

# Expenditure Reporting Overview and Updates for TJJD Grants – FY2015

Data Coordinators' Conference – 9/23/14

# What's this all about?

- ▶ Grant Manager
  - ▶ Budget categories
  - ▶ Expenditure categories
    - Definition
    - Grant
  - ▶ Reports
  - ▶ Certification of Local Expenditures
  - ▶ Budget Adjustment Requests (BARs)
  - ▶ Audit Requirements
  - ▶ Frequently Asked Questions
- 

# Grant Manager

▶ All aspects of state-funded grants

- Proposals
- Allocations (Budgets)
- Adjustments
- Contract
- Amendments
- Certification of Local Expenditures
- Reports
  
- Exceptions:
  - Disbursements (Payments)
  - JJAEP
  - Title IV-E

▶ For user authorization:

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Welcome to the Fiscal Year 2014 Budget Cycle.

**PROPOSALS**

**ALLOCATIONS**

Grant A - State Financial Assistance Fund	\$171,521.00
Grant C - Commitment Reduction Program	\$20,676.00
Grant N - Mental Health Services	\$23,048.51
N1: \$15,659.96	Officers: <input type="text"/>
N2: \$7,388.55	Officers: <input type="text"/>
Grant S - Prevention and Intervention	\$63,700.00

**CONTRACTS**

[Print Contract FY 2014-2015](#)

**AMENDMENTS**

[Print Amendment#12 \(FY2013\)](#) [Print Amendment#14 \(FY2013\)](#) [Print Amendment#15 \(FY2013\)](#)  
[Print Amendment#2 \(FY2014\)](#) [Print Amendment#1 \(FY2014\)](#)

**BUDGET APPLICATIONS**

[FY2014 Budget Application](#)

**EXPENDITURES**

[FY2014 Expenditures](#)  
[FY2013 Expenditures](#) [Certify FY2013 Expenditures](#)  
[FY2012 Expenditures](#) [Certify FY2012 Expenditures](#)

**Other Information**

[View FY2013 Budget](#)  
[View FY2012 Budget](#)  
[View FY2011 Budget](#)

# Budget Categories

- ▶ Staff Services
  - Salary & Fringe Benefits
  - Staff Travel & Training
  - Operating Expenditures
- ▶ Inter-County Contracts
- ▶ External Contracts

**Fiscal Year 2014 - Expenditures**

Department: ANGELINA COUNTY JUVENILE PRO  
Grant Type: Grant M  
Contract period: Ex  
Reporting Period: Ba

**No Expenses to Report for this Grant/Quarter**

CATEGORIES	
Salary & Fringe Benefits	
Staff Travel & Training	
Operating Expenditures	
Inter-County Contracts	
External Contracts	
<b>TOTAL</b>	

# Fiscal Year 2014 - Expenditures

[Instructions](#)

Department: **ANGELINA COUNTY JUVENILE PROBATION DEPARTMENT**

Grant Type: **Grant A**

Grant Allocation/Local Budget: **\$542,508.00** Report Type: **Q1 (1st Quarter)**

Contract period: **9/1/2013 to 8/31/2014**

Expenditures to Date: **\$780.00** Due Date: **12/31/2013**

Reporting Period: **9/1/2013 to 11/30/2013**

Balance Un-expended: **\$541,728.00** LB Certify Status:

CATEGORIES	Court Intake			Basic Supervision			Community Based Programs			Post-Adjudication Residential Expenditures						Detention Or Pre-Adjudication Expenditures			Community Based I
	Current	Q1-Previous	Q1-Total	Current	Q1-Previous	Q1-Total	Current	Q1-Previous	Q1-Total	Non-Secure			Secure			Current	Q1-Previous	Q1-Total	Current
										Current	Q1-Previous	Q1-Total	Current	Q1-Previous	Q1-Total				
Salary & Fringe Benefits	10.00	0.00	10.00	20.00	0.00	20.00	30.00	0.00	30.00	40.00	0.00	40.00	60.00	0.00	60.00	30.00	0.00	30.00	30.00
Staff Travel & Training	10.00	0.00	10.00	20.00	0.00	20.00	40.00	0.00	40.00	40.00	0.00	40.00	50.00	0.00	50.00	20.00	0.00	20.00	40.00
Operating Expenditures	20.00	0.00	20.00	20.00	0.00	20.00	30.00	0.00	30.00	50.00	0.00	50.00	40.00	0.00	40.00	20.00	0.00	20.00	40.00
Inter-County Contracts	30.00	0.00	30.00	20.00	0.00	20.00	30.00	0.00	30.00	40.00	0.00	40.00	30.00	0.00	30.00	10.00	0.00	10.00	50.00
External Contracts	40.00	0.00	40.00	20.00	0.00	20.00	30.00	0.00	30.00	40.00	0.00	40.00	30.00	0.00	30.00	20.00	0.00	20.00	30.00
<b>TOTAL</b>	<b>\$110.00</b>	<b>\$0.00</b>	<b>\$110.00</b>	<b>\$100.00</b>	<b>\$0.00</b>	<b>\$100.00</b>	<b>\$160.00</b>	<b>\$0.00</b>	<b>\$160.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$210.00</b>	<b>\$210.00</b>	<b>\$0.00</b>	<b>\$210.00</b>	<b>\$100.00</b>	<b>\$0.00</b>	<b>\$100.00</b>	<b>\$190.00</b>

