



Financial Reporting



Session Objectives



1. Understanding Federal regulations relevant to reporting grants costs
2. Understanding the Payment Management System (PMS) reporting requirements
3. Understanding the Financial Status Report (SF-269) reporting requirements



HHS / PSC / FMS / DPM The Internet Electronic 272 System

EDIT Form	Description	Create Printable Form
272-A	Federal Cash Transaction Report	Create Printable Form
272-B	Statement of Cash Accountability	Create Printable Form
272-F	Authorization For Future Periods	Create Printable Form
272-G	Inactive Documents Report	Create Printable Form
272	Status of Federal Cash	Create Printable Form

Please click on the DPM 272 Form you wish to work with (Display/Edit).

NOTE: Begin with the Form 272-A if one is available.

[Return to 272 Login](#) || [Select Account](#) || [Select Form](#) || [Help](#)



File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address http://e272test.dpm.psc.gov/frame1.php?db=e272_test_2&pin=U718&pan=U718G Go

PSC 272-A FEDERAL CASH TRANSACTION REPORT

LOWER ELWHA TRIBAL COUNCIL HHS - PMS

PIN: U718 PAN: U718G EIN: 1910838085A2 PERIOD COVERED BY THIS REPORT: 01/01/2002 - 03/31/2002

ACH REGION: 10 STATE: WA GENERAL

To re-sort your data, click the button at top of column.
 Current sort method (Federal Grant ID)

LINE NUM	FED GRANT OR OTHER ID (A)	RECIP A/C OR OTHER ID NO (B)	AUTHORIZED * AMOUNT * (C)	FEDERAL SHARE NET DISBURSEMENT CUM - PREV PER (D)	CUM - CURR PER (E)
1	2-0102WA2689		78,420.00	62,820.00	0.00
2	G-90CI014311		323,537.00	210,033.00	0.00
3	G-90CI014312		290,337.00	0.00	0.00
	90CI014312	ON 02/26/2002	8,369.00		
	90CI014312	ON 02/26/2002	281,968.00		
4	G-90NL021001		125,000.00	45,539.00	0.00

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PSC 272 FEDERAL CASH TRANSACTION REPORT
STATUS OF FEDERAL CASH OMB NO. 0990-078



ABCD Tutoring Program
1299 N. Main Street, Suite 110 PERIOD COVERED BY THIS REPORT:
Great City, Good State 00000-1234 01/01/2008 - 03/31/2008
PIN: 0V00 PAN: 0000P EIN: 0000000000A0 USER CODE: F91
ACH REGION: 03 STATE: GS P-TYPE

1 CASH ON HAND BEGINNING OF REPORTING PERIOD \$ -26,543.00
2 TOTAL RECEIPTS (SEE STATEMENT OF CASH ACCOUNTABILITY FOR DETAILS) + 149,090.00
3 TOTAL CASH AVAILABLE \$ 122,547.00
4 NET DISBURSEMENTS (FROM PSC 272-A) - 244,202.00
5 CASH ON HAND END OF PERIOD (LINE 3, MINUS LINE 4) \$ -121,655.00
6 THE AMOUNT SHOWN ON LINE 5, ABOVE,
REPRESENTS CASH REQUIREMENTS FOR THE ENSUING ' ____ ' DAYS
INTEREST INCOME \$ _____
8 ADVANCES TO SUBGRANTEES OR SUBCONTRACTORS \$ _____

AUTHORIZED CERTIFYING OFFICIAL

I CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THIS REPORT IS TRUE IN ALL RESPECTS AND THAT ALL DISBURSEMENTS HAVE BEEN MADE FOR THE PURPOSE AND CONDITIONS OF THE GRANT OR AGREEMENT.

