

## GRANT MONITORING POLICY/PROCEDURE

### Policy

It is the policy of Woodbury County to have a comprehensive Grant Monitoring Policy/Procedure. The purpose of this standardized procedure is to provide transparency of all Woodbury County grant details to the Board of Supervisors, citizens, County Auditor and independent auditor and to ensure Woodbury County maintains accurate and reconciled financial reports for all grants.

### Scope

All grants and agreements with monetary rewards involving Woodbury County and their designated component units shall be included in this Policy. All Offices or Departments that receive federal awards must follow and comply with Uniform Guidance 2 CFR 200. This includes federal awards that are passed through state or local entities.

County Departments governed by the Board of Supervisors should follow these procedures in its entirety.

County Offices and Departments other than those governed by the Woodbury County Board of Supervisors must follow their appropriate policies and procedures for grant approval. Upon the approved monetary award from a grant or agreement, these County Offices and Departments should provide the Grant Monitor with the grant details to begin the monitoring process necessary for inclusion in the Schedule of Expenditures of Federal Awards (SEFA).

### Procedure

#### **Board Process for County Departments**

The Grant Administrator should provide the Board with the grant title or the entities party to an agreement to be included on the Board Agenda for presentation by the recipient Department.

The Grant Administrator presents the grant application or agreement to the Board of Supervisors to approve and authorize the Chairman to sign the documents. The request for approval to apply should include all available information such as match requirements and other fiscal concerns.

## **Grant Application Submission**

The Department or Office requesting the grant submits the grant application to the grantor agency.

Upon submission, the Grant Administrator will provide a complete copy or screen prints of the application to the Grant Monitor.

## **Notification of acceptance or denial of award**

A copy of the grant award letter or notification of denial should be sent to the Board of Supervisors Office for the inclusion in the Board Packet.

A copy should also be sent to the Grant Monitor in the Auditor's Office.

The Grant Monitor should prepare an updated Grant Monitoring Inventory (GMI) worksheet including all introductory information and budget documentation.

If a grant application is denied it should be marked as denied by the Grant Monitor and removed from the quarterly grant summary at the end of the fiscal year.

## **Grant Financial Accounting**

Upon notification of the acceptance of the award, the Budget and Financial Analyst will issue Fund-Department-Division accounting codes and unique expense and revenue codes if required.

A request will be made by the Grant Administrator to the County Treasurer for a separate grant checking account if it is determined that a grant has a trust fund account requirement. This request will also be shared with the Grant Monitor so the appropriate Fund-Department-Division accounting codes can be created.

Approval of invoices for payment should be completed by the Grant Administrator and forwarded to the Auditor's Office for payment. This approval should include the proper Fund-Department-Division code to ensure proper coding of the disbursement. The payments will be made in synch with the routine accounts payable deadlines and procedures.

The Grant Administrator is responsible for contacting the Human Resources Department to initiate the hiring process for any new or reassigned employees funded by the grant. This should only be done when a grant application has been approved.

During the term of the grant, the Grant Administrator is responsible for submitting monthly grant status reports to the Grant Monitor by submitting copies of expenses and

supporting documentation. Supporting Documentation includes invoices, reimbursement requests, payroll distribution reports, and salary and benefits worksheets to support all requested expenses. If there was no activity during the month, the Grant Administrator should notify the Grant Monitor via email that there was no activity. Reports should be submitted within 30 calendar days of the reporting period's month end.

The Grant Monitor is responsible for recording the expenses and revenue on the Grant Monitor Inventory Sheet and verifying the accuracy by comparing the Department Administrator submissions with the account activity and detail reports for the Fund-Department-Division(s) involved.

The Grant Monitor is responsible for preparing quarterly reports to present to the Board of Supervisors to show a compilation of all grant funding including beginning balance, quarterly expenses, revenue, and ending balance. Reporting Periods follow the County's fiscal year of July 1 thru June 30 and periods are defined as July-Sept, Oct-Dec, January-March, April- June. Reports are due to the Board within 60 days of the previous quarter's end date.

All financial and accounting transactions, including year-end adjustments, will be recorded in the County's general ledger accounting system in accordance with generally accepted accounting principles. These entries will be adequately supported and reviewed and approved by management, so that year-end financial statements can be accurately prepared in accordance with generally accepted accounting principles.

