Fiscal Bi-Monthly Call

Mary Voorhies and Betty Jo Schafer
January 16th, 2020
Agenda

- Communication styles
- ARF reminder
- AGM
- NASO
- De-obligation/Mid year FFR (this is upcoming, links, reallocation)
- Dates and Deadlines
Grants Officers Communication Styles

- Betty Jo’s
  - Email is preferred
  - Response time is within 24 hours (usually much sooner)
  - Work hours are varied however incoming email communication is monitored frequently

- Mary’s
  - Email is preferred; if you call, please leave a voicemail
  - Email response time is usually within 24 hours
  - Typical work day availability is 9:30 – 4:30
Questions?
Authorized Representative Form

- Please remember to update the ARF when staff changes are occurring.
- Fiscal designations include
  - Primary Fiscal
  - Secondary Fiscal

https://www.tfaforms.com/4684773
All Grantee Meeting

- Only Primary Program Staff are required to attend
- Dates:
  - February 25th-26th
- Venue:
  - Holiday Inn Austin Town Lake
- Event Landing Page:
  - Register by February 10th, room block by February 10th
New AmeriCorps Staff Orientation

- Dates:
  - February 27th-28th

- Venue:
  - Holiday Inn Austin Town Lake

- Registration:
  - [https://www.tfaforms.com/4779378](https://www.tfaforms.com/4779378)
    - Register by February 10th, room block by February 10th
Questions?

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De-Obligation and Mid-Year AFR

- Budget Reallocation Requests
  - Please submit these by Thursday, March 12
  - Link: [https://docs.google.com/forms/d/e/1FAIpQLScSoxPO36KhkVYj_Y3c96Wds4H7xk8Cx902Zyo7LbEmBtRggw/viewform](https://docs.google.com/forms/d/e/1FAIpQLScSoxPO36KhkVYj_Y3c96Wds4H7xk8Cx902Zyo7LbEmBtRggw/viewform)
  - Sample Budget Reallocation Request Form

- De-Obligation
  - Due in OnCorps Reports by Friday, April 10

- Mid-Year AFR
  - Due in Form Assembly by Friday, April 10
# Dates and Deadlines Summary

<table>
<thead>
<tr>
<th>Item</th>
<th>Due Date/Date Occuring</th>
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<tbody>
<tr>
<td>Periodic Expense Reports</td>
<td>Due within 30 days of the period end date</td>
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<tr>
<td>All Grantee Meeting</td>
<td>February 25 - 26</td>
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<td>New AmeriCorps Staff Orientation</td>
<td>February 27 – 28</td>
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<tr>
<td>Budget Reallocation Requests</td>
<td>By COB March 12</td>
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<tr>
<td>March Fiscal Webinar</td>
<td>1pm CT March 12</td>
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<tr>
<td>De-Obligation and Mid-Year AFR</td>
<td>By COB April 10</td>
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2019-2020 Remaining Calls

- March 12, 2020
- May 14, 2020
- July 9, 2020

All calls are at 1pm Central Time
Questions?

- Thanks for attending!
- Next Fiscal Webinar is March 12th at 1pm CDT
  - Registration link: https://attendee.gotowebinar.com/register/7168012474178623756