

# GRANT MANAGERS BROWN BAG

# DOCUMENTATION & REPORTING

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APRIL 2022



# ROLE OF THE GRANT MANAGER

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## From the Grant Management Handbook

- 1) *Tracking grant expenditures and reconciling internal tracking records with monthly expenditure reports from the Financial Management System to determine and document the accuracy and allowability of all charges*
- 2) *Reporting grant activity and financial expenditures to the funding source as required*

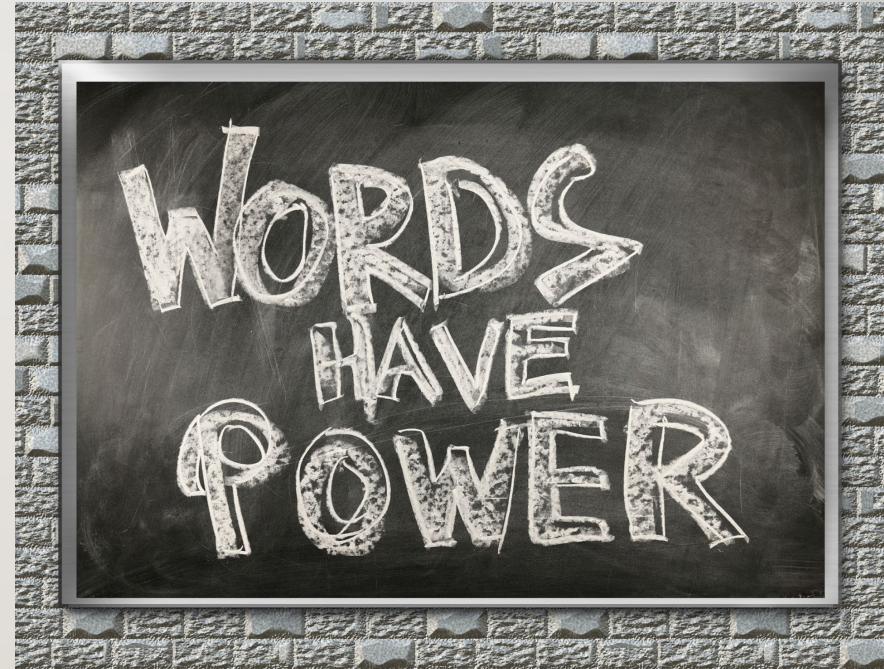


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# DEFINITIONS

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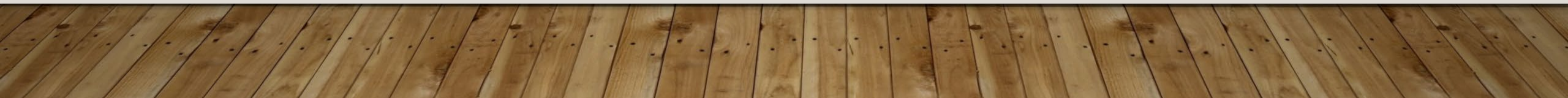
- Expenditure – the actual cost of an item charged to the grant
- Encumbrance – the projected cost of an expense
- Obligation – an encumbrance that the institution has committed to pay
- Unliquidated Obligation – an obligation that the institution has not yet paid



# WHEN IS AN EXPENSE OBLIGATED?

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Different types of expenses are obligated at different times.

- Salaries and Benefits expenses are obligated when the time is worked.
  - Travel is obligated when it is taken.
  - Supplies are obligated when there is a fully executed purchase order; the purchase order must be accepted by the vendor.
  - Subawards are obligated when there is a fully executed contract and effort is expended; contracts must be signed by both parties.
  - Services are obligated when there is a fully executed purchase order and services are delivered.
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# REPORTING AND DOCUMENTATION

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What do you report?

**ALLOWABLE ACTUAL  
EXPENDITURES**

(after they have been paid)

What do you document?

**EVERYTHING YOU REPORT**  
(before you report them)

# WHY IS THIS A TOPIC?

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- 1) Galaxy is difficult
- 2) Concur is difficult
- 3) What you see is not always what you get
- 4) Everything is online
- 5) Easy to rely on others
- 6) It is a time consuming process



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BUT..... YOU SAY

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*Not all grants require reporting  
and/or documentation.*

*Why do I need to bother?*



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# SO, WHY BOTHER?

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- 1) It's the responsibility of the Grant Manager
- 2) There may be an internal and/or external audit
- 3) Good stewardship of grant funds
- 4) Ultimately, student success



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# EFFECTIVE STRATEGIES FOR DOCUMENTING AND REPORTING

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- 1) Set up a shadow budget
- 2) Rid yourself of the gobbly gook
- 3) Track each expense as you approve it
- 4) Reconcile each expense as it is paid
- 5) Use View Detail if there are discrepancies

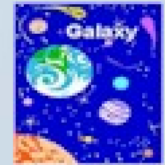


Menu

Navigation Menu

- + Budget Development System
- + Credential System - County
- + Credential System - District
- + Financial System - County
- Financial System - District
  - Fund Maintenance
  - SACS Maintenance
  - View Financial
    - View Cash Control
    - View Detail Account
    - View Expenditures/Outgo Summary (CC)
    - View Financial Summary
    - View Financial Summary by Fund and Resource
    - View Financial Summary by SACS Component
    - View General Ledger Detail Transactions
    - View General Ledger Details
    - View General Ledger Summary

OK Cancel



# County Schools Information System

# View Detail Account

Search

Details

County: 33 - RIVERSIDE COUNTY ▾ District: 07 - RIVERSIDE COMMUNITY COLLEGE DISTRICT ▾

Fiscal Year: 2022 ▾ Begin Date: 03/01/2022 End Date: 03/31/2022 |  Fiscal Year To Date

