



Grants Management Quick Reference

February 2007



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TABLE OF CONTENTS

Introduction	Page 2
Grant Award Notification	Page 5
Budget Summary	Page 6
Budget Detail	Page 8
Budget Revision	Page 11
Carryover Budget	Page 13
Requests for Funds	Page 14
Project Completion Report	Page 17
Grants Management Topics	Page 19
Signature Section	Page 19
8 (g) Disclaimer	Page 20

INTRODUCTION

The budgeting process classifies expenditures into nine major object categories: Salaries, Employee Benefits, Purchased Professional and Technical Services, Purchased Property Services, Other Purchased Services, Supplies, Property, Other Objects, and Other Uses of Funds. An *object* is simply the service or commodity purchased. *Budgeting by Object* is putting aside set amounts for future purchases. For the grants budgeting process, budgets must be prepared at the object level.

The categories of expenditure codes needed to complete the budget forms for this application are reproduced later in the packet of information for your use. If you have an anticipated expenditure that is not shown, refer to the *Louisiana Accounting and Uniform Governmental Handbook (LAUGH), Bulletin 1929*. Budget your expenditures at the highest practical level. The use of subcodes will increase the possibility of budget revisions later; therefore, we recommend that subcodes not be included in the submitted budgets.

BUDGET SUBMISSION REQUIREMENTS

1. Project Applications must be received in the State Department of Education (SDE) by the deadline set by the program division.
2. Each applicant must submit a Budget Summary Form (SDEB-1) summarizing the total expenditures of the project. All applicants must use the forms included in this packet.
3. Each applicant must submit a Budget Detail Form (SDEB-1A) listing all expenditures of the project. Each category must contain a description of services rendered or goods received. (Refer to each program application for individual program requirements.)
4. Applications must possess an original signature signed by a representative of the entity (preferably in blue ink). (See Signature Section, page 19.) **SBESE funded 8(g) programs do not follow this procedure. Please refer to the regulations issued by SBESE.**
5. All applications must include the CFDA#, the official program title, and the name of the awarding agency.

BUDGET PREPARATION REMINDERS

1. To ensure uniform accounting procedures, the State Board of Elementary and Secondary Education requires that the classification structure contained in the *Louisiana Accounting and Uniform Governmental Handbook (LAUGH), Bulletin 1929* be utilized. The Handbook provides standardized expenditure categories and object codes that must be used in completing the budget section of the application. Subcodes are not normally used.
2. Amounts budgeted for federal funds must be in accordance with the U.S. Department of Education publication, EDUCATION DEPARTMENT GENERAL ADMINISTRATIVE REGULATIONS (EDGAR).
3. Expenditures must be justified in relation to the scope of the project goals, objectives and activities. Funds requested must not replace monies used to support existing programs. All funds must be spent (goods received and services rendered) during the grant period designated on the Grant Award Notification.
4. Expenditures for non-public employees should be reported in the 300 or 500 object code, not the 100 object code.
5. All salaries for direct charged positions should not be reported in the Annual Financial Report (AFR) in any keypunch code used to determine the school district's indirect cost rate applicable to Federal funds.
6. All items of equipment or property costing less than \$1000 per unit (item) **are** considered supplies and must be budgeted in Object Code 600. (Items costing less than \$1,000 may be listed on the physical inventory for control purposes.) **SBESE funded 8(g) programs do not follow this procedure. Please refer to the regulation issued by SBESE office defining supplies vs. equipment for the 8(g) funded programs dated June 14, 2001. (For further definition of supplies vs. equipment, see Appendix A.)**
7. All software, regardless of cost, is considered a supply and budgeted under Object Code 600. Examples of the types of supplies budgeted must be included.
8. Individual in-state and out-of-state travel requests will be approved at the local level by the Superintendent. (Refer to program requirements to determine whether out-of-state travel is allowable.) All travel activities must be approved by the SDE in the budget application.
9. For the LEA Consolidated Application for Federal Programs *only*: Do not submit individual school budgets. All school budgets should be maintained at the LEA level.
10. A grantee **MUST DECLARE THE TOTAL FEDERAL FUNDS EXPENDED IN THE PRIOR YEAR. FEDERAL FUNDS EXPENDED MUST INCLUDE ALL FUNDS, WHETHER RECEIVED AS DIRECT OR PASS THROUGH FUNDS.** This declaration must be made on the Assurance Statement included in the grant application.
11. If a grant has a cap on administrative costs, the following are guidelines as to what is considered an administrative cost:

- A. General administration or coordination of program, including accounting and payroll functions;
- B. Salaries and indirect costs associated with performing administrative functions
- C. Activities related to eligibility determinations
- D. Preparation of program plan, budget and schedules; and
- E. Program monitoring

12. Mail original application by the deadline date with the number of copies required in the application instructions to the following address:

**Louisiana Department of Education
Division of Education Finance
Grants Management - 5th Floor
P. O. Box 94064
Baton Rouge, LA 70804-9064
FAX # (225) 219-4205**

GRANT AWARD NOTIFICATION

The Office of Management and Finance Division of Education Finance, Grants Management Section assures that all grant recipients will be required to use standardized procedures for fiscal control and fund accounting to ensure proper disbursement of and accounting for federal/state funds paid to subgrantees.

