

GRANT ITEMS NEEDED FOR THE ANNUAL AUDIT

April 20, 2012

A Copy of all Committee and Board Minutes

The document *Minutes Record.xls* is used to record receipt of the various committee meetings and board meeting; be sure to keep it updated as minutes are received. Make copies as follows:

Sector Committees: IRA, Legacy, Implementation & Impact, Ideas & Institutions, Encounter

- 1 Quarterly copy for Mandy (verifies attendance for paying fees)
- 2 Copies for auditors (one for early November, the other for following March)
- 2 Copies to for agenda and board verification process

Finance and Audit Committees

- 1 Quarterly copy for Mandy (verifies attendance for paying fees)
- 2 Copies for auditors (one for early November, the other for following March)
- 1 Copy for VP-F, requesting which items should be included in the Synopsis booklets

Board of Directors Meeting

- 1 Quarterly copy for Mandy (verifies attendance for paying fees)
- 2 Copies for auditors (one for early November, the other for following March)
- 1 Copy for VP-F, requesting which items should be included in the Synopsis booklets

Reports to Run from Gifts and Save to File

Schedule of Appropriations & Payments at 10/31, 12/31

Name of Report to Run: Schedule of Appropriations and Payments, version 6

Criteria: Fiscal Year is at least 2011 (current year)

Header: As of (auto populates with the month end date)

Payments Due Report at 10/31, 12/31

Name of Report to Run: Payments Due Schedule, by Program Area 1

Criteria: None

Header: None

Donor Intent Grants

Name of Report to Run: Grants – Alpha List by Fund

Criteria: Approval date = (year needed) & Fund = Donor Intent

Header: Donor Intent Grants – YEAR

Annual Gifted Education Grants

Name of Report to Run: Schedule of Appropriations & Payments, version 6

Criteria: Fiscal year is at (current year) & Request Type of Support Code = Gifted Ed.

Header: Gifted Education Grants – YEAR

All Gifted Education Grants from Beginning of Foundation

Name of Report to Run: Schedule of Appropriations & Payments, version 6

Criteria: Use all of the various Gifted Ed Program Area codes; place an “or” (instead of “and”) so you can include the current tracking code of Type = Gifted Ed.

Header: Complete List of Gifted Education Grants

List of Foreign Grants at 10/31, 12/31

Name of Report to Run: Schedule of Appropriations & Payments, version 6

Criteria: Fiscal Year = at least (current year) “and” Internal Code = Exp Resp – Foreign “or” Country is not USA

Header: Foreign Grant Activity (YEAR)

Director Conflicts

Name of Report to Run: From Requests Tab of Gifts, select and apply view “Year End Director Affiliations” which automatically includes the search criteria

Criteria: Included with view: Request Code “Conflict” = (select each current director)

Header: Director Affiliations for **YEAR** Grants Awarded

To Print: Select all, then printer icon. In this dialogue box, replace any title or subtitle text with the title “Director Affiliations for YEAR Grants Awarded” and move to the Page Setup tab to select “landscape” and “repeat title on each page.”

Grant Reconciliation at 10/31 and 12/31

Save the reconciliation worksheet (*FILE NAME*) to the Audit-Grants directory at these dates

Grant Commitments at 12/31

Save the worksheet (*FILE NAME*) to the Audit-Grants directory at these dates

Non-Gifts Reports to Copy to the Audit Grants Directory

Refunds, Cancels, Voids, Replacements

Keep track of these changes as they occur throughout the year. They will appear on the monthly grant reconciliation and you must list them on this tracking page (see attached). At year end, place a copy of the report in the Audit Grants directory with the other reports.

Grant Commitments Worksheet in Excel

Other Items to Expect

Answer questions posed by Auditors

Provide Auditors with all original Director Conflict Forms

Pull grant files for review as requested by Auditors

Prepare Audit Verification Letters to grantees selected by Auditors:

 Prepare using the correspondence merge feature of Gifts.

 Search, find and highlight the requested grants.

 Select the *Audit Verification Letter*, be sure to select “record activity” and “save to file”.

 Verify merged information is correct; remove or change anything that occurred since year-end that may have been inserted and affected the 12/31 position.

CHECK LIST OF GRANT ITEMS NEEDED FOR THE ANNUAL AUDIT

April 20, 2012

ITEM	DONE
A Copy of all Committee and Board minutes	
Schedule of Appropriations & Payments at 10/31	
Payments Due Report at 10/31	
Grant Reconciliation at 10/31	
List of Foreign Grants at 10/31	
Schedule of Appropriations & Payments at 12/31	
Payments Due Report at 12/31	
Grant Reconciliation at 12/31	
List of foreign grants at 12/31 (Sched. of App. & Pay: change criteria)	
List of Refunds, Cancels, Voids, Replacements	
Grant Commitments at 12/31	
Report of Donor Intent Grants	
All Gifted Education Grants from Beginning of Foundation	
Annual Gifted Education Grants	
Report of Directors Affiliated with Grantees	
Provide Auditors with All Director Conflict Forms	
Pull grant files for review as requested by auditors	
Return grant files to file room	
Prepare audit request letters to selected grantees	

