Fiscal Bi-Monthly Call

Mary Voorhies and Betty Jo Schafer
November 14th, 2019
Agenda

- Final PER chart
- New On-site Monitoring
- Common Findings from 2018-19 Monitoring
- Budget Variance Policy Reminder
- Fixed Grants PER Reminder
- Upcoming Holiday Schedule
2018-19 Final PER Progress as of 11/13/19

- To Be Submitted: 1
- Processing Stage: 5
- Completed: 24
New On-Site Monitoring

- 2019-2020 On-Site Monitoring Revamp

- Reasons for new process:
  - OIG Audit Prep
  - Shift some pieces from PARA to on-site.
New On-Site Monitoring

**Financial Management Systems**

- Documents to submit:
  - Accounting/Financial Policies and Procedures
    - Accounting/Financial Policies should address the following topics:
      - Resolving audit findings
      - Approval and documentation of expenditures
      - Delegation of authority
      - Cash management/Check issuance
      - Bank reconciliation
      - Travel
      - Financial reporting
      - Payroll
      - Cost allocation
      - Match requirement
      - In-kind contribution
      - Program income
      - Property management
      - Self-monitoring of source documentations and financial records
      - Budget to actual comparisons
  - Chart of Accounts
  - Most recently reconciled bank statement for the operating account
New On-Site Monitoring

**PER Preparation Procedures**
- Documents to submit:
  - PER Preparation Procedure

**Conflict of Interest Policy**
- Documents to submit:
  - Conflict of Interest Policy

**Procurement/Purchasing**
- Documents to submit:
  - Procurement Policy

**Whistleblower Policy**
- Documents to submit:
  - Organizational Whistleblower Policy

**Document Retention and Destruction Policy**
- Documents to submit:
  - Document Retention and Destruction Policy

**Fidelity Bond (if applicable)**
- Documents to submit:
  - Full insurance policy

**Program Income (if applicable)**
- Documents to submit:
  - Accounts receivable balance by partner
New On-Site Monitoring

**Sub-Awards (if applicable)**
- Documents to submit:
  - Subaward agreements
  - Subaward monitoring policy and plan
  - Policies related to eligibility and selection of subawardees

**Property Standards Equipment (if applicable, Fixed grants N/A)**
- Documents to submit:
  - Inventory of equipment purchased with federal funds
  - Proof of Insurance for equipment

**Living Allowance Distribution (if applicable, Cost Reimbursement grants N/A)**
- Documents to submit:
  - Back up documentation for 2-5 members for the previous grant year. Grants Officer will provide guidance on submission requirements prior to the monitoring visit.

**In-Kind Match (if applicable, Fixed grants N/A)**
- No documents to submit
New On-Site Monitoring

- This list can be found on our Grantee Resource Page:
  - [http://onestarfoundation.org/americorpstexas/grantee-resources/fiscal-staff-interview-topics/](http://onestarfoundation.org/americorpstexas/grantee-resources/fiscal-staff-interview-topics/)
Common Findings from 2018-19 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
- Staff Timesheets - actual hours vs. budgeted hours
Budget Variance Policy

- Programs must submit a Budget Reallocation Request Form:
  - New expenses not in the original approved budget
  - Changes to staff positions, compensation and job titles
  - Significant changes to the budget and program design
  - Variances over 10% of the total approved budget

- Budget Variance Policy:

- Budget Reallocation Request Form:
  - https://docs.google.com/forms/d/e/1FAIpQLScSoxPO36KhkVYj_Y3c96Wds4H7xk8Cx902Zyo7LbEmBtRggw/viewform

- Budget Reallocation Request Form Sample:
Fixed Grant PER Reminder- 2019-20 Grant Year

- Commission 2% will be withheld from Fixed Grants starting 2019-20 grant year

Under “Calculation” you will enter the calculation for your grant request.

\[
\text{Total} \# \text{ of MSYs} \times \text{MSY amount} = \text{Total Grant Request} \times \text{MSY amount}
\]

OneStar will retain 2% of what is expended for administrative costs. Please use the calculation below to determine the administrative costs:

\[
\text{Total Grant Request} \times 0.98 = \text{Member Support Costs} \times 0.98
\]

\[
\text{Total Grant Request} \times 0.02 = \text{Commission Share} \times 0.02
\]

Type the total amount requested in the “Total Amount” and “CNCS share” columns. Leave the “Grantee Share” blank. See example below (applies to a stipended fixed amount grant):

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>edit</th>
<th>del</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Grant Request</td>
<td>47.5 MSY $9,500/MSY (Member Support Costs: $451,250 x 0.98 = $442,225; Commission Share: $451,250 x 0.02 = $9,025)</td>
<td>$451,250</td>
<td>$451,250</td>
<td>$0</td>
<td>view</td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td>$451,250</td>
<td>$451,250</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Fixed Amount PER Reminder

- 98% in the member support line, OnCorps calculates the Commission 2%

- OnCorps Instructions for Fixed Grants

- **Example:** Reimbursement is calculated at $10,000 for the month. Enter $9,800 in the member support costs line. OnCorps will calculate the 2% (should be $200).

- **IMPORTANT:** We don’t want programs to over draw for the year.
For Section III, Administrative-Indirect Costs, **do not enter an amount in the blank for the commission fixed costs** (this will be done later).
...enter it into the Commission Fixed Costs line item blank here.

Take the calculated Commission 2% number here and......

IMPORTANT: These numbers must be identical on your submitted PER
Upcoming Holiday Schedules

- **November**
  - OneStar Office is closed: Nov 28\(^{th}\)-29\(^{th}\)
  - November 25-29 Betty Jo on PTO, Mary is back up

- **December**
  - OneStar Office is closed: Dec 24-25\(^{th}\)
  - December 23\(^{rd}\)-January 3\(^{rd}\) : Betty Jo on PTO
  - December 19\(^{th}\)-27\(^{th}\), January 31\(^{st}\)-3\(^{rd}\): Mary on PTO
  - Still processing PERs and checking emails

- **January**
  - OneStar Office is closed January 1\(^{st}\)
  - OneStar Office is closed January 21\(^{st}\)
2019-2020 Call Schedule

- January 16, 2020
- March 12, 2020
- May 14, 2020
- July 9, 2020

All calls are at 1pm Central Time
Questions?

- Thanks for attending!
- Next Fiscal Webinar is January 16th at 1pm CDT
  - Registration link: https://attendee.gotowebinar.com/register/3257062803646229261