



Grants Management Policy



Policy Name	Funding Application, Expenditure Report and Completion Report Parity		
Policy #	FM2.1	Policy Section	Fiscal Monitoring
Date Approved	12/18/18	Approved By	<i>Sarah Hendrix</i> Deputy Associate Superintendent, Grants Management
Date Updated	N/A		

Audience

This policy pertains to Local Education Agencies.

Purpose

The purpose of this policy is to provide clarity on the relationship between the funding application budget and narrative, expenditure report and completion report that is reviewed by Fiscal Monitoring.

Overview

The relationship between the funding application budget and narrative, expenditure report and completion report are inter-related and together provide a foundation for ensuring budgeted funds are spent in accordance with how they were allocated.

Terms

Funding Application Budget and Narrative: An estimate of costs, revenues, and resources over a specified period, reflecting a specific details for objective codes.

Expenditure Report: An accounting of actual expenditures over a specific time frame.

Completion Report: A requirement of Arizona Department of Education provided to Local Education Agencies through accounting software and contains final expenditure amounts. The completion report is completed annually in the Grants Management Enterprise (GME) system.

Policy

The funding application budget and narrative, expenditure report and completion report together provide the information needed for Fiscal Monitoring to accurately determine if expenditures correspond to the completion report and funding application. The cycle includes:

1. The LEA submits the funding application budget and narrative, through the Grants Management Enterprise (GME) system, to the Program Area for approval. Revisions should be made throughout the project life-cycle when the scope and/or budget changes, updates are subject to approval.
2. The LEA submit the completion report in GME, within 90 days of the project end date.



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3. Grants Fiscal Monitoring Lead Auditor will notify (in writing) the Local Education Agency (LEA) that an audit is beginning and request the expenditure report. The LEA will have five(5) business days to respond.
 - a. The completion report expenditures must reflect the LEA expenditure report data. Parity between the completion report and the expenditure report will then allow the completion report to be processed. A review of the funding application budget and narrative will be used to ensure approval prior to the completion report.
 - b. The approved funding application budget must correspond to the approved completion report. Variations that do not change the scope of the project are allowed. Variations that change the scope outlined in 2 CFR 200.308(b) require a revision to the funding application. Final completion report expenditures must be in accordance with the approved funding application budget.
 - c. The completion report and the expenditure documentation must be an exact match. LEAs cannot exceed ten percent (10%) or \$1,000.00, whichever is greater, of the allocation total. Charters are exempt from the USFR but must be able to provide documentation or a crosswalk for accounting codes.

Discrepancies between the funding application budget and narrative, the expenditure report and the completion report will result in questioned or disallowed costs.