CANCELLATIONS

June 23, 2011

1. Find the grant in the database.
2. Open the request.
3. Select “Action” at the top of the screen.
4. Choose Amend Grant.
5. Enter new grant amount accordingly, adding an explanation to the notes field.
6. Create “Note for File.” Print three copies.
7. Place note in misc actions folder, grant reconciliation notes folder, and agency file.
8. This information should be recorded in the file kept for each year that shows refunds, cancellations, voids and replacement checks. When updating that annual file, be sure to note whether or not the original payment date was current or prior year. The file is used for the annual audit and tax return.

CHALLENGE & MATCHING GRANTS

October 27, 2010

1. As the grant is awarded, a note explaining the challenge should be placed in the Meeting Minutes' note field (on page 1 of the Gifts record), and in the Page 2 tab of the request record in the "Project Description-Long" field.
2. Code as usual, except use Internal Program = match or challenge.
3. In addition to the requirements of Grant Agreement and Yellow Checklist with Charity Check report attached, add a new requirement in the Type field of Challenge/Match Met (select from Type field's pull-down menu). This Requirement will be marked completed when notification is received that the challenge/match has been met.
4. Schedule payment on hold for 12/31/year, as the payment will not be scheduled until the conditions have been met.
5. When letter confirming match/challenge has been met:
 - a. Indicate completed in requirements tab
 - b. Check with Dan to see how they might want the payments divided, if at all
 - c. Schedule an actual payment date and change status from hold to scheduled, providing the contract has also been received and recorded
 - d. Change Internal Code to Regular
 - e. File the notification letter in the file folder
6. Prepare Note for File from scroll icon at top of screen.
 - a. In the note, indicate that the challenge/match was met, person who sent the confirmation, and any details that might be helpful.
 - b. Place note in misc committee actions file folder (to remind you to report as a misc action to the directors at next Board meeting).
 - c. Place a copy of the note in the grant file folder.

CHECK CUTTING PROCESS FOR ADMIN CHECKS

May 23, 2011

Once a week the Accountant prepares the administrative checks for invoices due, processing them through the Great Plains Dynamics accounting software. Blank checks are stored in a locked cabinet in the Accountant's office. A log is kept to show which checks have been removed for processing.

The Accountant produces a Great Plains report listing the checks to be signed. The Controller or CFO signs off on each check run before the checks are cut by verifying the payee and the amount, initialing at the bottom of the report.

Using this same initialed list as evidence of approval, the Grants Administrator also initials the list to indicate that the checks produced matches the criteria signed off on and then affixes the electronic signature. Each check is then reviewed to be sure the signatures are okay. The checks are returned to the Accountant. An Excel spreadsheet log is updated to indicate the check numbers of the checks that have been electronically signed; see H:\WPDATA\FORMS\SignatureControlLogAdmin11.doc). The initialed form is placed in the Administrative Check Signing file in the bottom right-hand drawer of the Grants Administrator's desk.

The dual signature image is found only on the hard drive of the Grants Administrator's computer, which is password protected. Checks \$4,000 and above require two manual signatures of authorized signers. The Accountant will acquire those signatures.

The signed checks are returned to the Accountant.

CHECK CUTTING PROCESS FOR GRANTS

November 23, 2011

Two days before checks are to be cut the Grants Administrator reviews the calendar to verify that the VP-Program or President is available to sign the checks. If not, she consults with VP-Finance and/or VP-Administration.

The day before the checks are to be cut, she will search the Gifts database for the scheduled payments, using a date range starting with the 1st of the month to the date of the first Wednesday so nothing is inadvertently missed. The date range search for 2nd check cutting date of the month is the day after first processing date to end of the month.

Any payments still on Hold should be moved to the next check cutting date, placing an “S” in the notes field to indicate the payment has been changed from original date and follow-up may be needed to inform grantee that the paperwork required to release payment has not been received. Any paperwork not received and processed by noon on Tuesday will wait until the next check run, unless VP-Program requests special run.

In order to include recently received agreements, she prepares the Grant Payment Approval form the day prior to the scheduled payment date. After signing the form, she provides it to the VP-Program for signature to indicate his approval to release the payments. Before sending the approval form on to the Accountant, she makes a copy for the check-signing file. [See Grant Payment Approval Form, prior Tab.]

After the Accountant receives the signed approval form, she cuts the checks using the grants database Gifts for Windows. She will search the payments tab in Gifts using criteria of scheduled date = (today, or ...) and status = “scheduled.” This data is then exported from Gifts into the Great Plains Dynamics accounting software, where the checks are cut and entered into the general ledger. Then the payment information is imported back into Gifts, after which she prepares the “Grant Payment Detail” report, which verifies the grants approved for payment are the same as those paid. This report is also used by the Grants Administrator when editing the check transmittal letters.