SIGNATURE: _____ **SUBMITTED ON:** Wed May 7 11:16:24 2008
NAME AND TITLE: Sandra Smith, Project Director
TELEPHONE: (AC) 000 (NUMBER) 000-0000 (EXT.) 000

THE PMS CONTACT WHO IS RESPONSIBLE FOR YOUR ACCOUNT IS

REGENIA MITCHELL OR STAFF AT: **301-443-1500**

RETURN THE COMPLETED FORM TO:
DIVISION OF PAYMENT MANAGEMENT

P.O. BOX 6021
ROCKVILLE, MD. 20852
OR FAX TO **301-443-0377**



Welcome Marvin
3/7/2006, 2:29 PM, CST

FSR

[back](#) [save](#) [next](#)

FSR

- General Information
- Transaction**
- Certification/Submit

Grant Info

Grant #: 03KCHC0001
Project Period
10/01/2003 - 09/30/2006
FSR Status: Financial Status
Report Initial Entry

Legal Applicant Info

Test Commission
122 Sample Avenue
Anytown, CO 12345

Transaction Information

Please enter the necessary transaction information for your project.
Use the Save button to refresh calculations on the screen.

Recipient Share

Item	Previously Reported	This Period	Cumulative	Share	Expended to Date
All Costs	\$[100255].[40]	\$[89561].[78]	\$189,820.18	36.75%	22.84%
Subtotal	\$100,255.4	\$89,561.78	\$189,820.18	36.75%	22.84%

Federal Share

Item	Previously Reported	This Period	Cumulative	Share	Expended to Date
All Costs	\$[251489].[60]	\$[75236].[24]	\$326,725.84	63.25%	43.26%
Subtotal	\$251,489.6	\$75,236.24	\$326,725.84	63.25%	43.26%

Total Outlays

	Previously Reported	This Period	Cumulative
Total Outlays	\$351,745	\$164,798.02	\$516,546.02

Unliquidated obligations

	Amount
Recipient share of unliquidated obligations	\$[5687].[25]
Federal share of unliquidated obligations	\$[4578].[92]
Total unliquidated obligations	\$10,266.17

Federal Share Balance

	Amount
Total federal share	\$331,304.76
Total federal funds authorized for this period	
Unobligated balance of federal funds	(\$331,304.76)

Indirect Expense

Type of Rate	Rate	
Provisional	[18].[0] %	
Base	Total Amount	Federal Share
\$[130255].[0]	\$[23446].[08]	\$[14771].[03]

506 Approved | [Report a Bug](#)

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**FINANCIAL STATUS REPORT
(Short Form)**
(Follow instructions on the back)



1. Federal Agency and Organizational Element, as Well as Region, as Submitted <u>Corporation for National and Community Service 00-PDTC000</u>		2. Federal Grant or Other Identifying Number Assigned by Federal Agency <u>00-PDTC000</u>		OMB Approval No. 0345-0035	Page of <u>1 of 1</u>
3. Recipient Organization (Name and complete address, including ZIP Code) <u>ABCD Tutoring Corporation, Inc.</u>					
4. Employer Identification Number <u>00-0000000</u>		3. Recipient Account Number or Identifying Number <u>00000000</u>		5. Final Report <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
6. Funding/Grant Period (See Instructions) From: (Month, Day, Year) <u>November 1, 2004</u>		8. Period Covered by this Report From: (Month, Day, Year) <u>October 31, 2007</u>		7. Basis <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual	
5. Funding/Grant Period (See Instructions) To: (Month, Day, Year) <u>November 1, 2004</u>		8. Period Covered by this Report To: (Month, Day, Year) <u>October 31, 2008</u>			
10. Transactions.					
		I Previously Received	II This Period	III Cumulative	
a. Total outlays		\$ 511,511.88	192,262.44	\$ 703,784.10	
b. Recipient share of outlays		\$ 145,854.32	68,594.48	\$ 214,248.78	
c. Federal share of outlays		\$ 365,657.56	123,667.96	\$ 489,315.32	
d. Total unliquidated obligations				\$ 58,108.00	
e. Recipient share of unliquidated obligations				\$ 12,458.00	
f. Federal share of unliquidated obligations				\$ 45,650.00	
g. Total Federal share (sum of lines e and f)				\$ 489,315.32	
h. Total Federal funds authorized for this funding period				\$ 850,000.00	
i. Unobligated balance of Federal funds (line h minus line g)				\$ 160,484.68	
11. Indirect Expenses					
a. Type of Rate (Place "X" in appropriate box) <input type="checkbox"/> Provisional <input type="checkbox"/> Predetermined <input type="checkbox"/> Final <input checked="" type="checkbox"/> Fixed					
b. Rate		c. Base	d. Total Amount	e. Federal Share	
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation <u>None</u>					
13. Certification: I certify to the best of my knowledge and belief that the report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.					
Typed or Printed Name and Title <u>Susan Burns, Chief Financial Officer</u>				Telephone (Area code, number and extension) <u>1888-888-1234</u>	
Signature of Authorized Certifying Official				Date Report Submitted <u>November 25, 2008</u>	

