

# Fiscal Quarterly Report FAQ

Revised February 2024

## Q: What is the Fiscal Quarterly Report?

**A:** The Fiscal Quarterly Report is a document created for each organization currently receiving grant funding through the Grants Management Enterprise (GME) system. This report tracks the rate of grant allocation drawdowns, or reimbursement requests, by districts/charters. The intention of the report is to support LEAs in monitoring their current grant allocations with the hope that LEAs fully expend their grant funds if they know what's still available.

## Q: Who prepares these reports?

**A:** The ADE Grants Management team compiles the report from GME system data.

## Q: How does an organization get notified about the Fiscal Quarterly Report?

**A:** An email is sent to the individual assigned the following roles in GME notifying the organization that the report is available:



## Q: Where can I find my organizations Fiscal Quarterly Report?

**A:** The Fiscal Quarterly Report, which is customized for each organization, can be found in your organizations LEA Document Library in GME.

- Select the LEA Document Library
- Select the correct fiscal year under the LEA document library search.
- Select the plus (+) icon to the left of the fiscal year to expand the folders.
- Select the plus (+) icon next to FY\_\_ Fiscal Quarterly Report and the reports will be listed in chronological order.

## Q: How do others in my organization that are not GME users receive this report?

**A:** We recommend the above-listed GME users share the report within their district/charter as these GME users have the knowledge and context of their grants.

## Q: When are the reports provided?

**A:** The Fiscal Quarterly Reports are released midway through the month following the end of each quarter. The reports will be released as followed:



## Q: How should an organization interpret the Fiscal Quarterly Report?

**A:** The Fiscal Quarterly Report provides the following information for each grant the organization is receiving:

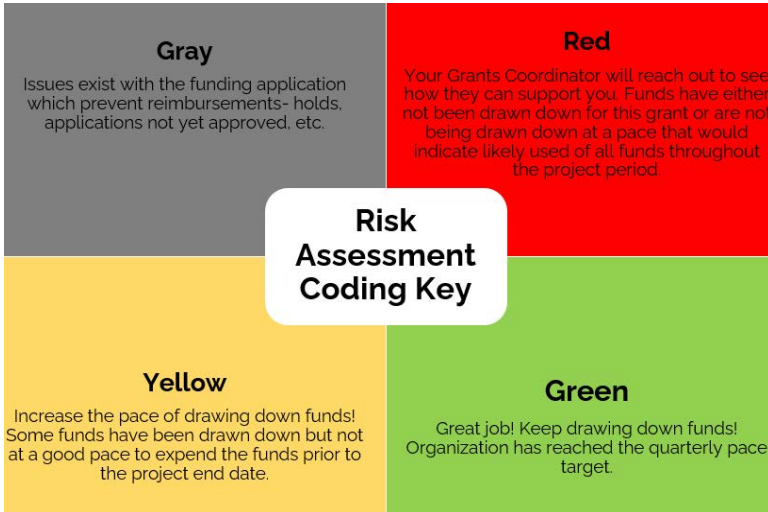
- Project end date (last day the organization can obligate the funds)
- Grant name
- Verifies if the funding application is approved



Current total grant allocation

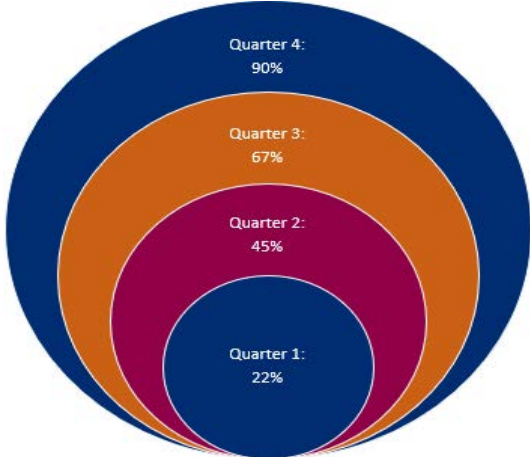
Remaining amount available to be drawn down

Next Steps- This section provides a quick status of the rate of reimbursement for each grant utilizing the following color coding:



**Q: What are the quarterly pace targets or presumed percentages for quarterly expenses?**

**A:** Fiscal Quarterly Report Percentages (Beginning FY23)



**Q: Will an organization be put on hold if they did not draw down funds based on the Fiscal Quarterly Report?**

**A:** No, organizations will not be put on hold based on the Fiscal Quarterly Report, but they may be at risk of losing the ability to utilize the money, if funds expire or can't be carried over into the next year.

**Q: Will an organization lose money the following year based on the Fiscal Quarterly Report?**

**A:** No, the Fiscal Quarterly Report does not impact current or future allocations.

**Q: Why should an organization submit frequent reimbursement requests to draw down funding?**

**A:** Completing the recommended reimbursement requests ensures the organization is on track to utilize the funds allocated. The organization may choose the frequency of reimbursement requests, but ADE has noticed a correlation between frequent drawdowns and successful utilization of grant funding. On the annual comprehensive risk assessment conducted by ADE, the frequency of reimbursements and the amount of grant utilization are weighted indicators. For lowest risk scores, we recommend monthly reimbursements and maximum utilization of awards during the project period.