1. The Grants Management Section will coordinate with the SDE program staff to verify the accuracy of the allocation tables for grant funds and will prepare the presentation of these allocations to the State Board of Secondary and Elementary Education (SBESE) for approval.
2. After approval of tentative allocations and/or allocations by the State Board of Elementary and Secondary Education (SBESE), the State Department of Education-Grants Management Section will issue individual Grant Award Notifications to each grant recipient.
3. The Grant Award Notice will contain the following information:

Recipient Name and Address

Catalog of Federal Domestic Assistance (CFDA) Number (Federal use only)

Official Program Title

Internal Program Title

SDE Program Contact Name, Address, Telephone and Fax Numbers

SDE Budget Contact Name, Address, Telephone and Fax Numbers

Awarding Agency

Federal PR/Award Number (Federal Use only)

Award Information (Project Number, Action Type, Award Type)

Award Period

Funding Amount for Original Award

Funding Amount for the Cumulative Award

SDE Administrative Information (State Use Only)

Statutory Authority for Fund Source

BESE Approval Date

Terms and Conditions of Award

Award Determination Method

The Original Signature of the State Superintendent of Education

INSTRUCTIONS FOR PREPARATION OF THE BUDGET SUMMARY FORM

1. The Budget Summary Form (SDEB 1) consists of one function, which is composed of nine major expenditure categories. These categories reflect the summary of totals from the Budget Detail Form (SDEB1A). The total dollar amount budgeted on the Budget Detail for each major expenditure category must equal the dollar amount budgeted for that expenditure category on the Budget Summary page. **A representative of the entity must sign the summary form. (SEE SIGNATURE SECTION page 23.) SBESE funded 8(g) programs do not follow this procedure. Please refer to the regulations issued by SBESE.**
2. Use an Object Code number—100, 200, 300, etc. — in the Object Code column and then provide the description of the expenditure that corresponds to the class of expenditure, for example, salaries, benefits, or supplies.
3. When applicable, the approved Indirect Cost Rate should be listed on the form. This rate should be applied to the Operating Budget Subtotal in order to compute the allowable indirect cost.
4. The following instructions for each budget category are based on the *LOUISIANA ACCOUNTING AND UNIFORM GOVERNMENTAL HANDBOOK (LAUGH), Bulletin 1929*. Please familiarize yourself with these instructions before preparing the supplementary budget schedules.

100 SALARIES: This category is for the gross amount of salaries: the costs for permanent and temporary employees, overtime, sabbatical leave and stipends including personnel substituting for those permanent positions. Salaries must be justified and based upon school board action.

Totals should be reported in Object Code 100 (Salaries) of the Budget Summary.

200 EMPLOYEE BENEFITS: This category indicates amounts paid by project monies on behalf of employees. Fringe benefit payments—which may include medicare, social security, worker's compensation, federal unemployment compensation, state unemployment compensation, retirement, and health insurance—should be budgeted here. Tuition payments to a salaried employee should be budgeted here. Certification costs may be considered as tuition reimbursement if paid to the individual.

Totals should be reported in Object Code 200 (Employee Benefits) of the Budget Summary.

300 PURCHASED PROFESSIONAL AND TECHNICAL SERVICES: This category is for the summary of amounts budgeted to pay individuals for services that by nature can be performed only by persons or firms with specialized skills and knowledge. This category includes professional services contracted or paid by the project for consultants, speakers, auditors, and others. The contract should remain in the grantee's office for review and audit.

Totals should be reported in Object Code 300 (Purchased Professional and Technical Services) of the Budget Summary.

400 PURCHASED PROPERTY SERVICES: This category is for the summary of amounts budgeted to pay non-employees or firms to operate, maintain, rent, lease or repair property (e.g., equipment) owned or used by the subgrantee.

Totals should be reported in Object Code 400 (Purchased Property Services) of the Budget Summary.

500 OTHER PURCHASED SERVICES: This category is for the summary of amounts budgeted to pay for services rendered by organizations or individuals not employed by the LEA. This category includes the amounts paid the project staff and associated personnel for travel reimbursement.

Totals should be reported in Object Code 500 (Other Purchased Services) of the Budget Summary.

600 SUPPLIES: This category is for the summary of amounts budgeted to pay for items that are consumed, worn out or deteriorated through use: for example, foods, textbooks and periodicals, etc.

Totals should be reported in Object Code 600 (Supplies) of the Budget Summary.

700 PROPERTY: This category is for the summary of amounts budgeted to pay for acquiring fixed assets.

Totals should be reported in Object Code 700 (Property) of the Budget Summary.

800 OTHER OBJECTS: This category is used to summarize amounts budgeted to pay for other services not in the above categories.

