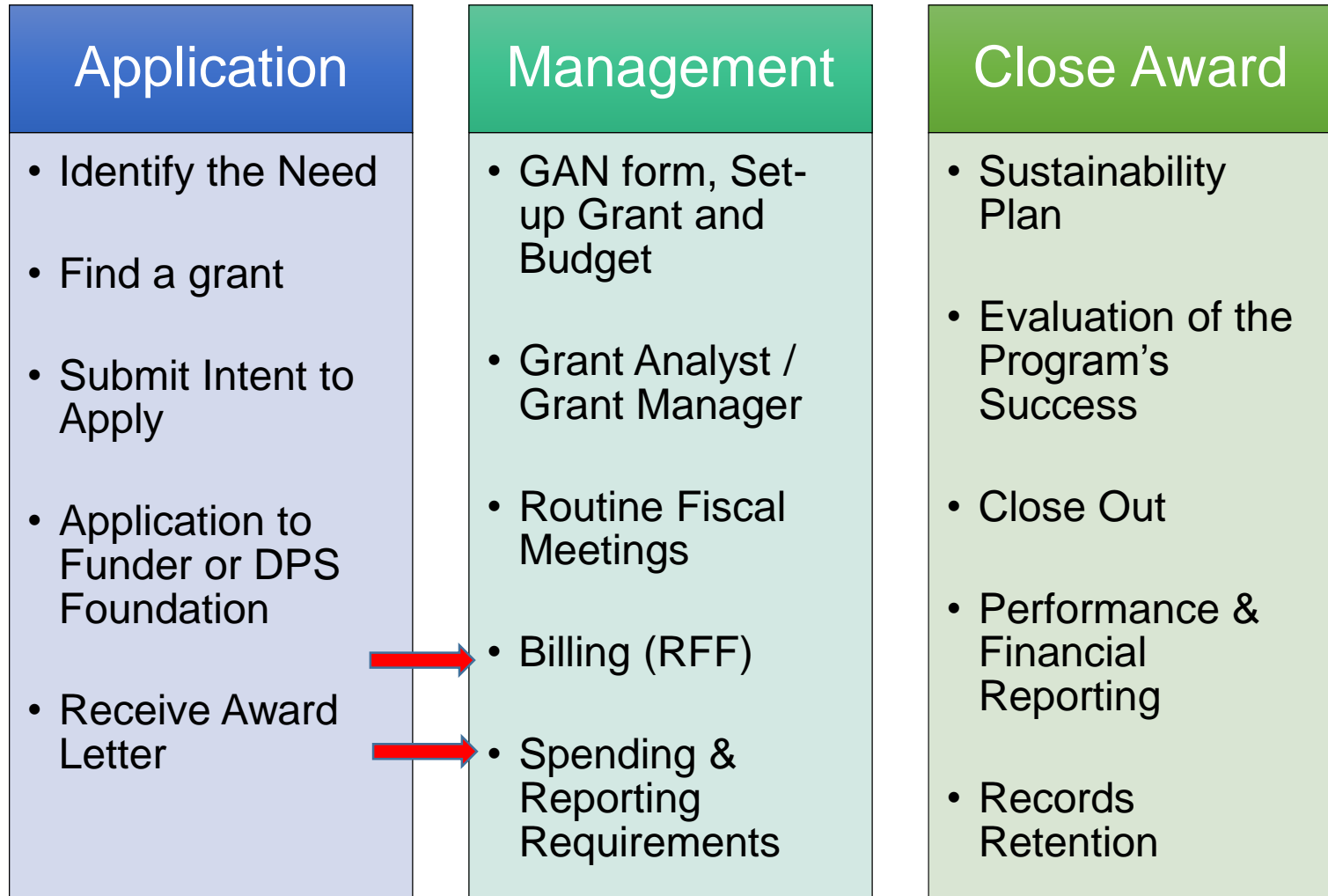


A group of diverse children, including boys and girls of various ethnicities, are smiling and posing together outdoors at what appears to be a playground. The background shows green trees and a colorful structure. The text is overlaid on the image.

GRANT TRAINING SESSION 3

Monthly Grant Reports
Budget Transfers/Adjustments
Revenue Recognition/Grant Billing

LIFE OF A GRANT





Discover a World of Opportunity™

MONTHLY GRANT REPORTS

MONTHLY REPORTS – EMAIL NOTIFICATION

Email sent to all Financial Partners after month close with link to reports

Good morning,

Below is the link to the March 2018 month end Contracts and Company 13 report.