NSN 7540-01-215-4357

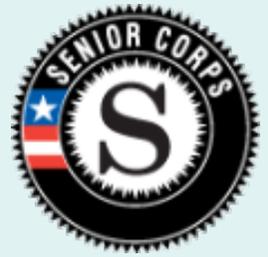
209-202

Standard Form 298A (Rev. 7-97)
Prescribed by OMB Circulars A-102 and A-110



National Conference 2008





Understanding Federal Regulations Relevant to Reporting Grants Costs



Key Elements of Costs



- Allowable

- Conform to any limitation or exclusion set forth in the OMB Cost Principle Circulars/Code of Federal Regulations or in the award as to types or amount of cost items.
- Be determined in accordance with Generally Accepted Accounting Principles (GAAP)

- Allocable

- A cost is allocable to a particular cost objective, such as a grant, contract, project, service, or other activity, in accordance with the relative benefits received.
- A cost is allocable to a Federal award if it is treated consistently with other costs incurred for the same purpose in like circumstances



Key Elements of Costs



- Reasonable

- A cost is reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs

- Necessary

- The cost is of a type generally recognized as ordinary and necessary for the operation of the organization or the performance of the award



Revised Grant Guidelines



Effective May 11, 2004 and August 31,
2005

Federal Grant Guidelines	Universities	States, Local, Indian Tribal Governments	Non-Profits	Hospitals
Administrative Requirements	§ 45 CFR 2543 § 2 CFR 215 (formerly A-110)	§ 45 CFR 2541 OMB A-102	§ 45 CFR 2543 § 2 CFR 215 (formerly A-110)	§ 45 CFR 2543 § 2 CFR 215 (formerly A-110)
Cost Principles	§ 2 CFR 220 (formerly A-21)	§ 2 CFR 225 (formerly A-87)	§ 2 CFR 230 (formerly A-122)	§ 45 CFR 74 (HHS regulations)
Audit Requirements *	OMB A-133	OMB A-133	OMB A-133	OMB A-133

Notes:

CFR = Code of Federal Regulations

* = Organization is subject to A-133 if it expends \$500,000 or more in Federal funds in its fiscal year



Critical Elements for Financial Reporting



Timely – Ensure all deadlines are met.

Accurate – Use accounting data that has been reviewed.

Complete – Ensure reports should contain all pertinent information relating to reporting period.





Key Accounting System Requirements for Accurate Reporting

System must be capable of:

- Distinguishing grant versus non-grant related expenditures
- Identifying costs by program year
- Identifying costs by budget category
- Differentiating between direct and indirect costs (administrative costs)
- Distinguishing matching funds separately from grant funds
- Recording in-kind contributions as both revenues and expenses



Key Elements of Financial Reporting



- There should be proper documentation in the files to support all information reported in financial report.
- All financial reports should be prepared with information that comes directly from the organization's accounting system.
- There should be a review and reconciliation of the information to ensure accuracy prior to report submission.

