Fiscal Monthly Report FAQ

Revised October 2024

Grants Management
Monthly Report

Quarterly Targets

By October 2024 – 22% of funds drawn down
By January 2025 – 45% of funds drawn down
By April 2025 – 67% of funds drawn down
By July 2025 – 90% of funds drawn down

Q: What is the Fiscal Monthly Report?

A: The Fiscal Monthly Report is a document created for each district/charter 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 will 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 a district/charter get notified about the Fiscal Monthly Report?

A: An email is sent to the individual assigned the following roles in GME notifying the district/charter that the report is available:

- LEA Authorized Representative
- LEA Entity Authorized Signer
- LEA Business Manager

Q: Where can I find my district/charter's Fiscal Monthly Report?

A: The Fiscal Monthly Report, which is customized for each district/charter, can be found in the 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 Monthly Report and the reports will be listed in chronological order.

Q: How do others in my district/charter 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: How should a district/charter interpret the Fiscal Monthly Report?

A: The Fiscal Monthly Report provides the following information for each grant the district/charter is receiving:

- Project end date (last day the district/charter 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:

☐ **Gray:** Resolve application approval for funding
- Issues exist with the funding application which prevent reimbursements - holds, applications not yet approved, etc.

☐ **Red**: Your Grants Coordinator will reach out to see how they can support you
- Funds have either not been drawn down for this grant or are not being drawn down at a pace that would indicate likely full use of funds throughout the project period

☐ **Yellow**: Increase the pace of drawing down funds
- Some funds have been drawn down but not at a good pace to expend the funds prior to the project end date

☐ **Green:** Great Job! Keep drawing down funds!
- District/Charter has reached the quarterly pace target

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

expenses? **A:** Fiscal Quarterly Percentages

- Q1 = 22%
- Q2 = 45%
- Q3 = 67%
- Q4 = 90%

Q: Will a district/charter be put on hold if they did not draw down funds based on the Fiscal Monthly Report?

A: No, districts/charters will not be put on hold based on the Fiscal Quarterly Report, but they may be at risk of not utilizing their grant allocation.

Q: Will a district/charter lose money the following year based on the Fiscal Monthly Report?

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

Q: Why should a district/charter submit frequent reimbursement requests to draw down funding?

A: Completing the recommended reimbursement requests ensures the district/charter is on track to utilize the funds allocated. Schools 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.