

Grant Accounting

Colorado Charter School Institute

April 10, 2019

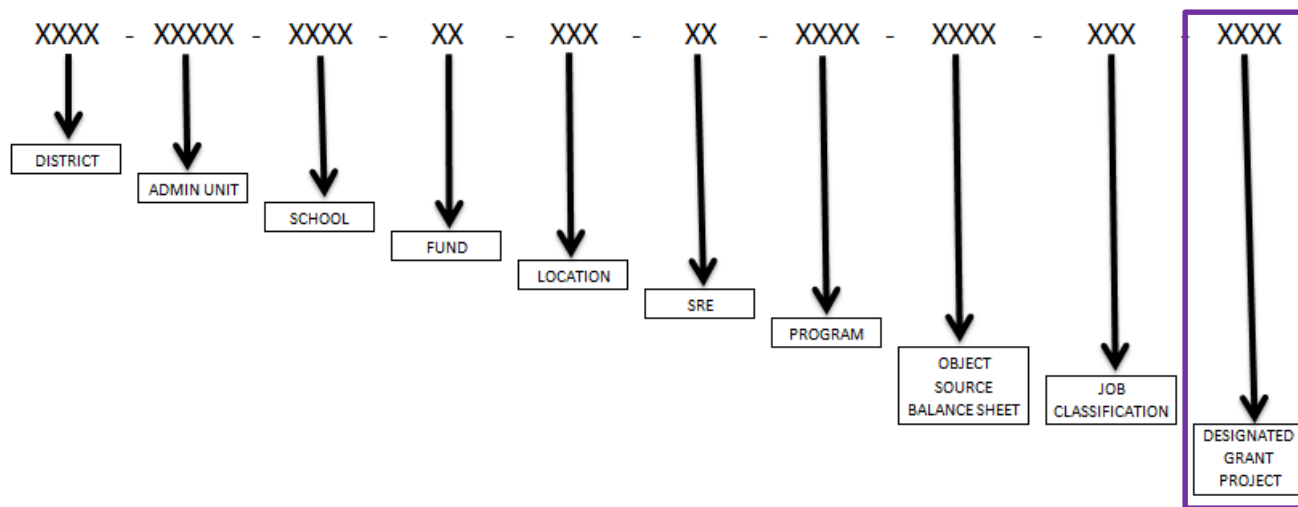
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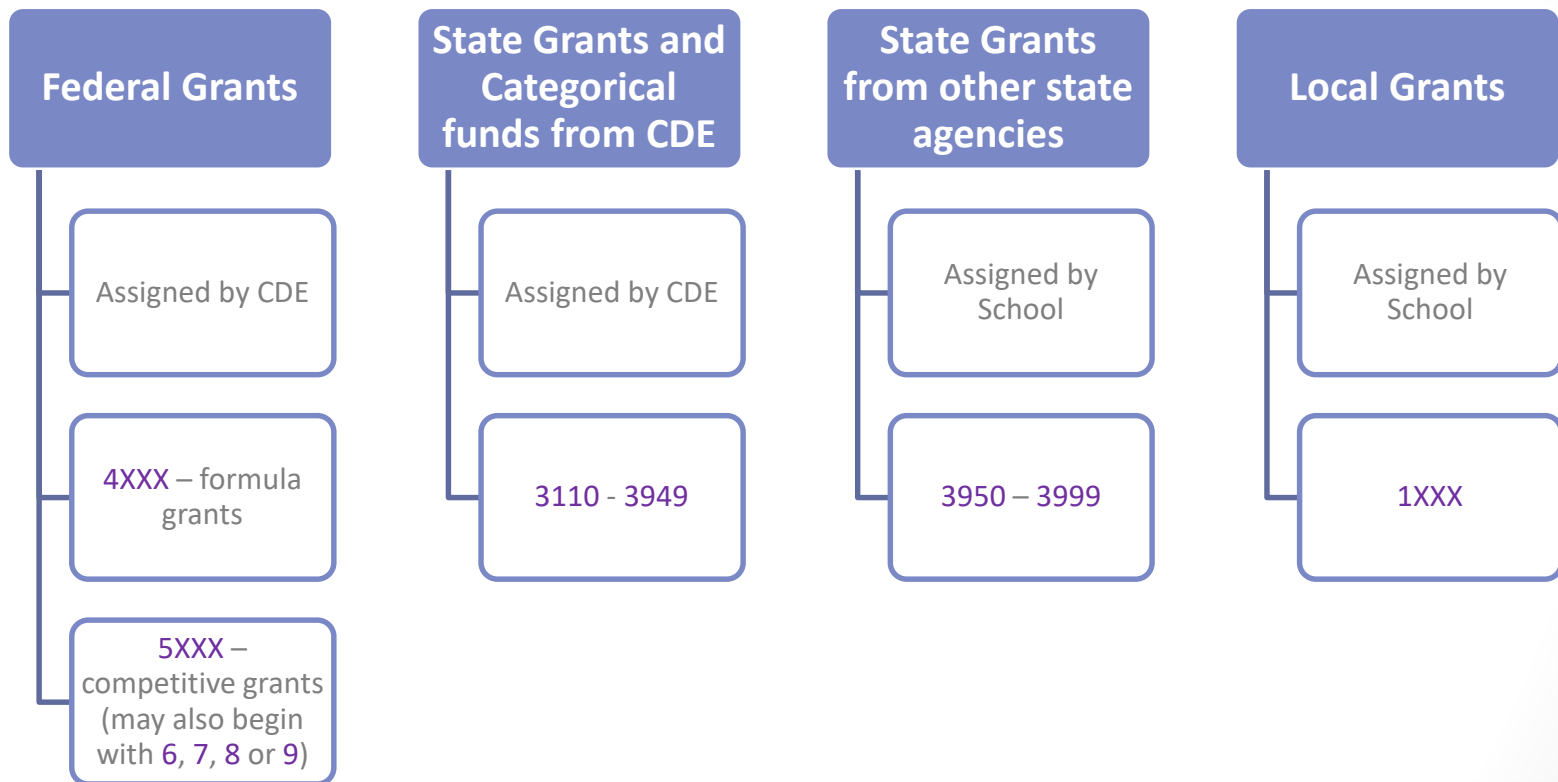
CDE Account Code Elements

