

Office on Volunteerism  
& Community Service

AmeriCorps\*State

**FINANCIAL REPORTING  
SUPPLEMENTAL INFORMATION  
November 2007**

**"TOP 10"**  
**RULES OF FINANCIAL REPORTING**

1. Know your regulatory requirements.
2. Document your policies and procedures.
3. Maintain adequate documentation to support expenditures.
4. Manage cash effectively.
5. Design an efficient accounting system.
6. Maintain effective budgetary controls.
7. Document and report employee and member activities accurately.
8. Meet matching requirements and document in-kind contributions appropriately.
9. Report timely and accurate financial information.
10. Maintain good internal controls.

## **Factors Affecting Accurate Periodic Expense Report (PER)**

- Incorrect reporting period
- Incorrect grant number
- Grant period listed begins from the start date of the program not from the beginning of the program year.
- Expenses not allocated properly (Corporation versus Grantee).
- Deficit amounts listed
- Numerical figures/lines addition
- Program does not meet budgeted match.
- Large variance in total expenditures to be reimbursed

### Match Report Requirements

- Contributions, including cash and third party in-kind, will be accepted as part of the Grantee’s matching share for program operating costs.
  
- Contributions must meet all of the following criteria:
  1. Directly related to activities supporting the program
  2. Verifiable from Grantee records
  3. Must not be included as contribution for other federally assisted program.
  4. Be necessary and reasonable for accomplishing program objectives.
  5. Allowable according to cost principles Office of Management and Budget circulars at [www.whitehouse.gov/omb/circulars/](http://www.whitehouse.gov/omb/circulars/).

OMB Circulars	A-110	A-102	A-122	A-21	A-87	A-133
State & Local		X			X	X
Higher Ed	X			X		X
Non-Profit	X		X			X

- Match amount must be recorded in the program’s general ledger.

## **Budget Tips**

- Plan and prepare with adequate detailed support.
- Analyze historical costs and/or needs.
- Budgets should reflect the program's BEST ESTIMATES of financial needs for program activities.
- Compare to previous year budgeted and actual costs.
- Budget should be consistent and should not often need revisions.
- Anticipate the "unexpected and unplanned."
- RESERVES with AmeriCorps programs are part of the "match." Reserves should be available beyond the required match to meet cash flow needs.
- BUDGETS AND WBRS EXPENSE REPORTS WORK TOGETHER. BUDGETS APPEAR ON THE PERS.

## **Preparing for a Fiscal Review**

- Documentation to support expenditures
- Documented financial policies and procedures
- Documentation for required match
- Ensure that costs are reasonable, allocable, eligible and allowable
- Ensure appropriate fiscal staff is involved and knowledgeable of requirements
- Ensure compliance with regulations and grant provisions.
- Ensure Financial Status Report is reconciled to the General Ledger.
- Ensure program costs are identified in the accounting records.
- Ensure expenses are appropriately classified and charged.
- Record retention