funds that do not require budget changes.

Section II: Budget Changes  
 Make changes in the dollar amounts of the budget to show exactly what you want to change.

| Budget Category                    | Grant Funds | Description of the Change |
|------------------------------------|-------------|---------------------------|
| Personnel                          | \$ 0        |                           |
| Fringe Benefits                    | \$ 0        |                           |
| Travel                             | \$ 0        |                           |
| Equipment / Property               | \$ 0        |                           |
| Supplies (incl. Library Materials) | \$ 0        |                           |
| Contractual Services               | \$ 3400     |                           |
| Other                              | \$ 0        |                           |
| Total                              | \$ 3400     |                           |

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## Budget revisions

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

List changes in the purpose of the grant funds that do not require budget changes.

Section II: Budget Changes  
 Make changes in the dollar amounts of the budget to show exactly what you want to change.

| Budget Category                    | Grant Funds | Description of the Change                    |
|------------------------------------|-------------|--|
| Personnel                          | \$ 0        |  |
| Fringe Benefits                    | \$ 0        |  |
| Travel                             | \$ 0        |  |
| Equipment / Property               | \$ 400      | The boxes you order a typewriter.            |
| Supplies (incl. Library Materials) | \$ 1000     | The boxes you order some chocolate.          |
| Contractual Services               | \$ 2000     | The farmer won't work as much as he thought. |
| Other                              | \$ 0        |  |
| Total                              | \$ 3400     |  |

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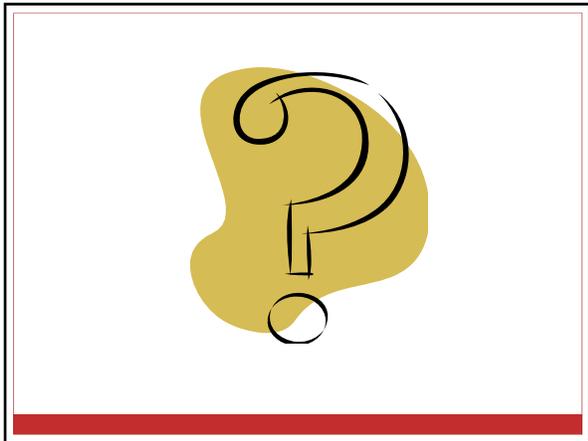
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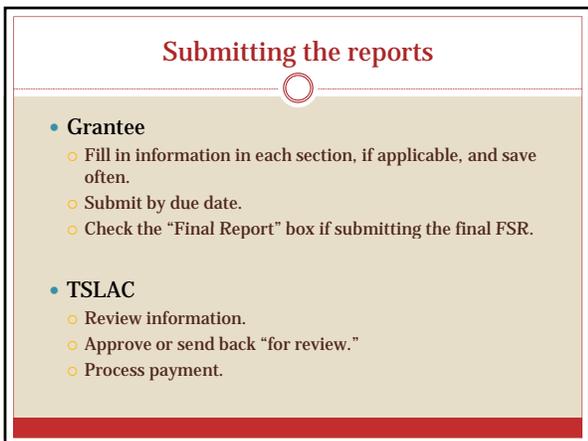
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### Other important dates

- **August 31, 2015**
  - Last day of project activities
- **October 31, 2015**
  - All reports (checklists, equipment, etc.) are due

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### Contacts

Program issues, budget/program revisions, performance reports

**Erica McCormick**  
Grants Administrator  
emccormick@tsl.texas.gov  
800.252.9386 or 512.463.5527

Requests for funds and financial reports

**Tamra Lavin**  
Grants Accountant  
tlavin@tsl.texas.gov  
512.463.5472

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