

GRANTS & BUDGET MANAGEMENT



PRESENTED

SEPTEMBER 27, 2021

AGENDA

Introductions (10:00 – 10:05 AM)

Check-In (10:05 – 10:15 AM)

How has the year been progressing so far for your grant?
Questions you have about processes or your grant?

Grant Management (10:15 – 10:45 AM)

Pre-Award

- Office of Advancement
- Resources
- Policies and Procedures
- Grant Concepts Form
- Private Grants

Post-Award

- Grant Office Responsibilities
- Project Director Responsibilities
- Time & Effort Reports

Budget Management (10:45 – 11:20 AM)

- Colleague Reports
- Budget Revisions
- Expenditure Transfers

Questions (11:20 – 11:30 AM)

PRE-AWARD

OFFICE OF ADVANCEMENT

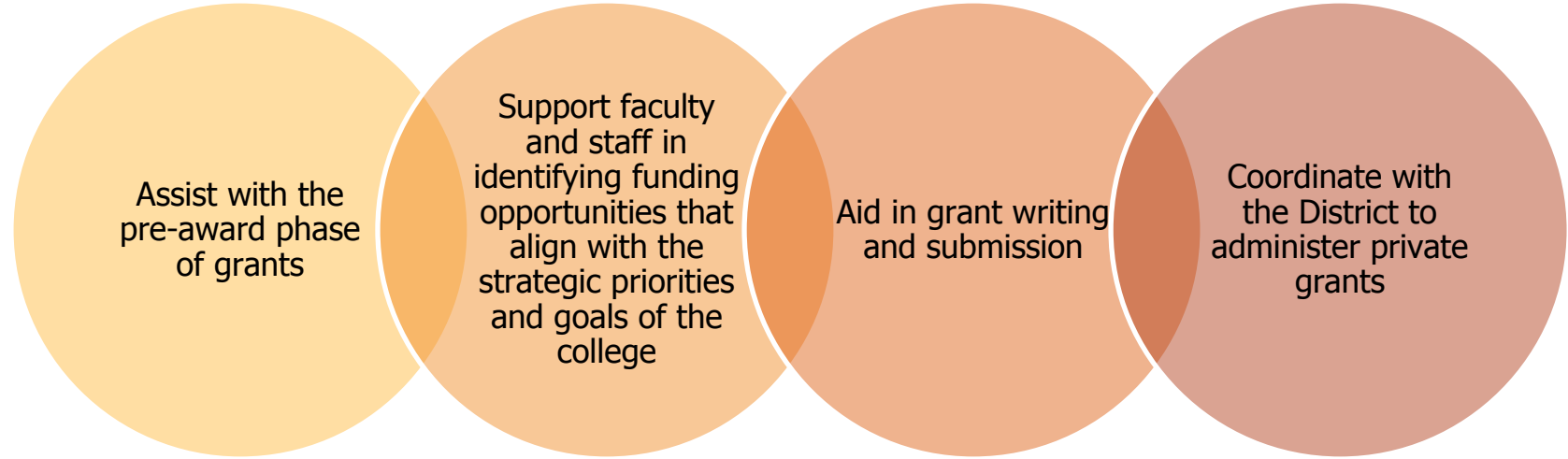
RESOURCES

POLICIES AND PROCEDURES

GRANT CONCEPT FORM

PRIVATE GRANTS

OFFICE OF ADVANCEMENT



GRANT RESOURCES



- US Department of Education <http://www2.ed.gov/fund/grant/find/edlite-forecast.html>
- US Health and Human Services <http://www.acf.hhs.gov/hhsgrantsforecast/>
- Grants.gov <http://www.grants.gov/web/grants/home.html>
- CCCCCO <http://extranet.cccco.edu/Divisions/WorkforceandEconDev/WEDDRFAs.aspx>
- CA Department of Education <http://www.cde.ca.gov/fg/fo/>



