

Yuma County Grants Review 2020

Financial Services
General Ledger Division
Grants Auditing

Housekeeping

Restrooms

Snacks

Breaks

Exits

Questions



Overview

Grants Management Handbook

[Yuma County Website](#)>[County Administrator](#)>[Policies](#)>[Grants](#)>[Grant Management Handbook](#)

Project/Award/Award Budget to GL Budget

Grant Review Form/SEFA/Reports & Reconciliation

Projects Only and budgeting to GL Budget

Events/Receivables that need to be cleared

eCivis

Grants Management Handbook

Its purpose is to

- establish uniform guidance, procedures, and clarity of the County's position regarding application, acceptance, budgeting, and administration of Yuma County grants when the County is the grantee.

It is not

- a comprehensive listing of all rules, regulations, and laws relating to grants management but a guide of standardized policies and procedures adopted by the Board of Supervisors.

Adherence

- to the procedures outlined in the Handbook will promote efficiency, improve transparency, greater accountability, a strategic approach to funding opportunities, and generally places the County in a more competitive position for securing future grant funds.

In accordance with ARS 11-201

- The Board of Supervisors is the only entity that has the authority to incur financial, legal, and other obligations on behalf of the County, its agencies, and elected officials. Therefore all departments and agencies are required to follow the adopted Grants Management Policy.
- The Handbook pertains to the Grants Management Policy and Procedures for Yuma County associated with:
 - Alignment of Grants to the County's Strategic Plan
 - Grant Authorization Levels
 - Grant Development
 - Grant Award Notification, Review, and Acceptance
 - Grant Oversight and Monitoring
 - Grant Accounting and Reporting
 - Grant Closeout
 - Grant Audit and Retention Requirements

Project

The screenshot shows a software interface with three main panels. The top panel, titled 'Find Projects', contains search criteria: 'Search For' is set to 'Projects, Templates', 'Number' is 'HE10763X004', 'Name' is 'Immunizations FY16', and 'Long Name' is 'Immunizations FY16'. The 'Key Member' section has empty fields for Name, Number, and Role. The middle panel, 'Projects, Templates Summary', is a table with the following data:

Operating Unit	Number	Name	Project Type	Description	Status
Yuma County Arizona	HE10763X004	Immunizations FY1	OP Health	Original Start	Approved

The bottom panel, 'Projects, Templates', shows detailed information for the selected project: Operating Unit: Yuma County Arizona; Number: HE10763X004; Name: Immunizations FY16; Type: OP Health; Organization: Health; Long Name: Immunizations FY16; Trans Duration: 01/01/2016 - 12/31/2016; Status: Approved; Description: Original Start Date 1/1/2016. There are checkboxes for 'Public Sector' and 'Template', and a 'Change Status' button. An 'Options' section at the bottom lists several categories, with 'Tasks' selected. A 'Detail' button is located at the bottom right.

Open or copy.

Choose the same type of project to copy.

Type is the expense function.

Organization is department.

Trans duration is the grant period, do not extend unless the grant is extended. The start date is based on contract or signature from PTE.

Task should always be 01.

Classification is the fund name.

Key members are administrative personnel who belong to this project and their capacity.

Change status to Approved.

Projects (con't)

In the grant documentation from your PTE (Pass Through Entity) there may be a stipulation that charges may not be applied to this grant until the PTE receives the signed document from the grantee and the document has been signed (processed) by the PTE.

This can result in charges being omitted for reimbursement but also be aware that the grantor may authorize pre-award work that could be paid. Review your grant document closely.

Project Lookup Sets

YUMA COUNTY

AutoAccounting Lookup Sets Listing

Report Date: 30-MAR-2017 15:03

Page: 1 of 5

Lookup Set Name	Description
Intermediate Value	Segment Value

Classification to Fund

Project Fund Classification to Fund

AZ Wanted Task Force	02345
Accommodation School District	02282
Acjc Aggravated Dom Violence	02284
Acjc Anti-Gang Enf&Prosecution	02285
Ad Pro - Graffiti Abatement	00100
Ad Pro - Pretrial Svcs	00100
Ad Pro Admin	00100
Admin Building Project	04406
Adult Probation Drug Grant	02228
Anti-Racketeering Fund	02235
Aoc Itd-Jolts Grant	02263
Assessor Prop Info Sto/Ret	02202
Az Law Enforcement Youth	02287
Aztec Field Training	02234
Bad Check Fund	02225
Caeaeef Reversion Fund	08807
Capital Improvement Fund	04407
Capital Projects Sale Tax	04402
Case Processing Assistance	02206
Child Support Automation	02214
Child Support Enforcement	02215
Children's Issues Education Fu	02339
Chronic Incurrigible Program	02255
Cip - Other Than Gen Fund	04408
Clerk of Sup Court Admin	00100
Clerk's Fund	02216
Com Development Block Grt	04404
Community Develop Blk Grant-Sr	02296
Community Prosecution Program	02298
Community Punishment Program	02229
Conciliation Court Fund	02211
Cop Debt Service	03503

Project Lookup Sets (concluded)

