

## APPENDIX A

**Does the SEA have standardized, documented procedures for accounting for Federal funds and Does the SEA’s accounting system allow for the identification of award amounts, authorizations, obligations, subaward amounts, and unobligated balances for each federal award?**

OPI utilizes the state of Montana’s approved accounting system (SABHRS) to complete all fiscal activity for state and federal funding. SABHRS allows OPI to manage state and federal funds from initial budget setup, tracking of expenditures, and extraction of fiscal data for applicable reporting.

When OPI receives the current years funds (GAN) the funds are allocated based on the requirements of the grant (i.e. Admin, Set Asides, Flow through, etc). To setup budgets in SABHRS the OPI Budget Analyst utilizes the New Grant Setup Checklist to ensure all applicable steps are completed in setting up allocations. OPI utilizes “project ID’s” for each type of funding source to ensure funding is expended within the applicable budget period and incurred expenditures are accurately reported at the state level. Use of project ID’s allows OPI to separately track funds expended for administration (Personal Services and Operating) of the program and those funds which are sub-granted (Flow through).

*Example New Grant Setup Checklist*

# Montana Office of Public Instruction



**New Grant Setup Checklist** Date: 7/3/2018

**GRANT INFORMATION**

Division name/Adm Name: EOE 028070 Debrae Hunsaker

Description: Title 1 Education

CFDA# 84.010A

Determine the Prog Program 6 Program 9 PRIVATE / PROPRIATARY / STATE SPECIAL

Project ID	<u>EOE_651</u>	<u>EOE_658</u>	<u>F5 1931-1</u>
Fund	<u>03002</u>	<u>03002</u>	<u>47,240,692</u>
Budget Code	<u>651</u>	<u>658</u>	
Fund Source	<u>19651</u>	<u>19651</u>	<u>New Day 43,372</u>
Sub Class	<u>15549</u>	<u>15549</u>	<u>PART D 472,099</u>
Org	<u>H80002-09</u>	<u>H80002-09</u>	

**CHECKLIST**

- Create Project ID:**  
Set-up Financial/Supply Chain>Common Definitions>Design Chart fields>Define Values>Chatfield Values>Project EOE\_65119 EOE\_65819
- Funding Source:**  
Commitment Control > Define Control Budgets > Funding Source Prog 06 1,471,753  
EOE\_651 448,791  
EOE\_658 1,022,962
- OPI Project Budget Definition:**  
Commitment Control>Define Control Budgets>OPI Project Definition 7/1/2018 7/1/2018  
12/31/2019 12/31/2019
- Funding Source Allocation (for Federal):**  
Commitment Control>Define Control Budgets>Funding Source Allocation 448,791 1,022,962
- Budget Journals**  
A. PMRST\_EXP (only Federal)  
Commitment Control>Budget Journals>Enter Budget Journals J# 3942690
- Budget Journals**  
B. PROJ/GRNT  
Commitment Control>Budget Journals>Enter Budget Journals J# 3942693  
61000 280,245 61000 376,120  
62000 169,526 62000 646,842

## Example Budget Setup Page in SABHRS

STATE OF MONTANA  
SABHRS FS

All Search Advanced Search Last Search Results

### Commitment Control Funding Source

Funding Source 1931-1

\*Funding Type Federal  
\*Currency Code USD

Fed Aid USDE Reimbursable Authority

Customer SetID  
Customer ID

CFDA Number 84.010 Reimb Agr Num

Letter of Credit ID S010A18002

Description

Amount 44,853,783.00 Applied Amount 44,853,370.00

\*Unit Option All Business Units

Funding Source Transaction Logs Personalize Find View All First 1 of 1 Last

Date/Time Added	User ID	Description	Amount
09/07/2018 9:41:44.000000AM	CP8235	TITLE I GRANTS TO LOCAL EDUCATION AGENCIES	44,853,783.00

Save Return to Search Notify Add Update/Display

#### Funding Source Definition

TITLE I GRANTS TO LOCAL EDUCATION AGENCIES  
07/01/18 - 09/30/19  
TYDINGS APPLIES  
TOTAL GRANT AWARD - \$48,712,445 | less \$444 - now \$48,712,001  
TO PROGRAM 06 - \$47,240,692 | now \$46,899,274 = (44,853,783+2,045,904 - 413)  
MT31 - \$47,240,692 | now \$46,899,274 (New Day-\$43,372 & Part D-\$472,099)  
MT30 - \$?  
MT33 - \$?  
MT37 - \$?  
TO PROGRAM 06 - \$1,471,753 | now \$1,812,727  
651 - \$448,791 | same  
658 - \$1,022,962 | now \$1,363,936

Return

Note: This is the initial setup of the funding source which is then allocated into the individual programs. This applies the entire grant amount available for allocation.