Blank checks are stored in a locked cabinet in the Accountant’s office. A log is kept to show which checks were removed for processing. The Accountant will acquire signatures for checks requiring manual signatures.

The checks are signed electronically by the Grants Administrator. Then she updates the Signature Control Log, (located at H:\WPDATA\FORMS\SignatureControlLogGrants11.doc) and initials the Great Plains Payables Management report, placing it along with the Grant Payment Detail report in the Grant Check Signing file, located in the bottom right-hand drawer of her desk. She must also review each check to be sure the signatures turned out okay and immediately notify the Accountant that all went well, which allows the Accountant to proceed with next step of processing “positive pay,” a verification process used by the bank. The bottom third of the check-page is removed and returned to the Accountant for storage.

HOW TO SIGN ADMINISTRATIVE CHECKS

September 4, 2012

The Accountant will produce a report listing the checks to be signed using the accounting software, Great Plains. The Controller will verify each payment, recording her initials at the bottom of the list and checking off each entry to verify the payee and the amount. The Accountant will bring the list and the checks to the Grants Administrator. Using this same list, the Grants Administrator initials the list at the bottom to indicate that the checks produced match the criteria signed off on by the Controller. Signatures are placed on checks. Here's how:

On the Payables Check Register, note first that the Controller or VP-Finance (Mandy or Cynthia) has approved the check run. If not, return the checks and Register to the Accountant (Judy).

Place a dash to the left of any amounts \$4,000 or more or any checks payable to Mike Grebe. These checks will be signed manually (Accountant will take care of those; they should not be among the checks for you to sign.) Subtract the number of those checks from the total number of checks processed in order to know how many signatures to print.

Look at each check to verify that the name, check number and amount match what is on the Payables Check Register. To confirm, circle the dash that was made when the check run was approved and place your initials at bottom right of the Register.

Open the e-copy desktop software. Select shared files. Open the Checks file from the right-hand side of the lists. Enter password.

Place checks face down, bottom in first, of bottom tray of YE's printer. Or face up, top in first, in top/open tray of YE's printer.

Using File-Print, indicate number of checks placed in tray and select print. Close software.

Record checks signed by using the admin log that you will select from
H:\WPDATA\FORMS\SignatureControlLogAdmin12.doc.

Verify signatures printed okay by looking at each check and placing it face up in a new stack; this will also place the checks back in numerical order.

Let the Accountant know that the signatures ran fine so she can do Positive Pay with the bank and pick up the signed checks (or you can take them to her).

HOW TO SIGN GRANT CHECKS

September 4, 2012

On the Great Plains report provided by the Accountant, place a dash to the left of any amounts listed that are \$200,000 or more, or are made payable to one of the persons whose name is on the electronic signature, (i.e. Mike Grebe or Terry Considine). The Accountant will get manual signatures on these checks; therefore they should not be among the checks to be signed. Subtract the number of the checks needing manual signatures from the total number of checks processed in order to know how many signatures to print. Both reports are stored by the Grants Administrator with the log of checks electronically signed, which is located in the bottom right drawer of her desk.

Place checks face down, bottom in first, of bottom tray of YE's printer. Or face up, top in first, in top/open tray of YE's printer if only one is being signed.

Open the e-copy desktop software. Select shared files. Open the Checks file from the right-hand side of the lists. Enter password. Using File-Print, indicate number of checks placed in tray and select print. Close software.

Record checks electronically and manually signed by opening and completing the Signature Control Log found at H:\WPDATA\FORMS\SignatureControlLogGrants.doc

Verify signatures printed okay by looking at each check and placing it face up in a new stack; this will also place the checks back in numerical order.

After the checks have been signed, let the Accountant know that the signatures ran okay so she can do Positive Pay with the bank. Tear off the bottom check stubs and return them to the Accountant.

Include the checks with the corresponding transmittal letters and mail. [See how to prepare "Grant Check Transmittal Letters."]

HOW TO PREPARE GRANT CHECK TRANSMITTAL LETTERS

February 18, 2011

Starting in the Payments tab of Gifts, search for "paid date" equals (date checks were cut: today, yesterday?).

Right mouse click and select all. Review the Grant Payment Detail Record (provided by the Accountant) for notes that may require editing of the standard letter, or require selecting only some of the payments in order to use a different transmittal letter for others (like for GCCs).

If notation was made to use GCC letter, highlight only those and choose "Check Cover Letter for GCCs" from the pull-down menu of the create-new-letter (envelope) icon. Be sure to select Record Activity and Keep Document, assigning a file name according to type and date paid (i.e. "checks03-10-2010GCC").

Repeat the letter preparation process by selecting all non-GCC noted payments from the list displayed in the Requests tab and choose "Check Cover Letter" from the pull-down menu. Again, be sure to select Keep Activity and Keep Document, assigning an appropriate file name.