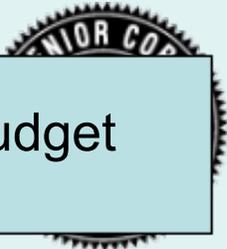


Reports

Financial Records

Allowable Costs

Budget



FSR
269-A

Trial Balance

Program Authorized

Tailoring the Budget



PSC
272

Work Statements

OMB Circulars

Clarifying Objectives



Ledger

Journals

GMO Determined

Reviewing the Budget



Source Document



Develop a Clear Audit Trail



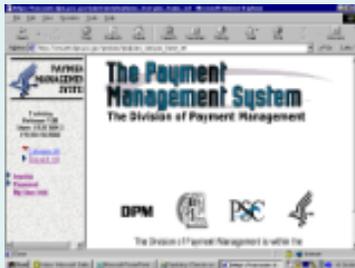
Documentation



Accounting System



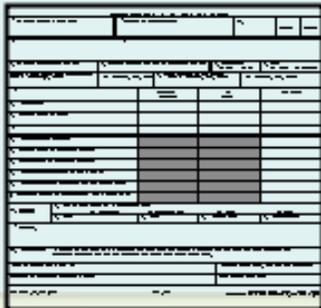
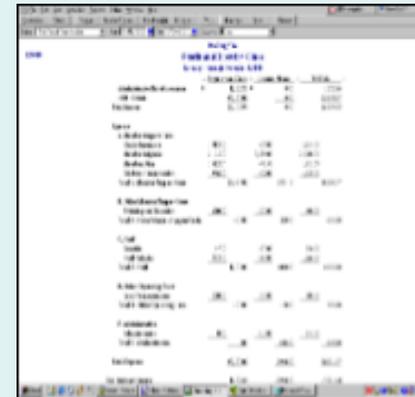
Accounting Reports



272



FSR





Payment Management System (PMS) Reporting Requirements





PMS-272 Schedules

- PMS 272 – an overview of the status of the account which contains data by PMS to the recipient.
- PMS 272-A – shows the award authorization and prior cumulative disbursements reported against individual awards.
- PMS 272-B – shows the detail of total cash accountability reflected in PMS and a reconciliation report where the recipient can report advance payment problems.





PMS-272 Schedules (cont)

- PMS 272-C – provides a mechanism for the recipient to report problems with PMS data and know action will be taken.
- PMS 272-E – shows advances and cash accountability by major program.
- PMS 272-F – lists authorizations that have been posted, but the starting date has not arrived
- PMS 272-G - lists all awards posted that have become inactive.



PMS 272 Report



Payment Management (PMS 272) or
Federal Cash Transaction Report (FCTR):

- Due quarterly to Dept. of Health and Human Svcs.
45 days after period
- Reports only cumulative Federal disbursements
- If not submitted access to funds are suspended



Timing of Draws



- Funds are intended to be available when needed.
- Draws should match timing of allowable program expenditures.
- Grantees may not draw funds in excess of their immediate needs.
- Funds can be drawn as needed:
 - Example: Payroll to cover salaries and allocable payroll taxes based on time charged to the Federally-funded program





Grantee Responsibilities

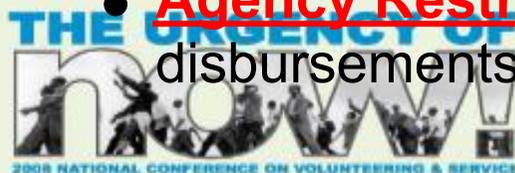
- Execute grants
- Maintain minimum Federal cash on hand by requesting funds from the Payment Management System only for immediate disbursement
- Report cash disbursements to the Payment Management System
- Maintain accurate accounting records
- Comply with Federal requirements