- Account elements and sequence
 - Grant codes are used to track grant revenues and expenditures
 - It is the last element in the CDE account code structure
- **Grant** is used to distinguish specific sources/uses of funds that are granted to the school and designated for a specific purpose.

ACCOUNT ELEMENTS



Grant Codes



Flow-through Source Coding

Grant and categorical funding flows through CSI from CDE. Since charter schools do not receive funding directly from CDE a flow through revenue source is used.

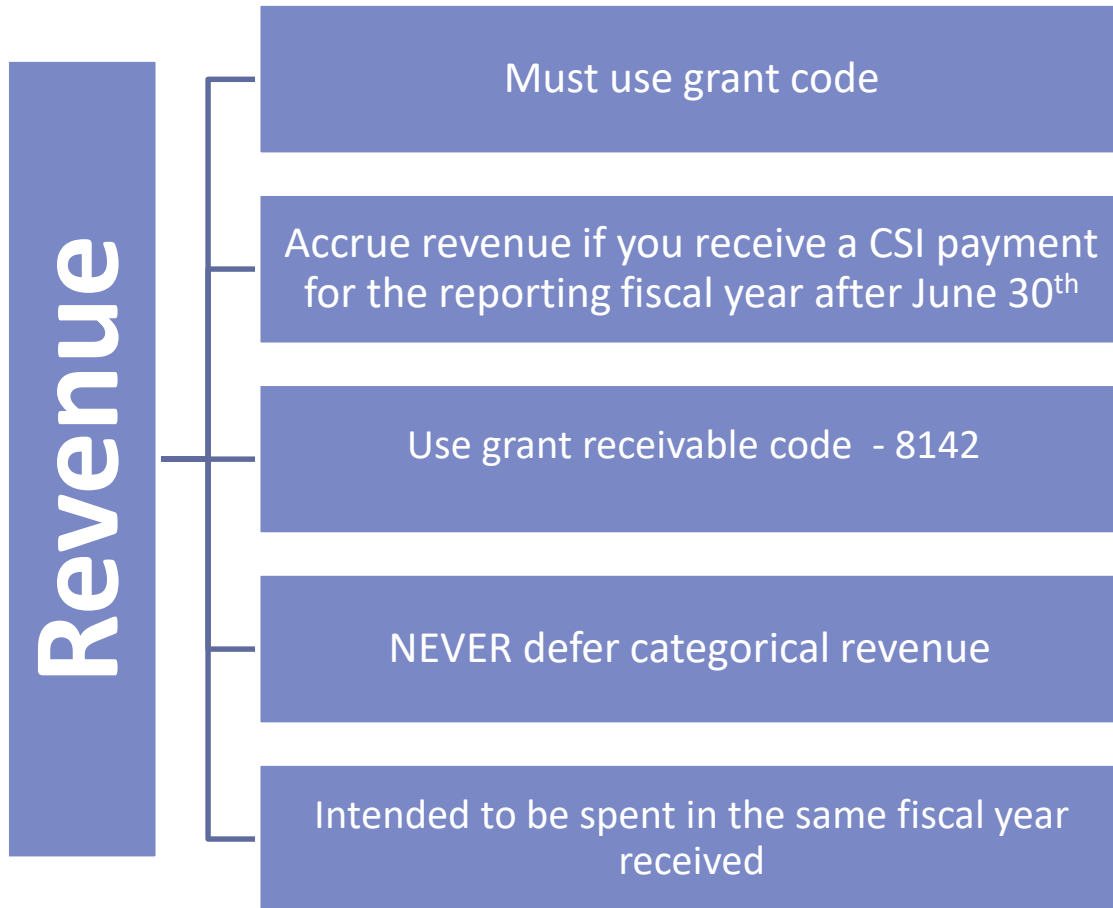
Revenue source codes:

Source	Revenue	SFA Revenue
Federal	4954	4956
State	3954	3956
Local	1954	1956

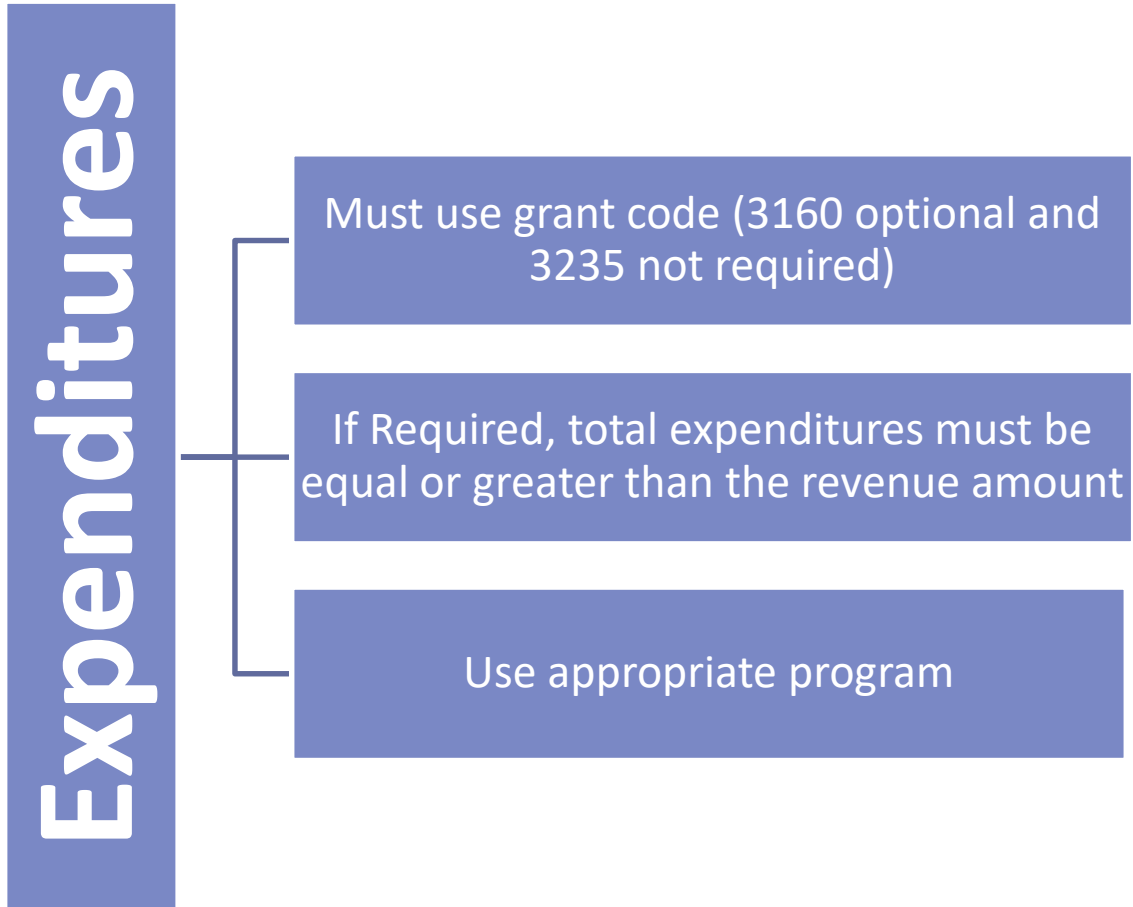
State Categoricals

Grant Code	Description
3113	• Charter School Capital Construction
3115	• At-Risk Supplemental
3120	• Vocational Education
3130	• ECEA – Exceptional Children Education Act
3139	• ELPA-Professional Development (English Language Proficiency Act)
3140	• ELPA (English Language Proficiency Act)
3141	• CPP (Colorado Preschool Program) and ECare
3150	• Gifted and Talented
3160	• Transportation Reimbursement
3206	• READ Act
3230	• Small Rural Additional Funding
3235	• Additional At-Risk Funding (expenditures do not need to be identified)

State Categoricals



State Categoricals



Program Codes