Link to main report - [March 2018 Report](#)



Additionally, there are new reports that show all contracts and CO13s by BR.

The reports include the following information:

- Summary sheet showing budget to actuals for all contracts & CO13s
- Detailed sheet for each contract & CO13 showing data by account type and period
- Tab with all transaction detail

Link to BR Reports - [March 2018 - BR Reports](#)

Please reach out with any questions,
Myles

MONTHLY GRANT REPORT

Responsible Team Member: Myles Lawler

March 2018 Report

FY18 Grant & Company 13 Report March 2018

Page 1: Contracts to bill in current month
Page 2: Contract Budget Variance
Page 3: FY18 Contracts Remaining Balance
Page 4: Contract AR Balance
Page 5: Contract Deliverables
Page 6: Company 13 Remaining Balance Analysis

0-Title Page

1-Contracts to Bill

2-Budget Variance

3-Remaining Balance

4-AR Balance

5-Deliverables

6-Company 13 RB

CONTRACTS TO BILL TAB

FY18 Contracts to Bill

Report Month: March 2018

Expectation: Bill for all contracts with balance listed in column L. Contracts with a balance in column M are overspent and will need a JE before billing is processed

Due Date: 20th of the month

Grants Admin Support: Lora Langlee / Myles Lawler



Bf	FP	Contract	Description	Funder	Start Date	End Date	Contract Amount	Amount to Bill	If overspent Amount to JE
2189	Sanko, John	8109101	PLTW-Lockheed Martin-Cohort 2	DPS FOUNDATION	07/01/17	06/30/20	335,000	19,128	-
2331	Light, Lance	N118004	Challenge 5280-Bezos	DPS FOUNDATION	07/01/16	12/31/17	30,000	5,932	-
2541	Light, Lance	8725901	WIOA - ISY	CITY & COUNTY OF DENVER	07/01/17	06/30/18	400,000	31,695	-
2541	Light, Lance	8725902	WIOA - OSY	DENVER OFFICE OF ECONOMIC DEV.	07/01/17	06/30/18	1,250,000	184,003	-
2541	Light, Lance	4160801	Ricoh Office Of Comm Engagemnt	DPS FOUNDATION	07/01/13	06/30/18	29,000	10,131	958
2541	Light, Lance	8115602	Climb Higher Colorado-DPSF	DPS FOUNDATION	04/15/17	04/15/18	39,200	23,519	-
3810	Light, Lance	N100401	Denver Prep League	DPS FOUNDATION	07/01/12	06/30/19	424,237	1,575	205,787
3810	Light, Lance	N131702	RBI	DPS FOUNDATION	07/01/15	06/30/19	90,734	1	29,018
4140	o, John (Thomas, K	N120203	Whole/Healthy Child 2020	DPS FOUNDATION	07/01/16	12/31/18	310,331	23,289	-
4153	Schneider, Eric	5441101	Investing In Innovation (I3) F	JOBS FOR THE FUTURE	01/01/14	06/29/18	1,895,186	295,493	-

Contracts to Bill

- What to look for:
 - End Date – Will this be a final billing?
 - Amount to be billed – Credit/overbilled
 - Overspent – Expenses need to be moved out
- Actions to take
 - Process billing before the 20th of the month
 - Process JE to move out expenses in excess of contract and unallowable expenses

BUDGET VARIANCE TAB

FY18 Contract Award to Budget Variance

Report Month: March 2018

Expectation: Submit a budget adjustment to fix any contract with variance in column M

Due Date: Last day of the Month

Grants Admin Support: Myles Lawler



BR	FP	Contract	Description	Start Date	End Date	Contract Amount	Budgeted Amount	Variance
242	Bills, Anthony	11281000242	Whole Foods Grant	07/01/12	06/30/25	1,849	1,849	-
244	Lucero, Brenda	85010270244	Connect for Success	07/01/17	06/30/18	94,366	94,366	-
246	Lucero, Brenda	N7951000246	EPA Environmental Ed Grant	03/02/17	08/24/18	5,000	5,000	-
248	Hall, Corina	83203000248	Early Literacy Grant	07/01/17	06/30/18	360,158	360,158	-
248	Hall, Corina	85010270248	Connect for Success	07/01/17	06/30/18	115,215	115,215	-
248	Hall, Corina	N7377000248	Tiered Intervention Grant FS 1	11/01/16	06/30/19	317,392	530,474	(213,082)
248	Hall, Corina	71231000248	Smartboards & Technology	07/01/16	12/31/17	20,000	16,053	3,947
248	Hall, Corina	81105000248	Play and Learn Program	07/01/17	06/30/18	30,000	30,000	-
248	Hall, Corina	81576000248	Lights on After School	07/01/17	06/30/18	8,500	8,500	-

