



**GRANT AWARDED!**

Now What?

**It's FREE  
money  
right?**



**What  
you  
need:**

- **Copy of the application**
- **Copy of the Award – preferably with the budget line itemization**

# Accounting

- Funds
- Object Codes
- Transactions

# **Special Revenue Fund for each grant award.**

- ❖ **Allows for keeping track of a grant over multiple fiscal years.**
- ❖ **Enables better reporting & reconciling capabilities.**

# Project codes (p-codes)

In some cases, it may be easier to record the activity in the General Fund and use a project code to track the revenues & expenses.

Number	Name	Type
ICAC	INTERNET CRIMES AGAINST CHILDREN	GRANT
CVA	Crime Victim Assistance - Coordinator	GRANT

# Revenue



## Revenue object codes

**Intergovernmental – Local**

**Intergovernmental – State**

**Intergovernmental – Federal**

6105	SEIZED ASSETS - INTERGOV
6106	INTERGOVERNMENTAL - LOCAL
6107	INTERGOVERNMENTAL - STATE
6108	INTERGOVERNMENTAL - FEDERAL



**Expense object codes**  
**If your account structure allows it, then create object codes that match with the grant award.**

8054	TRANSIT DOWNTOWN CIRCULATOR PROGRAM
8055	TRANSIT CAPITAL COST OF CONTRACTING
8056	TRANSIT PLANNING
8057	TRANSIT OPERATING ASSISTANCE
8058	TRANSIT ADA
8059	TRANSIT COMMUTER BUS SERVICE



## ❖ Expenditure-driven grants

- ❖ Must incur qualifying expenditures to “obtain claim to resources” (i.e., incurrence is an eligibility requirement)
- ❖ Often require matching funds or other actions by grantee, referred to as “contingencies”
- ❖ **Most federal grants**

## ❖ Purpose-restricted grants

- ❖ Includes: Entitlements, some formula-driven grants, shared revenues, endowment and other restricted donations
- ❖ Incurring eligible expenditures ***not needed*** in order to recognize revenue

# Expenditure-driven grants

## Record expenditures

DR Expenditure  
CR Cash/Liability

## Request reimbursement – record revenue

DR Receivable  
CR Revenue

**Note: A reimbursement grant should always have the revenues equal the expenditures at year end.**

# Purpose-restricted grants

- **Cash is received in advance.**
- **Review if eligibility requirements are met and time requirements.**

DR Cash

CR Liability/Deferred inflow of resources

DR Liability/Deferred inflow of resources

CR Revenue

# Budget

- **Timing**
- **Matching Funds**
- **Multi-year**

**Once the award is granted, then create the budget. The time of year matters due to needing to estimate how much will be spent in the current fiscal year.**





**As a general rule – I do not recommend budgeting for a grant until it is awarded.**

**Estimate how much will be spent in the fiscal year and allocate to the expenditure coding, then budget the revenue to match the total.**

# If your grant spans multiple fiscal periods, then a “true-up” adjustment may be necessary.

Type	Fund	Account	Name	Original Budget	Budget Adjustmen	Current Budget
Revenue	208	208-1044-6108	INTERGOVERNMENTAL - FEDER	<a href="#">-492,713.00</a>	<a href="#">15,958.00</a>	<a href="#">-476,755.00</a>
Expense	208	208-1044-7170	VEHICLE REPAIRS	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>
Expense	208	208-1044-8056	TRANSIT PLANNING	<a href="#">7,000.00</a>	<a href="#">45,042.00</a>	<a href="#">52,042.00</a>
Expense	208	208-1044-8057	TRANSIT OPERATING ASSISTAN	<a href="#">254,084.00</a>	<a href="#">-61,000.00</a>	<a href="#">193,084.00</a>
Expense	208	208-1044-8058	TRANSIT ADA	<a href="#">170,629.00</a>	<a href="#">0.00</a>	<a href="#">170,629.00</a>
Expense	208	208-1044-8520	TRANSFER OUT	<a href="#">61,000.00</a>	<a href="#">0.00</a>	<a href="#">61,000.00</a>

