



# INTRO TO GRANTS MANAGEMENT, PART 2 – FINANCIAL MANAGEMENT & REPORTING, 2013

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# What we will cover

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- 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
- Can be reduced, but not increased
  - Contract amendment
  - By July 15, 2013 – 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

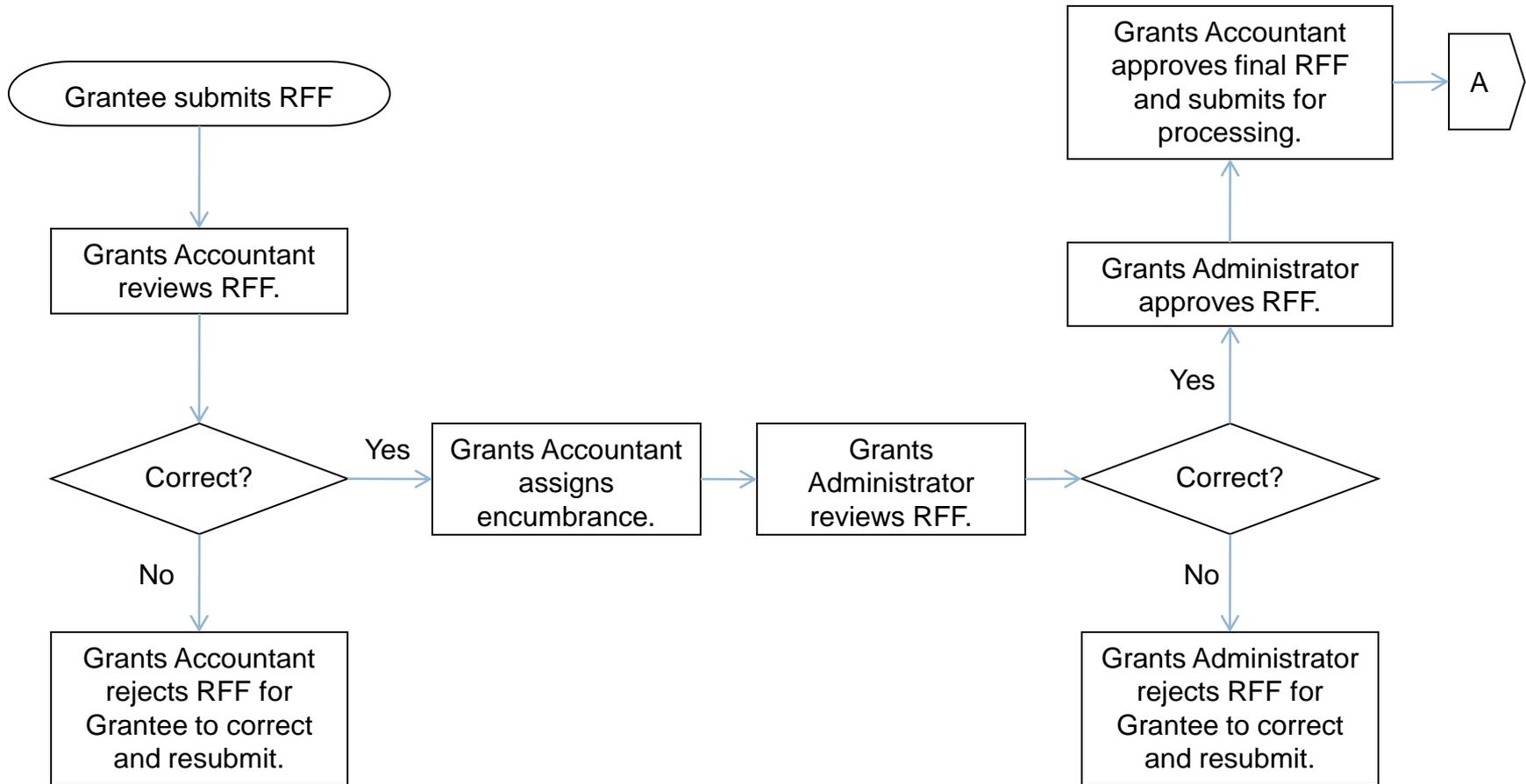
- Tracking tool (Excel, Quicken, QuickBooks, other accounting software or system)
  - ▣ Expenditures (orders, personnel)
  - ▣ Funds requested/received
  - ▣ Multiple accounts or funding sources
- Documentation (in one place)
  - ▣ Invoices, purchase orders
  - ▣ Receipts
  - ▣ Timesheets (paper or electronic)