Select all of the payments made; focus; move to requests tab. Select all requests; focus; move to affiliations tab. Affiliations noted as "cc" will need to be added to the check letters when editing.

Editing is always required of the check transmittal letters. Use the search and replace feature to change "To support" to "to support" and remove duplicate ".."s.

WHERE THE MERGED TEXT READS:

If you are transmitting the only payment of the grant, the merged text reads as follows, but should be changed as noted below:

This *payment represents the 1 installment of a \$XXX grant which was awarded by our Board of Directors* **To support** general operations.

(The text to be removed is noted in italics above.)

CHANGE IT TO READ:

This \$XXX grant was awarded by our Board of Directors **to support** general operations. (change To to to)

In other cases, WHERE THE MERGED TEXT READS:

This payment represents the (any number other than 1) installment of a \$XXX grant which was awarded by our Board of Directors To support general operations.

CHANGE IT TO READ:

This payment represents the third of four* installments of a \$XXX grant which was awarded by our Board of Directors to support general operations. *Basically, spell out the numbers and check the payment sequence. You may need to use final, or second of three, etc.; check the Grant Payment Detail Report for this information.

Bradley Fellow merge letters are set up to include the professor's name in the project title area and as a cc at the bottom of the letter. The letters may need additional editing. If the letter is addressed to the professor, remember to remove the cc from the bottom of the page.

GCC/Directed Giving merge letters are set up to include in the body of the letter the name of the staff or director initiating the grant. The cc is also set up to include the initiator at the bottom of the letter.

When all the letters have been edited, place Dan Schmidt's letterhead (VP-Program) in the printer and print the document. Give the letters to Dionne (Program Assistant) for Dan's signature. When the letters are signed, make two copies (one for the chron file and one for the agency file).

Prepare envelopes by merging the same contacts with the envelope template and print an envelope for each letter.

Take time to make sure the correct check is matched with each letter by comparing the check number noted at the bottom of the letter with the check inserted. (When more than one check is cut for the same organization, sometimes their order is reversed from the order in which the letters were produced.) Place check and letter in envelope and take to the mail room.

Next, place one copy of the transmittal letter in the appropriate file folder located in the open agency files and removed the file to be purged before being sent to be filed in the closed agency files. If the payment is not a first or only payment, the subsequent payment should be two-hole punched at the top and placed in the closed agency filing bin to be added to the file folder.

PREPARING THE GRANT PAYMENT APPROVAL FORM

April 1, 2011

1. Start in the Payments tab of Gifts.
2. Select view “Grant Payment Approval Form.”
3. Search for the payments within the scheduled radius.
4. Verify all use schedule date of whatever the current check-cutting date is.
5. New search for that check-cutting date, plus Status = Hold.
6. Double click to open the payment record.
7. Change schedule date to the next check-cutting date (1st and 3rd Wednesdays).
8. When all payments on Hold have been moved out, edit the search using the schedule date, plus Status = Scheduled.
9. Select all records on screen.
10. Click on print icon.
11. Change title to “Grant Payment Approval Form” and second line to “Checks Scheduled for M/D/YEAR.”
12. Move to page set-up and select landscape.
13. Move to columns and click on “#3-request grant amount” and under currency options deselect “include in totals.”
14. Then click on project title and click the move-right icon twice.
15. Print via the print icon.
16. On the last page, type under the last line the titles of the two signatories: Grants Administrator and either Vice President for Program or President and “Date” next to each title so signatures can be placed on the line.
17. Sign and give to VP-Program or President (accordingly) for their signature.
18. When returned signed, make a copy for check files.
19. The original form should go to the Accountant in the Finance Department.

OVERVIEW OF GRANT PAYMENT PROCESS

October 4, 2011

Grant payments are processed twice a month, on the first and third Wednesdays.

Grant payment schedule dates are set initially by the Grants Administrator during the process of preparing the Grant Agreement and Transmittal Letter when the grant is awarded. Actual payments are contingent upon the receipt of the Grant Agreement signed by the grantee.

Two days prior to the scheduled processing day, the Grants Administrator checks the Bradley Calendar to see if the VP-Program is available to sign the Grant Payment Approval Form. If he is not, she will check to see if the President is available to sign the Form. If neither are available, she will discuss with VP-Finance to find a solution.

Late morning on the day before the processing day, the Grants Administrator will search the payments tab of Gifts using a date range of the first of the month through the day prior to the second check-run of the month with a status code of Hold. If a grant is scheduled for payment but any required paperwork, i.e. the signed grant agreement, has not been received, the payment must be bumped to the next check cutting day. To move the payments still on hold, double-click to open each and change the scheduled payment date to the date of the next grant check run and place an "S" in the notes field to indicate the original scheduled payment date was sooner than the actual payment. These payments need to be moved before the Accountant prepares her reports. The Grants Administrator will make follow-up calls to the grantees if the paperwork is not received in a timely fashion.

