

Certified Public Accountants
Business & Financial Advisors

The logo for Insero & Co features a stylized blue arrow pointing upwards and to the right, composed of several brushstroke-like segments.

insero&co

A photograph of an office desk. In the foreground, a white sign with the word 'GRANTS' in large, bold, grey letters is attached to a grey binder. The desk is cluttered with various office supplies, including a mesh pencil holder, paper clips, and a calendar.

GRANTS

Grant Reporting

October 26, 2022

Presented By



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Supervisor

Outsource Accounting Services Group

Housekeeping

- ↗ This session is being recorded.
- ↗ Slides and recording will be sent to you after the session concludes.
- ↗ In the event of technical difficulties, please bear with us!
- ↗ If you have a question, please use the Q&A button at the bottom of your screen

You are viewing Success Onboardin... 's screen View Options

Zoom Video Conferencing was Named a 2018 Gartner Peer Insights Customer's Choice for Meeting Solutions

Enter your work email

Gartner Zoom received a 4.69 out of 5 overall customer rating

[Read the Report](#)

Audio Settings Chat Raise Hand Q&A Leave Meeting

Q&A

You asked: 19:41
Type your questions and comments here!

Please input your question

Send Anonymously Send

Figure 1. Gartner Peer Insights "Voice of the Customer" Meeting Solutions Overall Ratings

Gartner Peer Insights "Voice of the Customer" Meeting Solutions Overall Ratings
As of January 31, 2018

Eligible Vendors	Gartner Peer Insights Customers' Choice	Gartner Magic Quadrant Position	Number of Reviews	Overall Customer Rating
Zoom Video Communications	customer's choice 2018	Leader	n=686	4.69
Highfive Technologies			n=30	4.40
Lifesize			n=30	4.40
LogMeIn	customer's choice 2018	Challenger	n=163	4.36
Teamviewer			n=42	4.33
BlueJeans Network	customer's choice 2018	Visionary	n=57	4.32
Google	customer's choice 2018	Challenger	n=131	4.27
Cisco	customer's choice 2018	Leader	n=380	4.21
Microsoft		Leader	n=293	4.16
Adobe		Challenger	n=72	4.14

Notes: Vendors with greater than 25 reviews on Gartner Peer Insights in the past one year as of January 31, 2018 are considered eligible vendors. Gartner Peer Insights Customers' Choice announced on February 13, 2018. Gartner Magic Quadrant for Meeting Solutions published on September 18, 2017. Number of reviews and ratings as of January 31, 2018. ©2018 Gartner Inc. All rights reserved.

Source: Gartner Peer Insights (January 31, 2018)

Mean overall rating for eligible vendors in this specific market: 4.33



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Agenda

- Importance of proper grant management and reporting
- Best practices for grant reporting for grantees
- Grant tracking

POLLING QUESTION #1

WHAT IS YOUR ROLE WITHIN YOUR ORGANIZATION?

Importance of proper grant management



Grant Management, who cares?

- Grant reporting is a requirement of most Grantmakers.
- Well executed reporting provides opportunities to reinforce funder relations.
- Facilitates period ending reporting and Audits.



Best practices

Create internal Grant Management Policies & Procedures

Staffing Assignments for Grant Management

Assign a “Grant Officer”

- Need to take ownership
- Detail oriented
- Familiar with programs “insider”



Organization



Plan

- ↗ Funder requirements and due dates
- ↗ Shared or separate calendars

Create a calendar

- ↗ Funder requirements and due dates
- ↗ Shared or separate calendars

Keep all documentation

- ↗ Backs up expense claims
- ↗ Provides Continuity
- ↗ Helps with audit facilitation

Plan ahead!

Understand the Grant

- ↗ Who
- ↗ What
 - Draw Grant
 - Reimbursable Grant
- ↗ How
 - How do we satisfy the requirements of the grant
- ↗ When
 - What are the deadlines




Calendars

Why are grant Calendars Important?