# Payment process

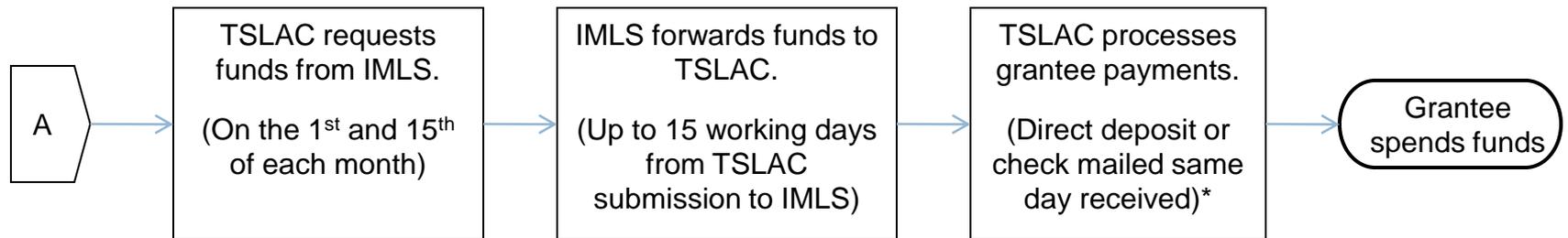
The flow

Request for Funds (RFF)

# The flow



# The flow (continued)



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

# Request for Funds (RFF)

- To request grant funds for
  - ▣ Special Projects
  - ▣ Library Cooperation
  - ▣ TexTreasures
  - ▣ Impact
  - ▣ Texas Reads (auto-generated)
- Reimbursement or advance
  - ▣ First choice becomes default

# RFF – Reimbursement

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

# RFF – Advances

- For estimated expenditures to be incurred for the upcoming 30 days
- Defaults to “reimbursement” if excessive balances are kept.
- Submit 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

# RFF – Advances

- Require approval and documentation
  - 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 2012
  - A trial balance and balance sheet showing cash available as of June 30, 2012

# RFF – Advances – Texas Reads

- Auto-generated in *GMS* upon full execution of contract
- Must be authorized for processing by grantee
  - ▣ E-mail to Grants Administrator within 30 days of first expenditure
- For full grant amount

# RFF in GMS

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

Grant Management System

Home Page Help Log out

Session

Grantee Summary

FY	Grant	Grant Abbreviation	Application Due Date	Application Status	Action
2013	Impact	Impact	03-09-2012	APPROVED	Select One
2013	Library Cooperation	Cooperation	03-09-2012	APPROVED	Select One
2013	Special Projects	Special	03-09-2012	APPROVED	Select One
2013	TexTreasures	TexT	03-09-2012	APPROVED	Select One Open Application Request Funds
2012	Library Cooperation	Cooperation	02-25-2011	APPROVED	Submit Grant Revision Submit Financial Report Submit Performance Report Submit Equipment Report
2011	Library Cooperation	Cooperation	02-26-2010	APPROVED	Select One
2011	Loan Star Libraries	LSL	10-31-2010	APPROVED	Select One
2011	Special Projects	Special	02-26-2010	APPROVED	Select One
2010	Loan Star Libraries	LSL	10-31-2009	APPROVED	Select One
2010	Special Projects	Special	02-27-2009	OPEN	Select One
2010	Texas Reads	TXReads	02-27-2009	APPROVED	Select One

# RFF in GMS

**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
<a href="#">Special</a>		08-08-2012	

**Request For Fund History:**  
0 request found.

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

Questions? See the [GMS FAQ](#).