>	>	<input type="checkbox"/>	Object Code	2022 Actual	2023 Budget	2023 Actual	Estimate	2024
			Type to filter	Type to filter	Type to filter	Type to filter	Type to filter	Type to filter
>			GL Category: 61 - Intergovernmental		165,000	112,958	97,000	476,755
>			GL Category: 80 - Contractual		(96,852)	(57,289)	(40,000)	(415,755)
>			GL Category: 85 - Transfers Out		(68,148)	(55,669)	(57,000)	(61,000)

**Many grants have a local match portion, so even though the grant is awarded a portion of it is paid from local monies.**

**i.e.: 80% FEDERAL reimbursement +  
20% LOCAL match = 100% GRANT**

**When budgeting know where your LOCAL portion is coming from (most likely General Fund, but could be a CIP Fund).**





# Reporting

- **Monitoring**
- **Program Reports**
- **Single Audit**



**Monitoring is necessary, but does not have to be complicated.**

# Monitoring is necessary, but does not have to be complicated. A spreadsheet is one example.

								Federal	Local	Total
Operating Assistance (7160,8057,8520)								254,084.00	50,816.80	304,900.80
ADA Paratransit (7160,8058)								170,629.00	34,125.80	204,754.80
Metropolitan Planning (8056)								52,042.00	10,408.40	62,450.40
<b>Total Grant Award</b>								<b>\$ 476,755.00</b>	<b>\$ 95,351.00</b>	<b>\$ 572,106.00</b>
								PER SEFA	Actual Expend.	Difference
SEFA FY23								112,958.00	112,958.00	-
SEFA FY24								-	-	-
<b>Fund 208</b>								-	-	-
<b>FY20 Section 5307 Grant</b>								112,958.00	112,958.00	-
GRANT MGR	SHAWN JOHNSON								363,797.00	
CFDA#	20.507									
PROJECT#	TX-2020-153-00									
<b>FY 24</b>										
										<b>Payment</b>
	<b>Check Date</b>	<b>Check No.</b>	<b>Vendor</b>	<b>Invoice #</b>	<b>Invoice Date</b>	<b>Total Invoice</b>	<b>%</b>	<b>Grant portion</b>	<b>Local portion</b>	<b>Received</b>
208-1044-8520	Payroll		Guinn	23-Oct	10/31/2023	7,326.93	80%	5,862.00	1,464.93	11/14/2023
208-1044-8520	Payroll		Guinn	23-Nov	11/30/2023	7,326.93	80%	5,862.00	1,464.93	11/21/2023
208-1044-8520	Payroll		Guinn	23-Dec	12/31/2023	10,770.15	80%	8,616.00	2,154.15	1/2/2024
208-1044-8520	Payroll		Guinn	24-Jan	1/31/2024	7,331.19	80%	5,865.00	1,466.19	2/1/2024
208-1044-8520	Payroll		Guinn	24-Feb	2/29/2024	7,331.19	80%	5,865.00	1,466.19	2/27/2024
208-1044-8520	Payroll		Guinn	24-Mar	3/31/2024	7,331.19	80%	5,865.00	1,466.19	
208-1044-8520	Payroll		Guinn	24-Apr	4/30/2024			#DIV/0!		
208-1044-8520	Payroll		Guinn	24-May	5/31/2024			#DIV/0!		
								47,417.58	37,935.00	9,482.58
										Remaining
TGC = THE GOODMAN CORPORATION	Operating Assistance (7160,8057,8520)							37,935.00	216,149.00	
									170,629.00	
									52,042.00	

**Most grants have regular programmatic reporting that is required. It will vary depending on the grant.**

- ❖ Keep documentation in location that is easy to access**
- ❖ Stay organized – know the due dates of periodic reports (i.e.: monthly, quarterly)**

