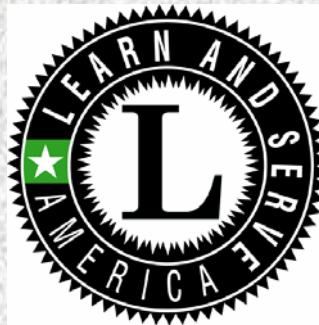


Key Concepts for Learn and Serve



Session Objectives

- Provide an opportunity for participants to network in program specific group
- Discuss key fiscal and grant compliance issues that could impact group
- Discuss tools and information that can support grantees in addressing key issues

Group Table work

Create list of key issues that grantees
want to discuss

Basics of Financial Management

- Accounting System with Detailed Chart of Accounts
- Proper Documentation of Expenditures
- Appropriate Time and Activity Reporting
- Procedures to Ensure Costs are Allowable
- Written Allocation Plan
- Regular Review of Budget to Actual Expenses
- Strong Internal Controls
- Written Policies and Procedures
- Risk Based Monitoring

Common Audit Findings

- Programs claim staff costs based on budget amounts and not actual time spent on the grant
- Match is not sufficiently documented
- Grantees claim match for costs not in the approved budget.
- Grantees/programs are not reconciling their general ledger to the FSR
- Grantees have inadequate financial management systems which does not track costs by grant budget line item

Common Questions

- Contractual consultant rate of \$540
 - Maximum not a standard
 - Not including expenses
 - Need a written agreement
 - Scope of services
 - Payment
 - Deliverables
- Program working with fiscal staff
 - Collaboration

Common Questions

- Documentation of match
 - Common forms of match
 - Indirect cost rate
 - Subs
 - Donation vs. qualified match
- Sub-recipient monitoring and reporting
 - Plan to monitor (limited by funding)
 - Risk-based assessment
 - On site monitoring is not required

Federal Financial Report May be Coming Soon

- The Office of Management and Budget may direct federal agencies to start using the long-planned Federal Financial Report in 2008.
- The new form essentially combines the 269 report grantees provide to their funding agencies with the 272 report grantees send to the Payment Management System at HHS.
- If the directive comes soon, Corporation grantees may start using the form for the report due at the end of October 2008.

Federal Financial Report (FFR)

- The purpose of the FFR is to give recipients of grants a standard format for reporting the financial status of their grants.
- This is part of Federal Financial Assistance Act.
- CNCS is working on implementation and will provide detailed forms and instructions.

Group Activity

1. Discuss change in communications between fiscal and project staff, documentation for match, and sub-recipient monitoring
2. Create a list of questions/issues to discuss
3. Create a list of tools that would assist you address issues

**We will gather in this room with
this same group on Thursday at
10:45 to wrap-up and discuss
issues and questions**