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

# RFF in GMS

## Organization Information

Name:  
 Legal Entity:  
 Address:  
 City, State Zip:  
 Employer Identification Number:

## Grant Information

Type:  
 Fiscal Year:  
 Grant Number: [Help](#)  
 Term:

Click the question icon [Help](#) 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 (\*).

## Request For Funds #4

### Instructions

[Advance](#)  
[Reimbursement](#)

### Type Of Request

**Payment Type:** reimbursement  
**Payment Portion:** partial  
**Period Covered By This Request:** 10-01-2012 to 10-15-2012

Budget Categories	TSLAC Grant Approved Budget (\$)	Total Grant Fund Exp (\$)	Previous Grant Funds Req (\$)	Current Grant Fund Req (\$)
a. Personnel	3,013.00	0.00	1,312.57	-1,312.57
b. Fringe Benefits	601.00	0.00	239.15	-239.15
c. Travel	1,227.00	0.00	1,227.00	-1,227.00
d. Equipment / Property	20,263.00	0.00	9,584.60	-9,584.60
e. Supplies	0.00	0.00	0.00	0.00
f. Contractual	0.00	0.00	0.00	0.00
g. Other	0.00	0.00	0.00	0.00
h. Indirect Costs	0.00	0.00	0.00	0.00
i. Total	25,104.00	0.00	12,363.32	-12,363.32

Total TSLAC funds encumbered (not expended) as of October 15, 2012 \$0.00

### Signature

I hereby certify that to the best of my knowledge and belief the above information is correct, that all outlays were made in accordance with the grant conditions or other agreement of TSLAC, and the payment is due and has not been previously requested.

Name and Title:  Phone:  Date submitted:

Questions? See the GMS [FAQ](#).

**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

**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
<a href="#">Special</a>			

**Overdue:**  
No Request For Funds has been submitted for the following quarters: Second, and Fourth.

**Request For Fund History:**  
3 requests found.

Request#	From	To	Payment Type	Final	Status	Action
1	09-01-2011	11-30-2011	Reimbursement	<input type="checkbox"/>	APPROVED	<a href="#">View</a>
2	12-01-2011	02-29-2012	Reimbursement	<input type="checkbox"/>	<b>FOR REVIEW</b>	<a href="#">Edit</a>
3	03-01-2012	05-31-2012	Reimbursement	<input type="checkbox"/>	APPROVED	<a href="#">View</a>
						<a href="#">New</a>

Questions? See the GMS [FAQ](#). Menu items in **red** indicate immediate attention is required.

**“FOR REVIEW”** = edits needed

# RFF Important dates

- **July 14, 2013** – last date to request an advance
- **August 31, 2013** – last date to obligate or encumber funds
- **October 14, 2013** – last date to request a reimbursement
- **October 15, 2013** – 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

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

The screenshot displays the Grant Management System (GMS) interface. At the top, there is a navigation bar with 'Home Page', 'Help', and 'Log out' buttons. Below this is a 'Grantee Summary' table with the following columns: FY, Grant, Grant Abbreviation, Application Due Date, Application Status, and Action. The table lists various grants from 2010 to 2013. The 'Action' column for the 2012 'Special Projects' grant is expanded, showing a list of options: 'Select One', 'Open Application', 'Request Funds', 'Submit Grant Revision', 'Submit Financial Report', 'Submit Performance Report', and 'Submit Equipment Report'. The 'Submit Financial Report' option is circled in red.

FY	Grant	Grant Abbreviation	Application Due Date	Application Status	Action
2013	Impact	Impact	03-09-2012	APPROVED	Select One
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2013	Special Projects	Special	03-09-2012	APPROVED	Select One
2013	TexTreasures	TexT	03-09-2012	APPROVED	Select One
2012	Library Cooperation	Cooperation	02-25-2011	APPROVED	Open Application Request Funds Submit Grant Revision Submit Financial Report Submit Performance Report Submit Equipment Report
2012	Special Projects	Special	02-25-2011	APPROVED	Select One
2011	Library Cooperation	Cooperation	02-26-2010	APPROVED	Select One
2011	Loan Star Libraries	LSL	10-31-2010	APPROVED	Select One
2011	Special Projects	Special	02-26-2010	APPROVED	Select One
2010	Loan Star Libraries	LSL	10-31-2009	APPROVED	Select One
2010	Special Projects	Special	02-27-2009	OPEN	Select One
2010	Texas Reads	TXReads	02-27-2009	APPROVED	Select One