Contract Award to Budget Variance

- What to look for
 - Variance between Budget and Contract
- Actions to take
 - Submit budget adjustment

REMAINING BALANCE TAB

FY18 Remaining Balance by Contract

Report Month: March 2018

Expectation: N/A - Column M presents the current RB for the award. Column Q presents the forecasted RB for the award if a forecast was submitted. Column W presents the variance between the budget remaining and award period remaining

Due Date: N/A

Grants Admin Support: Myles Lawler

BR	FP	Contract	Description	Start Date	End Date	FY18 Budget	FY18 Actuals	March Remaining Balance	Forecasted Periods 10-	Forecasted Remaining	% FY18 Budget Remaining	% FY18 Remaining	Variance
150	Holthus-Pera, Amy	85010270150	Connect for Success	07/01/17	06/30/18	141,226	47,464	93,762	13,455	80,307	66%	25%	41%
162	Tarver-Hammons, Nichelle	N1085000162	Environmental Ed Outreach Cord	12/01/14	06/30/18	5,000	-	5,000	-	5,000	100%	25%	75%
162	Tarver-Hammons, Nichelle	N1347020162	Walton Innovation Start Up	01/17/17	11/30/19	156,550	11,940	144,610	-	144,610	92%	25%	67%
165	Phillips, Tyler	N7951000165	EPA Environmental Ed Grant	11/30/16	08/24/18	5,000	458	4,542	-	4,542	91%	25%	66%
165	Phillips, Tyler	81169000165	Margulf Fndn 2017-2018 Grant	07/01/17	06/30/18	25,140	9,433	15,707	-	15,707	62%	25%	37%
170	Holthus-Pera, Amy	81276000170	Stapleton Foundation Grant	12/05/17	07/31/18	1,720	-	1,720	-	1,720	100%	44%	56%
384	Holthus-Pera, Amy	N7377000384	Tiered Intervention Grant FS 1	11/01/16	06/30/19	192,981	164,205	28,776	56,523	(27,747)	15%	25%	-10%
177	Phillips, Tyler	11281000177	Whole Foods Grant	07/01/12	06/30/25	1,776	1,768	8	-	8	0%	25%	-25%
177	Phillips, Tyler	81287000177	Every Kid in a Park Transp	09/01/17	07/31/18	5,838	-	5,838	-	5,838	100%	30%	70%
177	Phillips, Tyler	N1667000177	Ticket To Ride Grant	06/25/14	07/31/18	2,357	2,357	(0)	-	(0)	0%	25%	-25%
186	Lucero, Brenda	85010270186	Connect for Success	07/01/17	06/30/18	105,034	62,132	42,902	23,719	19,183	41%	25%	16%

Remaining Balance

- What to look for
 - Negative Remaining Balances
 - A higher variance than the remaining percentage
 - Negative Variance – may overspend
- Actions to take
 - Review with Grant Managers
 - Process JE's to correct negative remaining balances

OUTSTANDING AR BALANCES

FY18 Outstanding AR Balances

Report Month: March 2018

Expectation: Contract funder to determine payment status for column N. Work with OTC to determine how to fix for balance in column P

