



Policy: Grant Budgeting	Category: Pre-Award, Planning and Budgeting		Number: GP0200
	() Complete Revision () Partial Revision (X) New	Supersedes: 7/1/2015	Page: Page 1 of 5

Policy Statement

The School District of Philadelphia is committed to ensuring the development of realistic, reasonable, and accurate budgets for every grant project. Budget planning is an integral part of program planning so that grant budgets are organized to facilitate accomplishment of the program objectives as stated in the grant proposal.

Reason for Policy

Budgets are the financial reflection of the District's educational and programmatic plans and describe the costs to be incurred by programs, departments, schools, and the District as a whole. Budgets provide a framework for achieving the goals of the District given the resources available, and serve as a means to communicate that framework consistently to all appropriate staff. Accurate budgeting and adherence to budgets results in more efficient operations and increases the probability of achieving program results while still maintaining compliance with grantor regulations.

Grant budgets may be created in conjunction with the District's overall operating budget or they may be created separately throughout the year and have award periods that are different from the District's fiscal year. Whenever possible, grant budget planning should be conducted with an eye to maximizing efficiency and coordination of resources available through the multiple funding streams present in District schools.

Policy Requirements

Grant budgets must:

- accurately reflect grant program objectives
- realize all grantor-required matching, earmarking or set-aside requirements
- consider and incorporate any expected sources of program income or funding support
- align with school plans, if school-based
- be correctly allocated according to any grantor rules and guidelines, wherever applicable
- cover all direct and indirect project costs and any forecasted salary, benefit, service or supply rate increases
- comply with all grantor-imposed guidelines and regulations
- be prepared and submitted according to grantor-prescribed deadlines
- be reviewed and approved by the grantor, if required
- be translated into the District's accounting coding designations
- be consistent with the School Board's budget-related policies *No. 601, 602 and 603*.

Additionally, all grant awards should first be formally accepted, with limited exceptions, in accordance with the *Grant Proposal, Development and Acceptance* policy before a grant budget can be created in the District's financial system. It should also be noted that the School Board does not formally adopt grant budgets. The District has prepared the *Guide to School Budgets*, as a resource for stakeholders to better understand the details and procedures of the budgeting processes. This guide should be utilized by

District staff involved in the creation of grant budgets including Grant Program Managers, Principals and Grant Fiscal Services (GFS) Grant Budget Analysts.

For budget / or programmatic amendments on federal awards, the District must follow the guidelines of [2 CFR Subpart D 200.308, Revision of Budget and Program Plans](#). Other grants may have different and explicit amendment requirements that must be followed.

Responsibilities

Grant Program Managers (GPM) or Principals, with the support of GFS Grant Budget Analyst(s), are responsible for creating a budget which explains how programmatic goals will be carried out given available grant funds and any other expected funding support for the program. For school-based grant funding, Principals should ensure that grant budgets align with school plans. The GPM is responsible for approving grant budgets and ensuring that they are submitted in accordance with the timeline established by the granting agency or by GFS, whichever applicable.

GPMs are responsible for monitoring expenditures based on budget to actual reports, and adhering to the grantor-approved budget or, if necessary, seeking a budget amendment. If a GPM determines a budget amendment may be needed, he/she must submit it in a timely manner to ensure that action can be taken in the event that the amendment is not approved by the grantor. See SDP policy on [GP0200.5 Budget Amendments](#).

Grant Fiscal Services Grant Budget Analysts (GBA) are responsible for supporting the GPM in developing budgets that effectively implement programmatic goals, align with school plans and adhere to grantor rules or regulations and any applicable District policies. GBAs must work with GPMs to budget on a 12-month District fiscal year basis consistent with the procedures within the Budgeting policy. GBAs are responsible for determining if new accounting codes are required and requesting those codes from the Office of the Comptroller. GBAs will create the account structures and appropriations within the District's financial system in accordance with the approved budget either before grant acceptance approval by the Board if approval is expected, or after the Board approves the grant award. GBAs will control when transactions can be made against those accounts. Grant budgets that continue into the following District fiscal year will be budgeted and available to spend on July 1st of each year. For grants established after the start of the year, the GBAs will notify GPMs funds are ready to be utilized.

GPMs are responsible for monitoring budget to actual activity and rate of spending through on-line financial system reporting and other supports that may be available. GBAs shall help GPMs understand grant requirements and support the GPM in complying with financial / budgetary terms and conditions.

Grants Development Specialists in the Grant Development Office will assist Grant Program Managers in aligning budgets with the proposed programmatic narratives.

GCFS Grant Compliance Monitors (GCMs) will assist GPMs in ensuring that budgets are aligned with applicable grant guidelines and regulations, as well as in aligning budgets with school plans.

The Office of Grant Fiscal Services (GFS) has primary responsibility for compiling, creating, and maintaining the District's grant budgets in both the budgeting system and accounting system, and working with GPMs to ensure they understand how to access information through the accounting system and how to review personnel allotments. **The Office of the Comptroller** is responsible for approving and setting up new or modified account codes required by approved grant budgets.