## Example individual program ID setup in SABHRS

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SABHRS FS

All Search Advanced

### Commitment Control Funding Source Allocation

Business Unit 35010 Ledger Group PRMST\_EXP ChartField Value EOE\_65119

Project Status Open Start Date 07/01/2018 End Date 12/31/2019

Overall Amount 654,794.50 USD Manager 028070 Hunsaker,Deborah

Allocated Amount 654,794.50 USD  Funding Source Error

\*Allocation Method Priority

Please review your key chartfield setup for revenue types to insure consistency with the allocations below. It is important that the key chartfields are populated below if the budget setup requires them.

Funding Source Allocation Details Personalize Find View All First 1-4 of 4 Last

Priority	Funding Source	*Spend Option	Spending Cap	Available Amt	Revenue %
1	18651C	Budgeted	192,100.50	192,100.50	
2	19651N	Budgeted	2,195.00	2,195.00	
3	19649	Budgeted	11,708.00	11,708.00	
4	19651	Budgeted	448,791.00	448,791.00	

Note: This sets up the available amount for the individual program that is allocated from the overall granted funds above.

Example Budget Detail in SABHRS

STATE OF MONTANA  
SABHRS FS

All Search >> Advanced S

### Commitment Control Budget Details

Business Unit	Ledger Group	Project	CF Ind	Budget Description
35010	PRMST_EXP	EOE_65119		

Display Chart ⓘ Previous Next Return to Inquiry Criteria

#### Ledger Amounts

Budget:	654,794.50 USD			Max Rows 100
Expense:	461,534.00 USD			Attributes
Encumbrance:	0.00 USD			Parent / Children
Pre-Encumbrance:	0.00 USD			Associated Budgets

Associate Revenue 0.00 USD

#### Available Budget

Without Tolerance	193,260.50	USD	Percent (29.51%)
With Tolerance	193,260.50	USD	Percent (29.51%)

#### Budget Exceptions

Note: This presents the program amount allocated above. This screen presents the “cap” on the funds which as stated can not be exceeded and ensures program funds allocated are not over expended.

Example Project ID’s in SABHRS

Fund	Project	Amount
03002 Public Instruction		1,273,350.40
	EOE_65119 TITLE I ADMINISTRATION	461,534.00
	EOE_65819 TITLE 1 SCHOOL SUPPORT	811,816.40
03170 Grant Clearance Discretionary		31,894,394.00
	19T1A Title IA (31)	31,894,394.00

Note: OPI utilizes various “funds” to account for the different types of funding received. The use of these funds are required and utilized across all state agencies to meet Governmental Accounting standards. Fund 03002 is used by OPI to account for federal state level administrative activity and fund 03170 is used to account for sub-granted federal funds.

EOE\_651xx – These are funds used for administering the program which includes personal services and operational expenses. First three numbers represent the “ID” assigned for those programs funds and last two numbers of the project ID designate the program year funding. This program year designator ensures OPI can track program expenses over several state fiscal years as one federal year crosses two state fiscal years.

xxTIA – These are funds sub-granted to LEA’s within the state. The first two numbers of the project ID designate the program year of funding.

In addition to the use of SABHRS for the tracking of program expenses at the state level, OPI has a Grants Management System (E-grants) which is used in the sub-granting process (Flow through). E-Grants serves as a centralized system which tracks the sub-granting of funds from initial application, monthly grantee cash requests, and final expenditure reports.

The following screen shot is from E-grants which shows several funding sources for a grantee. As presented, the E-grants system allows OPI and the grantee to track the allocated/awarded amount and total expended, including carryover as applicable.

	TitleIA	Schoolwide	TitleIIA	TitleIII	TitleVI B
<b>Current Year Funds</b>					
Allocation	\$443,514	\$0	\$95,321	\$0	\$33,732
ReAllocated (+)	\$0	\$0	\$0	\$0	\$0
Released (-)	\$0	\$0	\$0	\$0	\$0
<b>Total Current Year Funds</b>	\$443,514	\$0	\$95,321	\$0	\$33,732
<b>Prior Year(s) Funds</b>					
Carryover (+)	\$44,094	\$0	\$0	\$0	\$6,419
ReAllocated (+)	\$0	\$0	\$0	\$0	\$0
<b>Total Prior Year(s) Funds</b>	\$44,094	\$0	\$0	\$0	\$6,419
<b>Sub Total</b>	<b>\$487,608</b>	<b>\$0</b>	<b>\$95,321</b>	<b>\$0</b>	<b>\$40,151</b>
<b>Multi-District</b>					
Transfer In (+)	\$0	\$0	\$0	\$0	\$0
Transfer Out (-)	\$0	\$0	\$0	\$0	\$0
Administrative Agent					
<b>Adjusted Sub Total</b>	<b>\$487,608</b>	<b>\$0</b>	<b>\$95,321</b>	<b>\$0</b>	<b>\$40,151</b>

State level administration of sub-granted funds in relation to cash management and allowability is also completed through E-grants. Each grantee is required to submit a budget which breaks out use of granted funds by specified categories (personal services, operational, equip, etc). These categories are utilized across all grant programs and are the basis for local level reporting. Incurred expenses by the grantee are presented in “cash requests” which are reviewed and approved by OPI Grant Accountants. Accountants review the cash requests and compare the activity to the approved budget. Accountants also consider general allowability regulations as defined in 34 CFR Part 200 and program specific regulations provided by the applicable federal cognizant agency.