Due Date: N/A

OTC Support: Medina Steta / Claudia Delgado

BR	FP	Contract	Description	Start Date	End Date	Outstanding Balance	No Action Req'd	Work with Funder	Work with OTC
							0-60 Days	60-120 Days	120+ Days
1500	Light, Lance (Snelson, Jeremy)	8404801	Carl Perkins	07/01/17	06/30/18	210,916	-	-	210,916
2541	Light, Lance	8725901	WIOA - ISY	07/01/17	06/30/18	75,805	66,702	4,998	4,105
2541	Light, Lance	8725902	WIOA - OSY	07/01/17	06/30/18	232,147	230,781	138	1,229
3750	Douthit, Audrey	8404802	Carl Perkins	07/01/17	06/30/18	419	-	419	-
3750	Douthit, Audrey	8500701	FSEOG-FED.Supp. ED. Opp. Grant	07/01/17	06/30/18	43,500	-	43,500	-
3750	Douthit, Audrey	8506301	Pell Grant	07/01/17	06/30/18	74,940	-	74,940	-
3750	Douthit, Audrey	N167302	Daniels Concurrent Enrollment	12/22/14	06/30/18	8,167	-	-	8,167
3750	Douthit, Audrey	86002010615	AEFLA EIL CIVICS	07/01/17	06/30/18	15,746	8,006	7,740	-
3750	Douthit, Audrey	85002010615	AEFLA-Adult Ed	07/01/17	06/30/18	119,701	84,264	55,437	-
4140	Sanko, John (Thomas, Kathy)	N120203	Whole/Healthy Child 2020	07/01/16	12/31/18	31,970	-	31,970	-
4153	Schneider, Eric	5441101	Investing In Innovation (I3) F	01/01/14	06/29/18	242,288	-	-	242,289

AR Balance

- What to look for
 - Reimbursements requested more than 60 days ago, that have not been received
- Actions to take
 - Follow up with billing contact, Grant Manager and Office of the Controller

CONTRACT DELIVERABLES IN NEXT THREE MONTHS TAB

FY18 Contract Deliverables in next three months

Report Month: March 2018

Expectation: Submit Deliverable to Grants Admin for review/approval

Due Date: 2 weeks prior to due date listed in column I

Grants Admin Support: Suzanne Dunscomb

BR	FP	Contract	Description	Deliverable	Due Date
228	Bills, Anthony	83232000228	School Bullying Prev & Ed	INTERIM RPT 3	05/05/18
248	Hall, Corina	83203000248	Early Literacy Grant	INTERIM RPT 2	04/07/18
254	Tarver-Hammons, Nichelle	81008000254	CAP Think 360 Arts	FINAL REPORT	05/18/18
277	Hall, Corina	83232000277	School Bullying Prev & Ed	ANNUAL RPT 3	05/05/18
8740	D'Occhio, Becca / Hill, Ikaika	83192000386	School Counselor Grant	BUDGET REVISION	04/30/18
456	Phillips, Tyler	81008000456	CAP Think 360 Arts	FINAL REPORT	05/18/18
2511	Zoanni, Paula	8162701	Mexican Consulate Booth-VOE	IPR 2	06/30/18
2541	Light, Lance	8700601	FACE Education Corps	ANNUAL RPT 1	04/30/18
2541	Light, Lance	8115602	Climb Higher Colorado-DPSF	FINAL BILLING	05/15/18
4310	Schneider, Eric	8169201	CTE - US Bank Foundation	BILLING DUE	04/15/18
4310	Schneider, Eric	8168601	CareerCoach/CareerLaunch Prog	ANNUAL RPT 1	05/21/18
4310	Schneider, Eric	8169701	Student Sfty Prog & OSHA Cert	FINAL BILLING	05/31/18
4310	Schneider, Eric	8169701	Student Sfty Prog & OSHA Cert	FINAL REPORT	05/31/18

Deliverables

- What to look for
 - Annual Reports due – must be reviewed and approved by Grants Admin (Suzanne/Jeremiah)
 - Final Reports and Final Billings
- Actions to take
 - Complete required deliverables
 - Notify Grant Managers if necessary

COMPANY 13 CURRENT BALANCE TAB

FY18 Company 13 Current Balance

Report Month: March 2018

Expectation: N/A - Column J presents the current RB for the activity. Column N presents the forecasted RB for the activity if a forecast was submitted.

