

## **MRC Policies and Procedures**

<b>Policy Id</b>	61
<b>Division</b>	Fiscal Operations
<b>Business Unit</b>	Accounting
<b>Function/Control Area</b>	Fiscal Federal Grants Management
<b>Oversight References</b>	Rehabilitation Services Administration (RSA) Policy Directive RSA-PD-15-05 as of February 5, 2015.
<b>Title Of Policy</b>	Completion of Federal Financial Reports (SF-425) for the State Vocational Rehabilitation Services Program
<b>MRC Internal Ref #</b>	FF 300.1
<b>Effective Date</b>	2/5/2015
<b>Expiration Date</b>	Until Superseded
<b>Procedure Audience</b>	Director of Accounting; Budget Director; CFO
<b>Purpose Of Procedure</b>	To ensure that the SF-425s are completed in an accurate and timely manner.
<b>Risks</b>	Inaccurate or late reports could have a negative impact on current and future funding.
<b>Controls</b>	Review process includes approval by CFO before submittal to RSA.
<b>Person To Contact</b>	Scott Connolly, Director of Accounting
<b>Security Protocol:</b>	Access to RSA-MIS website; ; Access to G5 website; MMARS Security Roles; Statewide access to the CIW.
<b>Most Recent Review Date</b>	2/24/2015
<b>Person responsible for maintaining the written procedures</b>	Scott Connolly, Director of Accounting
<b>Notes</b>	SF-425s for the Vocation Rehabilitation grants are submitted semi-annually.  RSA Website: <a href="http://rsa.ed.gov">http://rsa.ed.gov</a> Department of Education G5 Website: <a href="https://g5.gov">https://g5.gov</a>

### **Review and Modifications**

Replaces FF 300 - Federal Financial Reports (SF-425)

6/10/2015 11:13:13 AM Scott Connolly

### **Procedures**

61-420 The Federal Financial Report (SF-425) is required by RSA for reporting financial data related to all Federally-funded programs awarded by the Department of Education. The reports are accessed through the RSA-MIS website (<http://rsa.ed.gov>).

61-421 10a) Federal Cash Receipts: Enter the net amount of Federal VR funds drawn down from G5 from the beginning of the grant period to the reporting end date.

-This amount is found by running a warehouse query using the `dbo_m_ca_draw_cmia_tracking` table to reconcile successful draws and the G5 External Award Activity History Detail Report for the period covered by the report.

# MRC Policies and Procedures

- 61-422 10b) Federal Cash Disbursements: Enter the cumulative amount of actual disbursements made from Federal VR funds drawn down as of the reporting period.
- This amount is found by running a warehouse query using the dbo\_m\_ap\_central\_expense\_detail table to get cash expenses to the match draw amounts from 10a. for the period covered by the report. (Line 10b. must equal Line 10a.)
- 61-423 10c) Federal Cash on Hand: Calculation. 10a) minus 10b).
- 61-424 10d) Total Federal Funds Authorized: Updated automatically and represents the total amount of Federal funds awarded as of the end of the reporting period.
- 61-425 10e) Federal Share of Expenditures: Enter the amount of expenditures incurred with Federal funds as of the reporting period end date.
- This amount is found by running a warehouse query using the dbo\_m\_ap\_central\_expense\_detail table to get all expenses for the period covered by the report.
- 61-426 10f) Federal Share of Unliquidated Obligations: Enter the Federal portion of unliquidated obligations incurred by the grantee.
- This amount is found by running a warehouse query using the dbo\_m\_pr\_encumbrance\_detail for open encumbrance amounts as of the end date of the period covered by the report to the end of the grant period.
- 61-427 10g) Total Federal share: Calculation. Sum of 10e) and 10f).
- 61-428 10h) Unobligated Balance of Federal Funds: Calculation. 10d) minus 10g).
- 61-429 10i) Total Recipient Share Required: Calculation to reflect match requirement. (Line 10a divided by 0.787) multiplied by 0.213.
- 61-430 **10j) Recipient Share of Expenditures: Enter total amount of non-Federal VR expenditures incurred for the reporting period.**
- This amount is found by running a warehouse query using the dbo\_m\_ap\_central\_expense\_detail table to get the matching state appropriation expenditures as of the end date for the first year of the grant only. Also included in this line is the Fringe amount from Line 12) Remarks, Indirect amount from Line 11e) Amount Charged, and amount from Line 12d) Recipient Share of Unliquidated Obligations.
- Refer to FF 301 – Match and Maintenance of Effort for exact criteria for match.
- 61-431 10k) Remaining Recipient Share to be Provided: Calculation. 10i) minus 10j).
- 61-432 10l) Total Federal Program Income Earned: Enter the amount of Federal program income earned and received by the grantee as of the end of the reporting period. Program income is earned in the fiscal year in which the funds are actually received by the grantee.
- This amount is found by running a warehouse query using the dbo\_m\_ga\_accounting\_journal to get the revenue collected from appropriation 4120-0029 during the first year of the grant.
- 61-433 **10m) Program Income Expended in Accordance with the Deduction Alternative:**
- MRC currently uses the Addition Alternative.
- 61-434 10n) Program Income Expended in Accordance with the Addition Alternative: Enter the amount of program income that was used to supplement the Federal share of the total program costs. The amount reported represents the actual disbursements.
- This amount is found by running a warehouse query using the dbo\_m\_ap\_central\_expense\_detail table to get cash expenses from appropriation 4120-0029 for the period covered by the report.
- 61-435 10o) Unexpended Program Income: Calculation. 10l) minus 10m) or 10n).