Suggested program codes for categorical expenditures:

- 1700 – 3130-ECEA
- 2231 – 3130 Admin Support Special Ed
- 0070 – 3150-G&T
- 0060 or 0090 – 3140-ELPA
- 2700 – 3160-Transportation
- 0040 – CPP/Ecare Instructional-3141
- 2239 – CPP/Ecare Admin Support-3141
- 2600 – Facility Maintenance (including rent) Cap Const-3113
- 4000 – Capital Construction/Acquisition Cap Const-3113
- 5100 – Debt Service Cap Const-3113

ECEA Maintenance of Effort

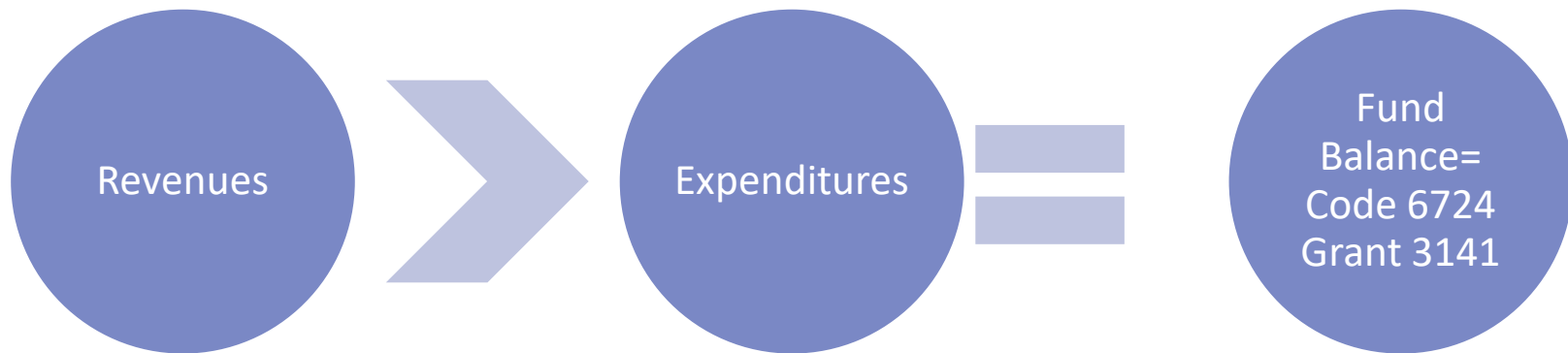
The purpose of the MOE requirement is to ensure the recipient of federal funds does not spend those funds in place of state and local dollars. MOE ensures grant recipients spend their state and local funds for the same activities that would be provided if federal dollars were not available.