Due Date: N/A

Grants Admin Support: Myles Lawler

				FY18 Begin Bal		February	Periods 10-12	Forecasted	
BR	FP	Activity	Description	+ Rev to date	FY18 Expenses to date	Current Balance	Forecasted Burn	Remaining	
150		Holthus-Pera, Amy	X1107000150	Miscellaneous Donations	4,509	-	4,509	-	4,509
395		Holthus-Pera, Amy	X1107000395	Miscellaneous Donations	42,214	142,141	(99,928)	-	(99,928)
158		Mrva, Mario	X1107000158	Miscellaneous Donations	3,757	1,120	2,637	-	2,637
159		Lucero, Brenda	X1107000159	Miscellaneous Donations	36,157	23,998	12,159	-	12,159
7140		Lindgren, Melissa	X1107000840	Miscellaneous Donations	155,847	35,847	120,000	-	120,000
174		Holthus-Pera, Amy	X1107000174	Miscellaneous Donations	272,156	152,746	119,410	-	119,410
210		Tarver-Hammons, Nichelle	X1107000210	Miscellaneous Donations	1,133	84,461	(83,328)	-	(83,328)
214		Tarver-Hammons, Nichelle	X110602	Bromwell Community Fund	92,046	165,214	(73,168)	-	(73,168)

Company 13

- What to look for
 - Deficits
 - Unreasonable large balances
- Actions to take
 - Review with School/Department Leaders
 - Where are funds coming from to cover deficits and when?
 - What is the plan for excessive balances?



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MONTHLY GRANT REPORTS Q & A



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MONTHLY GRANT REPORTS BY BR

MONTHLY GRANT REPORTS BY BR

Email sent to all Financial Partners after month close with link to reports

Good morning,

Below is the link to the March 2018 month end Contracts and Company 13 report.

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Additionally, there are new reports that show all contracts and CO13s by BR.

The reports include the following information:

- Summary sheet showing budget to actuals for all contracts & CO13s
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- Tab with all transaction detail

Link to BR Reports - [March 2018 - BR Reports](#)



Please reach out with any questions,
Myles

MONTHLY GRANT REPORT BY BR

Organize Open Print Burn New folder

Search Reports by BR

Individual file for each BR

Name	Date modified	Type	Size
FY18 GRANTS & CO13_APR 2018_BR_150....	5/8/2018 8:45 AM	Microsoft Excel W...	66 KB
FY18 GRANTS & CO13_APR 2018_BR_158....	5/8/2018 8:46 AM	Microsoft Excel W...	50 KB
FY18 GRANTS & CO13_APR 2018_BR_159....	5/8/2018 8:46 AM	Microsoft Excel W...	73 KB
FY18 GRANTS & CO13_APR 2018_BR_162....	5/8/2018 8:46 AM	Microsoft Excel W...	56 KB
FY18 GRANTS & CO13_APR 2018_BR_165....	5/8/2018 8:46 AM	Microsoft Excel W...	92 KB
FY18 GRANTS & CO13_APR 2018_BR_166....	5/8/2018 8:47 AM	Microsoft Excel W...	55 KB
FY18 GRANTS & CO13_APR 2018_BR_170....	5/8/2018 8:47 AM	Microsoft Excel W...	72 KB
FY18 GRANTS & CO13_APR 2018_BR_172....	5/8/2018 8:47 AM	Microsoft Excel W...	49 KB
FY18 GRANTS & CO13_APR 2018_BR_174....	5/8/2018 8:47 AM	Microsoft Excel W...	85 KB
FY18 GRANTS & CO13_APR 2018_BR_177....	5/8/2018 8:48 AM	Microsoft Excel W...	73 KB
FY18 GRANTS & CO13_APR 2018_BR_178....	5/8/2018 8:48 AM	Microsoft Excel W...	56 KB
FY18 GRANTS & CO13_APR 2018_BR_179....	5/8/2018 8:48 AM	Microsoft Excel W...	57 KB
FY18 GRANTS & CO13_APR 2018_BR_186....	5/8/2018 8:49 AM	Microsoft Excel W...	92 KB
FY18 GRANTS & CO13_APR 2018_BR_188....	5/8/2018 8:49 AM	Microsoft Excel W...	59 KB
FY18 GRANTS & CO13_APR 2018_BR_189....	5/8/2018 8:49 AM	Microsoft Excel W...	53 KB
FY18 GRANTS & CO13_APR 2018_BR_190....	5/8/2018 8:49 AM	Microsoft Excel W...	79 KB
FY18 GRANTS & CO13_APR 2018_BR_194....	5/8/2018 8:50 AM	Microsoft Excel W...	96 KB
FY18 GRANTS & CO13_APR 2018_BR_195....	5/8/2018 8:50 AM	Microsoft Excel W...	53 KB
FY18 GRANTS & CO13_APR 2018_BR_197....	5/8/2018 8:50 AM	Microsoft Excel W...	68 KB
FY18 GRANTS & CO13_APR 2018_BR_199....	5/8/2018 8:51 AM	Microsoft Excel W...	55 KB

MONTHLY GRANT REPORT BY BR

FY18 Grant & Company 13 Report BR_209 April 2018

Contents

Page 1: Summary of Grants & CO13 for BR
Pages 2+: Detailed reports for Individual Grants & CO13s



Title Page

Summary

85010270209

31431000209

81163000209

81576000209

X1107000209

209_TRANSACTION DETA ...

