

Match & Expenses: Don't Get Caught Short-Handed

Are you at wits end trying to understand the FNP Match and Expense Puzzle?

Maybe this will clear up some of the questions you have and avoid the charge back problem we had last year about this time.

Here is how this grant works.

- It is based on cost reimbursement, which means we do not receive payments up front. Nor will we receive a payment for the entire dollar amount of the grant/award.
- On a quarterly basis, the Grants and Contracts Office submits a bill to IDHS (Illinois Department of Human Services) for the total dollar amount of actual expenses posted to the Banner System (the FNP Grant Accounts) for that three month period.
- At the same time, they submit a report of actual documented match (the FORM D Workbooks & Reports) for that same period, which must be equal to or more than the total expenses.
- If any reporting period results in the amount of match being less than the amount of expenses, then we have two choices before the payment request can be submitted.

*One is to provide documentation for additional match.

*Two is to decrease the total expenses submitted. *(This is what happened summer 2006 when we started closing out for both the state and federal year and debited your trust accounts).*

The available balance on the Grant Spreadsheets, which are posted from the Banner Statements for each FOAP#, is **ONLY** "available" to spend **IF**

- each individual county's quarterly report has the match (cost share, in-kind) reported (sent to our office) to cover the expenses incurred.

The first three quarters: October to December; January to March; and April to June are what we use for the final billing for the state fiscal year (ends June 30).

Then the 4th quarter July to September is assigned a new FUND# and is reported and billed separately, and we close-out again for the federal fiscal year (ends September 30).

This may sound confusing, but I can assure you that Grants and Contracts has really gone to bat for us on the two close-outs. However, the state is adamant about doing two. The benefit to us is that we have a contract with the state that runs from July 1 – June 30 and we don't have any lapse in available funds due to the slowness of the federal approval process. Each year, we try to do our budgets earlier so that we can do a continuation of that contract, rather than execute a new one. This will save a lot of effort and time at the state level.

Long story short – counties should not spend FNP Grant money if they cannot report and document the match to cover it.