SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (SEFA)

SEFA INFORMATION

We issue an in relation to opinion on the SEFA with the Independent Auditor’s Report in the Other Matters Section.

The Preparation of the Schedule of Expenditures of Federal Awards is one of the most common Section II Findings.

The SEFA findings is placed in the Auditor’s section of the Supplemental Report because the Auditor is the Fiscal Officer of the County.
GATHERING INFORMATION

- Need to identify source of grant before grant is received. **Usually this will be found with the grant application or grant agreement.** It may require contacting the grantor agency for additional information.

- For Federal grants need to identify:
  - CFDA #
  - Direct grant from the Federal Government or pass through another entity (State of Local)
  - Title of Federal Program
  - Name of Federal Agency (DOT, Homeland Security, Health and Human Services, etc.)
  - Name of state agency for pass-through grants
  - Grant Type – Advance or Reimbursement

- Set up a folder or electronic file to keep all information on the grant:
  - Award Letter
  - Grant contracts
  - Grant budgets
  - Correspondence with grantor agency
A form like this in a handy tool that can be used to track the grant information at the beginning and then used as a reference when entering information into Gateway.

**RECORDING TRANSACTIONS**

- Set up a grant fund using the CFDA #, Title of grant using the Federal grant numbers (8000 series)

- Post all transactions to the grant fund
  - If specific local fund is used to pay costs of program/project prior to reimbursement, do an interfund loan to the grant fund, post reimbursements to the grant fund and repay loan when reimbursements have been received.
  - If no specific fund is identified in (a) it is possible for a reimbursement grant to be overdrawn for a short period of time pending timely filed reimbursement claims

- Use the active funds in the 8000 series to complete the grant schedule in Gateway
  - If you have the folder/file with the information, this should not be difficult
  - Include all receipts and disbursements from the funds ledger
  - Code properly as an advance grant or a reimbursement grant
FEDERAL IDENTIFIED GRANTS

Federal Program Title & Project Title
✓ Name the federal awarding agency has assigned to the Grant
✓ Local Project Name.

Source
✓ Federal Grantor Agency
✓ Pass-Through Entity

Federal CFDA Number
✓ Catalog of Federal Domestic Assistance identifier.
✓ Assigned by the Federal Agency

Pass-Through Entity (or Other) Identifying Number
✓ Assigned by the Pass-Through Entity
✓ Sometimes represented by the year

Reported Amount of Expenditures
✓ Advance monies
✓ Reimbursement monies
✓ Sub-recipient awards

May have to scroll down the list
REPORTED AMOUNT OF EXPENDITURES

ADVANCE

The grantor agency provides the grant amount to the grantee (county) either at the beginning of the grant or on a schedule of payments to allow the grantee to complete the project.

SEFA

DISBURSEMENTS

RECEIPTS

REIMBURSEMENT

The grantee (county) must disburse local funds to pay for project expenses. The grantee then submits a claim with proof of the costs that have been paid and the grantor agency sends a payment to reimburse the grantee for those costs.

ADDITIONAL INFORMATION

Non-Cash Assistance

Amount of loans outstanding

Amount of Insurance in effect

Federal Awards provided to Subrecipients
INTERNAL CONTROLS OVER REPORTING

✓ The bookkeeper will generate reports from the financial system and compare the financial reports to information in the grant files. Doing this monthly is a good idea. (Some prepare a spreadsheet of grant information)

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

✓ Have a second employee review the grant schedule and trace the information back to the grant file and the funds ledger.

✓ Have procedures to allow the department that applies for the grant review the transactions posted to the funds ledger to reconcile to their records.

✓ Compare the grant schedule to the prior year’s Schedule of Expenditures of Federal Awards (SEFA) to check to see if any grants may have been missed, titles and CFDA numbers are consistent.

QUESTIONS??