YUMA COUNTY

AutoAccounting Lookup Sets Listing

Report Date: 30-MAR-2017 15:16

Page: 1 of 3

Lookup Set Name	Description
Intermediate Value	Segment Value

Organization to Department	Project/Task/Award Organization to Department
Adult Pro - Graffiti	3002
Adult Probation	3000
Assessor	0300
Attorney - Admin Division	0802
Attorney - Civil Division	0800
Attorney - Criminal Division	0801
Attorney - Victim Services	1300
Board of Supervisors	0101
Child Health	5130
Clerk of Superior Court	0900
Communicable Disease	5140
Community Development	9500
Constable Precinct #1	1200
Constable Precinct #2	1201
Constable Precinct #3	1202
County Administration - Election Services	0600
County Administrator	0100
County Administrator - Channel 77	1601
DDS - Area Service Highway	2701
DDS - Building Safety	2702
DDS - Customer Service	2706
DDS - Environmental Programs	2703
DDS - Flood Control	3600
DDS - GIS	2704
DDS - Planning and Zoning	2705
Development Services	2700
Emergency Management	3500
Environmental Health	5150
Financial Services	1900
General Revenue/Expense	0000
General Services	2200
Health	5100

Award

Find Award

Award Management Folder

Operating Unit Number Short Name Type Status Start Date Template

Operating Unit	Number	Short Name	Type	Status	Funding Source Name	Start Date	Template
Yuma County	HE226093	Immunizations	Federal Pass Th	Active	Arizona Depart	01/01/2013	

Award Management

Operating Unit: Yuma County Arizona

Number: HE226093 Template

Short Name: Immunizations

Full Name: Delivery of Immunizations Servic

Start Date: 01/01/2013

Close Date: 02/28/2018

Purpose: Operating Health Revenue Hard Limit

Organization: Health Invoice Hard Limit

Award Amount: 1,195,407.00

Funding Source Name: Arizona Department o

Funding Source Award Number: ADHS13-041553

Pre-Award Date:

End Date: 12/31/2017

Award Type: Federal Pass Through

Status: Active

Funded Amount: 1,195,407.00

Funding Summary [De]

Installments

Number	Issue Date	Type	Description	Active	Billable	I	J
1	12/31/2012	Award	New Contract starts 1/1/13. BOS budget in	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	12/27/2013	Award	Second Grant Year starts 1/1/14	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	12/23/2014	Award	Third grant year	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reports Project Funding

Open or copy award.

- Fill in the Award number
- Start, end and close dates
- Purpose
- Organization
- Type
- Installment
- Funding source detail
- Personnel (enter Award manager, and Grants Auditor using today's date)
- Compliances
- References (enter CFDA#) enter only once
- If multiple awards for one grant don't enter CFDA # in all awards.
- When creating Events(revenue) please put a meaningful description in that field.

If Federal, or Federal Pass Through, the Award Descriptive Flexfield [] has to be filled in with the federal awarding agency name.

Award Lookup Sets

YUMA COUNTY

AutoAccounting Lookup Sets Listing

Report Date: 30-MAR-2017 15:45

Page: 1 of 2

Lookup Set Name	Description
Intermediate Value	Segment Value

Award Purpose Code to Function

Award Purpose Code to Revenue Function

CAPITAL CAP OUTLAY	39
CAPITAL CULTURE	37
CAPITAL EDUCATION	38
CAPITAL GENERAL GOVERNMENT	31
CAPITAL HEALTH	35
CAPITAL HIGHWAYS	33
CAPITAL PUBLIC SAFETY	32
CAPITAL SANITATION	34
CAPITAL WELFARE	36
CHARGE SRVS CAP OUTLAY	19
CHARGE SRVS CULTURE	17
CHARGE SRVS EDUCATION	18
CHARGE SRVS GEN GOVT	11
CHARGE SRVS HEALTH	15
CHARGE SRVS HIGHWAYS	13
CHARGE SRVS PUB SAFETY	12
CHARGE SRVS SANITATION	14
CHARGE SRVS WELFARE	16
GENERAL REVENUE	00
Machinery & Equipment	39
OPERATING CAP OUTLAY	29
OPERATING CULTURE	27
OPERATING EDUCATION	28
OPERATING GENERAL GOVERNMENT	21
OPERATING HEALTH	25
OPERATING HIGHWAYS	23
OPERATING PUBLIC SAFETY	22
OPERATING SANITATION	24
OPERATING WELFARE	26
Operating Education	28

Award Lookup Sets (concluded)

YUMA COUNTY

AutoAccounting Lookup Sets Listing

Report Date: 30-MAR-2017 15:50

Page: 1 of 2

Lookup Set Name	Description
Intermediate Value	Segment Value

Award Type to Revenue Object	Award Type to Revenue Object
Adult Probation	34013
Adult Probation 1	35190
Anti-Racketeering Forfeits	35200
Appropriation of Fund Balance Revenue	39910
Auction Proceeds	39070
Bond/Loan Proceeds	50030
County Equalization Assistance	33650
Federal	33100
Federal Pass Through	33100
Fill The Gap	35300
Interest on Investments	36010
Juvenile Probation	34014
Local School Districts	33030
Matching Funds	00
Misc Fees for Services	34049
Misc Revenue	39090
Private Source Contribution	39520
Public Enterprise Contribution	39510
Restitution	39060
Small Schools Local	33010
Small Schools State	33020
Spec Assessments Other	31030
State	33500
State Charter	33040

Award Budget

Award Budgets

Find Budget

Award Number: HE226093 Award Name: Immunizations

Project Number: HE10763X004 Project Name: Immunizations FY16

Budget Type: **Approved Cost Budget**

Draft Budget

Version Name: Status: **Working**

Change Reason: Description: New Original

Entry Options

Entry Method: **PROJECT, RES, NO PERIOD** Resource List: **Expenditure Types**

Totals

	UOM	Quantity	Raw Cost	Burdened Cost	Revised Date
Draft	Hour	0.00	0.00	260,516.00	11/23/2016 14:59:03
Current	Hour	0.00	0.00	260,516.00	11/28/2016 16:29:33

Budget Lines - HE10763X004, HE226093

Version Number: **Draft** Version Name: Task Number: Task Name: Effective Dates: Burdened Cost

Resource	From	To	UOM	Quantity	Raw Cost	Burdened Cost
Arizona State R	01/01/2016	12/31/2016	Curre			19,095.00
Dupl Equip Rep	01/01/2016	12/31/2016	Curre			1,300.00
Employee Assist	01/01/2016	12/31/2016	Curre			97.00
Fuel/Oil/Lubrica	01/01/2016	12/31/2016	Curre			100.00
Health Insuranc	01/01/2016	12/31/2016	Curre			34,500.00
Health Insuranc	01/01/2016	12/31/2016	Curre			17,765.00

Enter award number, click tab button, choose the project you want to budget, click find draft.