BP 3280 Grant Concept and Approval (Development)*



AP 3280 Grant Concept and Approval (Development)*

GRANT CONCEPT FORM



Abstract detailing the proposed project and benefit to the District

Identify alignment with College Strategic Plan & Sustainability

Main activities of the grant and potential leverage of other District Funds

Staffing requirements

District fiscal liability once the grant ends

Budget during term of grant and post grant

District indirect is 30%

Impact on District

Approval

PRIVATE GRANTS



Funds distributed to the District from the Foundation



Partnership Agreement must be in place

POST-AWARD

GRANT OFFICE RESPONSIBILITIES

PROJECT DIRECTOR RESPONSIBILITIES

TIME & EFFORT REPORTS

GRANTS OFFICE RESPONSIBILITY



Serve as Office of Record for federal, state, and local revenue sources

Assist in budgeting

Provide Accounting Support

Fiscal Reporting Support

Retention of Grant Accounting Records

PROJECT DIRECTOR'S RESPONSIBILITY

Manage program activities as proposed in approved grant proposal

Submit all Grant/Contractual agreements to the President

Submit Award notices and completed agreements to Grants Office

Manage budget and expenditures

Work in conjunction with the Grants Office to submit all required reports

Maintain records of grant activities

Federal Grants must submit Time & Effort Reports

TIME & EFFORT REPORTS

- Required for all employees paid out of Federal Funds
- Should be submitted monthly
- Can be submitted at this URL:
<https://forms.gle/wqxQ7tQMUuGBajQo6>
- Should include activities that correlate to your grant proposal and match the percentage of your time proposed.

SAMPLE TIME AND EFFORT FORM



CERTIFICATION FORM
Monthly Time and Effort Reporting for Grant-Funded Employees

Name	Almendariz, Moises Employee ID #0316871
Time Period	January 11, 2016 through February 10, 2016
Type	Actual Time or Cost Share/Match? Hours = 176

Department	HSI
Fiscal Year	2015-2016



ESTIMATED DISTRIBUTION OF EFFORT

Funding Type/Source	Program/Grant Name	Documented Effort (by %)	Documented Effort (by hours)	Initials	Date
Federal Grant / P031C110068	STEM Title III HSI / CUSP	45%	79.2		
Tasks/Deliverables: (This is a required section that must be completed.)					
Serve as Project Director for STEM Title III Cooperative grant. Manage the daily operations of the grant including budget monitoring, supervision of staff, planning meetings, and working toward meeting grant objectives. Work closely with college administration, staff, and faculty, and cooperative partners CSUMB and UCSC to strategically implement and plan activities, annual goals, and outcomes.					
Federal Grant / P031C110168	STEM Title III HSI / STP	45%	79.2		
Tasks/Deliverables:					
Serve as Project Director for STEM Title III Individual grant. Manage the daily operations of the grant including budget monitoring, supervision of staff, planning meetings, and working toward meeting grant objectives. Work closely with college administration, staff, and faculty to strategically implement and plan activities, annual goals, and outcomes related to grant project.					
Institution	HSI Initiatives	10%	17.6		
Tasks/Deliverables:					
Work parallel with all Hartnell College departments to seek, identify, and implement new or existing HSI initiatives, either externally funded or not. These initiatives will be aligned directly with the campus Mission, Strategic Plan, and other campus developed plans. The intent is to increase awareness both internally, and to the external community of Hartnell's Hispanic Serving Institution designation by provided quality evidence.					
		100 %	176 %		

I certify that to the best of my knowledge, the above effort as stated in the "Actual Effort" column with any changes initialed, reasonably reflects actual effort during the given time period. I understand that no changes are allowed once this statement is signed and submitted to the Grants Accounting Manager.

Definitions:

Documented Effort: Represents payroll charges expressed as a PERCENTAGE of effort during the given time period.
 Cost Sharing Effort: Reflects the effort devoted to a sponsored project contributed (or paid) by another account.
 Actual Effort: Reasonably reflects effort devoted to each area. Changes to "Documented Effort" amounts must be initialed and dated by the certifier. Any variance greater than 5% will be corrected on the payroll records.