Separate sheet for each activity and company 13

MONTHLY GRANT REPORTS BY BR

Example of Budget Issue

FY18 Forecasted Variance Analysis - Grants

Contract Name	Tiered Intervention Grant FS 1
Contract #	N7377000248
Start Date	11/01/16
End Date	06/30/19

Table 1: Contract Spend plan

	\$
Total Award Amount	317,392
Actuals Prior to FY18	29,245
Balance Available as of FY18	288,147
FY18 Budget	288,147
Budget for FY19 and future years	213,082
Balance to be spent in FY18 and future years	501,229
(Overspent) / underspent	(213,082)

Contract amount (available to spend)

Entire remaining balance budgeted in FY18 plus FY19 budget entered also

Need budget adjustment

Table 2: FY18 Forecast updated through March 2018

Description	Budget	July	August	September	October	November	December	January	February	March	April	May	June	Total Forecasted	Variance
		Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Q3 Forecast	Q3 Forecast	Q3 Forecast		
Full- Time Employee Salaries & Wages	56,340	1,323	-	-	-	-	-	-	-	-	-	-	-	1,323	55,017
Part-Time Employee Salaries & Wages	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Substitute Salaries & Wages	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Overtime Wages	-	-	-	-	-	-	-	-	-	60	-	-	-	60	(60)
Additional/Extra Duty Pay/Stipends	112,413	-	-	5,070	8,442	-	-	-	-	3,210	-	-	-	16,723	95,690
Employee Benefits	34,085	240	-	918	1,529	-	-	-	-	592	-	-	-	3,279	30,806
Employee Flex Benefits	-	91	-	-	-	-	-	-	-	-	-	-	-	91	(91)
Professional Services	27,000	-	-	-	-	-	-	-	-	-	-	-	-	-	27,000
Property Purchased Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Other Purchased Services	33,072	-	-	-	-	-	-	-	-	-	-	-	-	-	33,072
Supplies & Materials	10,318	-	-	1,127	-	1,720	-	1,216	107	-	-	-	-	4,170	6,148
Property	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Other Non-Salary	14,919	141	-	605	848	994	(848)	103	9	328	-	-	-	2,180	12,739
Charter Payments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Site Assigned Reserves	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Total	288,147	1,794	-	7,720	10,819	2,714	(848)	1,319	116	4,191	-	-	-	27,825	260,322

MONTHLY GRANT REPORTS BY BR

Example of Budget Issue

FY18 Forecasted Variance Analysis - Grants

Contract Name	Early Literacy Grant
Contract #	83203000248
Start Date	07/01/17
End Date	06/30/18

Grant ending

Table 1: Contract Spend plan	\$
Total Award Amount	360,158
Actuals Prior to FY18	-
Balance Available as of FY18	360,158
FY18 Budget	360,158
Budget for FY19 and future years	-
Balance to be spent in FY18 and future years	360,158
(Overspent) / underspent	-

