

Procedure: Grant Award Closeout	Policy: Grant and Fiscal Year-End Reporting	Number: GP2600.3
	() Complete Revision () Partial Revision (X) New	Supersedes: Page: Page 1 of 4

Overview of Procedures

The School District of Philadelphia must provide evidence that it has used grant funds and fulfilled program goals according to the terms and conditions agreed upon with the grantor. The District will submit financial and/or programmatic grant award closeout reports as required by grantors or by law in a timely manner. Reports will accurately reflect programmatic activity and 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.

Procedure Details

Preparation for grant award closeout reporting should begin prior to the end date of the grant in order to accurately forecast expenses, to process any adjusting journal entries and request any no-cost extensions to the Liquidation Period (see policy [GP1100 Period of Eligibility](#)).

It is the responsibility of the Grant Fiscal Services (GFS) Grant Budget Analyst (GBA) with assistance from the Grant Program Manager (GPM) to prepare grant financial reports and to closeout grant awards at the end of the grant period. The GPM will coordinate any required programmatic reports and performance reports and will review and provide final approval on all reports submitted to the funding agency. The Office of Research and Evaluation (ORE) will ensure all program evaluations, if required, are completed and submitted to the grantor. 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 Program Manager (GPM), Grant Budget Analyst (GBA), Lead Program Evaluator (LPE) and any other District staff	1	Review the award documentation to identify what reports are required and when. Most federal agencies require that final financial, performance and other grant reports be submitted no later than 90 calendar days after the grant end date. Utilize the grant schedule prepared during the initial proposal process to coordinate reporting tasks and responsibilities. GPMs and GBAs must coordinate their efforts to ensure all obligations are liquidated prior to the end of the Liquidation Period which is not later than 90 calendar days after the end date of the period of performance as specified in the grant award (see policy GP1100 Period of Availability).
GBA	2	Compare actual and budgeted receipts and expenditures; identify and investigate any discrepancies
GBA	3	Check for receipt of all purchases made from grant-funded programs prior to the end of the grant period
GBA	4	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 GP0900 Encumbrance of Grant Funds). There may be an opportunity to journal voucher allowable expenditures into a grant to offset liquidated encumbrances.

RESPONSIBLE POSITION	STEP	ACTION TAKEN
GBA	5	<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 <i>GP1500 Journal Voucher Management</i>. The accounting department 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"> • 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. is needed. This is contained on time logs that are maintained in the Office of Research and Evaluation. • Audit costs are usually journal vouchered into a grant after the grant period has ended. • Indirect costs are periodically journal vouchered into a grant (i.e. monthly, quarterly, etc.). Indirect costs are based on expenditures (disbursements) net of any of the following expenses: equipment, 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. etc
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 the final payroll adjustments have been completed (entered in ADVANTAGE), the GBA can calculate the dollar amount for State Share FICA entries. The calculation is all retirement expenditures (object 2311) multiplied by the market value/income aid ratio but no less than 50%.</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 calculates the dollar amount for State Share Retirement entries. The calculation is retirement expenditures (object 2311) multiplied by the market value/income aid ratio but no less than 50%.</p>
GBA	11	<p>Prepare adjusting journal entries (accounts receivable, due to grantor, etc.) in accordance with <i>GP1500 Journal Voucher Management</i>.</p>
GBA	12	<p>Generate an Equipment Listing based on grantor criteria. For federal awards, in accordance with <i>2 C.F.R Part 200.343 Closeout</i> the grantee must account for any real and personal property acquired with federal funds in accordance with paragraph 200.310 which requires insurance and paragraph <i>200.316</i> which requires the property to be held in trust by the grantee.</p>
GBA	13	<p>Work with the GPM to determine if an extension of the Liquidation Period should be requested from the grantor.</p>
GPM, GBA, LPE and any other necessary District staff	14	<p>Prepare the final reports according to the grantors specifications.</p> <p>For financial reports, the GBA shall ensure that all receipts and disbursements have been accounted for properly. Maintain all supporting documentation. Finalize reports and submit along with documentation to GFS Principal Financial Analyst (PFA) or Director for review.</p> <p>For financial reports, the GBA shall prepare the reports in sufficient time in advance of the reporting deadline to present and review the reports with the PFA or Director in GFS and to review the report with the GPM and obtain the GPM signature.</p>
Principal Financial Analyst (PFA) or Director/ GBA	15	<p>The PFA or Director in GFS shall review with the GBA the final reports for content logic and accuracy prior to the GBA review with the GPM</p>
GPM	16	<p>Review and sign off on reports and documentation verifying the accuracy and clarity.</p> <p>The GPM’s signature on financial reports IS MANDATORY, whether the report provides a place for the GPM signature or not. It is the GPMs responsibility to understand the underlying financial transactions of their grant which may require consultation with the GBA prior to signing the reports. Financial reports and requests for payment will contain the certification required in <i>2 CFR Part 200.415</i>.</p> <p>The GPM shall submit the financial reports to the grantor if GPM submission is required. Or, the GBA may submit the GPM approved financial report to the grantor if so requested by the GPM. The GPM, GBA and LPE shall retain copies of all reports and documentation in accordance with District Policy <i>GP1400 Document and Record Retention</i>.</p>

Policy

- *GP2600 Grant Reporting*

Forms

Each grant typically has unique reporting forms.

Definitions

Contacts

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

Frequently Asked Questions

Related Information

- *GP800 Allowable Uses of Fund and Adherence to Cost Circulars*
- *GP1100 Period of Availability*
- *GP1400 Document and Record Retention*
- *GP0900 Encumbrance of Grant Funds*
- *GP1500 Journal Voucher Management*
- *2 C.F.R Part 200.343 Closeout, 200.310 Insurance Coverage, 200.316 Property Trust Relationship, 2 C.F.R Part 200.415.*

History

Amended:

- Amended 6/4/2015 for reference updates for the Uniform Grant Guidance and for technical adjustments.

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