Fund:	School:	Resource:	Project Year:	Goal:	Function:	Object:
<input type="text"/>	F// <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	/250 <input type="text"/>	5// <input type="text"/>

P.O. Number:   Include P.O. Number

Warrant Number:

Vendor Number:   Do Not Show 9XXX Object Codes  Summarize Payroll Transactions

Clear Criteria

Find

Generated By 303218 on 4/22/2022, 10:03:50 AM

County 33 - RIVERSIDE COUNTY  
 District 07 - RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 Begin Date 03/01/2022  
 End Date 03/31/2022  
 School F//  
 Function /250  
 Object 5///

Transaction Date	Transaction ID	Fund	School	Resource	Project Year	Goal	Function	Object	Revenue/ Expenditures	Encumbrances	Document Number	P.O. Number(s)	Vendor Number	Reference
03/03/2022	GP00049933	12	FJC	1190	0	6010	4250	5310	0.00	240.00	P0083447	P0083447	102188	CALIFORNIA PLACEMENT ASSOCIATION
03/03/2022	GP00049949	12	FJC	1190	0	6010	4250	5310	0.00	995.00	P0083453	P0083453	36648	DISTRIBUTION MANAGEMENT ASSOCIATION
03/10/2022	AP00000368	12	FJC	1190	0	6010	4250	5220	235.00	0.00	0357604		108958	CITIBANK
03/22/2022	AP00000381	12	FJC	1190	0	6010	4250	5220	0.00	2,687.93	3ET4			ROSALINDA RIVAS: 3ET4 - CCCAOE SPRING STATE CONF
03/23/2022	AP00000383	12	FJC	1190	0	6010	4250	5220	0.00	1,885.00	3ET3			LAUREL MCQUAY-PENINGER: AACC WDI REIMAGINE 2021
03/23/2022	AP00000384	12	FJC	1190	0	6010	4250	5220	695.00	0.00	0357970		19459	CA COMMUNITY COLLEGE ASSOC. FOR OCCUPATIONAL ED.
									Totals	930.00	5,807.93			

# TYPES OF DOCUMENTATION

Expense	Documentation
Salaries	Time and Effort Report, Timesheet, Faculty Special Project, signed by both the employee and supervisor
Benefits	No specific documentation required, but must match the % of time charged to grant
Travel	Approved travel request, workshop/conference agenda, itemized receipts (air, hotel, food, parking, etc.) – NOTE, RCCD does not have an approved Per Diem Policy; however your grant may have travel limitations
Supplies	Purchase orders coupled with invoices; receipts attached to approved direct pay requests
Contractual	Subaward agreements signed by both parties AND invoices that outline expenses with attached documentation; must be reviewed and approved by grant manager prior to submission to Accounts Payable. NOTE, invoices submitted by subawards must include the same types of documentation as outlined here
Other	Professional services contracts signed by both parties AND invoices that outline expenses

# SPECIAL CONSIDERATIONS

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## Comp Time / Overtime Payout

- Need to document that overtime/comp time was worked
- Current form does not have a date on it so manually include the date
- Working to improve form



# SPECIAL CONSIDERATIONS

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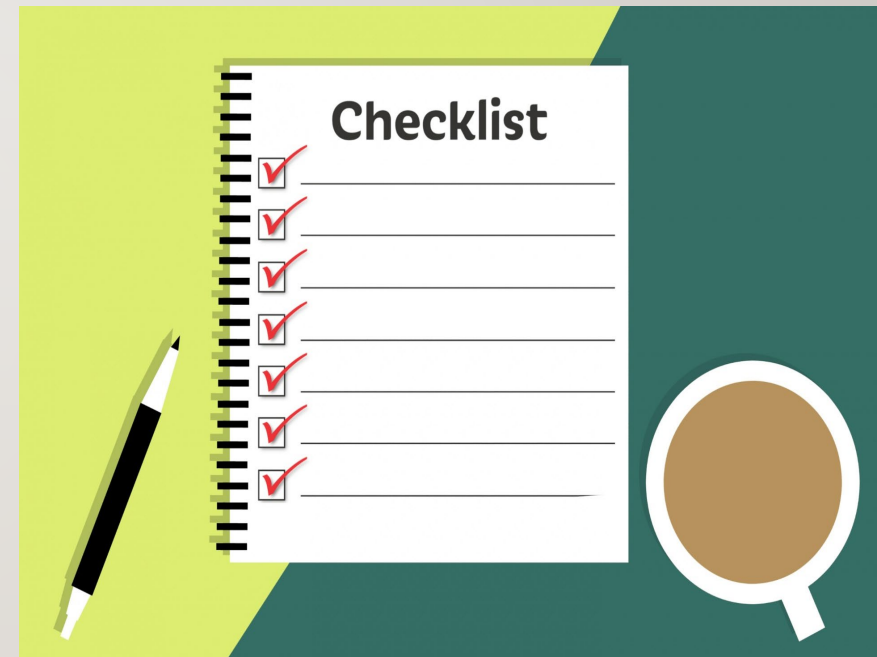
## Faculty Special Projects

- Lump Sum or Hourly
- Be thoughtful and proactive in development of SPR
- If hourly, include a reasonable allocation of effort based on projected hours necessary
- Do not authorize payment for more than is on the request
- Working to improve form

# SPECIAL CONSIDERATIONS

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- Other expenses that require special attention?





# QUESTIONS???

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