

# Fiscal Bi-Monthly Call

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**Mary Voorhies and Betty Jo Schafer**  
**November 12th, 2020**



# Agenda

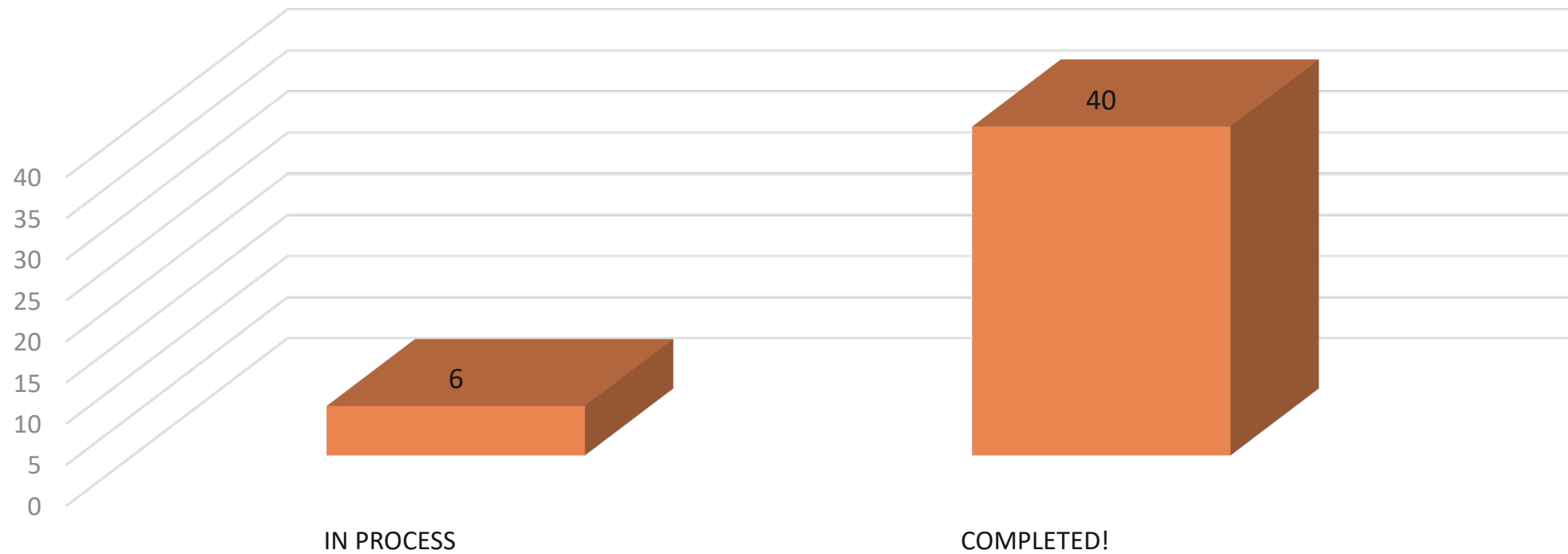
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- Final PER chart
- Common Findings from 2019-20 Monitoring
- 2020-21 Monitoring Visits
- PER monitoring name change
- Instructional Salesforce Videos
  - General Fiscal Overview
  - Fixed PERs
  - Cost Reimbursement PERs
  - Budget Reallocations
- Upcoming Holiday Schedule



# Final PERs

2019-20 Final PER Progress



# Common Findings from 2019-20 Monitoring



- Inadequate PER Submission Procedures
- Inconsistencies between the Separation of Duties and Policies and Procedures
- Reporting expenses in incorrect budget categories
- Not seeking prior approval for new budget line items
- Not properly identifying all sources of Program Income
- Whistleblower Protection Policy
- Document Retention
- Missing Financial Policies
  - [Fiscal Staff Interview Topics](#)



# 2020-21 Monitoring Visits



Monitoring visits will be held virtually for the time being



Zoom meetings scheduled over 2-3 days



Both Program and Fiscal contacts attend Program and Fiscal Interviews



Cost Reimbursement programs past their 1<sup>st</sup> – 3 year grant cycle will not have PER monitoring (formerly fiscal desk-based monitoring) in the same year as On-Site Monitoring



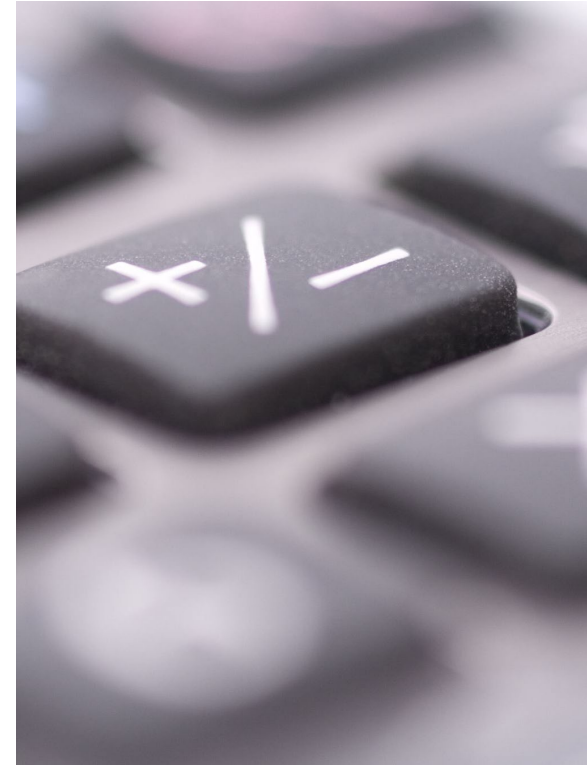
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## Fiscal Desk-Based Monitoring Changes

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- Fiscal desk-based monitoring is now called PER monitoring.
- Tighter turn-around times.
- Surveyed availability.



## Instructional Salesforce Videos

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- Support Hub
  - General fiscal overview
  - Cost reimbursement PER submission
  - Fixed PER submission
  - Budget Reallocations
- Budget Variance Policy:
  - [http://onestarfoundation.org/wp-content/uploads/2018/11/Budget-Variance\\_Policy-2018.pdf](http://onestarfoundation.org/wp-content/uploads/2018/11/Budget-Variance_Policy-2018.pdf)



## Upcoming Holiday Schedules

### ■ November

- OneStar Office is closed: Nov 26<sup>th</sup>-27<sup>th</sup>
- November 25<sup>th</sup>: Mary on PTO
- November 23<sup>rd</sup>-25<sup>th</sup>, 30<sup>th</sup>: Betty Jo on PTO

### ■ December

- OneStar Office is closed: Dec 24-25<sup>th</sup>
- December 21<sup>st</sup>- 31<sup>st</sup>: Betty Jo on PTO
- December 21-23: Mary on PTO

### ■ January

- OneStar Office is closed January 1<sup>st</sup>
- OneStar Office is closed January 18<sup>th</sup>

*PTO will not interrupt PER processing.*





## 2020-2021 Call Schedule

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- January 14, 2021
- March 11, 2021
- May 13, 2021
- July 15, 2021

All calls are at 1pm Central Time

Grantee Call Calendar:

<http://onestarfoundation.org/amicorpstexas/grantee-resources/grantee-call-calendar/>



Questions?

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Thank you for attending!

Next Fiscal Webinar is January 14<sup>th</sup> at 1pm CDT

Registration link:

<https://onestarfoundation-org.zoom.us/j/95984305704?pwd=MXo3NGxkSjhMRkpuUnNyYXh5M3QxQT09>

