



Accountability and Grants Management: Connecting the Dots



Budget Controls



*U.S. Department of Labor, ETA, Region 4
Discretionary Grantee Training Conference
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Presenter



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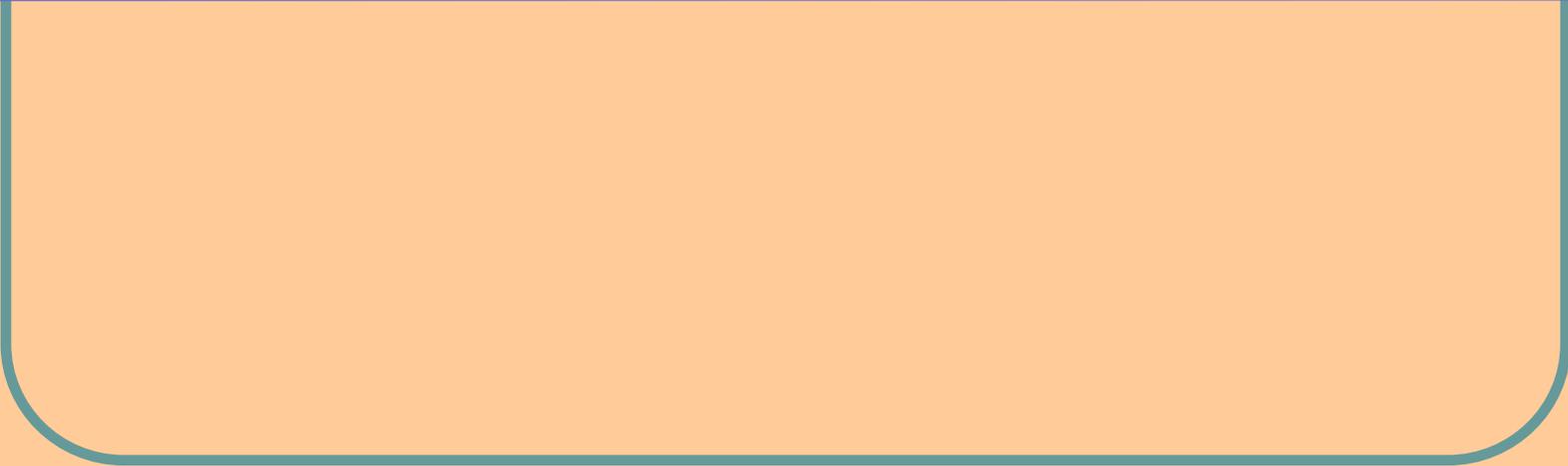
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Budgets

Use, Analysis & Tracking



What do we track?

- Overall expenditures
- Expenditures by budget line item
- Administrative expenditures
- Match expenditures (if required)
- Participant enrollments
- Participant outcomes (as applicable)



Why do we track costs?

- Is the grant “on-track” financially?
- Is there a potential need for a modification?
- Are costs proportionate to outcomes?
- Is match generated as required?
- Are budget controls in place and followed?
 - Financial management standards

Why do we track outcomes?

- Will grant outcomes be met within the grant period?
- Are grant outcomes occurring as stated in the Statement of Work?
- Will the grant be successful?
 - Funds appropriately used
 - Outcomes achieved



Budget Purposes

- Quantify planned actions & activities
- Facilitate communication
- Allocate resources
- Benchmark in comparing actual results
- Basis for evaluating performance



Grantee Budget Controls

- Accounting records need to track to budget categories
 - Linking spreadsheets or chart of accounts
- Spending according to quarterly budget estimates
- Spending within approved line items
 - Grantee's level
 - Subgrantee/Subcontractor's level



Grantee Budget Controls

- Monitor costs and make adjustments
 - Grantee's level
 - Subgrantee/Subcontractor's level
- Indication of potential modification needs
 - To redirect unused funds for more effective utilization
 - To make administrative adjustments for unanticipated changes

Analyze the results

- ETA does not require budget line item costs to be reported
- Grantees are responsible for ensuring compliance with budget categories
- How??
 - Planned vs. actual analysis

Budget Analysis Worksheet

Suggested Key Elements

- Percent of elapsed time for the program year or contract performance period.
- Line Item Costs Categories (information per category):
 - Total Budget
 - Reporting Period Expenditures
 - Cumulative Expenditures
 - Budget Remaining
 - Percent of Budget Expended

Tracking Expenditures Per Funding Account

Suggested Key Elements

- Funding Accounts (active PY/FY funding authorizations):
 - Account ID (doc #, PY/FY Year)
 - Percent of Elapsed Time
 - Closeout Date
 - Total Billed
 - Balance Remaining
 - Percent Expended

What do you do with results?

- Determine compliance with budget control requirements
- Identify if budget modification may be needed:
 - Is there a need to move funds between categories?

Tracking Expenditures

- Overall expenditures
 - Is the grant “on-track”?
 - Spending too fast or too slow?
 - Are costs proportionate to outcomes?
- Where does data come from?
 - Grant books of account as reported

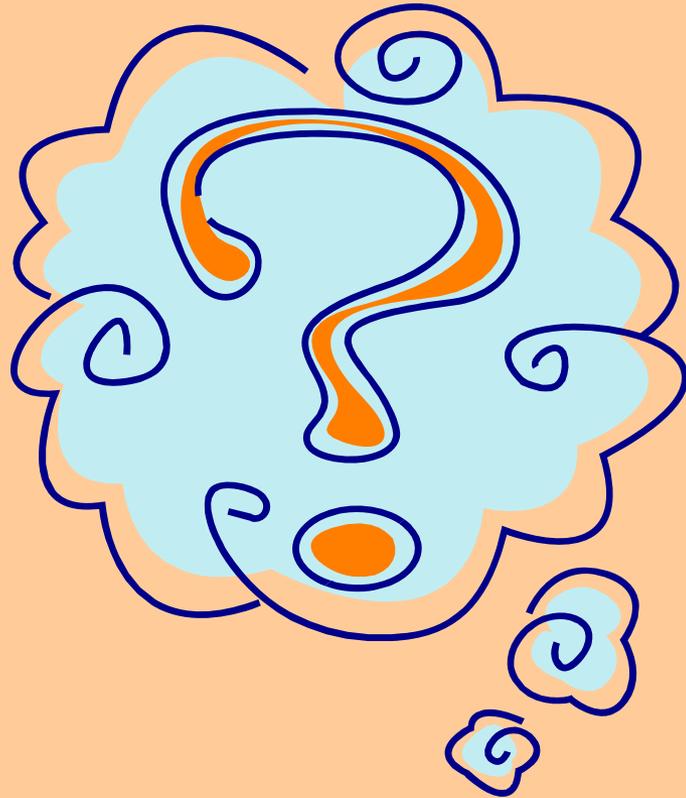
Tracking Expenditures

- Administrative expenditures
 - Are costs appropriately reported?
 - Are your costs within limitation?
 - Is your expenditure rate “too fast” or “too slow”?
- Where does data come from?
 - Grant books of account

Analyze the results

- Grant start-up
 - Too slow or too fast
 - Single large item purchases
- Look for trends over time
 - Continued under or over spending
 - Comparisons with performance data
- Analysis should be performed quarterly

Questions??





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THANKS!

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