If Maintenance of Effort is not maintained, funding may need to be returned.

PRESCHOOL FUNDING–CPP/E-Care

- Must be reported if your school has CPP or E-Care slots
- Revenue coded to source 5810 with grant code 3141



- Expenditures greater than allocated revenue and beginning fund balance must be coded without grant code-cannot have negative fund balance

State Grants

- Funds are usually disbursed up-front
- Revenues must equal expenditures
- Expected to spend funds in the year received
- If not spent in the current fiscal year, must check with state to see if funds can be carried over to next year
- If it can, the remaining revenue must be deferred
- Here are examples of state grants:

3183 EARSS Grant

3192 State School Counselor

3202 Comp Health: Student Wellness

3203 Early Literacy Grant

3207 Library Grant

3210 Board Certifies Teachers Grant

3218 School Health Professional Grant

3228 Gifted and Talented Grant

3231 Student Re-Engagement Grant

3232 Bullying Prevention Grant

3237 Career Success Pilot Program Incentives

Reimbursable Grant Accounting

Revenue is earned as it is spent

Revenue **must** equal expenditures

Revenue is accrued/deferred to amount spent or expenditures accrued at June 30th

DO NOT accrue more than the grant award

Deferred revenue in a federal grant may be a **cash violation**

Identifying Reimbursable Grants

CDE identifies reimbursable federal grants in the Chart of Accounts

- Refer to the State and Federal Grant codes spreadsheet

<http://www.cde.state.co.us/cdefinance/sfCOA.htm>

- Check the “Cost Reimbursement Grant” column for “Y”

Here are examples of reimbursable grants (Federal):

4010 Title I, Program Improvement

4027 IDEA Part B – Special Education

4048 Perkins Grant

4173 IDEA Part B – Special Education PreSchool

4365 Title III, English Language Acquisition

4367 Title IIA, Teacher Quality (combined with Title I FY13-14)

5010 Title I – School Improvement (Various)

5282 Charter School Start Up Grant

5287 21st Century Grant

5323 IDEA Part D Program Improvement

6287 21st Century Community Learning Centers

6365 Title III, Supplemental Immigrant Grant

7365 Title III, Set Aside Immigrant

9202 Title I, Set-Aside Homeless

9211 Title I, Set-Aside Parental Activities-School (PAS)

Grant Accrued/Deferred Revenue Codes

Grants Accounts
Receivable

Balance
Sheet 8142

Must use
grant code

Grants Unearned
Revenue

Balance
Sheet 7482

Must use
grant code

Grant Accounting Overview

Reimbursable grants

Revenues = Expenditures

Accrue/Defer revenue as required

Compare Monthly Payment Report to Grant revenue recorded

Be timely with Request for funds - Request funds by established deadlines

Cannot request funds until disbursed, i.e. accrued salaries/benefits at June 30th

State Categoricals

Expenditures are expected to equal or exceed revenue (if required to be tracked)

Food Service Meal Reimbursements

Revenues do not have to equal Expenditures

- Meal reimbursements are not a cost reimbursable grant

Revenues

- Must use grant code
- Accrued revenue – Balance Sheet code 8142

Accrue reimbursements incurred by June 30th

- Accrue payments received after June 30th for that fiscal year

Expenditures

- Must use program 3100 within Fund 11
- Use flow-through revenue and expenditure codes
- Must follow the Charter SFA model! Contact me or Michelle Andreano (michelle.andreano@pinnaclecharterschool.org) if you need additional information.

