

Grant Reporting Procedures
Responsible Office: Town Clerk
Town of Maidstone

Grant Reporting Procedure

Pertains to: All departments that manage grants and the Treasurer.

Person responsible for procedure: Town Department (or designated staff) and Treasurer.

Forms to be used: grantor forms as required by grantor agreements

General description of procedure

Accurate reporting of grant activity is essential to meet compliance with federal and state requirements. The Town manages grants through the departments which are responsible for: application, reporting activity to the government agencies for reimbursement, recordkeeping, managing compliance according to grant requirements, and detailed financial reporting to the Treasurer's Office. The Treasurer is responsible for developing the information for the annual audit, maintaining the general ledger for recording of grant activity, maintaining copies of all grant documents, receiving grant revenues, and disbursement of grant expenses.

Internal control Concerns/considerations:

- Grants management, including compliance and reimbursement requests, is the responsibility of the departments with specific reporting requirements to the grantor and the Treasurer.
- Grant expenditures are authorized like other Town expenditures

Access or authorizations required: Some federal grants require that the Town's designated contacts be authorized to report to grantors through internet sites. Most grantors will reimburse the Town based on reported expenditures via ACH requiring authorization of the Treasurer and the Town's bank of record.

I. Grant application & approval

- A. Departments seek approval from the Selectboard to apply for grants that will benefit the Town.
- B. Departments will complete the grant application, signed by the Department head or Treasurer.
- C. The department will forward copies of the signed grant application and award criteria to the Treasurer and the Selectboard.

II. Creation of grant files & recordkeeping

- A. The department will complete an initial grant reporting form with identifying information about the grant which will be on each report form submitted. Electronic completion of the form will make this easier to complete the reports.
- B. The department will indicate if additional GL accounts will be needed to record activity, or if the department time sheet needs revisions for grant-funded pay.

- C. The Treasurer will create new GL accounts and/or pay codes/timesheets as needed to record the grant activity separately from regular expenses in the GL.
- D. The Treasurer will maintain a duplicate report file for all Town grants and activity reported on those grants from inception to closure.

III. Interim activity: request for reimbursements and recordkeeping

- A. Departments will provide a complete copy of the report/request for reimbursement to the grantor per the grant agreement to the Treasurer.
- B. The Treasurer's Office will match up the reimbursement ACH deposit (or check received) with the grant request and ensure the proper revenue lines are credited.
- C. If the Treasurer discovers a discrepancy, an error in the GL coding, or incomplete paperwork the department will be alerted to the problem and the Treasurer will work with the department to resolve.
- D. If the department discovers an error or discrepancy in GL coding they can submit an adjusting journal entry form to the Treasurer at any time, with supporting documentation.

IV. Final reports & close out

- A. Departments will provide a completed final internal grant reporting form when all grant requirements have been met at the closure of the grant.
- B. This closure report will serve as the fiscal year end report for the grant in the year in which it is closed.
- C. Treasurer will reuse GL divisions only after the grant has been closed for at least one fiscal year.

Bonnie Lovell Town Clerk

Douglas Ford Selectboard

Scott Simon Selectboard

Bradley McVety Selectboard

Date Approved: 1-16-2020

This policy will be reviewed annually and updated as appropriate