Totals should be reported in Object Code 800 (Other Objects) of the Budget Summary.

900 OTHER USES OF FUNDS: This category is used to summarize amounts budgeted for transactions not properly recorded as expenditures but required for budgetary and accounting control.

Totals should be reported in Object Code 900 (Other Use of Funds) of the Budget Summary.

Note: The inclusion of items in this list is not authority to budget funds for those items; your proposed program application must support all proposed expenditures.

INSTRUCTIONS FOR THE PREPARATION OF THE BUDGET DETAIL FORM

1. The Budget Detail Form consists of one function, which is composed of nine major expenditure categories. The total dollar amount budgeted for each major expenditure category must equal the dollar amount budgeted for that expenditure category on the Budget Summary page.
2. Use an Object Code number – either 100, 200, 300, etc.– in the Object Code column and then provide the description of the expenditure that corresponds to the class of expenditure: for example, salaries, benefits, supplies.
3. When applicable, the approved Indirect Cost Rate should be listed on the form; this rate should be applied to the Operating Budget Subtotal when computing the indirect cost.
4. The following instructions for each budget category are based on the *LOUISIANA ACCOUNTING AND UNIFORM GOVERNMENTAL HANDBOOK*. Please carefully review these instructions before preparing the supplementary budget schedules.

100 SALARIES: On the Budget Detail Form provide the computation for the total amounts of salaries, wages, stipends, sabbaticals, etc., to be paid to program personnel who are employees of the subgrantee. Provide length of employment, number of months (weeks, hours) to be paid, and amount per month (week, hour). **For new positions, list the names and/or titles of employees; give a brief job description of each position.** Salaries must be based on school board action.

200 EMPLOYEE BENEFITS: Show the total amount of appropriate employee benefits for program personnel. The employee benefits budgeted must be consistent with those budgeted for other subgrantee personnel. Benefits must be subdivided by type (e.g., social security, unemployment compensation) and a breakdown of rates charged identified by type. Tuition payments to a salaried employee should be budgeted here. Certification costs may be considered tuition if reimbursement is paid to the individual.

Note: For contractual employees, you should obtain a ruling from the Internal Revenue Service regarding fringe benefits.

300 PURCHASED PROFESSIONAL AND TECHNICAL SERVICES: Give a breakdown of services to be rendered, all related expenses covered by the contract, the number of days or hours, and the rate per hour or day. Examples of items included, but not limited to, in this category are banking services, data processing, software licenses and renewals, when purchased as part of the contract from the vendor or contractor, access to a specific website when used for the purpose of professional development or training, etc.

Note that an amount for a subgrantee audit, if one is required, must be budgeted under this category. **If an agency receives a total of \$500,000 or more in Federal funds from all sources, an audit of the subgrantee must be made in accordance with Federal guidelines.** The audit must be completed and paid for prior to the end of the grant period. A subgrantee recipient is responsible for making arrangements for its own audit.

400 PURCHASED PROPERTY SERVICES: Persons other than subgrantee employees perform these services. Examples of items in this category include custodial services, lawn care repairs, cleaning services, rentals, repairs, lease and maintenance, vehicle maintenance, renovations when contracted with outside vendor, etc. Internet wiring contracted to an outside vendor should be budgeted in this category.

Note: In the final year of a lease purchase, code the expenditure of funds for the item in Object Code 700 (Property).

500 OTHER PURCHASED SERVICES: A detailed description of all costs must be shown. Examples of expenditures in this category include postage, telephone (**including internet access fees and internet billing**), printing, cable television, operational allowance for bus drivers, transportation, field trips including food purchases, lodging, subsistence, registration fees, amount paid for workshops, in-services (e.g., food, rental of room, other charges associated with workshops purchased from the same vendor), related items incurred by employees who are traveling on official business for the program, and non-public stipends. Interagency agreements (contracts) with other subgrantees (e.g. universities, another LEA) should be budgeted in this category. Indirect costs may not be charged against any amounts budgeted for Interagency agreements.

Indicate in-state travel or out-of-state travel on the Budget Detail. Reimbursement rates must be justified, based on LEA board action. Use your **agency's** approved reimbursement rate for travel expenses. **If your agency does not have an approved reimbursement rate**, you may elect to use the State-approved rates in effect. For travel in high cost areas and other meal reimbursement options, refer to Policy and Procedure Memorandum 49. Any travel expenses above the State rates must be justified.

NOTE: If a registration fee includes a fee for an individual membership to a professional organization, this fee is not reimbursable. OMB Circular A-87 clarifies that only an entity may be reimbursed for any professional dues and memberships; individual membership dues are not reimbursable through program funds.

600 SUPPLIES: Items include reference books, binding and repairs, food (when purchased from outside vendor), energy, office supplies of an expendable nature, etc. Instructional materials (software), and informational materials are also included.

