

Franklin County Finance Department
Federal Programs Fiscal Management Policy
Original October 27, 2011 - Revised January 18, 2016

Franklin County, TN operates under the Financial Act of 1981, which is a consolidated government. The Franklin County Finance Director or a designee of the Director is the fiscal manager of the federal programs for the Franklin County Board of Education and all other departments awarded federal grant funds. This includes the following:

- Processing Fund Transfers from School General Fund to Federal Projects Fund for Cash Flow by Resolution at Beginning/End Fiscal Years
- *Budgeting approved allocated funds by Resolution*
- Issuing purchase orders
- Issuing checks for payments
- Bidding Process for Necessary Items
- *Running Financial Reports for Board of Education Federal Program Managers*
- Process Advance Payroll Claims for the school year on ePlan monthly
- Reporting/Uploading Expenditures on eReporting at least on a Quarterly basis
- Processing Revenue Claims on ePlan for previous federal expenditures
- *Prepare Completion Reports as needed*
- *Assist local/state/federal - Federal Program Managers as needed*

(Items not *italicized* are covered in the Finance Policies and Procedures Manual. This guidance is mainly for fiscal program management. Items underline directly relate to eReporting.) <https://www.k-12.state.tn.us/ereporting/>

The Board of Education of Franklin County, Tennessee is awarded on an annual basis federal program funds that are disbursed through the State of Tennessee, Department of Education. These funds are received on a reimbursement basis only. The following procedures are the Franklin County Finance Department's policy for Managing Disbursements, Reporting Expenditures and Claiming Revenues utilizing the State of Tennessee, Department of Education's online website program titled ePlan:

<https://eplan.tn.gov/default.aspx?ccipSessionKey=635827876967171366>

Fund Transfers for Cash:

The Franklin County Finance Department Accounting Managers for the School General Fund and Federal Programs Fund are tasked with preparing the annual Revenue Anticipation Note resolution & documents that provide for the transfer of funds from the School General Fund to the School Federal Programs Fund at the beginning of the fiscal year on July 1 in the customary amount of One Hundred Thousand Dollars (\$100,000). These resolutions are sent to the Board of Education for approval in February. Then to the Finance Committee and County Legislative Body in March for approval. When commission approve the certified documents are sent to the State of Tennessee Comptroller – Division of State & Local Finance for approval before action can be taken.

A transfer is then made from the school general fund into the school federal programs fund for the purpose of cash flow utilization. This keeps the federal programs fund from incurring a negative fund balance while awaiting revenue claims. At the end of the fiscal year not later than June 30 the funds are transferred back to the school general fund. All state & federal guidelines are followed in this process.

Budgeting Approved Allocations:

The Finance Department fiscal federal programs manager works with the Board of Education programs manager with state guidance and utilizing the ePlan website determine the final approved allocations for the federal programs. The budgets are then processed in the finance department software. Preliminary expenditures/revenue limits are monitored by the fiscal federal programs manager to assure that all state and federal regulations are followed.

Financial Reports:

The Finance Department fiscal federal programs manager as assistants to the Board of Education federal program managers monitor fiscal reports and print monthly for the board managers, the necessary reports for their needs. Such reports are printed monthly with a target date of the 5th of each month, and more often if needed. Specific reports are printed as needed when requested.

Processing Advance Payroll Claims in FACTS:

In late July of each year, the fiscal federal programs manager within the finance department will estimate the payroll and benefits amount needed for each program. The date the funds will be utilized is taken into consideration. The advance payroll claims are then set up on the ePlan website on a monthly basis.

Reporting Expenditures:

Expenditures for all federal programs of the Franklin County Board of Education are to be reported on eReporting no later than the state guidelines as listed below:

Q1 – January – March – Due by April 15

Q2 – April – June – Due by July 15

Q3 – July – September – Due by October 15

Q4 – October – December – Due January 15

The above listed dates are the latest the expenditures can be reported. It is the finance director's or the finance director designee's objective to report these expenditures on a monthly basis. The goal is to post the expenditures by the 5th of the following month, in order to keep ePlan and eReporting as accurate as possible for all users. This is also due to the fact that federal claims are made on a reimbursement basis.

Exceptions, at the end of the fiscal year, include trying to clean up the fiscal programs as much as possible by May 1st, expending all funds possible so expenditures can be reported and claimed by June 30.

Processing Claims:

The revenues for advance payrolls and benefits are submitted & received monthly upon approval by the state. Other expenditures and federal programs that do not have payroll expenditures (i.e. Carl Perkins) are made at least on a Quarterly basis in ePlan as follows:

Q1 – January – March – Due by April 15

Q2 – April – June – Due by July 15

Q3 – July – September – Due by October 15

Q4 – October – December – Due January 15

Again, the above listed dates are the latest the revenues should be reported. It is the finance director's or finance director's designee's objective to report these revenues on a monthly basis. The goal is to claim the revenues by the 5th of the following month, in order to keep ePlan & eReporting as accurate as possible for all users, and to keep the federal programs fund with a healthy fund balance.

Exceptions might include large individual expenditures that would need an immediate revenue claim based on that immediate expenditure. Also, at the end of the fiscal year include trying to clean up the fiscal programs as much as possible by May 1st, expending all funds possible so expenditures can be reported and claimed and received by June 30 from the state.

eReporting:

Expenditures for all federal programs of the Franklin County Board of Education are to be reported in eReporting no later than the state guidelines as listed below:

Q1 – January – March – Due by April 15

Q2 – April – June – Due on AFR year end

Q3 – July – September – Due by October 15

Q4 – October – December – Due January 15

The above listed dates are the latest the expenditures can be uploaded and certified. It is the deputy finance director's objective to report these expenditures on a quarterly basis as quickly as possible after the end of the month due to the fact that a certification by the Director of Schools must follow.

Local Federal Programs Fiscal Management:

The Franklin County Finance Director, Deputy Director and other staff as appointed including but not limited to purchasing and payroll personnel are here to assist all Franklin County Board of Education Federal Program Management & other staff with issues that may develop involving federal programs. As well, the fiscal federal programs manager assists other local government, state and federal government personnel with Franklin County Board of Education federal program issues or Franklin County Finance Policy & Procedures.