The following screen shot from E-grants presents an example of the category specific expenses grantees utilize in expending program funds.

Topic 1: Improving Academic Achievement										
Purpose Category	100 Personal Service-Salaries	200 Employee Benefits	300 Purchased Professional and Technical	400 Purchased Property Services	500 Other Purchased Services	600 Supplies	700 Property & Equipment	800 Other Objects	Total TitleVI B Funds	Delete Row
10-Instruction	0	0	0	0	0	33732	0	0	\$33,732	<input type="checkbox"/>
	0	0	0	0	0	0	0	0	\$0	<input type="checkbox"/>
	0	0	0	0	0	0	0	0	\$0	<input type="checkbox"/>
<b>Sub Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$33,732</b>	<b>\$0</b>	<b>\$0</b>	<b>\$33,732</b>	<input type="checkbox"/>
<b>Create Additional Entries</b>										
<b>TOTALS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$33,732</b>	<b>\$0</b>	<b>\$0</b>	<b>\$33,732</b>	
Note: This Budget Summary displays to aid in creating and editing the Request and will not display once the Request is submitted to the SEA.										
<b>Paid to Date Amounts</b>	100	200	300	400	500	600	700	800	Indirect Cost	
	\$0	\$0	\$0	\$0	\$0	\$33,732	\$0	\$0	\$0	
<b>Current Budgeted Amounts by Object Code</b>	\$0	\$0	\$0	\$0	\$0	\$33,732	\$0	\$0	\$0	
Determining Maximum Indirect Cost allowed										
(A) Total Allocation Available for Budgeting						\$33,732				(F) Total budgeted above \$33,732
(B) Budgeted Property and Equipment Cost (Object 700)						\$0				(G) Budgeted Indirect Cost 0
(C) Allowable Direct Costs (A-B)						\$33,732				(H) Total Budget (F+G) \$33,732
(D) Indirect Cost Rate %						0.0000				
(E) Maximum Indirect Cost (C*(D)/(1+D))						\$0				Allocation Remaining (A-H) \$0

E-grants produces various reports which are utilized at the state level to ensure funds are expended in the applicable program year. The following report reflects grantee level appropriations in comparison to current year expenditures. The lower portion of the report reflects each program years funding and balances. Previous and current year balances are closely monitored to ensure funds are expended with the program period which ensures period of availability provisions are met.

<b>Payment Funding Stream Summary</b>								Run Date: 9/2/2019 10:45:41AM	
Program: Title I A - Basic				Year: 2019					
<u>LE Number</u>	<u>LE Name</u>	<u>Reporting Category</u>	<u>Year</u>	<u>LE Amount</u>	<u>LE Transfers</u>	<u>Total</u>	<u>Payment</u>	<u>Paid Under Other Program</u>	<u>Balance</u>
0000000	OPI - Office of Public Instruction - 00		2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			2019	\$134,651.00	\$0.00	\$134,651.00	\$0.00	\$0.00	\$134,651.00
			<b>District Total</b>	<b>\$134,651.00</b>	<b>\$0.00</b>	<b>\$134,651.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$134,651.00</b>
0010003	Grant Elem - 00		2019	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			<b>District Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
0010005	Dillon Elem - 00		2018	\$3,707.00	\$0.00	\$3,707.00	\$3,707.00	\$0.00	\$0.00
			2019	\$194,368.00	\$0.00	\$194,368.00	\$165,688.00	\$0.00	\$28,680.00
			<b>District Total</b>	<b>\$198,075.00</b>	<b>\$0.00</b>	<b>\$198,075.00</b>	<b>\$169,395.00</b>	<b>\$0.00</b>	<b>\$28,680.00</b>
0010006	Beaverhead County H S - 00		2018	\$3,698.00	\$0.00	\$3,698.00	\$3,698.00	\$0.00	\$0.00
			2019	\$45,336.00	\$0.00	\$45,336.00	\$45,334.00	\$0.00	\$2.00
			<b>District Total</b>	<b>\$49,034.00</b>	<b>\$0.00</b>	<b>\$49,034.00</b>	<b>\$49,032.00</b>	<b>\$0.00</b>	<b>\$2.00</b>