700 PROPERTY: The purchase of property/equipment is an allowable expenditure for some grants. The Program Guidance listing the appropriate uses of program funds must state an allowance for an equipment acquisition. A grantee must give a narrative justification (Form SDEB-5) if it proposes to purchase property. Applicants must show a direct relationship between such purchase and the accomplishment of goals and objectives, and that a hardship would prevail should the purchase be denied. Applicants must also provide assurance that equipment purchased will be used solely for programs covered under this grant and will not be used for any unlawful, unauthorized, or illegal purposes.

No state or subgrantee may use its grant or subgrant for acquisition of real property or for construction unless specifically permitted by the authorizing statute or implementing regulations for the program (EDGAR 76.533). In some federal programs, approval by the Secretary of U.S. Department of Education must be obtained for construction services and renovations. These costs must be documented to be allowable, necessary, reasonable and allocable. Substantial documentation is required to be submitted to USDOE for approval. Program staff can offer assistance to meet the requirements for approval of these requests.

Inventory must be maintained for all equipment items with a unit cost of \$1,000 or more. **SBESE funded 8(g) programs do not follow this procedure. Please refer to the regulation issued by the SBESE office defining supplies vs. equipment for the 8(g) funded programs dated June 14, 2001.**

800 OTHER OBJECTS: This category includes the amounts paid for goods and services not otherwise classified in categories 100 through 700. Generally, items budgeted in Code 800, such as dues or fees, are ineligible for Indirect Cost reimbursement.

NOTE: OMB Circular A-87 clarifies that only an entity may be reimbursed for any professional dues and memberships; individual membership dues are not reimbursable through program funds.

NOTE: Grants can budget activity costs for students when these charges are allowable in the guidelines published for the grant.

900 OTHER USES OF FUNDS: This category is used to summarize amounts budgeted for transactions not properly recorded as expenditures but required for budgetary and accounting control.

INDIRECT COST: This category is for budgeting the transfer of funds from **Federal** programs to the organization's general fund for those costs that are not readily identifiable. **Local Education Agencies should use the Indirect Cost Rate approved by the SDE; if you have not been issued an approved rate, use the State average indirect cost rate.** All non-LEAs should use the approved State Average Indirect Cost rate.

The indirect cost amount is calculated as follows:

1. From your total allocation, subtract any amounts for Code 700 property; Code 800 other objects.
2. Divide the result by (100% plus the Indirect Cost rate) to get the Direct Cost amount (e.g., If the direct cost rate is 5.76%, divide by 105.76%)
3. Multiply the Direct Cost amount by the Indirect Cost Rate (e.g., 5.76%). The result is the amount budgeted for Indirect Costs.

INSTRUCTIONS FOR THE PREPARATION OF BUDGET REVISIONS

1. A revision is necessary to request budget changes if any of the following occur:
 - a) The final grant award notification reflects an amount different from the tentative allocation originally budgeted in the application, or
 - b) Additional funds are awarded after the original allocation, or **an object code exceeds 25% of the amount budgeted. Note: 8(g) funds require a budget revision to be submitted anytime a budget amount by object code varies from the approved budget, or**
 - c) The program objectives change from the approved application.
2. A revision is *not* necessary if changes are being made within an object code. For example, increasing postage and decreasing in-state travel costs. **Note: This may not apply to SBESE 8(g) funds.**
3. Budget Revisions **must** be approved in writing by program and budget personnel of the SDE before obligations are made or funds are expended.
4. It is recommended that only one budget revision be submitted each quarter of the fiscal year. However, if an unexpected need arises, additional revisions will be considered.
5. Budget revision deadlines are as follows:

For funds with an award period end date of June 30: June 1 of the same funding year.
For funds with an award period end date of September 30: September 1 of the same funding year.

NOTE: A LETTER OF JUSTIFICATION **MUST** ACCOMPANY ALL BUDGET REVISION REQUESTS RECEIVED PAST THE ESTABLISHED DEADLINE. **ALL** LATE BUDGET REVISIONS WILL BE CONSIDERED ON CASE-BY-CASE BASIS FOR APPROVAL.

6. Each Budget Revision form (SDEB-2) must be completed with name of eligible recipient, the recipient's address, the name of the program, project number, program fiscal year and revision number. Number the revisions in consecutive order, starting with number one in each program.
7. Use the LAUGH Guide when preparing the budget revision for the appropriate object code.
8. Present (Current) Budget, Changes Requested and Revised Budget columns must be complete and mathematically correct on the form.
 - a) Present (Current) Budget column. *Present Budget Amounts* are the amounts in the approved budget application or the Revised Budget Amounts from the last approved budget revision approved by program and budget staff of the SDE.
 - b) Changes Requested column. Show amounts of change to be made to each object code. All decreases are shown with a minus sign (-) preceding the amount (e.g., -\$24,000), or with the amount enclosed in parentheses: e.g., (\$24,000). All increases are shown with a plus sign (+) preceding the amount: e.g., +\$24,000.