# Document, Document, Document!

- **Compliance must be verifiable with documentation**
- **Procedures/systems must be sufficient to collect, maintain and provide access to all required documentation**
- **Recommended contents of grant program file/binder**
  - ✓ Grant agreement and changes
  - ✓ Assistance listing #, program name and pass-thru #
  - ✓ Budget documents and changes
  - ✓ Internal budget / chart of accounts
  - ✓ Significant correspondence
  - ✓ Expenditure reports and cash requests
  - ✓ Year and grant end tie-out schedules

- ❖ **The Single Audit Act of 1984;**
- ❖ **The Single Audit Act Amendments of 1996;**
- ❖ **Title 2 of the *U.S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance)**
- ❖ **requires an entity expending \$750,000 or higher in a fiscal year to have an audit – known as a Single Audit**

❖ **The threshold \$750,000 applies to state grant awards under the Texas Grant Management Standards**

**Common Terms:**

**SEFA = Schedule of Expenditures of Federal Awards**

**SESA = Schedule of Expenditures of State Awards**

# Single Audit – just an example of how we monitor so that we are prepared

CITY OF CONROE, TEXAS										
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS										
FOR THE YEAR ENDED SEPTEMBER 30, 2023										
	Federal Grantor	Federal Funding Ratio	Federal ALN #	Project Number	Grant Funds Expended	Pass-Through Amount to Subrecipients	Last Year Audited as a Major Program	Type Program (A or B)	Nonmajor Program	Actual Major Program
	<b>U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT</b>									
024	Community Development Block Grant		14.218	B-21-MC-48-0038	\$ 133,910	\$ -				
024	Community Development Block Grant		14.218	B-22-MC-48-0038	168,517	-				
	<b>Total Community Development Block Grant</b>				<b>302,427</b>	<b>-</b>	2020	B	X	
	<b>Passed Through Texas General Land Office:</b>									
	CDBG-Disaster Recovery 2016 Floods and Storms		14.228	19-076-004-B353	4,650					
	<b>Total passed through Texas General Land Office</b>				<b>4,650</b>					
	<b>TOTAL U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT</b>									
					<b>307,077</b>	<b>-</b>				
	<b>U.S. DEPARTMENT OF JUSTICE</b>									
	Edward Byrne Memorial Justice Assistance Grant		16.738	2019-DJ-BX-0217	13,606	-		B	X	
	CPD Pocket Language Translators and Gun Mounts		16.738	5PBJA-21-GG-01868-JAG	17,542			B	X	
	<b>Passed Through Houston Police Department:</b>									
ICAC	Houston Metro Internet Crimes Against Children Task Force		16.543	4600015117 2018-0839	73,251	-		B	X	
	<b>TOTAL U.S. DEPARTMENT OF JUSTICE</b>				<b>104,399</b>	<b>-</b>				
	<b>U.S. DEPARTMENT OF TRANSPORTATION</b>									
	Highway Planning and Construction Cluster:									
	Passed Through Houston-Galveston Area Council:									
210	Conroe Connection Transit Commuter Bus Service		20.205	TDOT.18.1112-01	194,659	-				
	<b>Total Highway Planning and Construction Cluster</b>				<b>194,659</b>	<b>-</b>		B	X	
	<b>Federal Transit Cluster:</b>									
204	FY 17 Section 5307 Urbanized Area Formula Program	50% and 80%	20.507	TX-2019-019-00	253,803	-				
205	FY 18 Section 5307 Urbanized Area Formula Program	50% and 80%	20.507	TX-2019-087-00	96,829	-				
206	FY 19 Section 5307 Urbanized Area Formula Program	50% and 80%	20.507	TX-2019-085-00	112,012	-				
207	Section 5307 CARES ACT		20.507	TX-2020-110-00	337,606	-				
208	FY 20 Section 5307 Urbanized Area Formula Program	50% and 80%	20.507	TX-2020-110-00	112,958	-				
	<b>Total Federal Transit Cluster</b>				<b>913,208</b>	<b>-</b>	2022	A	X	





**IF** in doubt – phone  
a friend. Just  
another benefit of  
being a part of  
**GFOAT** is that we  
work as a network  
and are willing to  
share our  
knowledge with  
each other.



**QUESTIONS**  
**??**

