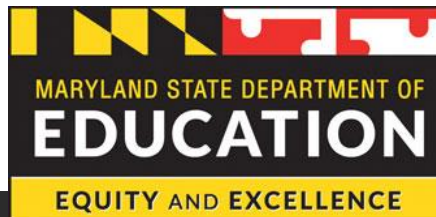


Public School Opportunities Enhancement Program Financial Management Training

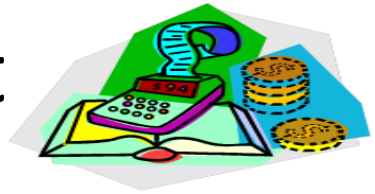


November 2, 2018

Welcome Year 2 Grantees!

- ☐ Greetings and Updates from MSDE – Dr. Christy Thompson – Executive Director, Division of Student Support, Academic Enrichment, and Education Policy
- ☐ Financial Training Presentation – Tommie Mae Byers, Financial Compliance Monitor

Financial Management



- Must maintain a financial management system that tracks all funds received and expended for each federal and state funded program.
- Grantee shall establish and maintain fiscal control, fund accounting procedures by fund, as set forth in 2 CFR 200 and in applicable statute and regulations.

Invoices and Supporting Documentation



- ☐ Reimbursable expenses should be:
 - Necessary
 - Reasonable
 - Allowable
 - Allocable

Invoices and Supporting Documentation



- Provide clear and legible supporting documentation
- All supporting documentation for Reimbursement/Expenditure Invoice for non-LEAs and spot check documentation for LEAs should be scanned and/or sent electronically.
- Report expenses by line items within budget object codes from the approved C-1-25.

Invoices and Supporting Documentation



- Present a titled cover sheet that divides and details expense documentation by line item.
- Invoices must be submitted no later than the 15th of each subsequent month.
- All Reimbursement/Expenditure Invoices should be sent to:

psoginvoices18.19.msde@maryland.gov

Invoices and Supporting Documentation



- Additional instructions for the completion of the Reimbursement Invoices (Non-LEAs) and Expenditure Invoices (LEAs) will be provided along with a sample Reimbursement/Expenditure Invoice packet.

Personnel Costs



- Maintain a payroll system or contract with a payroll processor which can provide wages paid and hours worked. If no payroll registers are available, then submit copies of checks actually paid to employees for current report month along with time and effort reports.
- Only actual wage rates or salary amounts should be utilized from a payroll register. If modified wage rates are utilized, explain the calculations for compliance purposes.

Personnel Costs



- Indicate whether an employee is administrative or instructional or both.
- Include a personnel roster with name and title of all employees and contractors paid under this program

Fringe Benefits



- Payroll registers are requested for tax and voluntary payroll deductions.
- Voluntary payroll deductions such as health and dental insurance; workers' compensation; etc. should be clearly identified with employee and employer contribution.
- Only actual fringe amounts should be utilized and identified related to the salary or wage costs incurred for the current report month.



Contract Services

- Contractor invoice or receipt should display a description of services provided.
- Check register, credit/debit card receipt or check copies are acceptable for proof of payment.
- Include a summary list of expenses by contractor.

Equipment



- Vendor invoice or receipt should display a description of equipment purchased.
- Maintain an inventory list.
- Check register, credit/debit card receipt or check copies are acceptable for proof of payment.
- Include a summary list of expenses by vendor.

Supplies



- Vendor invoice or receipts should display a description of goods purchased.
- Check register, credit/debit card receipt or check copies for proof of payment.
- Use of food items are only allowable for instructional purposes.
- Include a summary list of expenses by vendor.
- Vendor receipts and invoices should be readable.



Travel Cost Reimbursements

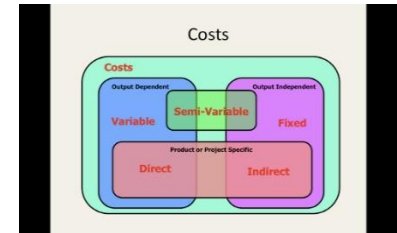
- ❑ Private vehicle reimbursement rate is \$.545 for in-state travel.
- ❑ Standard Meal Allowance for FY 2019 (including Tax and Tip)
 - Breakfast....\$ 10.00
 - Lunch.....\$ 12.00
 - Dinner.....\$ 25.00
- ❑ Meal rates for high cost metropolitan areas out of state.
<https://dbm.maryland.gov/Documents/TravelManagementServices/meal-rates.pdf>
- ❑ Itemized receipts for meals should clearly distinguish between food and beverages served. Alcoholic beverages are not reimbursable. If the receipt covers more than one person, provide this information on the receipt.



Travel Cost Reimbursements

- Porter fees and hotel tips. The reimbursable rate is \$1.00 per bag.
- Transportation Tips. Tips for taxi, bus, and shuttle services are limited to 15% of the total fare amount.
- Receipts from Uber, LYFT, and similar forms of transportation should identify the cost of the trip and destinations traveled.
- Receipts for the use of rental car should be provided.

Indirect Cost



- ❑ Indirect costs are those costs that have been incurred for common or joint objectives. For example, administrative costs such as salaries and expenses of executive officers, personnel administration, information technology and accounting.
- ❑ Indirect costs are calculated by multiplying the direct costs incurred in the current reporting month times the approved indirect cost rate; e.g., \$10,000 (direct costs) multiplied by 10% (indirect cost rate) = indirect cost amount (\$1,000).
- ❑ Grantees must consistently apply the approved indirect cost rate throughout the grant period.
- ❑ Grantees are required to use the approved indirect cost rates and are not required to submit documentation.