- c) Revised Budget column. Reflect the amounts for each category after the decrease and/or increase has been applied against the Present Budget column.
9. Include a clear, precise narrative description, and justification addressing each object code affected by the revision. Narratives such as “Increasing code by \$50,000 due to under budgeting” are not acceptable and do not provide enough explanation.
 10. If object code 700, Property, is being increased in the proposed budget revision, you must attach form SDEB-5 (List of Property Purchased With Project Funds) to the budget revision.
 11. All items (equipment/property) less than \$1000 per unit (item) cost **and** meeting the set of criteria in the LAUGH Handbook (page 77) are considered supplies and must be budgeted in Object Code 600. (Items may be listed on the physical inventory for control purposes.) **This does not apply to SBESE 8(g) funds.**
 12. All software, regardless of cost, is considered a supply and budgeted under Object Code 600.
 13. **Unless it is a requirement of the grant, do not** submit individual school budgets. All school budgets should be maintained at the local level as supporting documentation.
 14. The budget revision will be approved by the appropriate Division Director and forwarded to the Grants Management Unit for final approval. After final approval, a copy will be mailed by the Division of Education Finance to the grantee.
 15. If the budget revision does not follow the procedures established by the SDE, the approval process could be delayed and may result in the return of the revision by the program or budget offices for appropriate corrections.
 16. Mail or fax the budget revision to the following address:

**Louisiana Department of Education
Division of Education Finance
Grants Management - 5th Floor
P. O. Box 94064
Baton Rouge, LA 70804-9064
FAX # (225) 219-4205**

INSTRUCTIONS FOR REQUESTING A CARRYOVER OF PRIOR YEAR FUNDS

1. Submit a Budget Revision form (SDEB 2) reducing the project in the amount of your unexpended funds and a Narrative form (SDEB 2A) providing a clear, precise description and justification of why the funds were unspent. If the grant has a limit to the amount of funds that may be carried over, the LEA must either reduce the amount of the decrease budget revision and Carryover Budget to that allowable percentage, or submit, in writing, **a request to the appropriate program staff requesting a waiver to the limitation on carryover. In some instances, the number of waivers that an LEA may apply for are limited.**
2. The Carryover Budget Form (SDEB-6) and Carryover Detail Form (SDEB-6A) are used to prepare a Carryover Budget for any unexpended program funds at the end of the first full fiscal year if program regulations allow carryover. These forms are similar to the Budget Summary and Budget Detail Forms. Therefore, follow the instructions for completing these forms.

CARRYOVER BUDGET REMINDERS

1. The deadline to submit a Carryover Budget to carryover funds will be 60 days after the beginning of the carryover period. Failure to comply with this deadline may result in the disapproval of the Carryover Budget. A grant recipient does not have authority to obligate funds past the original ending date of the project without an approved carryover budget.
2. **Carryover funds should be obligated and liquidated as soon as possible due to the time constraints. For example, it is recommended that expenditures be budgeted in a category** that can be expended quickly, such as salaries, fringe benefits, or equipment. These amounts need not be budgeted in the same object codes from which they were decreased in the decrease budget revision; however, obligations made during a carryover period are subject to current statutes, regulations, and applications.
3. The Indirect Cost rate for carryover budgets will be the same as the rate in effect for the grantee in the year the carryover budget is approved.
4. **For grants ending June 30, the Carryover Budget will be effective July 1.**
5. **For grants ending September 30, the Carryover Budget will be effective October 1.**
6. **STATE FUNDED AND 8(g) FUNDED PROGRAMS DO NOT ALLOW CARRYOVER OF FUNDS.**
7. Mail or fax the Carryover Budget and Carryover Detail to the following address:

<p>Louisiana State Department of Education Division of Education Finance Grants Management - 5th Floor P. O. Box 94064 Baton Rouge, LA 70804-9064 FAX # (225) 219-4205</p>

INSTRUCTIONS FOR PREPARATION OF REQUESTS FOR FUNDS

1. Forms SDEB-3 and SDEB 3-A are used to request reimbursement of funds. These requests should be submitted to the SDE by the 15th of the month. **In compliance with requirements of the Louisiana Legislative Auditor, Requests for Funds should be submitted timely.** All appropriate information applicable to the program making the request should be provided. All reimbursements are based on actual expenditures, not on obligations. The entity is responsible for maintaining detailed information to support each request. Copies of supporting documents (invoices, time sheets, payroll sheets, etc.) need not be submitted with the request unless specified by the program.
2. The Cash Management Improvement Act (CMIA) requires the receipt and holding of immediate cash needs only. The Louisiana Legislative Auditors have defined *immediate cash needs* as three days cash operating balance for each fund source.

Each recipient may request only actual expenditures for which he/she has issued a check for payment. Salaries and fringe benefits are the only exception of this policy. Due to the processing time incurred between the mailing of the claim for reimbursement and the actual receipt of funds from the SDE, a recipient may estimate and request payroll costs one month in advance. However, on final determination of actual payroll costs, when an estimate of payroll is in excess of actual expenditures, the excess cash must be reported on the next claim for reimbursement. The amount of funds requested on the next claim for reimbursement **must be** reduced by the amount of the excess cash.