The same report as above is run, but the Status criteria should be Scheduled instead of Hold. Select the view "Grant Payment Approval Form" and apply it. Verify all of the scheduled dates are set for the correct processing date. If any are included because they fall in the date range, be sure to change the scheduled date to coincide with the schedule date. Prepare the Grant Payment Approval Form for authorized signature. (See "How to Prepare the Grant Payment Approval Form.")

For the month's second run, search from the day of the previous check cutting day to the end of the month. This ensures no payments are missed in the event of a typo or other situations that might have caused an off-schedule date to be inserted in that field. Any scheduled dates found to be off-schedule should be rescheduled to the current processing date. Payments with a status code of Hold will again be moved to the next check cutting date.

When the approval form has been signed, a copy is made for the electronic signature file log and the original is given to the Accountant as authorization to produce the checks.

The Accountant prepares the checks using the grants database Gifts for Windows and Great Plains Dynamics accounting software. She runs a Payables Management report from the Great Plains software and prepares the Grant Payment Detail Record. Both reports are provided to the Grants Administrator with the checks that need to be signed. The Detail Record report from Gifts details the grant payments that were made and is used for editing the check letters, and also to verify that the amount authorized on the approval form equals the total amount of checks cut. The notes column is used to inform the Accountant of any situations she might need to be aware of and to remind the Grants Administrator of any special directions concerning the payment.

Checks below \$200,000 are given to the Grants Administrator to apply the dual electronic signature and document the checks that were signed in the Signature Log. Checks for \$200,000 or more are given by the Accountant to be manually signed by two officers; the Accountant follows up on those.

As soon as the electronic signatures have been applied (see “How to Sign Grant Checks”), the Accountant is notified so she can do the Positive Pay procedure with the bank. A check transmittal letter is prepared by the Grants Administrator under the signature of the Vice President-Program. When signed, two copies are made – 1 for the chron file, one for the agency file.

GRANT PAYMENT SCHEDULING PROCEDURE

October 27, 2010

It is most helpful when a request is received and logged into the database, that payment needs and project time-frames be noted on Page 2 of the request tab in the Gifts database.

As a proposal is recommended for award and therefore placed on the Board meeting agenda, the payment schedule is then determined by the Grants Administrator and entered into the Gifts database. The fact that the payment has been scheduled is also noted on the agenda spreadsheet.

Payments are scheduled for the first and third Wednesdays of each month. The grantee is informed of the payment schedule via the letter of award, which also encloses the grant agreement. Occasionally the Program Staff, being more aware of the grantee's needs, will request the payment schedule be changed. The change will need to be made not only on the award letter, but also in the Gifts database. If the grantee requests a change to the payment schedule and it is approved by the Program Officer, the Grants Administrator will change it in the database.

[Payments of \$100,000 or more are generally scheduled using appreciated stock. An approval form is prepared by the Grants Administrator and usually signed by the VP-Program and given to the Accountant as authorization allowing the grant to be paid. The accountant will coordinate the stock transfer with the grantee. (The stock program is currently not in use.)]

GRANT PAYMENT GUIDELINES

October 27, 2010

GENERAL PROCESSING PROCEDURE

- Review the grantee's past payment cycle as *guide* for current grant; i.e. was it paid immediately, was it split, paid over several months, installments still unpaid from previous grants, turn-around time needed?
- Check notes in Page 2 of the grant record in the Gifts for Windows database. Notes may have been made by program staff regarding payment needs.

GENERAL PAYMENT GUIDELINES

- Split general operation grants as follows, giving consideration to the size of the organization:

<u>Grant amount</u>	<u>No. of annual installments</u>
\$49K or less	1
\$50K - \$100K	2
[Over \$100K	1st choice is to pay with appreciated stock]*
\$101K - \$300K	3
Over \$300	4
Over \$1 mil	Special consideration, see VP-Program\VP-Finance

*Stock program currently not in use

- Specific projects
Determine length of grant period (# of years); determine begin date of project stated in proposal or staff write-up. Split if practicable. Payments for conferences generally cannot be split, for example, because most of the cost culminates shortly before the event, pay approximately 3-4 weeks prior to conference date.
- Academic programs
Determine length of grant period and begin date of cycle as stated in staff write-up or proposal. Split according to academic/semester periods, with August and January installments typical. Because academic institutions have a short year and various departments to work with, small and frequent installments are often cumbersome for the grantee.
- GCCs and BP Selector Grants
As these grants are small, pay immediately in single installment after grant paperwork is complete, unless otherwise requested.