Commodities

- Record revenue and expenditure for the amount of commodities received – Net effect is zero
- Amounts to be recorded provided by CDE and Pinnacle should distribute to the schools.
- The grant code to use is determined by where the commodities were used

FOOD SERVICE – SFA

Charter schools that are not a School Food Authority (SFA) but have a NSLP (National School Lunch Program) must report food service activity in fund 11, program 3100

Depending on who your SFA is, you will need to record your food service activity as flow-through using the codes in this presentation or as a contracted service (object 0572)

For more information on reporting to an SFA using flow-through coding, please contact me of Pinnacle Charter School, Michelle Andreano (michelle.andreano@pinnaclecharterschool.org)

Food Service Grant Codes

3161

- Food Service State Matching

3164

- State Start Smart Nutrition

3169

- State K-2 Reduced Lunch

4553

- Federal Nutrition – Breakfast

4555

- Federal Nutrition – Lunch

4558

- Federal Nutrition – Supper Program

4559

- Federal Nutrition – Summer Lunch

Grant Set-Aside Tracking

9202 – Eligible Homeless Children Set Aside

9211 - Parent Involvement Activities Set Aside
School

For additional set aside information you may refer to CDE's Chart of Accounts found here
<http://www.cde.state.co.us/cdefinance/sfCOA.htm>.

Verifying Reporting Amounts

- CSI MONTHLY PAYMENT REPORT
 - Use this report to verify payments are received and coded correctly
 - Find errors before the end of the year – Please inform CSI!
 - See sample below

Colorado Charter School Institute 2018-19 Year-to-Date Payments
Prior-Year Accruals and Reconciling Items

Pinnacle Charter School				July 31st, 2018	August 31st, 2018	September 30th, 2018	October 31st, 2018	November 30th, 2018	December 31st, 2018	January 31st, 2019	February 28th, 2019	SUM	Remaining Balance	FY18 Accruals and Reconciling Item	
Obj/Sour	Grant	Maj Prj	Description	Current Estimate	July	August	September	October	November	December	January	February			
5710	3110	PPR	Per Pupil Revenue	\$ 16,126,032.44	1,279,435.37	1,279,435.37	1,279,435.37	1,279,435.37	1,279,435.37	1,389,836.51	1,389,836.51	1,389,836.51	-	16,126,032.44	-
5810	3141		Colorado Preschool Program/E-CARE	-	Included in PPR - EOY Up-date	Included in PPR - EOY Up-date	Included in PPR - EOY Up-date	Included in PPR - EOY Up-date	Included in PPR - EOY Up-date	Included in PPR - EOY Up-date	Included in PPR - EOY Up-date	Included in PPR - EOY Up-date	Included in PPR - EOY Up-date	Included in PPR - EOY Up-date	-
			Intercept Payments	(2,854,381.88)	(188,445.21)	(187,945.21)	(187,945.21)	(187,945.21)	(187,945.21)	(187,794.17)	(187,771.67)	(187,771.67)	(1,503,563.56)	-	-
0399	CDE AD	CDE AD	CDE Admin (1% of PPR)	\$ 38,383.05	(12,794.35)	(12,794.35)	(12,794.35)	-	-	-	-	-	(38,383.05)	-	10,690.66
0595	CSI AD	CSI AD	CSI Admin (3% of PPR)	\$ 483,780.97	(38,383.06)	(38,383.06)	(38,383.06)	(38,383.06)	(38,383.06)	(41,695.10)	(41,695.10)	(41,695.09)	(317,000.59)	(166,780.38)	147,917.13
0000	CSIAF		Assistance Fund loan repayment	-	-	-	-	-	-	-	-	-	-	-	-
	NPPR		Net PPR	\$ 15,603,868.42	1,039,812.75	1,040,312.75	1,040,312.75	1,053,107.10	1,053,107.10	1,160,347.24	1,160,369.74	1,160,369.75	8,707,739.18	15,959,252.06	-
0000	AFG		Assistance Fund Grant	-	-	-	-	-	-	-	-	-	-	-	-
0595	CSIR	CSIR	CSI Admin Rebate	TBD	-	-	-	-	-	-	-	-	-	-	-
0399	CDER	CDER	CDE Admin Refund	TBD	-	-	-	-	-	-	-	-	-	-	-
3210	PPRA	PPRA	PPR Audit Adjustment	-	-	-	-	-	-	-	-	-	-	-	-
3954	3113	3113	Capital Construction	593,509.02	46,687.11	46,687.11	46,687.11	46,687.11	46,687.11	46,687.11	46,687.11	53,339.85	380,149.62	213,359.40	-
3954	3115	3115	At-Risk Supplemental Aid	-	-	-	-	-	-	-	-	-	-	-	-
3954	3120	3120	Career and Technical Act	-	-	-	-	-	-	-	-	-	-	-	-
3954	3130	3130	ECEA - Special Education	187,403.60	-	-	-	168,663.24	-	-	-	-	168,663.24	18,740.36	-
3954	3138	3138	ELPA Excellence	-	-	-	-	-	-	-	-	-	-	-	-
3954	3139	3139	ELPA - PD and Student Support	142,162.85	-	-	-	129,140.98	-	13,021.87	-	-	142,162.85	-	-
3954	3140	3140	ELPA	106,975.03	-	-	-	95,860.50	-	11,114.53	-	-	106,975.03	-	-
3954	3150	3150	ECEA - Gifted & Talented	-	17,422.86	-	-	10,453.57	-	-	-	-	10,453.57	6,969.29	-
3954	3160	3160	Transportation Reimbursement	114,484.41	-	-	-	114,484.41	-	-	-	-	114,484.41	-	-
3200	TAA	TAA	Transportation Audit Adjustment	-	-	-	-	-	-	-	-	-	-	-	-
3954	3183	3183	EARSS	-	-	-	-	-	-	-	-	-	-	-	-