Expenses are entered by the Grant Administrator after services or goods have been delivered and invoices have been received. Within 5 working days of invoice receipt, an entry will be entered for payment and invoice is scanned by the Grant Administrator due to the Auditor's Office on a weekly basis by Wednesday at noon to be approved by the Board of Supervisors at the following Tuesday's Board meeting. Prior to approval, an Auditor Clerk will review the invoice and check the entry for accuracy. Claims are paid and posted to the general ledger on the Board approval date.

Revenue received as an electronic funds transfer (EFT) is deposited in the Treasurer's checking account. Upon receipt of funds, the Treasurer's Bookkeeper notifies the Grant Administrator of the receipt of funds and requests a Cash Deposit Receipt with a revenue description. This Cash Receipt directs the Bookkeeper where to record the revenue in the general ledger account. The Bookkeeper monitors ETF revenue daily and posts it to the general ledger within 10 business days.

Revenue in the form of a check is received by the Grant Administer. Within 10 business days of receipt of the check, the Grant Administer sends the Treasurer's Cashier the check with a cash receipt that specifies a revenue description. The Cashier deposits the

check and records the revenue in the general ledger with 5 business days of receipt of the deposit.

Upon completion of the annual financial audit, adjusting journal entries are provided by the external auditor and are recorded to the general ledger within 10 business days of receipt from the auditor.

### **Grant Financial Reporting**

All grant financial reports should be completed using the Cash Basis of accounting (June 30<sup>th</sup> of the fiscal year).

Following the grant guidelines, the Grant Administrator prepares all grant financial reports and submits the same to the Grantor Agency for quarter, annual, and other report requirements.

Prior to submission the Grant Administrator is responsible for submitting the financial reports to the Grant Monitor to ensure the reconciliation of the financial reports to the general ledger. Any discrepancies noted by the Grant Administrator should be included in the pre-filing reports submitted to the Grant Monitor and reconciliation reports completed to document the variances.

Each financial report must be reconciled to the general ledger prior to submission to the Grantor Agency.

The Grant Monitor will notify the Grant Administrator when the financial reconciliation has been reviewed for accuracy and the financial report can be submitted. This must be done prior to the due date of any financial report.

### **Audit Preparations**

The Grant Monitor is responsible for maintaining a comprehensive grant summary. The quarterly county-wide summaries presented to the Board of Supervisors is used by the Grant Monitor to prepare the Schedule of Expenditures of Federal Awards (SEFA) on an annual basis to be submitted to the external auditor as required by Uniform Guidance 2 CFR 200.501.

All expenditures of Federal funds must be accounted for in the annual SEFA whether funds are received directly from a Federal agency or indirectly from a pass-through entity. To ensure that Federal funds are properly included in the SEFA report and spent in accordance with Federal requirements at Woodbury County, this Grant Policy helps to mitigate the risk of inaccurate reporting and helps to promote compliance with Federal laws, regulations and provisions of agreements related to Federal programs.

The Grant Monitor will include the following on the SEFA:

- The name of the Federal grantor agency or organization;
- The official program title of the Federal award;
- The applicable CFDA (Catalog of Federal Domestic Assistance) number for each award;
- The contract or grant numbers assigned by Federal or state agencies;
- Current year expenditures;
- Footnote disclosures

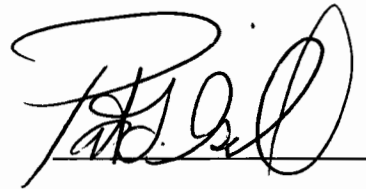
After review by an external auditor, the Budget and Finance Director will submit the single audit reporting packages and data collections forms to the Federal Audit Clearinghouse either within 30 calendar days after receipt of the auditor's report, OR 9 months after the fiscal year end, which would be March 30, whichever is earliest.

Budget and Finance Director = Board of Supervisor's Office  
Grant Monitor = County Auditor's Office  
Auditor Clerk – Auditor's Office  
Bookkeeper = Treasurer's Office  
Cashier = Treasurer's Office  
Grant Administrator = Department

Approved and Adopted Date

 8-11-20

Signature of Board of Supervisor Chairperson



8-11-20

Attestor

Effective Date 8-12-20

Notification to Grant Admin Date 8-12-20

Revision History

October 2018 - Updated references to the Uniform Guidance, financial accounting adjustments, and single audit reporting submission

August 2020 – added more specific time frames for grant financial accounting and required documents; revised timeline to report single audit to the federal clearing house. Added role of Treasurer in revenue receipt. Added effective date and notification date fields.