Potential Problems with Draws

- **Invalid Payment Due Date-** The payment due date should be the next business day (unless you warehouse your payments) The payment date cannot be a banking holiday or a weekend.
- **Potential Duplicate Payment Request** – After making the required system checks like the date, account number, payment due date etc... PMS may suspect a duplicate payment; if so, they will ask for verification.
- **Insufficient Funds** – PMS verifies the availability of funds to cover your request... if insufficient, you will receive an error message.
- **No Bank Account** – One or more sub-accounts selected does not have an associated bank account within PMS.
- **Different Bank Account** – You will receive an error message if the sub-accounts involved with your payment request have different bank accounts.
- **Agency Restrictions** - The awarding agency puts a hold on disbursements due to non-compliance of regulations.





PMS 272

Passwords

- System is designed so that passwords expire after 90 days
- The electronic PMS 272 password is not the same as your PMS/Smartlink password.
- After three (3) incorrect tries, your password will be locked.
- You must call the DPM Account Liaison to have it unlocked.



PMS 272 Certifications



- It is no longer necessary to send the entire report.
- Only the certification page is required.
- The certification page must have an original signature by the “certifying officer”.



272 Reports - Cash on Hand



- You are required to calculate your cash on hand balance – PMS does not calculate it for you.
- You should be cognizant of your cash on hand balance prior to certifying your report.
- Entering your cash on hand end of period amount on line 5 will only be accepted if your report is balanced.





Exercise





Financial Status Report Reporting Requirements



Financial Status Reports



Financial Status Report – FSR 269 or 269A

- Commonly referred to as FSR
- Due semi-annually to CNCS via eGrants 30 days after end of period
- Reports cumulative information on Federal and grantee expenditures
- Reports on both cash and in-kind match



Reporting Requirements



- Notice of Grant Award
 - “Grantee shall submit semi-annual cumulative financial status report, summarizing expenditures during the reporting period in eGrants.”
- Code of Federal Regulations
 - § 45 CFR 2543.52
 - Requires recipients of Federal funds to use the Form 269 or Form 269A to report the status of funds.



Cash Basis vs. Accrual Basis



- The main difference between accrual basis and cash basis accounting is the time at which income and expenses are recognized and recorded.
- The **cash basis** method generally recognizes income when cash is received and expenses when bills are paid.
- The **accrual basis** recognizes income when it is earned (the creation of assets such as accounts receivable) and expenses when they are incurred (the creation of liabilities such as accounts payable).



FSR Time Frames



- **Reporting Period** - The time frame the report covers
- **Budget Period** - Covers the budget time frame, usually a year
- **Project Period** - Covers the life cycle of the grant





What Can Go Wrong When Submitting the FSR?

- Default eGrants reporting dates are incorrect – get this fixed immediately.
- Late reporting – even with an extension, report is tracked as “late” – submit and revise, if necessary.
- Paper 269 – it will be returned.
- Incorrect information:
 - Indicating total **unobligated** funds as **unliquidated obligations**.
 - Indicating cash when using accrual-based accounting system.
 - Failing to report cumulative data.
- Illogical reporting:
 - Zero reported as unliquidated obligations.
 - Total federal funds greater than amount awarded.
 - Amounts reported do not reconcile with the amounts reported to the Payment Management System on the SF 272 (a/k/a, Federal Cash Transaction Report (FCTR); PMS 272; PSC 272).





eGrants

- CNCS System for submission and tracking of grant applications, financial status reports, progress reports, etc.
- FSR reporting requires data entry in only 3 screens
 - Identifying information
 - Transaction entry
 - Certification



Preparing To Complete FSR



Before going into eGrants gather the correct information. Using a print out from your accounting system:

1. Gather total Federal funds expended for the period
2. Gather all matching funds information
3. Calculate unliquidated obligations



Taking it Home!



1. Ensure proper documentation in the files to support all information reported in the FSR.
2. All financial reports should be prepared with information that comes directly from the organization's accounting system.
3. Conduct a review and reconciliation of the information to ensure accuracy prior to report submission.

