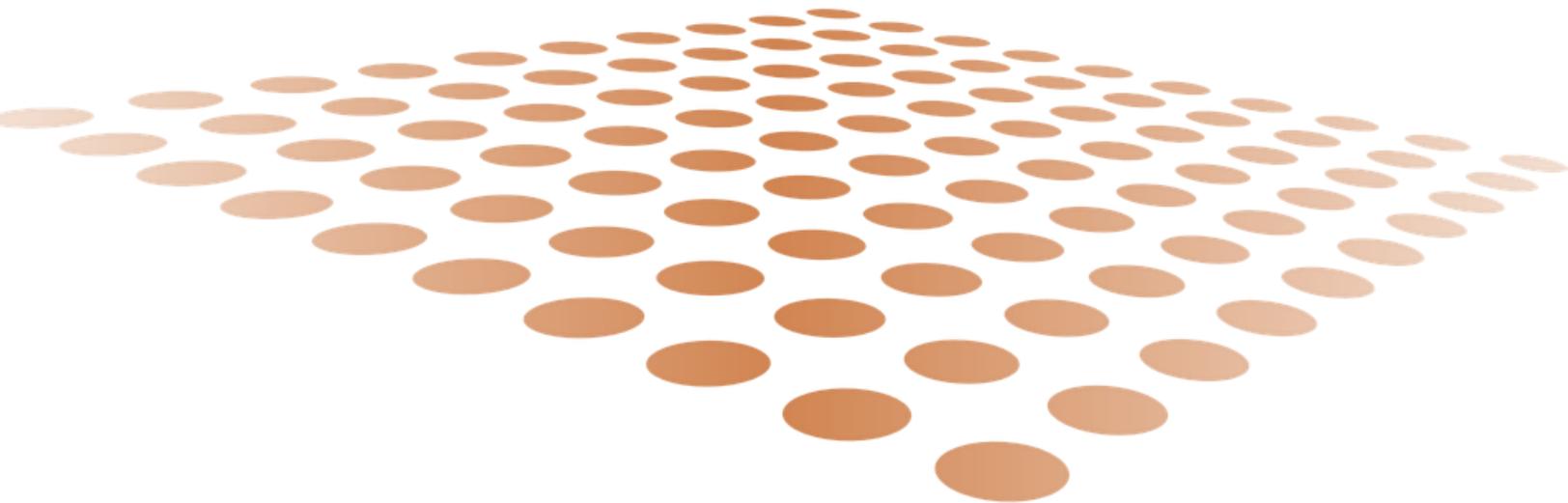ADOA – General Accounting Office

QUICK REFERENCE GUIDE:
MONTHLY FINANCIAL REVIEW - GRANTS

MONTHLY FINANCIAL REVIEW - GRANTS

Monthly Financial Review – Grants Management

The purpose of this guide is to recommend to Agency Managers the critical verification and review steps that agencies should establish as a monthly practice, with suggestions for using reports and researching issues.

- This Guide provides a general overview of the verification and review objectives and where in AFIS you would conduct these activities.

- To understand how to run reports, reference the Run an Interactive InfoAdvantage Report Quick Reference Guide found on the GAO Web Site (gao.az.gov) under Training Resources / Quick Reference Guides.

- The State of Arizona Accounting Manual (SAAM) SAAM 0510, Internal Controls by Process, has additional relevant information to the monthly financial review process.

- SAAM 1510, Cost Accounting Structures Certain Uses and Reconciliation has additional information on the monthly financial review process.