Budget looks good
– matches contract

Table 2: FY18 Forecast updated through April 2018

Description	Budget	July Actuals	August Actuals	September Actuals	October Actuals	November Actuals	December Actuals	January Actuals	February Actuals	March Actuals	April Actuals	May Q4 Forecast	June Q4 Forecast	Total Forecasted	Variance
Full-Time Employee Salaries & Wages	133,792	-	13,184	12,098	12,838	10,836	8,985	11,105	11,374	9,851	12,241	-	-	102,512	31,280
Part-Time Employee Salaries & Wages	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Substitute Salaries & Wages	2,600	-	-	-	1,008	-	-	-	-	-	448	-	-	1,456	1,144
Overtime Wages	-	-	60	-	-	-	-	-	-	(60)	-	-	-	-	0
Additional/Extra Duty Pay/Stipends	14,045	-	21,170	(8,542)	-	-	-	-	4,928	(3,210)	-	-	-	14,346	(301)
Employee Benefits	31,153	-	6,232	644	2,508	1,962	1,627	2,011	2,952	1,192	2,298	-	-	21,427	9,726
Employee Flex Benefits	5,066	-	326	765	765	765	765	765	765	765	765	-	-	6,447	(1,381)
Professional Services	65,221	-	-	-	9,000	-	29,950	-	-	-	16,100	-	-	55,050	10,171
Property Purchased Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Other Purchased Services	6,942	-	-	330	-	-	-	-	1,498	207	-	-	-	2,035	4,907
Supplies & Materials	96,191	-	107	285	27,829	4,808	-	95	217	15,496	-	-	-	48,836	47,355
Property	5,148	-	-	-	-	-	-	-	-	-	-	-	-	-	5,148
Other Non-Salary	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Charter Payments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Site Assigned Reserves	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Total	360,158	-	41,080	5,581	53,947	18,372	41,327	13,977	21,734	24,240	31,852	-	-	252,108	108,050

Grant ending and underspent. Options:
Spend by 6/30/18; request extension;
leave funds unspent and close out
grant.



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MONTHLY GRANT REPORT BY BR Q & A

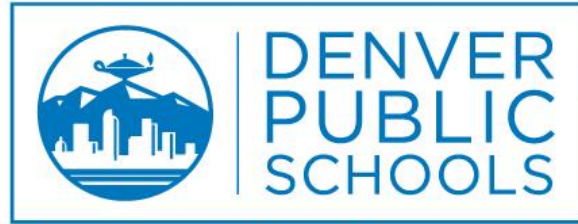


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BUDGET TRANSFERS/ADJUSTMENTS

BUDGET TRANSFERS/ADJUSTMENTS

- Grants Admin Managed Budget Adjustment
 - True up multi-year contract budget – August/Sept
 - ❑ Contract amount does not equal budgeted amount
 - ❑ Grants Admin will provide form and directions for adjustments
- FP Managed Budget Adjustments
 - When funder approved budget changes occur (open timeframe)
 - ❑ For example: Additional funds/extensions/change in plan/reduction to allocation
 - Work with Grants Admin (Myles) on submission of budget adjustments
 - ❑ Must include documentation from funder



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BUDGET TRANSFERS/ADJUSTMENTS Q & A



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REVENUE RECOGNITION

REVENUE RECOGNITION

- Some grants are prefunded/do not require billing
- Grants Admin manages the internal billing/revenue recognition on these awards.
 - FPs do not bill for these awards
- Unspent funds from prefunded awards need to be return to the funder
 - Grants Admin manages this process and will reach out to FPs as necessary

Life Cycle of Deferred Revenue:

Action Period Description	1 July \$10k Cash is Received	2 September \$5k in expenses	3 October RRP Entry	October Adjusted Balances	4 December \$4k in expenses	5 January RRP Entry	January Adjusted Balances
Accounting Entries							
Deferred Revenue	\$ (10,000)	\$ -	\$ 5,000	\$ (5,000)	\$ -	\$ 4,000	\$ (1,000)
Revenue	\$ -	\$ -	\$ (5,000)	\$ (5,000)	\$ -	\$ (4,000)	\$ (9,000)
Expense	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 4,000	\$ -	\$ 9,000

Revenue received (prefunded grant)

\$5,000 of deferred revenue recognized (earned) through Revenue Recognition Process

Remaining funds – return to funder or request extension

PREFUNDED AWARDS – AVAILABLE BALANCE

- Determining amount to spend on prefunded awards
 - Handle exactly like a billable award
 - Refer to grant monthly reports (Contract to Budget Variance Tab)

Example: DPS Receives \$200k award for FY19 - FY20.
 Budget will be \$100k / FY
 Checks will be disbursed in 4 X \$50k payments.