Various other district offices are responsible for providing data and information to Program Managers and GFS Grant Budget Analysts so that accurate budgets and/or budget allocation calculations can be generated.

Procedures

The following lists the procedures applicable to the Grant Budgeting policy and describes the major content elements. See definitions of terms and acronyms described in *GP0200.1 Budget Development in the BOSS – BFM Module*.

- *GP0200.1 Budget Development in the BOSS – BFM Modules.*

TO BE RE-WRITTEN WHEN THE TRANSITION IS COMPLETE TO THE ORACLE BUDGETING SYSTEM

- The general logic of the 12-month budgeting concept and process. Concepts of the Baseline Budget, Current Services and Carry Forward budget.
 - Difference between the average budgeted salary and benefits for school positions, the actual on-board average cost of personnel, and the steps to account and budget for the differential.
 - Position funding date policy.
 - Reconciliation procedures for comparing on-board actual personnel with other data sources, including the GPM.
 - Modifying position and employees, NFT and NPS in BOSS / BFM to create the CYE and fiscal year 12-month budgets in the BOSS – BFM Modules.
- *GP0200.2 Fund Carry Forward Analysis and Multi-Year Budgeting.*
 - The general logic of the 12-month budgeting concept and process and the concepts of single and multi-year grant awards.
 - Description of resource usage and availability models and analysis to calculate carry forward amounts and to develop 12-month budgets. The two resource models are fund level analysis and analysis at the specific ABC Code or organization specific level (i.e., office or school).
 - Detailed description of the logic, steps, and format of performing a multi-year grant award Carry Forward Analysis at the fund level and how that process interacts with the yearly Financial Close process and determines the resource availability for programming in the CYE and RY. Also includes the steps and format to estimate “out-year” fund status with regards to Carry Forward and resource availability to help ensure that decisions made today are sustainable over an extended period.
 - Detailed description and steps for creating a 12-month budget for multi-year awards in the budget system and the interactions required with GPMs consistent with the general guidelines and system functionality described in *GP0200.1 Budget Development in the BOSS – BFM Modules*.

- *GP0200.3 Award and Budget Setup and Management in Advantage Financial.*
TO BE RE-WRITTEN WHEN THE PARAMETERS OF USAGE IS FULLY KNOWN REGARDING THE ORACLE ERP SYSTEM.
 - Description of the Chart of Accounts.
 - Establishing budgets in the Advantage Financial System on a 12-month basis to include the Grant Master (GM) file, Appropriation Authority (AA) Units, Expense Budgets (EBs), Revenue Budgets (RBs), and Reporting Category.
 - Business rules for AA units and Reporting Categories.
 - Uploading budgets to Advantage Financial and on-going budget management throughout the fiscal year including Journal Voucher (JV) processing.
 - Advantage inquiry screens.

- *GP0200.4 Budget to Actual Reports.*
TO BE RE-WRITTEN WHEN THE PARAMETERS OF USAGE IS FULLY KNOWN OF THE ORACLE ERP SYSTEM.
 - Sources of Budget to Actual reporting and guidance for SDP personnel on the tools available.

- *GP0200.5 Budget Amendments.*
 - Procedures for the review, approval and execution of expense budget amendments in the Advantage Financial System.

- *GP0200.6 Budgeting and Accounting For Research and Evaluation.*
 - Procedures for the Office of Research and Evaluation that has unique budgeting, expensing and reporting needs.

- *GP0200.7 Maintenance of a Budgeted data Set in the SMS System.*
 - Procedures for maintaining the Staffing Management System as the budgeted data set of positions at the District, both school based and central office.

- *GP0200.8 Development and Closeout of the PDE Federal Consolidated Application.*
 - Procedures for maintaining the PDE grant application system for developing and submitting awards and for their annual closeout..

Forms

- *Grant Budget Amendment Form*

Definitions

See the definitions within each procedure.

Contacts

- *Grant Fiscal Services (GFS)*
- *Grant Accounting Unit (Accounting Office)*
- *Accounts Payable Unit (Accounting Office)*
- *Office of Grant Development*

Frequently Asked Questions

Related Information

- *Board policy 601: Fiscal Objectives*
- *Board policy 602: Budget Planning*
- *Board policy 603: Budget Preparation*
- *GP0100: Grant Proposal, Development, and Acceptance Policy*
- *Guide to School Budgets*
- *GP0800: Allowable Uses of Funds and Adherence to Cost Circulars*
- *Report Distribution System*
- *Advantage Reports*
- *GP2400: Monitoring Grants Management and Compliance*

History

Amended:

- Amended on 3/12/2013 to include listing and description of revised procedures.
- Amended on 5/1/2014 to update federal references to the Uniform Grant Guidance and make other changes.
- Amended June 2021 to update where possible nomenclature changes, to improve efficiency and effectiveness, and to make changes consistent with the use of the Oracle ERP system where applicable. It should be noted that as of the June 2021 update, procedures in this series as noted remain to be updated as more of the components of the Oracle ERP system is implemented and existing functionality is fully understood.

Issue Date: July 1, 2021	Effective Date: July 1, 2021	Approved by: Deputy Chief of Grant Compliance and Fiscal Services
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