

HOONAH CITY SCHOOL DISTRICT

SOP No. 24

GRANTS REPORTING PROCEDURES

1. PURPOSE: To ensure compliance with mandated grant reporting requirements.
2. AUTHORITY: Superintendent
3. RESPONSIBILITY: Grants reporting generally consists of two kinds; (1) financial reporting, and (2) programmatic reporting. Financial reporting is primarily the responsibility of the HCSD business manager and consists of Requests for Reimbursement using EED form 165s, State of Alaska DOEED Grants Management System (GMS) or a similar form for other granting agencies. Once a grant award has been issued the budget information is forwarded to the business office for posting to the financial software. Also, reporting associated with the Grants Administration Payment (GAPs) system (draw-downs) are also prepared by the business manager.

Programmatic reporting is the responsibility of each grant's Administrator. These reports are often narrative in nature and many contain cursory (summary budget information), but most provide accountability numbers, demographics, and information about the effectiveness of a given program.

4. PROCEDURES: Financial reimbursement/expenditure reports are sent in to the granting agency with accompanying expenditure back-up documentation (if required) from the financial software. Periodically, some grants require a quarterly financial status report and, most need a closing financial report at year-end or upon completion of the grant project. Copies of all financial reports are kept on electronic file in the Business Office.

Programmatic reporting is largely data-driven these days and often a number of departments within the district can be involved in their preparation, e.g., assessment and accountability (e.g. testing scores), student records (e.g., demographic information), personnel (e.g. qualifications), and instruction (e.g., scientific basis of program). These reports may be quarterly, semi-annual, and annual depending upon the grant requirements. The Administrator is responsible for coordinating the various aspects of the data into a final report and ensuring that it is

submitted in a timely manner. Copies of all programmatic reports are kept in the individual grant folders/binders.