- Keep track of all grant applications and awards in one place
- Monitor vital dates
- Schedule project milestones

Due Date	Due Date	Funder	Contact Info	of Request	Request	Responsible Parties	Next Steps	Notes	Date Submitted	Outcome	Funding Raised
JANUARY											
15-Jan	31-Jan	ABC Foundation	abcfoundation.com	\$25,000	Grant for 50 scholarships for summer camp program	Greg, Julie, Susan	Draft submitted, waiting	Focus on educational component of camps	28-Jan	Pending	
27-Jan	Rolling	XYZ Corporation	Sally Hills, xyzcorporation.com	\$20,000	Corporate sponsorship for 2018	Julie	Corporate sponsorship packet updated, Julie met with Sally	Last year they provided \$18,000	26-Feb	Received	\$20,000
31-Jan	Prep	Giving Tuesday Prep			Funding for summer camps	Greg, Susan	Analyze last year's social media numbers and outcomes	Need to plan social media goals and determine when to begin marketing			



Documentation is a love letter
that you write to your future self.

Damian Conway

quote fancy



Communication

Open communication is very
IMPORTANT!

- Proper coding of Revenues and Expenditures
- Programming Changes
- Head off problems before they occur

POLLING QUESTION #2

DOES YOUR ORGANIZATION STRUGGLE WITH DUE DATES & ORGANIZATION WHEN MANAGING GRANTS?

- Organization, what's that?
- Majority of the time
- Not Normally
- No

GRANT TRACKING



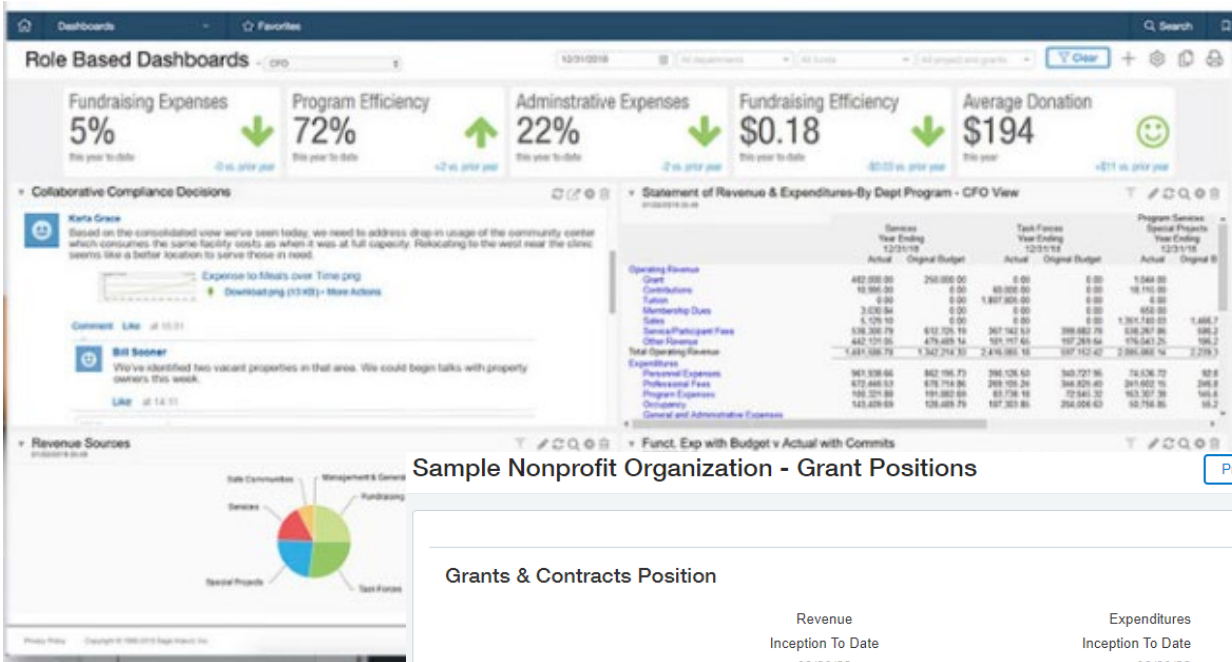
Types of tracking

There are multiple options for tracking the funding of grants.

- ↗ Manual Systems
 - Very small or grants that only require minimal transactions.
- ↗ Excel Spreadsheet
 - Often Templates can be found
- ↗ Most Accounting Software
 - QuickBooks
 - Intacct

Limitations of grant tracking spreadsheets

- ↗ Limited data validation
- ↗ Possible security issues
- ↗ Difficulties in managing multiple key personnel on same grant
- ↗ Formula breaks with multiple users and detailed spreadsheets
- ↗ Can be hard and time consuming to fix.
- ↗ Difficulties in comparing information that spans multiple years.



