pennsylvania
OFFICE OF CHILD DEVELOPMENT AND EARLY LEARNING

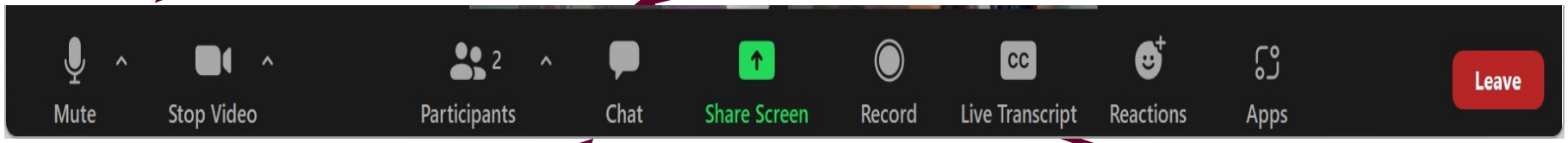
Family Center and Family Support Grants Fiscal Overview & Orientation

Tuesday, August 2nd, 2022 , 1pm to 3pm

Getting Around in Zoom

Your microphone and camera will be turned off for the webinar.

Open the chatbox to ask the speaker questions.



Place your name and agency into the chat.

Click on the Caption icon to view captioning.

For the best webinar experience

- Audio and video quality are dependent on your internet service. Make sure you have a stable connection.
- Use Speaker View while watching the webinar.

More Housekeeping

- Check out the Pennsylvania Home Visiting homepage at http://www.pa-home-visiting.org/

- ***This training will be recorded. By remaining on the webinar, you are consenting to be recorded. If you do not wish to be recorded, you must log off now.***

Agenda

- Definitions
- Reporting Timeframes
- Data System Walkthrough
- Question Break
- Cyclical Fiscal Monitoring
- Contacts

Common Definitions

- OCDEL
  - Office of Child Development and Early Learning
- DHS
  - Department of Human Services
- Fiscal Year
  - July 1st – June 30th
- Lead Agency
  - Contract holder/signature
- Implementing Agency
  - Providing services to families/children

- QER
  - Quarterly Expenditure Report
- FER
  - Final Expenditure Report
- Budget Revision
  - Required +/- 10%
  - Net Zero
- Funding Adjustment
  - +/- Net change in dollar amount
- Equipment
  - Personal property that has a **per-unit** cost exceeding $5,000
  - Useful life of more than one year

Fiscal Reporting Timeframes

Quarterly and Final Expenditure Reports

- **Description:** This report will show the YTD spending against the budget as set-forth in the contract with the Commonwealth of Pennsylvania. These reports are intended to show actual dollars spent as of the last day of each of the listed quarters below.

- **Due Date:** The report is due quarterly, by the 30th or 31st,following the close of the quarter. (October, January, April, July)
  - The agreements state the 15th
  - We have provided an ongoing extension until the 30th/31st

Budget Revisions

- **Description:** This form is used to officially change your submitted budget throughout the FY. If any major line item (Personnel subtotal, Operations subtotal, or Purchases Assets subtotal) deviate +/-10% from originally submitted budget

- **Due Date:** Planned revisions must be received 30 days prior to the end of the FY. You can do a budget revision any time before then. There is not a limit on the amount of revisions that can occur throughout the FY.

Audits

- **Description:** Audits are used to monitor safeguards and funding from an independent source.
- **Due Date:** We ask that the most recent audit is submitted by March 31st each year.
- Refer to your Contract Audit Ryder for more information
- These can be uploaded directly to the Documents section of the PA Data System

Data System Walkthrough

For tutorials and additional information

http://www.pa-home-visiting.org/fiscal-guide/

Break for Questions?

Cyclical Fiscal Monitoring

Beginning in Contract Year 2

Details provided in your Grant Agreements

Year-end Monitoring

- Payment provisions and the returning of funds
- General Ledger Reconciliations
  - Must be submitted by the end of September for the previous grant FY
  - May include;
    - tracking spreadsheets
    - printout from AP system
    - payroll registers, etc.

These can be uploaded directly to the Documents section of the PA Data System

Additional Fiscal Monitoring

- Fiscal Policy Review
  - Checklist
- Expenditure Review
  - Allowable, Allocable and Reasonable
- Workflow Narrative
- Cost Allocation Plans
- Follow-up and Improvement Plans

Contacts

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