

Procedure: <b>Fiscal Year-End Reporting</b>	Policy: <b>Grant Reporting</b>	Number: <b>GP2600.2</b>
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### Overview of Procedures

The School District of Philadelphia must close its financial records and report on a yearly basis, including for grant funds, in the form of a Consolidated Annual Financial Report (CAFR). The District's fiscal year runs from July 1 through June 30. In addition, some grants require District fiscal year-end financial and/or programmatic reports as required by grantors or by law in a timely manner. Year-end District financial close reports will accurately reflect the actual use of grant funds as recorded in the financial records of the District and will be in compliance with the requirements of the grant and the requirements of Governmental Accounting Standards Board (GASB) related to the content of the CAFR. Procedures regarding the grant award closeout are contained in [GP2600.3 Grant Closeout and Reporting](#).

### Procedure Details

Preparation for year-end District financial close reporting should begin prior to the end date of the District's fiscal year in order to accurately forecast expenses, to process any adjusting journal entries and request any no-cost extensions or carry-forward of funds from the grantor.

It is the responsibility of the Grant Fiscal Services (GFS) Grant Budget Analyst (GBA) to prepare accurate year-end grant financial reports working with the GPM. The Grant Program Manager (GPM) will prepare any required programmatic reports or performance reports and will review and provide final approval on all reports submitted to the funding agency. Copies of reports and supporting documentation must be maintained in accordance with [District Policy GP1400 Document and Record Retention](#).

RESPONSIBLE POSITION	STEP	ACTION TAKEN
Grant Accounting Unit (GAU) / GBA	1	Develop a year-end financial close schedule for grants in early June
GBA	2	Utilize the grant schedule to prepare a reporting/closing schedule and communicate this with GPM indicating the tasks and information required from the GPM to meet the year-end financial close schedule
GBA	3	Compare actual and budgeted receipts and expenditures; identify and investigate any discrepancies
GBA	4	Check for the receipt of all purchases made from grant-funded programs prior to the end of the fiscal year
GBA	5	Review open encumbrances (PC's, PG's, PD's, SC's, etc.) with the GPM and liquidate those that have been fulfilled and those that are likely not to be fulfilled (see policy <a href="#">GP0900 Encumbrance of Grant Funds</a> ). There may be an opportunity to journal voucher allowable and eligible expenditures into a grant to offset liquidated encumbrances using policy <a href="#">GP1500 Journal Voucher Management</a>

RESPONSIBLE POSITION	STEP	ACTION TAKEN
GBA	6	<p>Review personnel expenses; correct any miscoding through the OMB Position Control Unit.</p> <p>All personnel changes/salary corrections should be done as soon as errors are identified. Any journal vouchers must be created in accordance with <a href="#">GP1500 Journal Voucher Management</a>. General Accounting will inform all fiscal offices of the last time they will be doing State Share Retirement entries and ALL personnel corrections will need to be completed by that time. If errors are found after that, the GBA is responsible for calculating and entering the State Share Retirement (PSERs) entries for all salary journal voucher adjustments thereafter.</p>
GBA	7	<p>Record any evaluation costs, audit costs and indirect costs allowed by the grant:</p> <ul style="list-style-type: none"> <li>• Evaluation costs are usually journal vouchered into a grant as soon as the expenditure information is available. The evaluators name, time spent on each project, etc. needed for this is contained on time logs that are maintained in the Office of Research and Evaluation.</li> <li>• Audit costs are usually journal vouchered into a grant after the grant period has ended.</li> <li>• Indirect costs are journal vouchered into a grant periodically, i.e. monthly, quarterly, etc. Indirect costs are based on expenditures (disbursements) net of any of the following expenses: equipment (as defined by the awarding agency), State Share Retirement, State Share FICA, and the portion of each sub award or contract over \$25,000. If the contract is "professional service providing an auxiliary expertise <u>normally</u> provided in-house" then the costs are not subject to the exclusion of amounts over \$25,000. An example provided by ED is a contract for speech pathology services to students in the school and school nurses.</li> </ul>
GBA	8	<p>Prepare Local Share journal entries (if applicable).</p> <p>Local share entries are usually prepared during the fiscal year end closing period. When all fiscal year expenditures have been posted into the ADVANTAGE system, the GBA can better analyze which expenses are grant share and which expenses are local share.</p>
GBA	9	<p>Prepare State FICA journal entries (if applicable). Only after all salary corrections/adjustments have been completed (and entered in ADVANTAGE) can the State Share FICA entries be made.</p> <p>When all final payroll adjustments have been completed (entered in ADVANTAGE), the GBA can calculate the dollar amount for State Share FICA entries. The calculation is the state reimbursement rate as determined annually by the state for state share retirement times actual retirement expense (object 2311).</p>