Sample Nonprofit Organization - Grant Positions

Print Excel Email

Grants & Contracts Position

	Revenue			Expenditures		
	Inception To Date			Inception To Date		
	09/30/22			09/30/22		
	Award Amount	Revenue	Remaining Draw	Expenditures	Remaining Funds	
Grants						
Skuski Foundation Award	0.00	50,000.00	(50,000.00)	0.00	50,000.00	
2013-15 Health Initiative 1 Grant Award	1,600,000.00	558,246.32	1,041,753.68	670,537.76	(112,291.44)	
2015-17 Health Initiative 1 Grant Award	500,000.00	500,000.00	0.00	100,000.00	400,000.00	
2017-19 Health Initiative 1 Grant Award	0.00	500,000.00	(500,000.00)	0.00	500,000.00	
Dupont Foundation Award	75,000.00	75,000.00	0.00	0.00	75,000.00	
Rural Health Network	10,000.00	0.00	10,000.00	32.17	(32.17)	
Total Grants	2,185,000.00	1,683,246.32	501,753.68	770,569.93	912,676.39	

Sample Nonprofit Organization
Health Initiative 1 Grant [7/1/13 - 6/30/15]

	Inception To Date		
	Budget	Actual	Variance
Income & Expense			
Income			
Federal Grants	600,000.00	558,246.32	41,753.68
Total Income	600,000.00	558,246.32	41,753.68
Expenses			
Travel			
Travel - Lodging	20,000.00	0.00	20,000.00
Travel - Meals	8,000.00	0.00	8,000.00
Travel - Other	10,000.00	1,891.19	8,108.81
Total Travel	38,000.00	1,891.19	36,108.81
Transportation			
Travel - Transportation	15,000.00	216.57	14,783.43
Total Transportation	15,000.00	216.57	14,783.43
Supplies			
Program Supplies	182,784.68	147,600.00	35,184.68
Total Supplies	182,784.68	147,600.00	35,184.68
Program Expenses			
Salaries	250,000.00	0.00	250,000.00
Health Ins. Premiums	14,000.00	0.00	14,000.00
Payroll Tax	13,985.00	0.00	13,985.00
Consulting Fees	75,000.00	1,500.00	73,500.00
Office Supplies	21,854.38	20,820.00	1,034.38
Total Program Expenses	374,839.38	22,320.00	352,519.38
Total Expenses	610,624.06	172,027.76	438,596.30
Total Income & Expense	(10,624.06)	386,218.56	(396,842.62)

Accounting Software

Grant Management and tracking

AR Ledger

Customize View Print Process & store Email Export

Invoice

Post & new Draft & new Cancel More actions

10/01/22 10/01/22

Customer * C-1001--Health Initiative 1 Bill to Health Initiative 1 Ship to Health Initiative 1

1000 Sansome St. #350 San Francisco, CA 94111

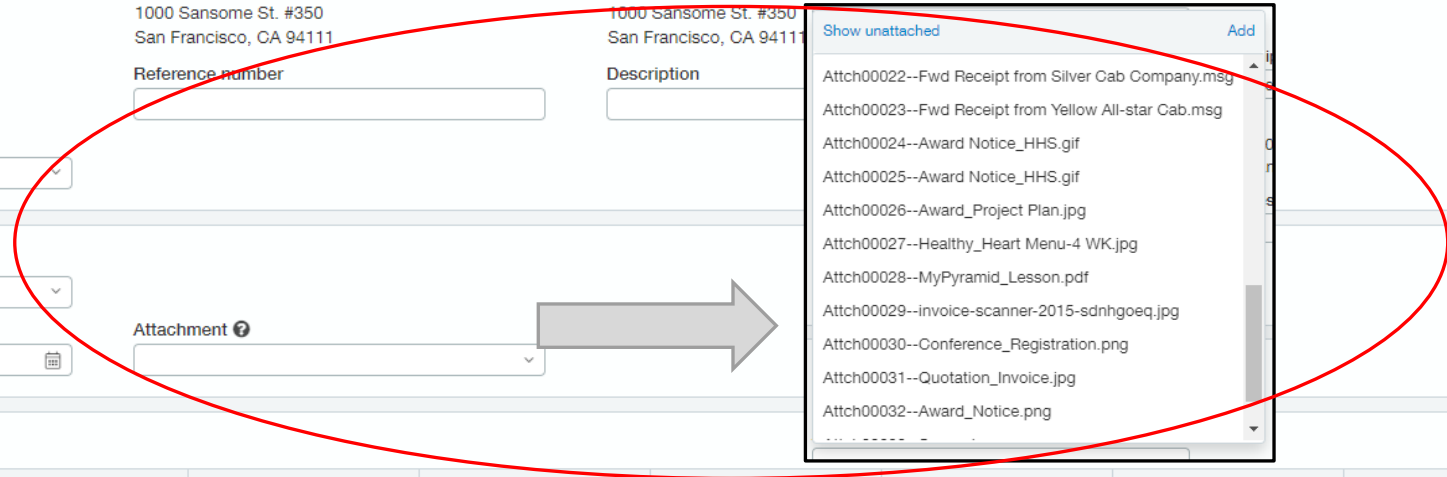
Invoice number -- New -- Reference number Description