Go to details.

Enter expenditure line items and amounts.

Save and eXit.

Submit. Notify grants auditor and send grant documents, so it can be baselined.

As your general ledger budget is approved by the Board of Supervisors that amount should also be your Award budget after any adjustments are made so be sure to update your Award Budget after any adjustments made by the Board of Supervisors.

Grant Review Form (GRF)

Attachment 'A'
YUMA COUNTY GRANT REVIEW FORM

Form Initiator:		Department/Division:		Date prepared:	
Grantor:		Grant Title:		Telephone:	
Grant review needed by _____		Fund no./Dept no. _____		Grant Term: From: _____ To: _____	
New Grant _____		Amendment No. _____ (Increase \$ _____ /Decrease \$ _____)		Revenue code: _____ (To be assigned by Financial Services if new)	
Briefly describe purpose of grant:					
If amendment, provide reason:					
If this is a mandated service, cite source. If not mandated, cite indications of local customer support for this service.					
Funding Sources					
	Federal Funds	State Funds	County Funds	Other	Total
Current Fiscal Year					
Remaining Yrs _____					
Total Revenue					
Source of County funding (match) if needed (include department name, fund and department number): None			Federal Catalog of Federal Domestic Assistance (CFDA) No.:		
Method of collecting grant funds: Lump sum payment _____ Quarterly payments _____ Draw _____ Reimbursement _____					
Is expensing of unexpended funds required at end of grant period? Yes _____ No _____					
Cost of Services					
	Direct	Indirect	Total		
Current Fiscal Year					
Remaining Years _____					
Total Cost					
Does Grantor accept indirect costs as an allowable expenditure? _____ If yes, dollar amount or percentage allowed: _____					
Number of new positions that will be funded from grant: _____ Number of existing positions funded from grant: _____					
Other County agencies impacted:					
Does the Agency Head accept all terms of the County's Grants Management Policy? Yes _____ No _____					
If not, which exceptions should be made and why:					
ATTACH APPROPRIATE DOCUMENTATION (COPY OF GRANT, AMENDMENT, GRANTING LETTER, EXPLANATION/JUSTIFICATION)					
REVIEW BY FINANCIAL SERVICES IS REQUIRED FOR ALL NEW GRANTS, RENEWALS & BUDGET AMENDMENTS					
Budget revision required _____ Matching funds identified & available _____ Indirect costs identified _____					
Comments:					
Signature: _____ Date: _____					
REVIEW BY FINANCIAL SERVICES			REVIEW BY COUNTY ADMINISTRATOR		
Approved as to Form: Yes _____ No _____			Recommend Board: Approve _____ Disapprove _____		
Comments:			Comments:		
Signature: _____ Date: _____			Signature: _____ Date: _____		

Always attach GRF to agenda items if the funding increases or decreases.

CFDA # must be entered if grant is Federal and either direct or pass through. Also enter the grant agreement number.

For grants from a PTE (Pass Through Entity) the CFDA# is usually on the application, if not ask the PTE for the number.