CMIA compliance requires Department review of cash balances at the fund level. Therefore, **the Cash on Hand section of the reimbursement request form must be completed on all forms or the form will be returned.** The YTD Revenue equals the total funds received to date from the Department. The YTD Expended equals **the total ACTUAL expenditures for which checks have been released.** The Cash on Hand equals the difference between YTD Revenue and YTD Expended. Interest earned on excess cash must be remitted to the Department of Education no later than 30 days following the end of each quarter.

Reconciliation of YTD expenditures charged to the grant allocation should be performed on a timely basis, but no less than once every six (6) months. It is important that all adjustments requiring journal vouchers or journal transfers be made on a timely basis to ensure that expenditures are not overstated. Overstatement of expenditures will result in excess cash on hand.

To the extent possible, situations requiring return of funds to the Department of Education should be minimized. However, rebates and discounts from vendors are notable exceptions to situations within local control. If rebates and discounts are received during open project periods, these funds should be used to reduce the revenue needed from the SDE. If rebates and discounts are received after project closure, the funds should be remitted to the SDE.

All refunds should be returned to the SDE with an explanation as to the reason and source of the refund. Refunds greater than or equal to \$10,000 should be returned with required information immediately upon receipt.

3. The request number should start with **one (1)** for the first request and continue in numeric order. The recipient **MUST** assign a unique invoice number to each request for funds. This invoice number is used for tracking reimbursements in the statewide information system (ISIS). The unique invoice number, which is an invoice number from the recipient, must be an alphanumeric designation of one to twelve characters unique for each request. This unique invoice number must be included on both the Request for Funds Summary Form (SDEB 3) and the continuation sheet (SDEB-3A). (Examples: IASA0113, 01IASA13, 01ABC657).

4. The Request for Funds is a two-part form: the Summary Form and the Continuation sheet. Begin by preparing the Continuation sheet, and then transfer the total for each object code to the Summary Form.
5. Enter the following information on the Summary Form and the Continuation sheet:
 - A. Complete the Continuation Sheet as follows:
 - 1) Recipient: **name of entity** as it appears in block one (1) on the Grant Award Notification.
 - 2) Project Number: project number as it appears in block four (4) on the Grant Award Notification.
 - 3) Request Number: the first request for the project should be number **one (1)** and continue in numeric order thereafter until the final request
 - 4) Sheet ___ of ___ Sheets (ex. Sheet 1 of 5 Sheets).
 - 5) Date Column: the date of the invoice for each purchase, the date of the check in which expenditure was paid, the pay period for salaries and employee benefits, or the date of the invoice for each purchased service.
 - 6) Invoice Number or Check Number (mandatory). Reminder: In the absence of the invoice or check number, the item will be deducted from the payment request.
 - 7) Name of Vendor: the name of the vendor for purchases; the name of the vendor/contractor for purchased services.
 - 8) Object Code: the object code for each expenditure. **Group all entries for the same object code, show a total for that object code, and transfer that total to the Summary Form (SDEB 3) before entering expenditures for the next object code.**
 - 9) Amount: the exact amount in dollars and cents.
 - B. Complete the Summary Form as follows:
 - 1) Recipient: name of entity as it appears in block one (1) on the Grant Award Notification.
 - 2) Mailing Address: address where the check should be mailed.
 - 3) Project Number: project number as it appears in block four (4) on the Grant Award Notification.
 - 4) Funding Amount: amount as it appears in cumulative award amount in block six (6) on the Grant Award Notification.
 - 5) Award Type: award type as it appears in block four (4) on the Grant Award Notification; Check Federal or State whichever applies.
 - 6) Fiscal Contact Name and Telephone Number: name of person to be contacted for questions concerning this request.
 - 7) Request Number: the first request for the project should be number one (1) and continue in numeric order thereafter until the final request.
 - 8) Unique Invoice Number: the unique invoice number assigned by the entity and printed on the check stub for verification upon deposit.
 - 9) Sheet ___ of ___ Sheets (ex. Sheet 1 of 5 Sheets).
 - 10) Program Title: title as it appears on block two (2) of the Grant Award Notification.
 - 11) Award Period: period as it appears in block five (5) of the Grant Award Notification.
 - 12) Request Period: the monthly period the expenditures were paid (e.g., July 1 - July 31, 2004).
 - 13) Completion Required Box: the total checks received for the project, the total

- expenditures (checks have been written by the entity), and the cash on hand.
- 14) Amount Requested Column: the total expenditure amounts for each object code from the Continuation Sheet.
 - 15) Explanation: complete, only if applicable.
 - 16) Use of Funds/Remarks: complete, only if applicable.
6. Requests for Funds **must be signed by a representative of the entity.** It is the entity's responsibility to ensure that they have instituted adequate internal controls for authorized signers. Requests submitted on behalf of the entity are assumed authorized. The Department will not require the signature of a particular individual or position. The entity will be responsible for any financial misrepresentations appearing on the request for funds regardless of the individual/position of the signer.
 7. Requests for funds may be either faxed or mailed as noted below. We ask that requests that are more than 15 pages be mailed and not faxed. Include a cover sheet on faxed requests indicating the name of the person who is to receive the request for funds. Requests for funds sent to locations other than the numbers listed below will not be considered valid requests.