OBJECTIVES

Monthly review for Grants should meet the following objectives:

- Reconcile to Federal Financial Report

- Verify recorded grant revenue matches to Federal amount drawn (Federal system)

- Verify expenditures and revenues are not greater than the award

- Sub-awards are monitored (For additional information regarding sub-awards refer to SAAM 7010, Sub-recipient and Contractor Determinations and 2 CFR 200.331, Requirements for pass-through entities)

- Indirect costs charged to Federal grants are appropriate and accurate (For additional information regarding indirect costs refer to SAAM 7040, Indirect Cost Rates)

- Facilitate close out of grant

Procedures

Either of the below reports may be used for verification and review. The *FIN-AZ-GM-C081 Federal 425 Report* uses running cumulative totals from one fiscal year prior up through the period of time you select. For example, if you select fiscal year 2020 APD 3 you will get the totals for transactions that occurred within the entire period of fiscal year 2019 and everything that occurred in fiscal year 2020 through APD 3. The *FIN-AZ-GM-C075 Inception to Date Awards, Draws and Expenditures Report* includes cumulative totals up to the period of time you select. For example, if you select fiscal year 2020 APD 3 you will get the totals for transactions that occurred from the inception of the grant through fiscal year 2020 APD 3. It is best practice to schedule these reports.

Information on scheduling reports can be found here:
https://gao.az.gov/trainingevents/training-resources

Reconcile to Federal Financial Report

Reconcile the AFIS data to the Federal Financial Report.

1. Run the *FIN-AZ-GM-C081 Federal 425 Report*.
2. Verify that the amounts in column 10a for Cash Receipts and column 10b for Cash Disbursements are as expected per the Federal draw down system for preparing the Federal Financial Report for the period selected. You may need to run multiple reports to capture all the revenues and expenditures.
3. Column 10d is the amount awarded which was input by the agency into eCivis and then interfaced to AFIS Grants Lifecycle Management (GLM) Module. If the amount in 10d is less than column 10b, review what action should be taken. Your expenditures may have exceeded the original amount or may need to update the award amount (due to an amendment) in eCivis so the correct award amount may interface into AFIS GLM.
4. This report uses Grant ID to distinguish between grants. Please see the Grant Tracking within a Cost Structure document on the GAO website for an explanation of how the costs are captured depending on the level of the AFIS cost structure the Grant ID is attached to.

Grant Tracking within a Cost Structure document can be found here:
https://gao.az.gov/federalcost-accounting

Form 425 Line Number	1	2	3	4a	4b	5	8 From	8 To	10a	10b	10d	10e	10f	10i	10l	10m,n
																Program Income
Form 425 Line Number Description	Federal Agency and Organizational Element to Which Report is Submitted	Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Recipient Organization (Name and complete address including Zip code)	DUNS Number	EIN	Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	Project/ Grant Period, From: (Month, Day, Year)	Project/ Grant Period, To: (Month, Day, Year)	Cash Receipts	Cash Disbursements	Total Federal Funds Authorized	Federal share of expenditures	Federal share of unliquidated obligations	Total recipient share required	Total Federal program income earned	Program Income earned in accordance with the deduction or addition alternative
	Department of Homeland Security	F14AP00785		804745339	866004791	GFA14001	07/01/2014	06/30/2016	0.00	0.00	160,000.00	0.00	0.00	53,334.00	0.00	0.00
	Department of Homeland Security	FW100P22		804745339	866004791	GFA14013	07/01/2014	06/30/2015	46,737,281.96	46,274,003.40	18,773,880.00	46,396,727.70	0.04	6,257,961.00	44,841,136.96	0.00
	Department of Homeland Security	FW100P		804745339	866004791	GFA14015	07/01/2014	06/30/2015	31,712,421.98	31,099,286.81	6,692,080.00	31,113,615.50	0.00	2,230,694.00	31,706,033.98	0.00
	Department of Agriculture	693A7514294		804745339	866004791	GFA14018	09/26/2014	09/30/2017	0.00	0.00	2,194,400.00	0.00	0.00	0.00	0.00	0.00

Verify Revenue and Expenditures Are Not Greater Than Award

Verify that Revenues and Expenditures do not exceed Award Amounts.