SEFA WORKSHEET

YUMA COUNTY FEDERAL AWARDS WORKSHEET JUNE 30, 2015												MJMcIntyre Date: 9/1/15 Revised: 9/15/15	
Federal Agency	CFDA	Dept.	G/L Code	Award	Task	Project	Award Short Name	Number	Funding Source Name	Amount	CFDA Total	Fed Agcy Total	
x	14.872	Housing	02273.06.5900	---	---	---	Public Housing Capital Fund			352,020.00	352,020.00	Direct	
x	14.896	Housing	02273.06.5900	---	---	---	PIH Family Self-Sufficiency Program			32,148.00		Direct	
	14.896	Housing	02274.06.5900	---	---	---	PIH Family Self-Sufficiency Program			32,147.00	64,295.00	4,022,041	
U.S. Department of the Interior													
x	15.226	Gen Govt	00100.01.0000	---	---	---	Payment in Lieu of Taxes			3,166,280.00	3,166,280.00	3,166,280 Direct	
Department of Justice													
x	16.922	Atty-CR	02280.02.0801	---	---	---	Asset Sharing	AZ0141200 N/A	US Department of Homeland Sec	67,977.82			
x	16.922	Atty-CR	02278.02.0801	---	---	---	Asset Sharing	AZ0140000 N/A	US Department of Homeland Sec	133.92	68,111.74		
x	16.523	Juv Ct	02327.01.1700	JV2327X014	01	JV10636X014	JAIBG	JB-CSG-14-4365-12	Governor's Community Policy Office	4,317.31			
x	16.523	Attorney	02327.01.0801	AT23272014	01	AT10701X2014	JAIBG	JB-CSG-14-4365-12	Governor's Community Policy Office	2,038.46	6,355.77		
x	16.540	Juvenile Court	02244.01.1700	---	---	---	JJDP Title II	J2-CSG-14-4181-10Y2	State of Arizona	15,310.36	15,310.36		
x	16.575	Attorney - Victim Services	02210.01.1300	VS221015	01	VS10504X15	VOCA 15	2014-VA-GX-0018/2014-134	State of Arizona	172,625.82	172,625.82		
x	16.576	Attorney - Victim Services	02209.01.1300	---	---	---	Crime Victim Comp Grant	VC-15-063	State of Arizona	154,842.00	154,842.00		
x	16.606	Sheriff	02300.02.3400	---	---	---	St Criminal Alien Assistance Pro	2014-AP-BX-0177	US Dept of Homeland Security	57,747.00	57,747.00		
x	16.726	Juv Ct	02248.02.1700	JV22482X015	01	JV10250X015	CASA National	AZ10771-13-0614-L1	National CASA Association	32,932.66			
x	16.726	Juv Ct	02248.02.1700	JV22482X016	01	JV10250X016	CASA Natl		National CASA Association	1,360.00	34,292.66		
x	16.738	Sheriff	02299.02.3300	SO2299X015	01	SO10459X015	Byrne Grant Drug, Gang and Viole	DC-15-014	Arizona Criminal Justice Commission	94,497.07			
x	16.738	Attorney	02207.01.0801	AT2207X15A	01	AT10633X015	Byrne Grant Drug, Gang and Viole	DC-15-035	Arizona Criminal Justice Commission	104,892.87	199,389.94	708,675	
Department of Labor													
	17.258	Workforce Investment Act	02291.08.8500	229111	01	10583	DE111015001	DE111015001	Arizona Department of Economic Sei	17,922.55			
	17.258	Workforce Investment Act	02291.08.8500	229116	01	10595	ADES14-052252	ADES14-052252	Arizona Department of Economic Sei	2,438,607.75	2,456,530.30		
	17.259	Workforce Investment Act	02291.08.8500	229111	01	10583	DE111015001	DE111015001	Arizona Department of Economic Sei	15,223.67			
	17.259	Workforce Investment Act	02291.08.8500	229116	01	10595	ADES14-052252	ADES14-052252	Arizona Department of Economic Sei	1,674,658.55	1,689,882.22		
	17.278	Workforce Investment Act	02291.08.8500	229111	01	10583	DE111015001	DE111015001	Arizona Department of Economic Sei	28,158.23			
	17.278	Workforce Investment Act	02291.08.8500	229116	01	10595	ADES14-052252	ADES14-052252	Arizona Department of Economic Sei	1,166,413.25	1,194,571.48	5,340,984	

SEFA

Required Elements are

- List individual federal programs by federal agency
- For clusters, provide cluster name, list individual federal programs within the cluster, and provide applicable federal agency name
- For Federal awards received as a sub-recipient, the name of the PTE (Pass-thru entity) and identifying number assigned by the PTE must be available.

NOTE: Federal grants passed thru an entity to you does not lose its federal identity therefore a CFDA number & grant number is required in the award

- Total federal awards expended for each federal program and the CFDA number
- For the cluster also provide the total of the cluster
- Include the total amount provided to sub-recipient from each federal program

SEFA

YUMA COUNTY
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2015

Federal agency/CFDA number	Federal program name	Cluster title	Pass-through grantor	Pass-through grantor's number(s)	Program expenditures	Amount provided to subrecipients
Department of Agriculture						
10.553	School Breakfast Program	Child Nutrition Cluster	Arizona Department of Education	14-10-01-0000, 14-87-57-001	\$ 28,321	\$ -
10.555	National School Lunch Program	Child Nutrition Cluster	Arizona Department of Education	14-10-01-0000, 14-87-57-001	59,719	-
	<i>Total Child Nutrition Cluster</i>				<u>88,040</u>	<u>-</u>
10.557	Special Supplemental Nutrition Program for Women, Infants, and Children		Arizona Department of Health Services	ADHS14-053059	1,383,856	-
10.561	State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	SNAP Cluster	Arizona Department of Health Services	ADHS12-030675	384,292	-
10.769	Rural Business Enterprise Grants				60,000	-
10.770	Water and Waste Disposal Loans and Grants				83,002	-
	Total Department of Agriculture				<u>1,999,190.00</u>	<u>-</u>
Department of Commerce						
11.307	Economic Adjustment Assistance	Economic Development Cluster			105,000	-
	Total Department of Commerce				<u>105,000</u>	<u>-</u>
Department of Housing and Urban Development						
14.228	Community Development Block Grants/State's Program and Non-Entitlement Grants in Hawaii		Governor's Office of Housing Development	121-13, 122-13, 100-14, 111-15, 118-15, 122-15	422,621	-
14.850	Public and Indian Housing				601,223	-
14.870	Resident Opportunity and Supportive Services - Service Coordinators				33,657	-
14.871	Section 8 Housing Choice Vouchers	Housing Voucher Cluster			2,548,225	-
14.872	Public Housing Capital Fund				352,020	-
14.896	Family Self-Sufficiency Program				64,295	-
	Total Department of Housing and Urban Development				<u>4,022,041</u>	<u>-</u>
Department of the Interior						
15.226	Payments in Lieu of Taxes				3,166,280	-
	Total Department of the Interior				<u>3,166,280</u>	<u>-</u>

Reconcile to General Ledger

Go to grants module **Expenditures > Expenditure Inquiry > Actuals** to get the expenditures for that period, then

Go to **General Ledger > Reports > Request > Financial > Budget Performance Report**, or

Go to **General Ledger > Reports > Request > Standard > Trial Balance Detail**

Go to grants module **Budgets > Funds Check Results (Budget)** this will show you where you are right now, budget to actual

Be sure to run the first 2 or 3 at the same time as posting occurs intermittently throughout the day and could skew your reconcile.