# FSR – Budget categories

Financial Status Report

[Instructions](#)

Report Information

Reporting Period: 2  Final Report

Reporting Dates: 12-01-2011 to 02-28-2012

1. Budget Categories	Approved Budget (\$)	Expenditures Previously Reported (\$)	Expenditures This Period (\$)	Cumulative Total Expenditures (\$)	Grant Funds Balance (\$)
a. Personnel	0.00	0.00	0.00	0.00	0.00
b. Fringe Benefits	0.00	0.00	0.00	0.00	0.00
c. Travel	0.00	0.00	0.00	0.00	0.00
d. Equipment / Property	0.00	0.00	0.00	0.00	0.00
e. Supplies / Materials	0.00	0.00	0.00	0.00	0.00
f. Contractual	10,477.00	9,755.18	0.00	9,755.18	721.82
g. Other	0.00	0.00	0.00	0.00	0.00
h. Total Direct Costs	10,477.00	9,755.18	0.00	9,755.18	721.82
i. Indirect Costs	0.00	0.00	0.00	0.00	0.00
j. Total	10,477.00	9,755.18	0.00	9,755.18	721.82

- 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

2. Reconciliation	Previously Reported (\$)	This Period (\$)	Cumulative (\$)
a. Total Program Expenditures (Grant funds and Local funds)	12,363.32	0.00	12,363.32
b. Grantee Share of Expenditures (Local funds)	0.00	0.00	0.00
c. TSLAC Share of Expenditures (line a minus line b)	12,363.32	0.00	12,363.32
d. Total Outstanding Encumbrances (Grant Funds and Local funds)			0.00
e. Grantee Share of Outstanding Encumbrances (Local funds)			0.00
f. TSLAC Share of Outstanding Encumbrances (line d minus line e)			0.00
g. Total TSLAC Funds Received			0.00
h. Total TSLAC Expenditures (line c)			12,363.32
i. Balance Due or Cash on Hand (line g minus line h)			-12,363.32

Remarks: Note any differences from the approved budget (+/- 10%).

Program Income: Funding Source  and Amount:\$

### Signature

To the best of my knowledge and belief, data in this entire report is true and correct.

Name and Title:  Phone:  Submitted: 09-25

Save | Submit | Exit

- 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

- Balances >\$25 must be returned to TSLAC.
- Report any local funds to supplement grant in **C. Grantee Share of Expenditures.**
- Enter the total amount of funds received by your library from TSLAC as of the period ending date of the current report.
- GMS will not let you submit a Final FSR with a balance due to your library (i.).
- Report any Program Income received that was directly generated from grant-supported activities.
- Can be submitted early.

# Equipment Report

- Only if you have an Equipment line item

Grant Management System

Home Page Help Log out

Session

Grantee Summary

FY	Grant	Grant Abbreviation	Application Due Date	Application Status	Action
2013	Impact	Impact	03-09-2012	APPROVED	Select One
2013	Library Cooperation	Cooperation	03-09-2012	APPROVED	Select One
2013	Special Projects	Special	03-09-2012	APPROVED	Select One
2013	TexTreasures	Text	03-09-2012	APPROVED	Select One
2012	Library Cooperation	Cooperation	02-25-2011	APPROVED	Open Application
2012	Special Projects	Special	02-25-2011	APPROVED	Request Funds
2011	Library Cooperation	Cooperation	02-26-2010	APPROVED	Submit Grant Revision
2011	Loan Star Libraries	LSL	10-31-2010	APPROVED	Submit Financial Report
2011	Special Projects	Special	02-26-2010	APPROVED	Submit Performance Report
2010	Loan Star Libraries	LSL	10-31-2009	APPROVED	Submit Equipment Report
2010	Special Projects	Special	02-27-2009	OPEN	Select One
2010	Texas Reads	TXReads	02-27-2009	APPROVED	Select One

