Welcome!

A Fiscal Overview of Grants

21\textsuperscript{st} Century

Presented by:
Kim Lewis
Presentation Outline

● General Grant Info
● Budgets & Amendments
● Receiving your $$$
● Expenditure Reporting
Terminology

- **Budget Summary** – restates project plan as expenses
- **Budget Breakdown** – itemizes and describes expenses
- **Amendment** – change in approved budgeted plan
- **Expenditure Report** – quarterly cumulative report of actual expenditures, based on approved budget
Project Begin Dates

- Start date is dependent on grant receipt at ISBE. Grants cannot begin prior to JULY 1. Grants received at ISBE after JULY 1 begin on that date.

- Recipients submitting grants in “substantially approvable” form can begin obligating funds at the time of receipt by ISBE without written approval or July 1, whichever is later.

- If in doubt, do not obligate.
Project End Dates

- In general, grants should be operated in a twelve month period, usually July 1 to June 30.
- August 31 end date applicable to projects offering summer activities past June 30.
- NO need to extend grant period to just pay salaries already earned (12 month basis)
- End date extensions MUST be requested 30 days prior to the end date of the project.
- Extension requests done via a budget amendment or via email to ISBE by due date
Understand allowable direct costs, forms and instructions.

Make sure important contact information is provided.

-- Region-County-District-Type Code
-- Contact Name, Address, Phone, Fax Use

Use forms that are provided

Do not “doctor” another form
GRANT BUDGETS

- Provide sufficient detail for all expenditures.
  - function name is NOT sufficient detail
- Sign and Attach Required Assurances (e.g. Drug Free Workplace)
- Proper Signatures and Copies
- Use the proper function and object per Title 23 Illinois Administrative Code-Part 100
Function Codes

1000 – Instruction
2110 – Attendance and Social Work Services
2120 – Guidance
2210 – Improvement of Instruction
2220 – Educational Media Services
2230 – Assessment & Testing
2300 – General Administration
Function Codes

2520 – Fiscal Services
2540 – Operations & Maintenance
2550 – Pupil Transportation
2620 – Planning, Research, Development & Evaluation
2900 – Other Support Services
3000 – Community Services
4000 – Payments to Other LEAs and Governmental Units
Object Codes

100 – Salaries
200 – Benefits
300 – Purchased Services
400 – Supplies & Materials
500 – Capital Outlay
700 – Non-Capitalized Equipment

Pages 34-37 from the policy booklet
WHEN TO AMEND:

- If anticipated expenditures will exceed 20% or $1,000, whichever is greater, on a budgeted cell.
- When there is a major change in project scope.
- Adding a new expenditure item
- Unique program requirements
Expenditure reports should **always** reflect cumulative expenditures.

Expenditures can vary by 20% or $1,000, whichever is the greater, on a budgeted cell.

Excess cash will be withheld from future scheduled payment(s).

A project is FINAL when the end date equals the expenditure through date with zero obligations. If an obligation is reported, the entity will have 90 days from the end date of the project to liquidate the obligation.
NOT CHANGED:
- Cumulative (year-to-date) reports
- Cannot complete an expenditure report UNTIL application approved

CHANGED:
- Federal grants only
- Quarterly reports required
- Reimbursement vs. advanced funding method (new field on current report)
Cash out the door (not in the drawer) = no outstanding obligations (except on final)

Expenditures submitted by Tuesday (midnight) vouchered on Wednesday (weekly)

Federal funds released within 3-5 business days from Comptroller’s Office
Cash Management Process 2012

- If commitment field completed, committing yourself to another expenditure report
- Can switch between methods (reimbursement method preferred)
OTHER FISCAL ISSUES

- PROJECT FREEZES
  - Excess Cash on Hand (Any Positive Balance)
  - Late Expenditure Reports (After 20 calendar days)

- FEDERAL CARRYOVER
  - Unexpended Funds (Prepayment)
  - Determined based on FINAL expenditure report

- INTEREST INCOME
  - Federal interest must be returned to appropriate Federal Agency if > $100. (34 CFR 80.21)
Problems from Previous Years

- Final expenditure report NOT cumulative
- Final expenditure report overstated or understated
- Expenditure reports do not agree with the amounts recorded in the entity’s general ledger
- Grant funds were not segregated (i.e., federal grant funds were used to cover local operating expenditures)
Electronic Services

- [www.isbe.net](http://www.isbe.net)
- Financial Reimbursement Information System Inquiry (FRIS Inquiry)
- Electronic Expenditure Report System

IWAS HELP DESK 217-558-3600
Policy/Procedures/Requirements
Highlights

Fiscal Policies/Procedures/Requirements
- Function/Object Code Descriptors
  - Pages 34-37
- Indirect Cost Rates
  - Pages 23 and 24 (state-wide average for 2012 = 2.47%)
- Cost Allocation Plans
  - Pages 24-27
- Supplementing vs. Supplanting
  - Page 43-44

www.isbe.net/funding/pdf/fiscal_procedure_handbk.pdf
IWAS - Sign Up Now

Already have an account? Login Here:

- Login Name: klewiss
- Password: ********

New Partner - Sign up Now

Some ISBE web-based systems require electronic signatures. You can create your own login id and password by clicking on the following link. After you establish your logon, you will then have the ability to request authorization to use ISBE’s systems.

Get Password?
If you have forgotten your login name or password, click on the link below.

Find Login/Password

Need Help?
If you need help with logging in, the sign up procedure or your password, please click on the link below.

Help

This website has been optimized for Internet Explorer 6.0 or above / Firefox 2.0 or above. You can download the latest version of these browsers by clicking on the following icons.

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Electronic Expenditure Reports

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.

**Categories** - Click to Expand/Collapse Tree

<table>
<thead>
<tr>
<th>Reporting</th>
<th>Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Recovery and Reinvestment Act (ARRA) Reporting</td>
<td>Authorized</td>
</tr>
<tr>
<td>Electronic Expenditure Reports</td>
<td>Authorized</td>
</tr>
</tbody>
</table>

**Annual**

| Noncertified Staff Salary Study | Authorized |

Legend:  📃 : System Description - Detailed  📆 : Due Dates  🚀 : Profile

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Want to Signup for Other Systems?
Electronic Expenditure Reports
DIVISION ADMINISTRATOR: TIM IMLER
SUPERVISOR: Brooke Morrison (State/Federal Grants)
FISCAL CONSULTANTS: KIM LEWIS & SALLY CRAY
EXPENDITURE REPORTS: ERNIE BARROW

DIVISION PHONE NUMBER: 217.782.5256
E-mail Addresses:

.timler@isbe.net  klewis@isbe.net
bmorriso@isbe.net  scray@isbe.net
ebarrow@isbe.net