Reconcile (con't)

Enter as much information in this window you need to complete the reconciliation. Project number is always entered. Item Dates should be entered to coincide with the fiscal year, or grant period if not fiscal year. **Click on Find.**

This is the type of information you will receive. This screen varies from what you will probably see since I have set up a folder the way I want to see the information. If you would like to set up a folder and don't know how, please let me know and I can assist you in setting one up.

Trans Id	Project	Task	Award	Proj Cost	Expenditure Bal	Expend Type	Item Date
959276	SO10591X010	01	S0010010A	1,031.49	20748ST37401	Overtime	06/11/2010
959277	SO10591X010	01	S0010010A	44.87	20748ST37401	Medicare Cont	06/11/2010
959278	SO10591X010	01	S0010010A	621.37	20748ST37401	Public Safety I	06/11/2010
959279	SO10591X010	01	S0010010A	2,062.98	20748ST37401	Regular Salari	06/11/2010
959280	SO10591X010	01	S0010010A	191.86	20748ST37401	Social Security	06/11/2010
959281	SO10591X010	01	S0010010A	67.07	20748ST37401	Workers' Comj	06/11/2010
959291	SO10591X010	01	S0010010A	308.73	20748ST37401	Holiday Pay	06/11/2010
959292	SO10591X010	01	S0010010A	59.52	20748ST37401	Medicare Cont	06/11/2010
959293	SO10591X010	01	S0010010A	1,505.05	20748ST37401	Overtime	06/11/2010
959294	SO10591X010	01	S0010010A	860.15	20748ST37401	Public Safety I	06/11/2010

From here you will want to export to EXCEL. **Click on FILE then Export.** You will see it working and it may tell you that you have more than 100 records do you want to continue, always continue to end. Due to a glitch, you may have to hold down the CTRL key on your keyboard as it is exporting. When it has completed the export you will get an Excel window that wants you to open or save, click on open. Once you see it in Excel you will need to sort it by Expenditure type and subtotal on the Expenditure type. This will set it up similar to the general ledger object codes only in words. I am attaching a listing of the lookup sets for the object code words to object code numbers. If you get hung up give me a call.

Reconcile (con't)

	A	B	C	D	E	F	G
1	Project	Task	Award	Proj Cost	Expenditu	Expnd Type	Item Date
5	SO10591X010		SO010010A	6.21		Employee Assistance Program Total	
9				1,661.91		Health Insurance (ER) Total	
12				823.04		Health Insurance ER 2 Total	
18				749.57		Holiday Pay Total	
22				18.25		Life Insurance Total	
56				213.18		Medicare Contributions Total	
81				0.00		Overtime Total	
115				3,039.32		Public Safety Personnel Retire Total	
125				14,363.65		Regular Salaries and Wages Total	
159				911.51		Social Security Contributions Total	
193				368.56		Workers' Comp Insurance Total	
194				22,155.20		Grand Total	
195							
196							
197							
198							
199							
200							
201							
202							
203							
204							
205							

After export to Excel sort the file by Expnd Type subtotal on Expnd Type under Project cost. After subtotal, click on #2 on the far left side of the worksheet. As stated on page 4, these expenditure types correspond to the object codes in general ledger and if you look in 'How to Use Auto-Accounting Lookup Sets', you will find the names to corresponding number. **Please keep for reference.**

Go to General ledger and create the budget performance report for the corresponding fund and time period. It is very important that you run all reports you want to reconcile at the same time because it is possible that something will be posted that will change the numbers.

Reconcile (con't)

Report	Ledger	Period	Date	Currency	Request []
<input checked="" type="checkbox"/>	YUMA	MAR-2011	03/25/2011	USD	
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Row Set and Column Set
Row Set: Column Set:

Buttons: Define Ad Hoc Report, Submit

Go to Yuma County GL Inquiry > Reports > Request > Financial > Single Report

Report	Segment Override	Content Set	Row Order	Dis []
<input checked="" type="checkbox"/>				

Accounting Flexfield Dialog:

Ledger:

FUND:

FUNCTION:

DEPARTMENT:

OBJECT:

INTERFUND: 00000 N/A

FUTURE1: 00000 N/A

FUTURE2: 00000 N/A

Buttons: OK, Cancel, Combinations, Clear, Help

Enter as much information as you need.
Click OK

Reconcile (con't)

YUGA COUNTY
Budget Performance Report
Current Period: 06/30/2011

Currency: USD
FUND=0100 (GENERAL FUND), DEPARTMENT=3301 (SHERIFF - BOAT PATROL), INTERFUND=0000 (N/A), FUTURE1=0000 (N/A), FUTURE2=0000 (N/A)

OBJECT	YTD Budget	YTD Encumbrance	YTD Expenditures	Funds Available	Full Year Budget	Percentage of Full Year Budget Left
INDEPARTMENTAL						
3350 STATE GRANTS	-151,804	0	-159,000	-12,804	-151,804	0.43
TOTAL	-151,804	0	-159,000	-12,804	-151,804	0.43
PERSONAL SERVICES						
40110 REGULAR SALARIES AND WAGES	64,885	0	66,301	-1,496	64,885	-2.31
40130 OVERTIME	2,200	0	3,125	-925	2,200	-42.04
40140 HOLIDAY PAY	4,000	0	2,771	2,229	4,000	55.74
40210 SOCIAL SECURITY CONTRIBUTIONS	11,059	0	4,314	6,770	11,059	61.10
40211 MEDICARE CONTRIBUTIONS	2,594	0	1,009	1,585	2,594	61.11
40221 PUBLIC SAFETY PERSONNEL RETIREMENT	32,518	0	14,469	18,049	32,518	55.69
40230 HEALTH INSURANCE (ER)	19,944	0	7,479	12,465	19,944	62.50
40231 EMPLOYEE ASSISTANCE PROGRAM	75	0	23	52	75	69.04
40233 LIFE INSURANCE (ER)	242	0	93	169	242	69.48
40241 WORKERS' COMPENSATION INSURANCE	4,341	0	1,713	2,649	4,341	60.79
40290 OTHER EMPLOYEE BENEFITS	9,874	0	3,704	6,172	9,874	62.50
TOTAL	151,804	0	104,079	47,725	151,804	31.44
TOTAL EXPENSE	151,804	0	104,079	47,725	151,804	31.44

