

GRANT POLICY

Grant Approval

The department will present the grant proposal to the County Commissioners for approval at a regularly scheduled public meeting.

The department will complete and remit the grant application and all other required information to the grantor agency for approval. The grant application will be signed by the County Commissioners.

Once approval has been obtained from the grantor agency, the department will present the approval of the grant to the County Commissioners at a regularly scheduled public meeting. (See Request for Grant Application)

Grant Recordkeeping

The auditor will establish a separate fund and file for each grant. (See Grant Summary)

The department will provide the Auditor's office with the following: grant application, grant award letter, grant agreement, budget, claim vouchers with supporting invoices, requests for advances, reports with supporting documentation, etc. The auditor will place documents in the grant file.

The department will also maintain a grant file with all grant documents that have been remitted to the auditor.

The department must complete a Grant Monies Requested Form (see form) each time the county is to receive grant funding. The claim vouchers and request for advances supporting the distribution should be attached to the form.

It is the responsibility of the department to comply with the grantor's reporting requirements. Final reports, with supporting documentation, will be provided to the auditor. (The funds ledger is generally used to support financial reports)

Reports detailing receipts, disbursements and balances of the grant funds will be provided to the department monthly

Grant Reporting into Gateway

The bookkeeper will generate reports from our financial system and compare the financial reports to information in the grant files monthly. (Some prepare a spreadsheet of grant information)

The bookkeeper will enter information into Gateway from information obtained from the financial records, grant files, etc.

The auditor will review and check the accuracy of the grant information by comparing it to supporting documentation used to input the information before submission. The review should include documentation of the review. (initials, tick marks indicating procedures performed, records traced to)

The auditor will send the gateway report to the department for their review. The department will verify the information and will include documentation of the review (initials, tick marks indicating procedures performed, records traced to). The department will verify all information, and make any corrections if necessary.

Differences noted by the department will be reviewed by the auditor before changes are made to the Gateway information.