# Equipment Report

## Grant Management System

Texas State Library and Archives Commission



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

Grant Contact: [Erica McCormick](#)

Session timeout in: 02:59:50

### Texas State Library and Archives Commission

#### Special Projects FY2013

##### Organization Information

Name:   
Legal Entity:   
Address:   
City, State Zip:   
Employer Identification Number:

##### Grant Information

Type: Special Projects  
Fiscal Year: 2013  
Grant Number:  [Help](#)  
Term: 09-01-2012 to 08-31-2013

Click the question icon [Help](#) 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	Serial # or Other Unique ID Number	Date Acquired (mm-dd-yyyy)	Expenditure (\$)	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	Delete
<b>Total</b>			\$0.00	

[Save](#) [Submit](#) [Exit](#)

#### 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:  [Add](#)

Questions? See the GMS [FAQ](#).



# 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.”

Grant Management System

Home Page Help Log out

Session

Grantee Summary

FY	Grant	Grant Abbreviation	Application Due Date	Application Status	Action
2013	Impact	Impact	03-09-2012	APPROVED	Select One
2013	Library Cooperation	Cooperation	03-09-2012	APPROVED	Select One
2013	Special Projects	Special	03-09-2012	APPROVED	Select One
2013	TexTreasures	Text	03-09-2012	APPROVED	Select One
2012	Library Cooperation	Cooperation	02-25-2011	APPROVED	Open Application Request Funds Submit Grant Revision Submit Financial Report Submit Performance Report Submit Equipment Report
2012	Special Projects	Special	02-25-2011	APPROVED	Select One
2011	Library Cooperation	Cooperation	02-26-2010	APPROVED	Select One
2011	Loan Star Libraries	LSL	10-31-2010	APPROVED	Select One
2011	Special Projects	Special	02-26-2010	APPROVED	Select One
2010	Loan Star Libraries	LSL	10-31-2009	APPROVED	Select One
2010	Special Projects	Special	02-27-2009	OPEN	Select One
2010	Texas Reads	TXReads	02-27-2009	APPROVED	Select One

# Budget revisions

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

Special Projects FY2012

<b>Organization Information</b> Name: <input type="text"/> Legal Entity: <input type="text"/> Address: <input type="text"/> City, State Zip: <input type="text"/> Employer Identification Number: <input type="text"/>		<b>Grant Information</b> Type: Special Projects Fiscal Year: 2012 Grant Number: <input type="text"/> <a href="#">? Help</a> Term: 09-01-2011 to 08-31-2012	
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Click the question icon [? Help](#) 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: 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	\$ <input type="text" value="3013"/>	<input type="text" value="Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et"/>
Fringe Benefits	\$ <input type="text" value="601"/>	<input type="text" value="Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et"/>
Travel	\$ <input type="text" value="1227"/>	<input type="text" value="Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et"/>
Equipment / Property	\$ <input type="text" value="20263"/>	<input type="text" value="Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et"/>
Supplies (incl. Library Materials)	\$ <input type="text" value="0"/>	<input type="text" value="Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et"/>
Contractual Services	\$ <input type="text" value="0"/>	<input type="text"/>
Other	\$ <input type="text" value="0"/>	<input type="text"/>
<b>Total</b>	\$ <input type="text" value="25104"/>	

Save | Submit | Exit



# Last things



# Submitting the reports

- Grantee
  - Fill in information in each section, if applicable.
  - Submit by due date.
  - Check the “Final Report” box if submitting last FSR.
  
- TSLAC
  - Review information.
  - Approve or “send back for review.”

# Other important dates

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- August 31, 2013
  - ▣ Last day of project activities
- October 31, 2013
  - ▣ All reports (checklists, equipment, etc.) are due

## Contact us

### **Tamra Lavin**

Grants Accountant

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512.463.5472

512.475.0185 (fax)

### **Erica A. McCormick**

Grants Administrator

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512.936.2306 (fax)