PAYMENT WILL BE RELEASED ONLY AFTER DOCUMENTING RECEIPT OF

- Signed Grant Agreement (Contract)
- Tax Verification
- Challenge/match met, if required

MONTHLY GRANT RECONCILIATION

October 31, 2011

For ease, run these **Gifts reports** in the following order:

1. **Summary of Payments Due**

Gifts Report to Run: Payments Due Schedule, by Program Area 1

Criteria: None

[Use to update: H:\Records\Grants\Grt_Rec\2011\PayDue(month).xls]

2. **Schedule of Appropriations and Payments**

Criteria: Fiscal year at least 2011 (current year)

Print three additional copies of the last page – one will be “Lead Sheet” for current month, the other two will be set aside in the file to be used with next month’s reconciliation

3. **Current Year Bradley Fellows Awarded Month, Year**

Gifts Report: Grants Alpha List by Fund

Criteria: Approval date = this month & coding sheet Fund = current year BF

Also attach updated BF logs H:\Records\Grants\Bradley Fellows\10-12\BFPA11-12.xlsx (both tabs)

4. **Grant Awards**

Gifts Report: Grants Alpha List by Fund

Criteria: Approval date = this month

5. **Grant Summary – Awarded Month, Year**

Gifts Report: Grant Summary by Fund

Approval date = this month

6. **Grant Summary – Awarded YTD**

Gifts Report: Grant Summary by Fund

Approval date = this year

7. **Summary Bradley Fellows Awarded – YTD**

Gifts Report: Grant Summary by Fund

Criteria: Approval date = this year & Fund = current year BF & BF Unassigned

8. **Grant Payments – Month, Year**
Gifts Report: Payments Made by Month
Criteria: Paid date = this month

9. **Gross Grant Payments – Month, Year**
Gifts Report: Summary of Paid Payments by Fund
Criteria: Paid date = month; Status = paid
Info: Includes payments, reissues

10. **Gross Grant Payments – YTD**
Gifts Report: Summary of Paid Payments by Fund
Criteria: Paid date = this year; Status = paid
Info: Includes payments, reissues

11. **Voided Payments – YTD**
Gifts Report: Summary of Paid Payments by Fund
Criteria: Paid date = this year; Status = Void

12. **Voided Payments – Month, Year**
Gifts Report: Summary of Paid Payments by Fund
Criteria: Paid date = month; Status = Void

13. **Reissued Payments – Month, Year**
Gifts Report: Summary of Paid Payments by Fund
Criteria: Paid date = month & *Advanced*: Payments Notes Field contains “reissue”

14. **Reissued Payments – YTD**
Gifts Report: Summary of Paid Payments by Fund
Criteria: Paid date = this year, *Advanced*: Change current month to Jan & Payment Notes Field contains “reissue” (same as #13).

15. **Refunds – YTD**
Gifts Report: Summary of Paid Payments by Fund
Criteria: Paid date = this year & Status = Refund

16. **Refunds – Month, Year**

Gifts Report: Summary of Paid Payments by Fund

Criteria: Paid date = month & Status = Refund

17. **Net Grant Payments – Month, Year**

Gifts Report: Summary of Paid Payments by Fund

Criteria: Paid date = month & Status = no refunds

18. **Net Grant Payments – YTD**

Gifts Report: Summary of Paid Payments by Fund

Criteria: Paid date = this year & Status = no refunds

19. **Grant Payments by Wire – YTD**

Gifts Report: Payments made by Month

Criteria: Paid date = this year & Wire transfer = yes

20. **Grant Payments by Wire – Month, Year**

Gifts Report: Payments made by Month

Criteria: Paid date = current month & Wire transfer = yes

21. **Grant Aging**

Gifts Report: Grant Commitments Schedule

Use last page of the report

22. **For Cash Flow**

Gifts Report: Payment Status Summary by Fund

Criteria: Date range of each month from next through end of year (Dec = 1-30; Pending = 31st)

Gifts payments tab: Disposition = pending & Schedule date = this year; then

Disposition = pending, Schedule date = next year (both for recommendations on next agenda)

Current month paid amount (report previously run)

Reports not run from Gifts to prepare:

1. **Grant Reconciliation**

Update H:\Records\Grants\Grt_Rec\2011\Grant Reconciliation 2011.xls

Copy previous month tab and place as next tab; rename tab to current month.

2. **Lead Sheet**

On the last page of the Schedule of Appropriations and Payments, write the name of the month to the left of the column totals, and “Lead Sheet” at the top left margin. Using the additional copy of the last page of the “Schedule of Appropriations and Payments” report set aside from last month, write last month’s column totals beneath the current month’s column totals; subtract and write difference under each column.

These should be done the day before so there is time to fix anything that does not agree:

3. **Budget Worksheet-Summary**

First, be sure to update H:\WPDATA\2011 Board\BUDWKS11.xls and Agenda Spreadsheet.

Complete the verification page (H:\Records\Grants\Budget\2011\Verify-xxx) indicating the Worksheet balanced with Gifts and the Excel spreadsheet, attaching Gifts reports used for verification; omit verification page if no recommendations have been placed on the next agenda.