RESPONSIBLE POSITION	STEP	ACTION TAKEN
GBA	10	<p>Prepare State Share Retirement (PSERs) journal entries (if applicable).</p> <p>When all the final payroll adjustments have been entered in ADVANTAGE, General Accounting then calculates the dollar amount for State Share Retirement entries. The calculation is all retirement expenditures (object 2311) multiplied by the state reimbursement rate as determined annually by the state for reimbursing retirement.</p>
GBA	11	<p>Prepare adjusting journal entries (accounts receivable, due to grantor, etc.)</p>
GBA	12	<p>Generate Equipment Listing based on grantor criteria</p>
GBA	13	<p>Perform carryover analysis</p>
GBA	14	<p>Prepare <i>Fiscal Year-End Closing Worksheet – Schedule B</i> for each grant with any activity (receipts, disbursements, commitments, etc.) during the year.</p> <p>The following items are needed on Schedule B:</p> <ul style="list-style-type: none"> <li>a) Fund Number - ABC CODE Fund Number;</li> <li>b) Fund Name - Grant Name/Title;</li> <li>c) Project Name - could be the same as the Fund Name;</li> <li>d) G/L Authorization Amount - same as the Grant Award initially;</li> <li>e) Current Grant Award – the most recent Grant Award amount;</li> <li>f) Items 6 to 12 are only for grants that had prior year activity;</li> <li>g) Grantor Contract # - Grant Award Identification #; Fed – V048A040038;</li> <li>h) Sub-Contract # - usually applies if grant is Federal Indirect; 380-05-5118;</li> <li>i) Source Code – D (Fed. Direct), I (Fed. Indirect), S (State), P (Private), C (City);</li> <li>j) CFDA # - Catalogue of Federal Domestic Assistance (Federal Grants only);</li> <li>k) Grant Period – awarded period of operation to obligate/disburse grant funds;</li> <li>l) ABC CODE (self explanatory);</li> <li>m) Cumulative Cash Received @ 6-30-XX – total cash received prior to the fiscal year being closed out;</li> <li>n) Cash Received – cash received for the fiscal year being closed out;</li> <li>o) Refunds – if grant funds were returned to the grantor;</li> <li>p) Adjustments – e.g. cash receipts mispostings, transfer of funds to another fund;</li> <li>q) Cumulative Cash Received @ 6-30-XX – total cash received for all fiscal years;</li> <li>r) Cumulative Disbursements @ 6-30-XX – total disbursements prior to fiscal year being closed out;</li> <li>s) Disbursements – disbursements for the fiscal year being closed out;</li> </ul>