<p style="text-align: center;">FAX TO: (225) 342-6899 or (225) 342-7254 MAIL TO: Louisiana Department of Education Division of Appropriation Control, 5th Floor P. O. Box 94064 Baton Rouge, LA 70804-9064</p>

DO NOT MAIL OR FAX DUPLICATE REQUESTS UNLESS REQUESTED BY MANAGEMENT STAFF OF THE DIVISION OF APPROPRIATION CONTROL.

8. If payments have not been received within 30-35 days of request, contact the Division of Appropriation Control at (225) 342-3780.

INSTRUCTIONS FOR THE PREPARATION OF THE PROJECT COMPLETION REPORT

1. The Project Completion Report (SDEB-4) must be completed within 90 days of the ending of the obligation period. (EDGAR, Subpart D, §80.50).
2. A Project Completion Report must be completed for all funds.
3. The Project Completion Report indicates the amount of program funds budgeted and disbursed by expenditure category (object code). This report identifies any remaining funds on hand for the project. The Project Completion Report identifies the source of funds and reports the total receipts and/or disbursements of funds as verified with the SDE database. All written obligations and/or documents issued within the approved effective date must be finalized, goods received, and invoices paid by the subgrantee (eligible recipient) prior to submitting the Project Completion Report.
4. The Project Completion Report must be completed with the name of the eligible recipient, the recipient's address, the name of the program, the project number, and the program fiscal year.
5. Enter the information in the Project Completion Report as follows:
 - A. **Final Approved Budget** (prior to the Decrease Budget Revision submitted for Carryover). The Present Budget amounts from the approved application or the revised budget amounts from the last approved budget revision by expenditure category (object code) of the current grant period.
 - B. **Amount Disbursed.** The total amount expended for each expenditure category (object code).
 - C. **Subtotals:**
Operating Budget. The total amount of object codes 100 through 600 and object code 800 for both the Final Approved Budget and the Amount Disbursed columns.
Non-Operating Budget. The total of object codes 700, 900, and Indirect Costs.
 - D. **Grand Totals.** The grand total for each of the "Final Approved Budget" (prior to the decrease budget revision submitted for carryover) and the "Amount Disbursed" columns. The Final Approved Budget Amount should be the total project period allocation; the Amount Disbursed should be the total amount expended.
6. Enter the Recap as follows:
 - A. **Total Funds** received from the SDE on this project. This amount should reflect the total of all monies received from the requests for funds submitted by the grantee.
 - B. **Funds on Hand.** Enter the amount, if any, of funds received but not disbursed.

Any remaining funds on hand must be returned to the SDE at the time the Project Completion Report is submitted. Refund checks with a copy of the Project Completion Report should be submitted to the following address:

**Louisiana Department of Education
Division of Appropriation Control
Expenditure Control Unit - 5th Floor
P. O. Box 94064
Baton Rouge, LA 70804-9064**

- C. **Total funds disbursed** (Column 2). The grand total amount of funds disbursed from “Column 2” on the form.
 - D. **Total unexpended funds** (if any). The total amount of funds not expended. This figure is the amount available for carryover after the first full project period of the program.
 - E. **Total FY allocation** (lines 3 + 4). This amount should represent the total allocation of funds for the funding period indicated.
- 7. When the Project Completion Report has been approved, a copy will be mailed to the grantee (eligible recipient).
 - 8. **If the Project Completion Report does not follow the procedures established by the SDE, the report may be returned for corrections.**
 - 9. **NON-SUBMITTAL OF A PROJECT COMPLETION REPORT MAY DELAY FUTURE PROGRAM FUNDING.**
 - 10. Mail or fax the Project Completion Report to the following address:

**Louisiana Department of Education
Division of Education Finance
Grants Management - 5th Floor
P. O. Box 94064
Baton Rouge, LA 70804-9064
FAX # (225) 219-4205**

GRANTS MANAGEMENT TOPICS:

SUPPLEMENT vs. SUPPLANT:

An SEA or LEA may use program funds only to supplement and to the extent practical, increase the level of funds that would, in the absence of the Federal funds, be made available from Non-Federal sources for the education of participating students. In no case may an LEA use Federal program funds to supplant funds from non-federal sources.

A presumption of supplanting may be rebutted if the grantee can demonstrate that it would not have provided the services in question with Non-Federal funds had the Federal funds not been available.