Reporting

The school's general ledger should match grant reporting (Request For Funds, Annual Financial Report, Grant Set-Asides, DP file, etc).

The Data Pipeline reporting should have the grant expenditures in the appropriate program and object. Refer to the grant approved budget.

Reclassifying expenditures is not recommended, instead set up appropriate codes and report as grant expenditure from the start.

Critical Deadlines

Deadline	What's due?
June 30	Spend or accrue all 2018-19 grant funds
July TBD	Submit final 2018-19 RFF for all salaries/benefits disbursed by June 30 th and all materials supplies and professional services
July TBD	Draft RFF due for all salary accruals with backup (accrual calculation)
August TBD	Final 2018-19 accrued July payroll RFF due
September TBD	Final 2018-19 accrued August payroll RFF due

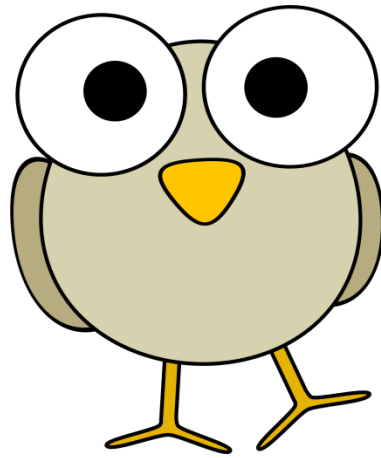
Resources

- CDE Chart of Accounts
 - <http://www.cde.state.co.us/cdefinance/sfCOA.htm>
- CDE Financial Policies and Procedures (FPP) Handbook
 - <http://www.cde.state.co.us/cdefinance>
- Pinnacle Food Service reporting
 - Michelle Andreano
(michelle.andreano@pinnaclecharterschool.org)
- Non-Competitive CSI Funding Summary
 - <https://resources.csi.state.co.us/financial-services-library/>Grants Resources>
- Title I Set-Aside Reporting
(cassandrawalgren@csi.state.co.us)

Contacts

- Cassie Walgren
 - End of year reporting and data reporting, CDE Chart of Accounts
 - cassandrawalgren@csi.state.co.us
 - 303.579.1040
- Marcie Jackson
 - Payment reports, grant drawdowns and grant budget/annual financial reporting
 - marciejackson@csi.state.co.us
 - 303.866.6841
- Allegra Matus
 - Financial transparency, overall school funding and reporting compliance
 - allegramatus@csi.state.co.us
 - 303.866.6972
- Dave Sever
 - End of year reporting and data reporting, CDE Chart of Accounts
 - davesever@csi.state.co.us
 - 303.866.6741
- Amanda Karger
 - Overall guidance for school funding and reporting
 - amandakarger@csi.state.co.us
 - 303.866.2856

Questions



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