RESPONSIBLE POSITION	STEP	ACTION TAKEN
GBA	14 (continued)	<ul style="list-style-type: none"> <li>t) Adjustments – e.g. J.V.’s , pencil adjustments;</li> <li>u) Cumulative disbursements @ 6-30-XX – total disbursements for all fiscal years;</li> <li>v) Cash Status – the difference between total cumulative cash received and total cumulative disbursements;</li> <li>w) Purchase Commitments – amount of open encumbrances as of 6-30-XX;</li> <li>x) Due from Grantor – if there is a negative cash status;</li> <li>y) Due from Other Funds – State Share Retire. (4th quarter plus any adjustments);</li> <li>z) Due from General Fund – if applicable;</li> <li>aa) Due to Grantor – if there is a positive cash status;</li> <li>bb) Due to Other Funds – if applicable;</li> <li>cc) Due to General Fund – if applicable;</li> <li>dd) Deferred Revenue – if there is a positive cash status and open encumbrances;</li> <li>ee) Expenditure Classification – Federal, State, City, Private, Transfers; the total of all these should equal the total disbursements of the fiscal year being closed out;</li> <li>ff) Proof Totals – should always equal -0- with one exception, the difference between the Authorization Amount and the Current Grant Award;</li> <li>gg) Cumulative Commitments – the total between cumulative disbursements for all fiscal years and open purchase commitments;</li> <li>hh) Available Balance – the difference between the Current Grant Award and Commitments.</li> </ul>
GBA	15	<p>Prepare <i>Fiscal Year-End Closing Worksheet – Schedule A</i> for each grant with any activity (receipts, disbursements, commitments, etc.) during the year.</p> <p>The following items are needed on Schedule A:</p> <ul style="list-style-type: none"> <li>a) Fund Number – copied from Schedule B;</li> <li>b) Fund Name – copied from Schedule B;</li> <li>c) Project Name – copied from Schedule B;</li> <li>d) G/L Authorization Amount – copied from Schedule B;</li> <li>e) Grant Period – copied from Schedule B;</li> <li>f) ABC CODE – copied from Schedule B;</li> <li>g) Due from Grantor, Other Funds and General Fund – copied from Schedule B;</li> <li>h) Due to Grantor, Other Funds, General Fund and Deferred Revenue – copied from Schedule B;</li> <li>i) Cash In Bank – from the G/L Trial Balance;</li> <li>j) Equity In Consolidated Cash – from G/L Trial Balance;</li> <li>k) Due To Consolidated Cash, Accts. Payable, Accrued Salaries, Benefits,</li> <li>l) Expenses and Vouchers Payable - from G/L Trial Balance</li> </ul>

RESPONSIBLE POSITION	STEP	ACTION TAKEN
GBA	16	Finalize closing worksheets and submit along with documentation to Principal Financial Analyst (PFA) or Director for review.
Principal Financial Analyst (PFA)/Director	17	Review and sign off on report/closing worksheet and documentation; submit to GPM and Grant Accounting Unit.
GAU	18	Prepare and review any remaining FICA & PSERs reimbursement calculations.
GAU	19	Prepare GASB entries.
GAU	20	In accordance with <a href="#">2.C.F.R Part 200.512 Report Submission</a> , the audit must be completed and the data collection form and reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor’s report or nine months after the end of the audit period. Auditee must make copies available for public inspection. Both auditee and auditor are responsible for ensuring that the reporting package does not include protected personally identifiable information. These documents are submitted to FAC . A senior level representative of the auditee must sign a statement that says that the auditee complied with the requirements of this part, the data were prepared in accordance with this part and the reporting package does not include protected personally identifiable information, the information included in its entirety is accurate and complete and FAC can make the reporting package and the form publically available on its website. The reporting package must include the: financial statements and schedule of expenditures of Federal awards, summary schedule of prior audit findings, audit findings follow up paragraph, auditor’s report, and corrective action plan. All of this is submitted electronically to FAC.

**Policy**

- [GP2600 Grant Reporting](#)
- [2 C.F.R Part 200](#)

**Forms**

- [Fiscal Year-End Closing Worksheet – Schedule A](#)
- [Fiscal Year-End Closing Worksheet – Schedule B](#)

**Definitions**

**Contacts**

- *Grant Fiscal Services*
- *Grant Accounting Unit*
- *Office of Accounting*
- *Office of Research and Evaluation*
- *Grant Compliance Office*

**Frequently Asked Questions**

**Related Information**

- *GP800 Allowable Uses of Fund and Adherence to Cost Circulars*
- *GP0900 Encumbrance of Grant Funds*
- *GP1400 Document and Record Retention*
- *GP1500 Journal Voucher Management*
- *2 C.F.R Part 200*

**History**

**Amended:**

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