Message

Term Net-30 Due date * 10/31/22 Attachment

Show unattached Add

- Attc00022--Fwd Receipt from Silver Cab Company.msg
- Attc00023--Fwd Receipt from Yellow All-star Cab.msg
- Attc00024--Award Notice_HHS.gif
- Attc00025--Award Notice_HHS.gif
- Attc00026--Award_Project Plan.jpg
- Attc00027--Healthy_Heart Menu-4 WK.jpg
- Attc00028--MyPyramid_Lesson.pdf
- Attc00029--invoice-scanner-2015-sdnhgoeq.jpg
- Attc00030--Conference_Registration.png
- Attc00031--Quotation_Invoice.jpg
- Attc00032--Award_Notice.png













Entries Show defaults

	Account *	Amount *	Allocation	Fund	Restriction	Department	Site	Project or Grant	Memo	
1	4140--Federal Grants	125,000.00	Allocation	401--Health Initiative 1	2--Temporarily Restrict	100--Counselling Servi	Main	401C--2017-19 Health	Grant Award	+
2										+
3										+
Total		125,000.00								

More Benefits

For Accounting Software

PROJECT / CUSTOMER			PROFIT MARGIN
2018 Summer Workshops Schools Foundation	Income		58.5%
	Costs		
Do Your Best Awesome Foundation	Income		-20.2%
	Costs		
my new project Awesome Foundation	Income		
	Costs		
STEAM Schools Foundation	Income		
	Costs		
Terrific New Project Awesome Foundation	Income		
	Costs		

You can drill down into the specifics of the grant.

2018 Summer Workshops

Schools Foundation | In progress

58.5% PROFIT MARGIN

Income: \$5,978.32
Costs: \$2,478.32

Overview | Transactions | Time Activity | Project Reports

Take project tour

\$5,978.32 INCOME

\$2,478.32 COST

\$3,500.00 PROFIT

INCOME	\$15,000.00	EXPENSE	\$2,478.32
Contributed Income	\$15,000.00	Materials & Supplies	\$978.32
Net Assets Released from Restriction	\$0.00	Professional Services	\$1,500.00
OTHER INCOME	\$-9,021.68	HOURLY TIME COST	
(Into) Out of Restricted Net Assets	\$-9,021.68	Hours	Add time spent on this project.

You can even drill down further to see what makes up the detail of "Materials & Supplies," all from the Projects tab!

Filters: Distribution Account X Customer X

Sort Add notes

Better for Good

TRANSACTION REPORT

All Dates

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
- 67000 Materials & Supplies									
05/01/2018	Expense	1078	No	Office Max	materials for summer program	67000 Materials & Supplies	1010 Checking	478.32	478.32
05/25/2018	Check	EFT	No	The Clothes Mentor		67000 Materials & Supplies	1010 Checking	500.00	978.32
Total for 67000 Materials & Supplies								\$978.32	
TOTAL								\$978.32	

POLLING QUESTION #3

WHAT TOOL(S) DOES YOUR ORGANIZATION CURRENTLY USE FOR GRANT TRACKING AND REPORTING PURPOSES?

- Integrated accounting software
- Excel
- Other
- Nothing

Accounting consultation



1:1 Consultation to discuss your accounting functions including grant management through accounting software.

Visit www.inserocpa.com/outsource to sign up

Upcoming Webinar

Budgeting November 8, 2022

Visit inserocpa.com/events for more information

Thank You

Thank you for your attendance at today's program.

For more information regarding the topics discussed today,
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