	A	B	C	D	E	F	G	H	I
1	RECONCILIATION OF 04401								
2	SLIF								
3	June 30, 2005			440102	440102	440102			
4				FY05	FY06	FY07			
5							TOTAL	6/L	
6	CODE	NAME	6/L	10433	10433	10433	OF GRANTS	- GRANTS	COMMENTS
7									
8	33500	STATE GRANTS	77,867.00				-	77,867.00	
9	36010	INT. ON INV.	4,026.00				-	4,026.00	
10	39090	MISC. REVENUE	480.00				-	480.00	
11	39910	APP OF FUND BAL REV	-				-	-	
12	95010	TRANSFERS IN	-				-	-	
13			82,373.00	-	-	-	-	82,373.00	
14									
15									
16	41360	MOTOR VEHICLE/EQUIP REP	7,478.00		4,358.97	529.15	4,888.12	2,589.88	
17	41502	SMALL TOOLS < 2000	1,776.00	-	1,620.79	154.96	1,775.75	0.25	
18	42330	POSTAGE	308.00		308.47		308.47	(0.47)	
19	43023	BOAT REPAIR	420.00		1,932.82		1,932.82	(1,512.82)	
20	43310	INT ON REG WTS	33.00				-	33.00	
21									
22	45412	BOATS	65,000.00		65,000.00		65,000.00	-	
23									
24	46710	CONTINGENCY	-		-		-	-	
25									

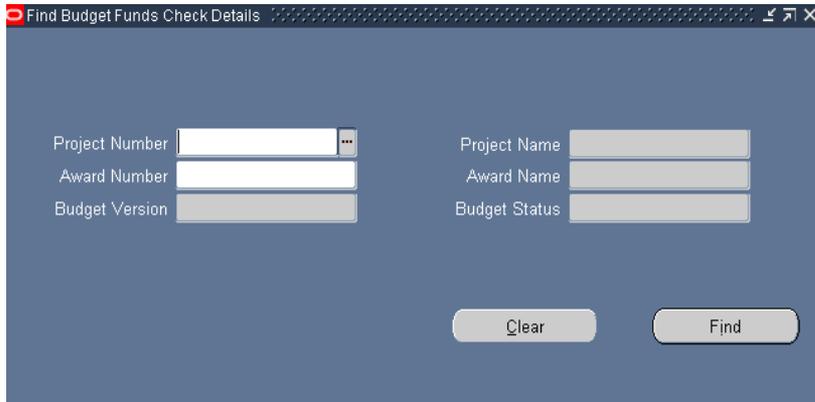
Put all parts together, the expenditures from the grants and the budget performance report onto a reconciliation form. There may be a difference between G/L and Grants. This difference could include journal entries that have not been posted yet or corrections needing to be entered in the projects only. It is department responsibility to keep a reconciliation so as to locate problems. We have always suggested that departments run reconciliations at least quarterly. This lets you get corrections to finance in a timely manner so we can get them corrected right away rather than waiting until the end of the fiscal year when everyone's workload has multiplied.

Reconcile (concluded)