Determining Year-To-Date Totals



Reimbursement/Expenditure Invoice

- Expenses by line item for the current report period should be added to year-to-date totals of the previous month.
- Reimbursement invoice for all twelve months with formula driven year-to-date totals calculated will be provided.
- Technical assistance is available for any line item modifications.

Non-Reimbursement of State Sales Taxes



- Non-profits and faith-based organizations in the State of Maryland are exempt from paying state sales tax
- State sales tax is not reimbursable
- All non-profits and faith-based organizations are encouraged to apply:

https://taxes.marylandtaxes.gov/Business_Taxes/Business_Tax_Types/Sales_and_Use_Tax/Filing_Information/Tax_Exemptions/Exemption_Certificates/Applying_for_Exemption_Certificates.shtml

15% Start-Up Advance

All non-LEA grantees will receive a 15% start-up advance for the new grant period.

15% Start Up Advance Example:

Grant Award = \$100,000

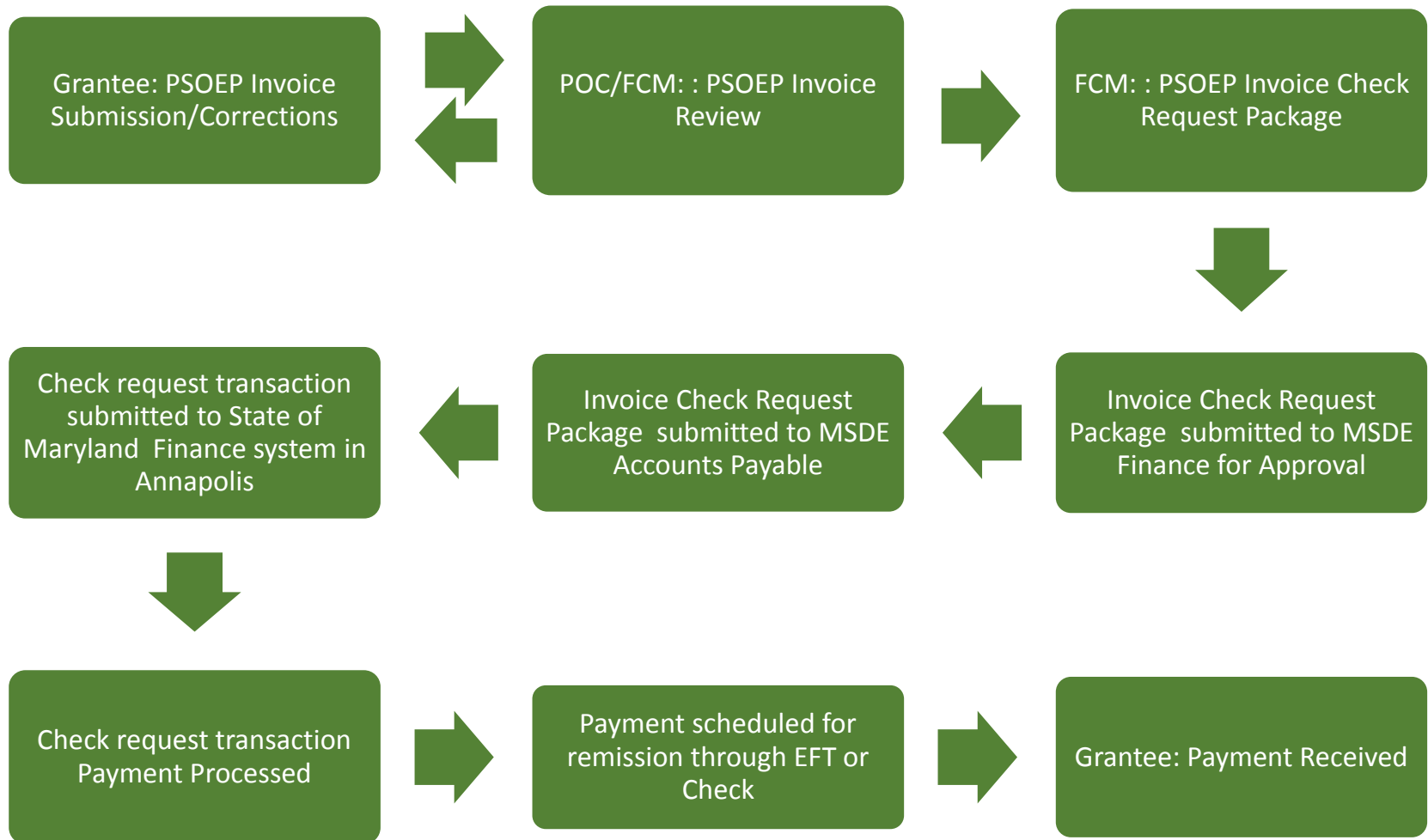
15% Start-up advance = $\$15,000/3 = \$5,000$ which is deducted from the first three invoices received or until all funds have been returned.

September invoice = $\$10,000 - \$5,000 = \$5,000$ reimbursed and paid

October invoice = $\$15,000 - \$5,000 = \$10,000$ reimbursed and paid

November invoice = $\$5,000 - \$5,000 = \$0$ reimbursed and paid

Reimbursement Invoice Process



Questions and Answers



Resources

U.S. Department of Education-**General Administrative Regulations (EDGAR) and Other Applicable Grant Regulations -**

<https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>

U.S. Department of Education-**Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards - Technical Assistance for ED Grantees -**

<https://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html>