Payments coming in installments

Action Period Description	1 July \$50k Cash is Received	2 September \$5k in expenses	3 October RRP Entry	October Adjusted Balances
Accounting Entries				
Deferred Revenue	\$ (50,000)	\$ -	\$ 5,000	\$ (45,000)
Revenue	\$ -	\$ -	\$ (5,000)	\$ (5,000)
Expense	\$ -	\$ 5,000	\$ -	\$ 5,000

Appears that there is only \$45,000 to spend - wrong

Contract Spend plan	\$
Total Award Amount	200,000
Actuals Prior to FY19	-
Balance Available as of FY19	200,000
FY19 Budget	100,000
Budget for FY19 and future years	100,000
Balance to be spent in FY18 and future years	-
(Overspent) / underspent	-

True balance = \$95,000 for FY19 (\$100,000 less \$5,000 in expenses) and \$195,000 for life of grant



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REVENUE RECOGNITION

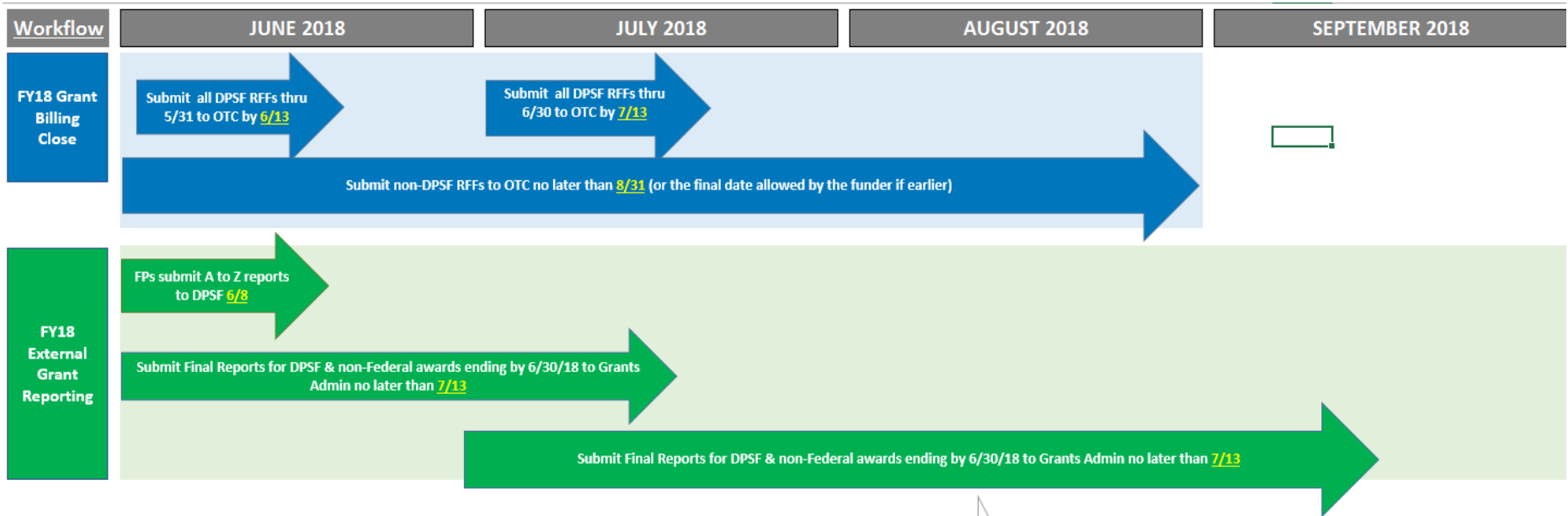
Q & A



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BILLABLE GRANTS

DPS FOUNDATION – YEAR END CALENDAR



- DPS Foundation Deadlines

- **6/8/18 – A to Z Final Reports due to DPSF.** If not received, assumed unspent.
<https://dpsfoundation.org/resources/teamdps/z-fund-application/>
- **6/13/18** – RFFs through 5/31 due to OTC
- **7/13/18** – RFFs through 6/30 due to OTC
- Mid-July – School Carryover calculated and reduced if A to Z unspent

BILLABLE GRANTS – REIMBURSEMENT OF EXPENDITURES

Responsible Team Member: Lora Langlee

- Grant Billing Training
 - One on One or small group training available by Grants Admin (Lora)
 - New Employees should be trained by Grants Admin for consistency
 - Written training document published on The Commons [Grant Billing Instructions](#)
- Grant Billing
 - Bill frequently – consider cash flow impact and workload on OTC & DPSF
 - Grant Manager must approve all billable transactions
 - Contact Grants Admin (Lora or Myles) with any issues or questions



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GRANT TRAINING #3

Q & A



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COMING NEXT: GRANT TRAINING SESSIONS #4 & #5

Compliance

Time & Effort

Matching Funds

AFR's

Annual Reports