YUMA COUNTY			Detail Trial Balance		Report Date: 31-MAR-2017 09:22	
			Year to date as of MAR-2017		Page: 1 of 2	
Currency: USD						
FUND Range: 02260 to 02260						
Ledger: YUMA COUNTY						
FUND: 02260 HEALTH SERVICES						
OBJECT	Description	Account	Beginning Balance	Period Activity	Ending Balance	
10030	CHANGE FUND	02260.00.0000.10030.00000.00000.00000	860.00	0.00	860.00	
10040	PETTY CASH	02260.00.0000.10040.00000.00000.00000	500.00	0.00	500.00	
10100	TREASURER'S CASH	02260.00.0000.10100.00000.00000.00000	-63,735.53	522,688.45	458,952.92	
10110	OUTSTANDING WARRANTS	02260.00.0000.10110.00000.00000.00000	-16,266.31	-10,941.93	-27,208.24	
12200	ACCOUNTS RECEIVABLE	02260.00.0000.12200.00000.00000.00000	0.05	-0.05	0.00	
13010	ACCRUED INTEREST REC	02260.00.0000.13010.00000.00000.00000	17.72	-17.72	0.00	
13290	DUE FROM OTHER FUNDS	02260.00.0000.13290.00001.00000.00000	375,638.20	69,146.66	444,784.86	
13290	DUE FROM OTHER FUNDS	02260.00.0000.13290.00002.00000.00000	65,466.63	-62,388.52	3,078.11	
13290	DUE FROM OTHER FUNDS	02260.00.0000.13290.00100.00000.00000	462.31	0.00	462.31	
13290	DUE FROM OTHER FUNDS	02260.00.0000.13290.02264.00000.00000	37.69	0.00	37.69	
13290	DUE FROM OTHER FUNDS	02260.00.0000.13290.02360.00000.00000	64,275.83	-64,020.83	255.00	
13290	DUE FROM OTHER FUNDS	02260.00.0000.13290.97001.00000.00000	-17,448.00	0.00	-17,448.00	
13310	DUE FROM FEDERAL GOV	02260.00.0000.13310.00000.00000.00000	475,065.75	-475,065.75	0.00	
13320	DUE FROM STATE FOR G	02260.00.0000.13320.00000.00000.00000	225,318.40	-225,318.40	0.00	
15010	PREPAID EXPENDITURES	02260.00.0000.15010.00000.00000.00000	460.00	-460.00	0.00	
20110	VOUCHERS PAYABLE	02260.00.0000.20110.00000.00000.00000	-34,279.89	34,279.89	0.00	
20410	ACCRUED SALARIES AND	02260.00.0000.20410.00000.00000.00000	-93,326.53	93,326.53	0.00	
22090	DUE TO OTHER FUNDS	02260.00.0000.22090.00000.00000.00000	6,453.54	0.00	6,453.54	
22090	DUE TO OTHER FUNDS	02260.00.0000.22090.00001.00000.00000	-86,002.87	-943.18	-86,946.05	
22090	DUE TO OTHER FUNDS	02260.00.0000.22090.00002.00000.00000	-74,512.89	-180,545.91	-255,058.80	
22090	DUE TO OTHER FUNDS	02260.00.0000.22090.00100.00000.00000	-105.05	0.00	-105.05	
22090	DUE TO OTHER FUNDS	02260.00.0000.22090.02260.00000.00000	-194,409.35	194,409.35	0.00	
29200	FUND BALANCE - UNRES	02260.00.0000.29200.00000.00000.00000	-634,469.70	0.00	-634,469.70	
33100	FEDERAL GRANTS	02260.25.5100.33100.00000.00000.00000	0.00	-1,589,370.33	-1,589,370.33	
33110	FEDERAL GRANTS PRIOR	02260.25.5100.33110.00000.00000.00000	0.00	-50,000.00	-50,000.00	
33500	STATE GRANTS	02260.25.5100.33500.00000.00000.00000	0.00	-582,453.35	-582,453.35	
33510	STATE GRANTS PRIOR Y	02260.25.5100.33510.00000.00000.00000	0.00	-35.72	-35.72	
36010	INTEREST ON INVESTME	02260.00.5100.36010.00000.00000.00000	0.00	-363.14	-363.14	
39520	CONTRIBUTIONS FROM P	02260.00.5100.39520.00000.00000.00000	0.00	-500.00	-500.00	
40110	REGULAR SALARIES AND	02260.05.5100.40110.00000.00000.00000	0.00	1,605,420.47	1,605,420.47	
40160	HOLIDAY PAY	02260.05.5100.40160.00000.00000.00000	0.00	46.95	46.95	
40210	SOCIAL SECURITY CONT	02260.05.5100.40210.00000.00000.00000	0.00	95,290.57	95,290.57	
40211	MEDICARE CONTRIBUTIO	02260.05.5100.40211.00000.00000.00000	0.00	22,285.40	22,285.40	
40220	ARIZONA STATE RETIRE	02260.05.5100.40220.00000.00000.00000	0.00	182,652.02	182,652.02	
40230	HEALTH INSURANCE (ER	02260.05.5100.40230.00000.00000.00000	0.00	211,393.55	211,393.55	
40231	EMPLOYEE ASSISTANCE	02260.05.5100.40231.00000.00000.00000	0.00	695.05	695.05	
40233	LIFE INSURANCE (ER)	02260.05.5100.40233.00000.00000.00000	0.00	1,521.36	1,521.36	
40241	WORKERS' COMPENSATIO	02260.05.5100.40241.00000.00000.00000	0.00	4,942.05	4,942.05	
40280	OTHER EMPLOYEE BENEF	02260.05.5100.40280.00000.00000.00000	0.00	80,985.03	80,985.03	

The Budget Performance Report or Trial Balance Detail report are interchangeable for this purpose. I prefer the Trial Balance Detail as it doesn't round and should match exactly the Expenditure Inquiry.

Budget to Actual



Find Budget Funds Check Details

Project Number Project Name

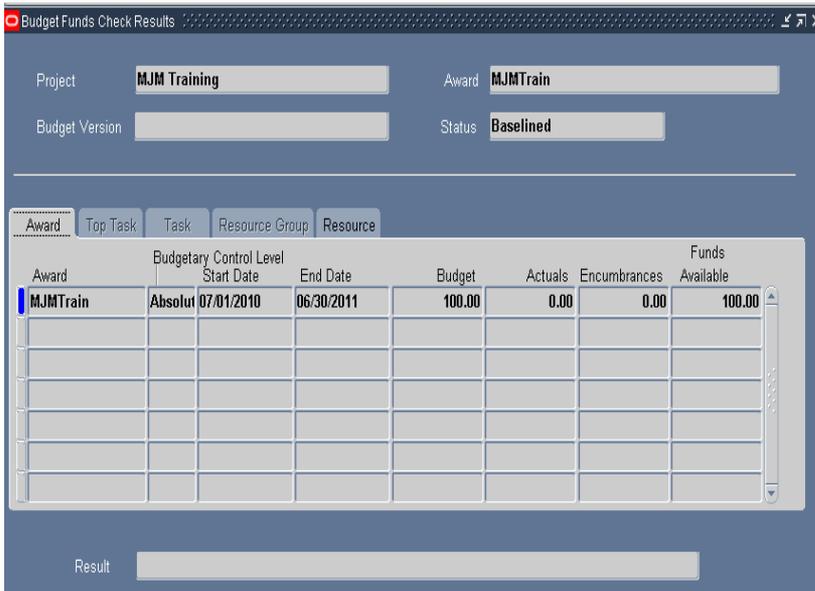
Award Number Award Name

Budget Version Budget Status

Grants Module Go to Grants > Budgets > Funds Check Results (Budget)

Enter Project Number and Award Number

Results will show you the project/award budget currently set up, actual expenditures, encumbrances if any, and the funds available. If budget has not been baselined there will be no data.



