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

- Assist with the pre-award phase of grants
- Support faculty and staff in identifying funding opportunities that align with the strategic priorities and goals of the college
- Aid in grant writing and submission
- Coordinate with the District to administer private grants
GRANT RESOURCES

• 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)*
| 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
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.
**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

**ESTIMATED DISTRIBUTION OF EFFORT**

<table>
<thead>
<tr>
<th>Funding Type/Source</th>
<th>Program/Grant Name</th>
<th>Documented Effort (by %)</th>
<th>Documented Effort (by hours)</th>
<th>Initials</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Grant / P031C1 10068</td>
<td>STEM Title III HSI / CUSP</td>
<td>45%</td>
<td>79.2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Grant / P031C1 10168</td>
<td>STEM Title III HSI / STP</td>
<td>45%</td>
<td>79.2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Tasks/Deliverables:**

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.

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

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.

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<tr>
<th></th>
<th></th>
<th>100%</th>
<th>176%</th>
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</table>

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 2-28-16

Supervisor's signature  
Date 8-Feb-2016

Dean/VP's signature  
Date

For Grants Management Office

www.hartnell.edu
BUDGET MANAGEMENT

COLLEAGUE REPORTS

BUDGET REVISIONS

EXPENDITURE TRANSFERS
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.
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
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.
• 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
## HARTNELL COMMUNITY COLLEGE DISTRICT
### BUDGET ENTRY
**Period Ending:** 3/31/2016

<table>
<thead>
<tr>
<th>REQUEST FOR:</th>
<th>X</th>
<th>Budget Revision = Changes between major object classifications, i.e. 51000 to 52000, 54000 to 55000, etc. (Requires Board Approval)</th>
<th>Budget Transfer = Changes within major object classifications, i.e. 51000 to 51000, 54000 to 54000, etc.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FUND (2)</th>
<th>AREA (3)</th>
<th>LOC (2)</th>
<th>TOPS (6)</th>
<th>OBJECT (5)</th>
<th>DEBIT (Transfers In to Account Below)</th>
<th>CREDIT (Transfers Out of Account Below)</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>140</td>
<td>00</td>
<td>760014</td>
<td>56400</td>
<td>16,000.00</td>
<td></td>
<td>Fr: 54300 Supplies</td>
</tr>
<tr>
<td>12</td>
<td>140</td>
<td>00</td>
<td>760014</td>
<td>54300</td>
<td>16,000.00</td>
<td></td>
<td>To: 56400 Equipment</td>
</tr>
</tbody>
</table>

**TOTAL**  $ 16,000.00  $ 16,000.00  $ 0  
TOTAL 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:

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**Business Office Use Only**

<table>
<thead>
<tr>
<th>Grants Manager:</th>
<th>Date:</th>
<th>Controller:</th>
<th>Date:</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Budget Entry (BE) No.:</th>
<th>BE Post Date:</th>
<th>Posted By:</th>
<th>Date:</th>
</tr>
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<tbody>
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</table>
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).

<table>
<thead>
<tr>
<th>FUND</th>
<th>AREA</th>
<th>LOC</th>
<th>TOPS</th>
<th>OBJECT</th>
<th>DEBIT (Transfers In to Account Below)</th>
<th>CREDIT (Transfers Out of Account Below)</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>420</td>
<td>00</td>
<td>700600</td>
<td>55800</td>
<td></td>
<td>500.00</td>
<td>Ellucian to: 55800</td>
</tr>
<tr>
<td>12</td>
<td>420</td>
<td>00</td>
<td>700600</td>
<td>54300</td>
<td></td>
<td>500.00</td>
<td>Ellucian V0324568</td>
</tr>
</tbody>
</table>

**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:**

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**Business Office Use Only**

**Grants Manager:**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Controller:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**Journal Entry (JE) No.:**

<table>
<thead>
<tr>
<th>JE Post Date:</th>
<th>Posted By:</th>
<th>Date:</th>
</tr>
</thead>
</table>
QUESTIONS?