Employee's signature		Date	2-8-16	Dean/VP's signature	_____	Date	_____
Supervisor's signature		Date	8 Feb 2016				

For Grants Management Office

BUDGET MANAGEMENT

COLLEAGUE REPORTS

BUDGET REVISIONS

EXPENDITURE TRANSFERS

BUDGET MANAGEMENT



All managers are responsible for the management and spending of their funds according to the grant proposal



Budget changes should first be approved by the grant monitor before changed in Colleague



We will no longer approve overrides for funds without the proper balance available

GLBR (SUMMARY) REPORT

High level look at budget

Run report with just "5" in line 9 to get only expenditures

Encumbrances are held against your available budget, however, are not included in your YTD Actual total

No object should have a negative balance

GLBS (DETAILED) REPORT



Detailed look at expenditures by object



Will list all journal entries, transfers, and revisions



Lists outstanding POs and BOs encumbrances and balance remaining

ACBL- ACCOUNT BALANCE INQUIRY

- Provides total available budget in each object
 - Payroll objects such as 51000, 52000, and 53000 will show double expenditures
- To see further details, click on the magnifying glass next to each line

VENI- VENDOR ACTIVITY INQUIRY

Look up checks by requisition number, purchase order number, voucher number

Date is date request was entered into the system

Status tells you if the check has been issued

Check number and date is when check was issued, checks are usually mailed out 1 day after they are issued

BUDGET TRANSFER/ REVISIONS

- All budget revisions must be board approved
- Budget revisions are when you change from different categories, example 51000 (Academic Salaries) to 54300 (Supplies).
- Budget Transfers are when you change budget within a category, example 55100 (Individual Contractor) to 55105 (Company Contractor).
- Must put an explanation for why the revision or transfer is occurring
- Must put description of where funds are going or being received from
- Debit = object without money
- Credit = object with money

SAMPLE BUDGET REVISION FORM



HARTNELL COLLEGE

HARTNELL COMMUNITY COLLEGE DISTRICT BUDGET ENTRY

Period Ending: 3/31/2016

REQUEST FOR:
(Check One)

<input checked="" type="checkbox"/>
<input type="checkbox"/>

Budget Revision = Changes between major object classifications, i.e. 51000 to 52000, 54000 to 55000, etc. (Requires Board Approval)

Budget Transfer = Changes within major object classifications, i.e. 51000 to 51000, 54000 to 54000, etc.

FUND (2)	AREA (3)	LOC (2)	TOPS (6)	OBJECT (5)	DEBIT (Transfers In to Account Below)	CREDIT (Transfers Out of Account Below)	DESCRIPTION (28)
12	140	00	760014	56400	16,000.00		Fr: 54300 Supplies
12	140	00	760014	54300		16,000.00	To: 56400 Equipment
TOTAL					\$ 16,000.00	\$ 16,000.00	\$ - TOTAL OF DEBITS AND CREDITS MUST EQUAL ZERO.

Explanation of

Transfer Request: To reallocate budget from supplies to purchase program equipment.

Prepared By:

David Techaira

Date:

3/11/2016

Approved By:

Date:

Business Office Use Only

Grants
Manager:

Date:

Controller:

Date:

Budget Entry
(BE) No.:

BE Post Date:

Posted By:

Date:

EXPENDITURE TRANSFERS

Expenditure transfers are considered reclassification of expenditures

Reclassification of expenditures may be an audit finding

Must indicate reason for expenditure transfer, should avoid using words like "mistake" or "error"

When transferring salaries, you must transfer the correlating benefits. If you are transferring a percentage of a salary, the benefits must also be transferred at that same percentage

Please limit expenditure transfers



**HARTNELL COMMUNITY COLLEGE DISTRICT
EXPENDITURE TRANSFER REQUEST
Period Ending: 6/30/2015**

REQUEST FOR: Expenditure Transfer (Journal Entry) = Adjustment/Transfer of actual expenditure(s).

FUND (2)	AREA (3)	LOC (2)	TOPS (6)	OBJECT (5)	DEBIT (Transfers In to Account Below)	CREDIT (Transfers Out of Account Below)	DESCRIPTION (28)
12	420	00	700600	55800		500.00	Ellucian to: 55800
12	420	00	700600	54300	500.00		Ellucian V0324568
Total					\$ 500.00	\$ 500.00	

**Explanation of
Transfer
Request:**

To reclassify expense for Ellucian from Other Costs (55800) to Supplies (54300).

Prepared By:

David Techaira

Date:

Approved By:

Project Director/Administrator

Date:

Business Office Use Only

Grants
Manager:

Date:

Controller:

Date:

Journal Entry
(JE) No.:

JE Post Date:

Posted By:

Date:

QUESTIONS?