1. Run *FIN-AZ-GM-C075 Inception to Date Awards, Draws and Expenditures Report*.
2. Verify Award Amount is equal to or greater than both Total Revenue and Expenditure.
3. If Award Amount is less than Total Revenue or Expenditures, review to see if you have over expended or if the award amount needs to be updated in eCivis so the correct award amount may interface into AFIS GLM.

Note: This report pulls in transactions by Grant ID, it is possible that a transaction was miscoded to the Cost Structure. Review the transactions posted to the grant for validity.

Home	Documents	FIN-AZ-GM-C075 Inc...			

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Report ID	FIN-AZ-GM-C075 Inception to Date Grant Awards, Draws and Expenditures
Refreshed	for Department AHA on 10/4/19
Notes	Do not use the sidebar prompt for this report. When refreshing this report, select "Grant Amendment" in the context menu.

Agy	Grant ID	Grant Name	Awarded Amount	Collected Revenue	Billed Revenue	Balance to Draw Down as of 10/4/19	Cash Expenditures	Accrued Expenditures	Balance to Expend as of 10/4/19
AHA	AHA15001	SCBGP-FB14	1,105,843.55	1,105,843.55	0.00	0.00	1,105,843.55	0.00	0.00
AHA	AHA15002	AZ Meat and Poultry Inspection FY15	585,299.00	585,299.00	0.00	0.00	585,299.00	0.00	0.00
AHA	AHA15003	SCBGP-FB13	1,318,053.18	1,318,053.18	0.00	0.00	1,318,053.18	0.00	0.00
AHA	AHA15004	SCBGP-FB12	1,255,970.76	1,255,970.76	0.00	0.00	1,255,970.76	0.00	0.00
AHA	AHA15005	SCBGP-FB15	1,215,126.59	1,215,126.59	0.00	0.00	1,215,126.59	0.00	0.00
AHA	AHA15006	COOL	27,000.00	199,632.36	0.00	-172,632.36	427,950.21	0.00	-400,950.21
AHA	AHA15007	Swine Enteric Coronavirus Disease	32,727.00	32,727.00	0.00	0.00	32,727.00	0.00	0.00
AHA	AHA15008	Citrus Health Survey	943,744.00	943,744.00	0.00	0.00	943,744.00	0.00	0.00
AHA	AHA15009	Exotic Fruit Fly Survey	373,530.00	373,530.00	0.00	0.00	373,530.00	0.00	0.00
AHA	AHA15010	Imported Fire Ant	68,627.00	263,009.01	0.00	-194,382.01	239,350.96	0.00	-170,723.96
AHA	AHA15011	Nut Pest Commodity Survey/Farm Bill	173,000.00	173,000.00	0.00	0.00	173,000.00	0.00	0.00
AHA	AHA15012	Organic Cost Share 2014/2015	74,500.00	74,500.00	0.00	0.00	67,750.00	0.00	6,750.00
AHA	AHA15013	Gypsy Moth	50,000.00	33,333.00	0.00	16,667.00	49,267.50	0.00	732.50
AHA	AHA16001	Umbrella 14-9704-2207-CA	113,743.00	56,312.00	0.00	57,431.00	151,415.29	0.00	-37,672.29
AHA	AHA16002	Nursery Stock Survey/Farm Bill	185,000.00	185,000.00	0.00	0.00	185,000.00	0.00	0.00
AHA	AHA16003	Nut Pest Commodity Survey/Farm Bill	175,000.00	175,000.00	0.00	0.00	175,000.00	0.00	0.00

Complete Closeouts of Grants

For Grants that are at end of award period, facilitate the closeout of the Grant.

1. Review Grant closeout procedures for Grants approaching end of award.

2. Provide reconciliation and reports as needed to complete closeout.

3. For more information on Grant Close-Outs refer to SAAM 7035, Close-outs and Records Retention When the State is the Grant Recipient. For information on how to process a Grant Close-Out Document in AFIS, please review the QRG on the GAO website: https://gao.az.gov/federalcost-accounting.