Budget Funds Check Results

Project **MJM Training** Award **MJMTrain**

Budget Version Status **Baselined**

Award | Top Task | Task | Resource Group | Resource

Award	Budgetary Control Level	Start Date	End Date	Budget	Actuals	Encumbrances	Funds Available
MJMTrain	Absolut	07/01/2010	06/30/2011	100.00	0.00	0.00	100.00

Result

Go to the Resources tab for the line item amounts.

Note: if the award budget is not set up by each line item, the expenditures will not be on the same line.

Project only budget

Navigator - Grants Accounting Super User

Functions Documents

Budgets:Project Budgets

Enter and Maintain Project Budgets

Awards
Projects
Capital Projects
Budgets
Award Budgets
Project Budgets

Top Ten List

1. Projects
2. Enter Awards
3. Requests: Submit
4. Invoice Review
5. Review Revenues

Find Budget

Project Number

Project Name

Budget Type

Find Draft

Draft Budget

Version Name

Status

Change Reason

Description New Original

Entry Options

Entry Method

Resource List

Totals

	Labor		Burdened		
	UOM	Quantity	Raw Cost	Cost	Revised Date
Draft	<input type="text"/>				
Current	<input type="text"/>				

History Copy Actual ... Rework Submit Details

Enter project only project number, click tab button, enter the Budget Type (usually Approved Cost Budget), click find draft.

Go to details.

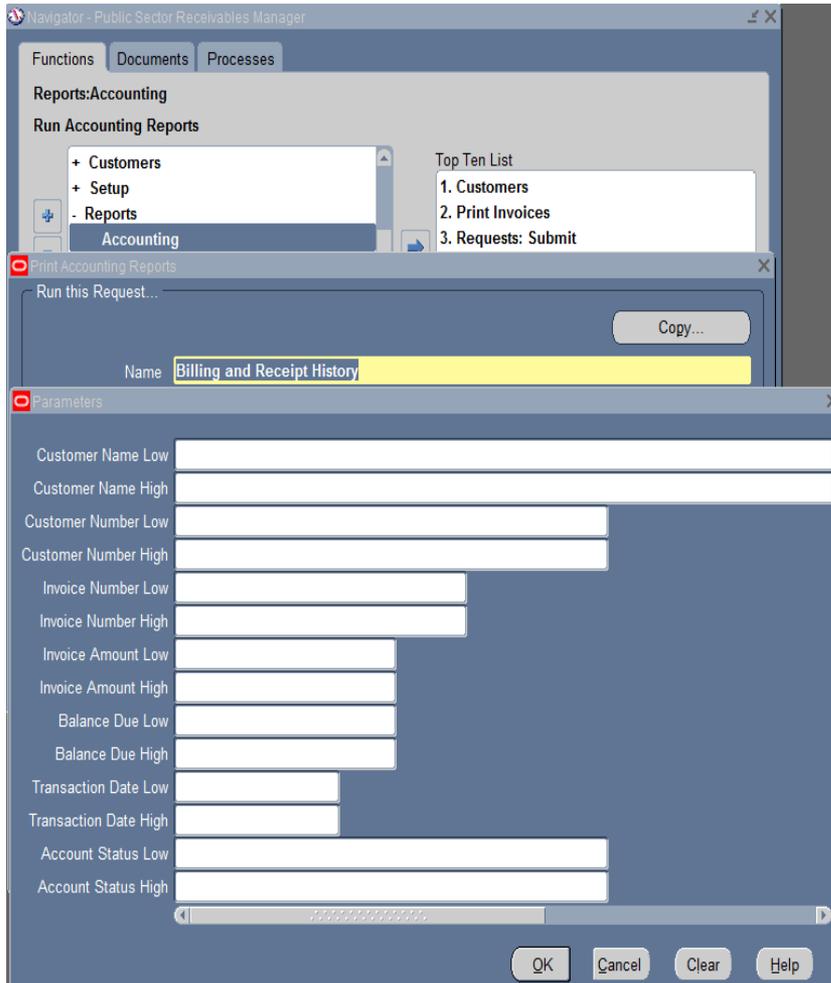
Enter expenditure line items and amounts.

Save and eXit.

Submit. Notify grants auditor and send grant documents, so it can be baselined.

Note: The Budget to Actual in Grants will not work for project only projects.

Events to clear A/R



From Accounts Receivable Reports>Accounting>Billing and Receipts History report.

Fill in as much information needed.

Look for balance due amounts that are outstanding or have not been applied and either apply the TRs or confirm you will not receive the funds.

Make offsetting events in both billing and revenue amounts so you can clear the outstanding amounts.

Note: use a meaningful description when creating events.

eCivis

eCivis is the County's grants tool. It will be used to search for and enter all grants. Beginning July 1, 2018 use eCivis to search for and to upload all grant documents, regardless of whether they were approved at budget time, directly using the project dashboard. This will set off the approval process which is the same as Agenda Quick (AQ) so grants will be routed for Board of Supervisors meetings. Since the Board of Supervisors are the only ones who can authorize and sign for new grants and create budgets Agenda Quick will still be used. After you create an item in AQ and eCivis you will still need to create it in Oracle Grants module.

Questions?



Thank you

Elizabeth Canela
Grants Auditor

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telephone: 373-1124