



## **FEDERAL PROJECT ACCOUNTING PROCEDURE (ACC-P007)**

Clarksville-Montgomery County School System

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### **1.0 SCOPE:**

- 1.1 This procedure outlines the process for posting and reporting federal projects.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 Federal Project Accountant

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Financial Officer (CFO)

### **4.0 DEFINITIONS:**

- 4.1 FPS: Federal Project Supervisor
- 4.2 FPA: Federal Project Accountant
- 4.3 ePlan: web-based reporting program for the state department

### **5.0 PROCEDURE:**

- 5.1 FPS prepares budget for the amount approved by the state or other grant source.
- 5.2 FPS forwards budget to FPA.
- 5.3 FPA assigns a project number with proper completion date and enters all accounts into the system (general ledger, revenue and expenditures).
- 5.4 Project report is printed to verify accuracy of all accounts and that revenue and expenditure accounts are in balance.
- 5.5 Expenditure accounts are assigned supervisor routing approval numbers by the Information Technology Department.
- 5.6 Project print out is given to FPS by FPA that will list project number and all accounts.
- 5.7 Reimbursement requests are entered in the ePlan or designated reporting project system.
- 5.8 At least monthly, Senior Accountants run budget to actual reports and distribute to the program office. Project budget amendments entered by FPS upon ePlan approval will be forwarded to FPA who enters revised budget in accounting system and forwards any budget amendment requests to CFO.
- 5.9 Project print out is printed to verify accuracy of amendments entered and that revenue and expenditures remain in balance.
- 5.10 CFO will present amendments to Board of Education for approval, if board changes are needed then amendment process is repeated at step 5.8.



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5.11 Project is monitored throughout the year by the FPS and FPA to avoid deficit balances in line items and to ensure that expenditures were charged to the proper accounts.

5.12 Expenditure reports for state department grants are entered in the ePlan system

5.13 Upon completion of the project, FPA will run a detailed report from beginning date of project to ending date of project.

5.14 FERs (Final Expenditure Reports) are entered in ePlan for state awarded grants

5.15 If applicable, a request to carryover any unused funds is submitted by the FPS for State Department grants which (upon approval) will be in ePlan awaiting budget allocation.

### 6.0 ASSOCIATED DOCUMENTS:

6.1 Budget

6.2 Financial Reports

### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Financial Report	Current fiscal year kept in Accounting Office, moved to vault for one year, then to storage room	6 years	Recycled	Secured building, vault & storage room

### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/20/08		Initial Release
10/16/17	A	Updated definitions, 5.1, 5.5, 5.7, 5.12, 5.14, 5.15, and logo.
12/22/22	B	Added Board of Education Approval Process 5.9 and 5.10.
3/17/23	C	Removed definition 4.4. Updated procedure 5.8 and removed procedure 5.10. Procedure 5.11 moved to 5.9. Removed language regarding WAWF in document
9/1/23	D	Made updates to 5.8 in keeping with recommendations from federal consultants who updated Uniform Grants Guidance.

**\* \* \* E n d o f P r o c e d u r e \* \* \***