

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

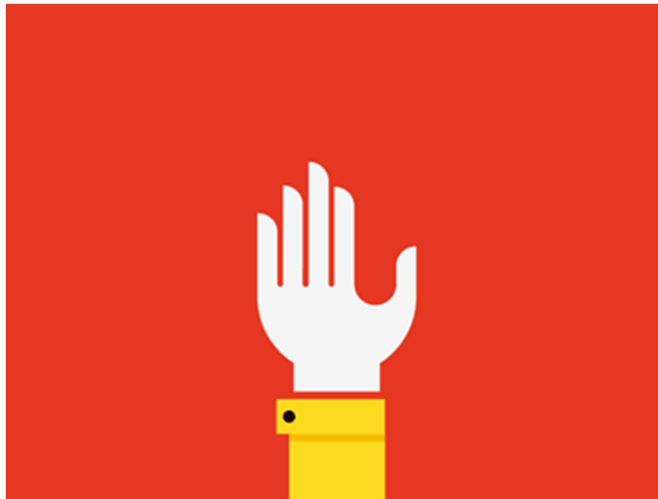
- Email is preferred; if you call, please leave a voicemail
- Email response time is usually within 24 hours
- Typical work day availability is 9:30 – 4:30



[This Photo](#) by Unknown Author is licensed under [CC BY](#)



Questions?



[This Photo](#) by Unknown Author is licensed under [CC BY-NC-ND](#)



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:

<http://onestarfoundation.org/americorpstexas/events-trainings/2020-agm/>

- 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>

- Register by February 10th, room block by February 10th



Questions?



[This Photo](#) by Unknown Author is licensed under [CC BY-NC-ND](#)



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
 - Sample Budget Reallocation Request Form
 - <http://onestarfoundation.org/wp-content/uploads/2014/10/BLAR-sample.pdf>
- De-Obligation
 - Due in OnCorps Reports by Friday, April 10
- Mid-Year AFR
 - Due in Form Assembly by Friday, April 10



[This Photo](#) by Unknown Author is licensed under [CC BY-SA-NC](#)



Dates and Deadlines Summary

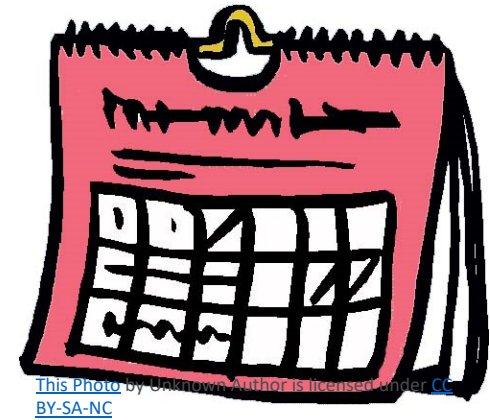
| Item | Due Date/Date Occuring |
|----------------------------------|---|
| Periodic Expense Reports | Due within 30 days of the period end date |
| All Grantee Meeting | February 25 - 26 |
| New AmeriCorps Staff Orientation | February 27 – 28 |
| Budget Reallocation Requests | By COB March 12 |
| March Fiscal Webinar | 1pm CT March 12 |
| De-Obligation and Mid-Year AFR | By COB April 10 |



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>