INTERNAL CONTROLS:

Pass through entities are responsible for monitoring subrecipient controls, as this will be closely examined by their own single audit. This is applicable to grants received from the State Department as well as any sub grants made by the LEA from these same grant funds. A primary grantee must demonstrate adequate internal controls over subrecipients in five areas: environment; risk analysis; activities; information and communication; and monitoring. General compliance requirements tested in a single audit particularly relevant for subrecipient monitoring include:

- Activities allowed or unallowed (subrecipient agreements must be related to allowable activities);
- Cash management (appropriate cash reports must be submitted by the subrecipient);
- Eligibility (sub awards must be made only to eligible subrecipients); and
- Procurement (necessary suspension and debarment certifications from subrecipients must be complete).

INVENTORY OF PROPERTY MUST BE MAINTAINED.

Property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds the title, the acquisition date, and cost of the property, percentage of federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property. (EDGAR, Subpart C, §80.32)

All subrecipients are responsible for monitoring equipment and services for all of their entities including nonpublic schools.

CONFERENCE PRE-REGISTRATIONS

Reimbursement for conference pre-registrations may be requested in advance of the actual conference date, provided funds have actually been expended at the time of the reimbursement request.

NOTE: If a registration fee includes a fee for an individual membership to a professional organization, this fee is not reimbursable. OMB Circular-A87 clarifies that only an entity may be reimbursed for any professional dues and memberships, individual membership dues are not reimbursable through program funds.

A-87 TIME DISTRIBUTION

A Personnel Activity Report (PAR) is required if an employee is paid or partially paid with Federal funds and is working on two or more functions. The PAR Report must be completed after the payroll period and not be based strictly on how the employee is budgeted. The PAR should account for the total activity, be signed by the employee and the supervisor and be prepared at the end of the payroll period or at least monthly.

An employee working 100% on one federal project should complete a PAR at least semiannually.

SIGNATURE SECTION

The State Department will no longer require the signature of a particular individual or position on any future budget documents. The only signature required will be that of a representative of the entity. **It is the entity's responsibility to ensure that adequate internal controls have been established and defined for authorized signers.** Budget documents and requests for funds submitted on behalf of the entity will be assumed authorized. The entity will additionally be responsible for any financial misrepresentation appearing on these documents regardless of the individual/position of the signer.

Applications submitted to the Louisiana Department of Education Grants Management Section for State, 8(g) or Federal funding opportunities would require an original signature for approval. For all other budget documents submitted after initial application to the Louisiana State Department of Education, either the Grants Management Section or the Division of Appropriation Control, a faxed document will be accepted.

This section does not apply to SBESE 8 (g) funds.

SBESE 8(G) FUNDS DISCLAIMER

This Quick Reference Guide includes language that denotes if an established Department of Education procedure is not approved by SBESE 8(g) programs. This guide is not intended to encompass all of the 8(g) rules, regulations and policies. Should you have a question regarding procedures or the use of 8(g) funds, please contact the SBESE 8(g) office directly.

**SALARY SUPPLEMENTS FOR SCHOOL PSYCHOLOGISTS, SCHOOL
SOCIAL WORKERS, AND SCHOOL SPEECH PATHOLOGISTS AND
AUDIOLOGISTS WHO HAVE ATTAINED NATIONAL CEERTIFICAITONS**

If funded through the Louisiana Legislature, the salary supplements for the above school personnel will be disbursed to the Local Education Agencies after appropriate verification is submitted and accepted by Department of Education staff.

Beginning with the 2005-2006 school years and every year thereafter, the deadline for submission to the Department of Education of documents necessary to verify that the personnel are eligible to receive the salary supplements will be September 15.

Appendix A

DEFINITION – SUPPLIES vs. EQUIPMENT

An LEA can take two basic approaches to distinguish between supplies and equipment in the decision-making situations: (1) adopt a predetermined list of items, classifying each entry as either a supply or an item of equipment; or (2) adopt a set of criteria to be used in making its own classification of supply and equipment items.

LIST OF ITEMS – At one time, the Federal accounting handbook contained lists of both supplies and equipment. Such items can never be comprehensive or exhaustive, and quickly become outdated.

SET OF CRITERIA – An item must be considered a supply if it does not meet all the stated equipment criteria listed below.

1. It can be expected to serve its principal purpose for at least one year.
2. It is nonexpendable; that is, if damaged or worn out, it can be repaired without being replaced.
3. It does not lose its identity through fabrication or incorporation into a different or more complex unit.
4. It is equal to or greater than \$1,000.00 per unit cost in value. Note: The unit cost of \$1,000.00 does not apply to any program funded with 8(g) monies.

Note: Food and computer software must always be considered supplies.

School districts must maintain rigorous accountability for their property whether it is capitalized or not. For accountability and internal control purposes, many items of property that do not meet the districts' capitalization threshold must be inventoried. Thus, the Department of Education recommends maintaining inventory and tracking items that do not meet the equipment criteria if needed for insurance purposes and/or the item has "street value". For instance, districts might inventory VCRs and computers for internal control purposes but not capitalize them due to their low cost.