4. **Grant Commitments**

Update H:\Records\Grants\Grt_Commit\GRTCOM11.xls

Provide to VP-Finance in this order:

1. Grant Reconciliation
2. Lead Sheet
3. Grant Summary (page that goes in the Board agenda book)
4. Grant Summary – Awarded Month
5. Grant Summary – Awarded YTD
6. Summary Bradley Fellows Awarded – YTD
7. Current Year Bradley Fellows Awarded Month & Year, with both tabs of updated BF log attached (H:\Records\Grants\Bradley Fellows\10-12\BFPA11-12.xlsx)
8. Gross Grant Payments – Month
9. Gross Grant Payments – YTD
10. Voided Payments – Month
11. Voided Payments – YTD
12. Reissued Payments – Month
13. Reissued Payments – YTD
14. Refunds – Month
15. Refunds – YTD
16. Net Grant Payments – Month
17. Net Grant Payments – YTD
18. Grant Payments by Wire – Month
19. Grant Payments by Wire – YTD
20. Grant Aging
21. Summary of Payments Due
22. Grant Commitments
23. Budget Worksheet-Summary
24. Cash Flow

These will be returned to you when approved. Then make appropriate copies and distribute:

VP-Finance: Return only the Reconciliation, Lead Pages, and Grant Summary

Controller: Reconciliation, Lead Pages, Grant Summary

Accountant: Grant reconciliation, Lead Pages, Grant Summary, all summary reports previously provided to VP-Finance

Bind: In 3-ring binder using index and tabs 1-10, bind the grant reconciliation, including all detail and summary reports

PROGRAM RELATED INVESTMENTS (PRI's)

May 26, 2011

INACTIVE AT THIS TIME

Enter as a proposal as usual; award procedure is the same as approving a grant.

On page one of the record, choose Type = PRI, and Status = (whatever is applicable) and the remaining fields as usual.

In the Coding tab, use:

Program Area = None

Fund = PRI

Population Served = No

Internal Program = Exp. Act. PRI

NOTE:

Over the years not all PRI's have been processed through the database. Work with the VP-Finance on the matter.

REFUNDS
June 21, 2011

1. Find the related grant in Gifts.
2. Double click to open the request and go to the payments tab. [Or, focus on the request record and move to the payments tab.]
3. Select add payment. [Or, select the “new” icon.]
4. You will be asked to choose refund or payout; answer refund.
 - A. Enter amount of check, rounding up or down accordingly; do not use cents! The system will now change to negative number.
 - B. Enter date processed (current date, F3).
 - C. Enter payment type = refund.
 - D. In notes field, enter pertinent information (org name, amount, date, reason).
 - E. Their check number can go in the check number field.
 - F. When you OK the screen you’ll be asked if you want to amend the grant, choose yes. Accept the system’s amended amount (or enter the new grant amount by calculating the difference between the refund and original grant amount). Indicate the reason for the amendment in the notes field.
5. Prepare “Note for File” from write-up icon at top of screen. Be sure to choose “create activity” and “keep on disk” as you move through the merge screens.
6. Edit the merged information. Besides the organization name, be sure to include:
 - A. Original grant amount
 - B. Grant description
 - C. Amount of refund (rounded up or down accordingly)
 - D. Amount refunded (with cents)
 - E. Refund check number
 - F. Date of refund check
 - G. Amended grant amount
 - H. Reason for refund

7. Print four copies of the “Note for the File.”
 - A. Place one copy of the note on top of the refund check with accompanying correspondence. Two-hole punch at top and place to be filed in closed agency filing area.
 - B. Place one copy in misc actions file folder (to remind you to report as misc action to the directors at next meeting).
 - C. Place one copy in grant reconciliation folder to explain differences on next monthly grant reconciliation.
8. Give refund check to the Accountant, along with a copy of the note and pertinent correspondence; do not endorse the check.

TAX RETURN – GRANT ITEMS NEEDED

November 1, 2011

Report of Grants Paid and List of Refunds from Gifts Reports

Starting in the reports section of Gifts, choose financial reports; select “Tax Return Payments (USE)” report. From the top menu, select tools and then report template. The template will open in Crystal Reports. Click on the header and change the year of the report. Select report expert and move to the tab entitled disposition date; change the selection criteria to the appropriate year. Save and close. Use this updated report for the following:

When running the Grants Paid report:

Title: Grants Paid Calendar Year 20??
Criteria: Paid Date = last year and Status does not equal refund
Note: Remove replacement checks

When running the Refunds report:

Title: Refunds for Calendar Year 20??
Criteria: Paid Date = last year & Status = refund

Save each to H:\Records\IRS Tax Grants\year\ Paid YEAR and Refunds YEAR.

Edit project descriptions as necessary (see below). Indicate tax exceptions by adding an asterisk at the left edge each grant of an organization whose tax status is Private Foundation. The Expenditure Accounting Log contains this information. Refer to previous year. Taxes are filed in November; editing may be done as time is available.

