Policy Statement
The School District of Philadelphia is committed to ensuring that all expenditure corrections or adjustments in the form of Journal Vouchers (JVs) are appropriate and are made in accordance with the funding agency’s terms and conditions, applicable regulations and School District’s policies and procedures.

Reason for Policy
Journal vouchers are processed to move expenses, revenues, assets or liabilities between line-items on the same fund or between funds. It is important that the District ensure that expenditure transfers do not result in violations of cost principles applicable to grants receiving the charges. The cost principles relating to expenditures on federal awards are contained in OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments for grants awarded prior to 12/26/14. For Grants awarded on or after 12/26/14 the Uniform Guidance 2 C.F.R 200 is the effective guidance for Federal Award Programs. Any cost charged to a federal award issued before 12/26/14 that does not meet the criteria set forth in OMB Circular A-87 must be removed from the award and charged to an account that does not require adherence to the OMB Circular A-87 guidelines. Grants awarded on or after 12/26/14 must adhere to the cost principles found in the Uniform Guidance 2 C.F.R 200. In addition, individual federal and non-federal awards may include special terms and conditions, which must also be considered before allocating certain costs to the award.

In addition to adherence to applicable cost circulars or Uniform Guidance 2 C.F.R Part 200 and regulations, transactions must also be recorded (coded) to the appropriate budget line.

Failure to adequately follow this policy and related procedures could result in questioned costs, audit findings, or potential repayment of disallowed costs. Individuals responsible for expending grant funds are held responsible for compliance with cost circulars and Uniform Guidance 2 C.F.R Part 200 depending on the award date and must understand that severe penalties and funding disallowances could result from instances of non-compliance.

Policy Requirements
Costs transfers/journal vouchers into or out of award accounts or award budget lines are required to include a thorough explanation of the reason for the transfer and all related documentation, amounts and calculations. Journal vouchers shall be requested and authorized by the Grant Program Managers (GPM) overseeing the program and must meet all applicable cost circular requirements. Journal vouchers should be processed by Grant Budget Analysts within four (4) days of receiving a properly completed request. All documentation supporting journal vouchers must be maintained.
**Responsibilities**

Grant Program Managers and Principals have the responsibility to review and approve any cost transfers on the basis of the cost requirements of their program and the appropriate account code to be used. Program Managers may also initiate JVs as appropriate.

Grant Fiscal Services (GFS) Grant Budget Analysts (GBAs) are responsible for initiating (when appropriate) and processing JVs after a request by a Program Manager and are responsible for posting JVs after final approval by a Principal Financial Analyst in the Office of Management and Budget (OMB).

GBAs should collect and maintain on file copies of all JV expense transfer documentation. The JV as posted in Advantage System and all supporting documentation are maintained by the BOA (Budget Operation Assistant) on the shared drive in numerical order. These documents are also sent out for scanning to the contractor responsible for Office of Grant Compliance and Grant Fiscal Services recordkeeping.

The GFS Principal Financial Analyst reviews JVs created by the GBAs to ensure they are reasonable and that all the required approvals are present and documentation is sufficient.

**Procedures**

- *Journal Voucher Request, Approval and Execution*

**Forms**

- *Journal Voucher Approval Form*

**Definitions**

Funding agency is the source entity providing the program funds to the District. The funding agency can be a governmental entity, a private entity or an individual.

Journal voucher is a document used to move expenditures, revenues, assets or liabilities between funds, organizations, accounts or programs.

**Contacts**

- Grant Fiscal Services
- Grant Compliance Office
- General Accounting

**Frequently Asked Questions**

**Related Information**

- GP0800: Allowable Uses of funds and Adherence to Cost Circulars
History
Amended:

- Amended on 5/8/2015 to make updates for the Uniform Grant Guidance and technical adjustments.