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| Policy: Journal Voucher Management | Category: Expenditures and Disbursements | | Number: GP1500 |
| | <input type="checkbox"/> Complete Revision <input checked="" type="checkbox"/> Partial Revision <input type="checkbox"/> New | Supersedes: <u>7/1/2015</u> | Page: Page 1 of 3 |

Policy Statement

The School District of Philadelphia is committed to ensuring that all expenditure, revenue and other corrections or adjustments 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

It is often necessary to move expenses, revenues, assets or liabilities between line-items on the same fund or between funds. In the Advantage Financial System, the mechanism is called a Journal Voucher or JV. In the Oracle System, it’s called Re-Coding. (The term JV will be used synonymously for both the Advantage and Oracle systems unless otherwise noted). It is important that the District ensure that expenditure and related 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 the Uniform Grant Guidance (2 C.F.R 200). Grants must adhere to the cost principles found in the Uniform Grant Guidance. 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.

This policy applies only to federal awards. Non-federal grant funds are not required to follow the federal procedures. However, all staff should be cognizant of grantor requirements when executing JVs or Re-Coding for non-federal awards and endeavor to ensure compliance with grant specific requirements.

Failure to adequately follow this policy and related procedure for federal funds 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 and must understand that severe penalties and funding disallowances could result from instances of non-compliance.

Policy Requirements

Expense or other transfers into or out of federal award accounts or between federal and non-federal accounts are required to include a thorough explanation of the reason for the transfer and all related documentation, amounts and calculations. In many instances JVs shall be authorized by the Grant Program Managers (GPM) overseeing the program. JVs should be fully executed in the system within four (4) days after the initiating of the request. All documentation supporting JVs must be maintained using prescribed procedures.

Responsibilities

Grant Program Managers and Principals have the responsibility to review and approve most designated cost or other 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 as need arises, or based upon an appropriate request by a Program Manager, and are responsible for ensuring the JV is properly made in the accounting system.

The **GFS Principal Financial Analyst and GFS Director** (or designee) 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 for Advantage Financial; internal workflow approval for the Oracle System.*

Definitions

Funding award is the source grant award providing the program funds to the District. The funding agency for purposes of this policy and procedure will be federal entities and potentially non-federal entities in instances where a non-federal fund is part of the JV.

Journal Voucher/Re-Coding 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

[Uniform Grant Guidance 2 CFR Part 200.](#)

History

Amended:

- Amended on 5/8/2015 to make updates for the Uniform Grant Guidance and technical adjustments.
- Updated July 2021 to be consistent with current practices.

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| Issue Date: 7/1/2021 | Effective Date: 7/1/2021 | Approved by: Deputy Chief of Grant Compliance and Fiscal Services |
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