To Edit Grant Descriptions of Payments and Refunds (the above reports)

- Remove any individual names; modify using the position or title instead
- Regarding Bradley Fellow grants, remove professor name and department so the purpose reads: To support the Bradley Graduate and Post-Graduate Fellowship Program
- To *support scholarships* should be changed to *support the scholarship program*
- Delete dollar amounts in the descriptions allotting funds to different programs
- If any questions arise, consult the annual report and/or the program officer

Update Expenditure Accounting Log and copy to the Tax directory

The EAR log has been in use all year.

Refunds, Cancels, Voids, Replacements List, copy and move to Tax directory

This list is created and updated monthly throughout the year. Verify for accuracy.

Grants Approved for Future Payment

Using the Sched of App & Pay from Gifts run for 12/31, save as Future Payments and delete unnecessary columns. Using previous year as example, delete addresses, edit descriptions, copy header and style, remove brown lines, set currency-no decimals-for payment amount column,

List of Tax Exceptions

Info comes from the GEAR log: Organization, Amount Paid, Date Paid.

GRANT ITEMS NEEDED FOR TAX RETURN
April 20, 2012

<u>Prepare and Save to File in the “IRS Tax Grants” Directory by Year</u>	<u>Exhibit</u>
Report of grant payments for the year (edit grant descriptions) (Remove replacement checks; indicate Tax Exceptions in left margin)	A
Report of grant refunds for the year	B
Updated Expenditure Accounting log	C
Refunds, Cancels, Voids, Replacements list	D
Grants approved for future payment	E
Tax exceptions list	F

GRANT TRANSFERS

June 21, 2011

1. If funds are returned, process refund and grant amendment as usual. [See how to process refunds.]
2. Change the organization in the grant record of Gifts by clicking on the binoculars next to the organization's name. Search and select to replace with new organization.
3. Prepare transfer letter (from templates available in Gifts).
4. Reissue contract to new organization.
5. Print Charity Check as usual and update tax status in Gifts.
6. Enter the transfer letter as miscellaneous requirement in requirements tab.
7. Also, enter the contract in the requirements tab.
8. Upon receiving signed contract, and completed transfer letter, note the requirements as complete, as usual.
9. Schedule payment on the next check-cutting day, changing payment code to Scheduled.
10. Prepare new file folder label with new grantee's name, combining all papers from original folder (including old contract) with the new transfer information, including request for same.
11. Create "Note for File" from icon at top of screen to explain the reason for the transfer.
12. Print three copies; place in Misc Actions folder, grant reconciliation notes folder, and the agency file folder.

VOIDS and REISSUED CHECKS

May 23, 2011

When a grant payment needs to be voided and replaced, here's what to do:

1. Search the Payments tab of Gifts for the check to be voided.
2. Double click to open the payment record.
3. Select "void" at the top of the screen.
4. You will be asked if you wish to schedule a replacement payment at this time; answer yes.
5. Schedule the payment for the next check-cutting day.
6. In the payment notes field of the new payment, indicate the check number and date of the voided check. (This information is need for the Finance department because current year voids and prior year voids are handled differently.) Be sure to include the word reissue in the notes field because you will need to search on that word in order to find reissued checks for the monthly grant reconciliation.
7. In the payment notes field of the voided payment, indicate the reason (i.e. lost in mail).

GRANT PAYMENTS BY WIRE

August 29, 2012

Large grant payments or payments imperative to the grantee receiving immediately are sometimes made by transferring funds by wire from the Foundation to the grantee.

The Grants Administrator requests approval for the wire transfer from the VP-Finance via email and then informs the Program Assistant and Controller (with a cc to VP-Finance) that a wire was approved. In the email, she confirms payment date with Controller to make sure Finance staff is available.

The Program Assistant contacts the grantee to request or confirm banking instructions, which she will send to the Controller. (A form is available, but not required, to insure pertinent information is not overlooked. It can be found at: H:\Records\Grants\Wire-Int'l Cable Instructions\Wire_Transfer_Information_Form.)

The Grants Administrator completes the normal grant process for obtaining the grant agreement, verifying charitable status, etc., then prepares the Grant Payment Approval Form for signature, and provides the signed form to the Controller.

The Controller enters the transaction in the on-line banking system and works with the custodian through the process. The Accountant or the VP-Finance double-checks the information and provide verification of the bank's transaction. A wire transfer requires two finance staff approvals before the transfer can be completed. The grantee is asked to notify the Foundation when the funds have been received.

Wires cannot be sent until we have the wire instructions and approval form; all documentation must be received by 10:00 am CT to send out a wire the same day.

Wires have to be initiated by 12:45 CT because the custodian sweeps all cash out of the Foundation's account at 1:00 CT to invest it overnight. We cannot send out a wire after that time or we will have an overdraft in our account.

Foreign grant wire instructions need to be verified several days in advance of funds transfer so our custodian can verify the instructions are complete because they require information not needed for domestic grants.

The Controller will give the Grants Administrator (and Program Assistant, if it's a foreign grant) the Federal Reference Number.

When the transaction is complete, she marks the scheduled wire payment as paid, selecting the "wire" box on the payment screen and types "Wire" in the notes field.