How much of the Community-Based Program expenditures stated above are associated with ISP (Intensive Supervision Probation)?

Comments:

test comments

**Save**

Created By: **Mark Gorman** On: **11/19/2013** Last change

Residential Mental Health			
Current	Previous	Total	Grand Total Expenditures
10.00	0.00	10.00	180.00
10.00	0.00	10.00	170.00
20.00	0.00	20.00	160.00
30.00	0.00	30.00	130.00
30.00	0.00	30.00	140.00
<b>\$100.00</b>	<b>\$0.00</b>	<b>\$100.00</b>	<b>\$780.00</b>

# Expenditure Categories

- ▶ Court Intake
  - Grants: A, B, Local
- ▶ Basic Supervision
  - Grants: A, B, Local
- ▶ Community–Based Programs
  - Non–mental health programs for A, C, Local
  - Grants: A, C, M, S, B, Local
- ▶ Question: Community–based program expenditures associated with ISP
  - Grants: A, C, Local

# Expenditure Categories

- ▶ **Post-Adjudication Residential**
  - Non-mental health placements for A, C, Local
  - Grants: A, C, D, Local
- ▶ **Detention or Pre-Adjudication**
  - Non-mental health placements for A and Local
  - Grants: A, B, Local
- ▶ **Community-Based Mental Health**
  - Grants: A, C, Local
- ▶ **Residential Mental Health**
  - Grants: A, C, Local

# Grant N

## Fiscal Year 2014 - Expenditures

[Instructions](#)

Department: **ANGELINA COUNTY JUVENILE PROBATION DEPARTMENT**

Grant Type: **Grant N** Grant Allocation/Local Budget: **\$87,027.56** Report Type: **Q1 (1st Quarter)**

Contract period: **9/1/2013 to 8/31/2014** Expenditures to Date: Due Date: **12/31/2013**

Reporting Period: **9/1/2013 to 11/30/2013** Balance Un-expended: LB Certify Status:

CATEGORIES	COMMUNITY-BASED PROGRAMS						RESIDENTIAL									Grand Total Expenditures
	Assessments			Programs			Assessments			Programs			Placements			
	Current Expenditures	Previous	Total	Current Expenditures	Previous	Total	Current Expenditures	Previous	Total	Current Expenditures	Previous	Total	Current Expenditures	Previous	Total	
Salary & Fringe Benefits	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
Staff Travel & Training	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
Operating Expenditures	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
Inter-County Contracts	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
External Contracts	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>	<b>\$0.00</b>

How many treatment hours were provided with Grant N for this quarter?

Comments:

Save

# Expenditure Categories

- ▶ Grant N only
- ▶ Community–Based Programs
  - Assessments/Services
  - Programs
- ▶ Residential
  - Assessments/Services
  - Programs
  - Placements
- ▶ Treatment hours
  - Does not include case management, assessments, evaluations, time in placement – direct treatment ONLY

# Take Note:

## ▶ Grant C

- 50% placement or program
- No longer be used for supervision
- May NOT be blended with Grant N

## ▶ Grant N

- Tier 1 and Tier 2 can be spent the same way
- May NOT be blended with Grant C

# No Expenditure Reporting

- ▶ No Expenses to Report for this Grant/Quarter

**Fiscal Year 2014 - Expenditures** [Instructions](#)

Department: ANGELINA COUNTY JUVENILE PROBATION DEPARTMENT

Grant Type:  Grant Allocation/Local Budget: **\$56,490.00** Report Type:

Contract period: **9/1/2013 to 8/31/2014** Expenditures to Date: **\$47,525.27** Due Date: **9/30/2014**

Reporting Period: **6/1/2014 to 8/31/2014** Balance Un-expended: **\$8,964.73** LB Certify Status:

**No Expenses to Report for this Grant/Quarter**

CATEGORIES	Community Based Programs			Grand Total Expenditures
	Current	Q4-Previous	Q4-Total	
Salary & Fringe Benefits	0.00	0.00	0.00	0.00
Staff Travel & Training	0.00	0.00	0.00	0.00

- ▶ Save

**Fiscal Year 2014 - Expenditures** [Instructions](#)

Department: ANGELINA COUNTY JUVENILE PROBATION DEPARTMENT

Grant Type:  Grant Allocation/Local Budget: **\$56,490.00** Report Type:

Contract period: **9/1/2013 to 8/31/2014** Expenditures to Date: **\$47,525.27** Due Date: **9/30/2014**

Reporting Period: **6/1/2014 to 8/31/2014** Balance Un-expended: **\$8,964.73** LB Certify Status:

**No Expenses to Report for this Grant/Quarter**

Comments:

# Reports

- ▶ Reports Menu
- ▶ FPS report

The screenshot shows the 'JSD GRANT MANAGER' interface for the 'ZAPATA COUNTY JUVENILE PROBATION DEPARTMENT'. A blue navigation bar contains 'Home', 'Reports', and 'Help' with a right-pointing arrow. Below this, a section titled 'Grant Manager Reports' features a table with two columns: 'Report' and 'Description'. The table lists three report types, each with a blue arrow pointing right in the 'Description' column.

Report	Description
Budget Amounts by Category	Amounts by category of all the budgets that have been finalized
Budget Amounts by Grant	Amounts by grant of all the budgets that have been finalized
FPS report	Facilities, Programs and Services Expenditure Report

# Reports

- ▶ View by Type or View by Category
  - Other two options are “under construction”
- ▶ All Grants + Adjustments
  - Does NOT include Grant N

The screenshot shows a web application interface for generating reports. At the top, there are navigation links for Home, Reports, and Help. Below this is a 'Back to reports' link and a small bar chart icon. A message prompts the user to select options and click 'Generate Report'. The report parameters are set to FY2013, ZAPATA COUNTY JUVENILE PROBATION DEPARTMENT, and Grant A + Grant A Adj for Q1. The report is displayed in a table format, with columns for Organization, Salaries & Fringe Benefits, Staff Travel and Training, Operating Expenditures, Inter-County Contracts, External Contracts, and Total. The data shows a total of \$45,074.31 for the department.

1/15/2014 6:58:17 PM	Organization	Salaries & Fringe Benefits	Staff Travel and Training	Operating Expenditures	Inter-County Contracts	External Contracts	Total
	ZAPATA	\$38,521.96	\$0.00	\$2,472.35	\$4,080.00	\$0.00	\$45,074.31
	<b>Grand Total</b>	<b>\$38,521.96</b>	<b>\$0.00</b>	<b>\$2,472.35</b>	<b>\$4,080.00</b>	<b>\$0.00</b>	<b>\$45,074.31</b>

# Certification of Local Expenditures

- ▶ Submitted by Chief JPO only
- ▶ Due by Feb 28
- ▶ Print – after certified

Home Reports Help ▶

📄 Certify Fiscal Year 2013 - Local Budget Expenditures  
County of [REDACTED] [Instructions](#)

Expenditure Type	Actual Expenditure
Salary & Fringe Benefits	\$196,106.36
Staff Travel & Training	\$26,521.70
Operating Expenditures	\$27,588.97
Inter-County Contracts	\$7,072.88
External Contracts	\$0.00
(A) Total Local Budget Expenditure	\$257,289.91
(B) Total Financial Match Amount	\$184,845.00
(C)	\$72,444.91
* (A) - (B)	

County Name: [REDACTED] COUNTY JUVENILE PROBATION DEPARTMENT  
Certified By: [REDACTED]  
Certifying Date: 1/15/2014



By clicking **CERTIFY**, you acknowledge that you are the **Chief Probation Officer** and certify that the local or county expenditures entered into Grant Manager for **FY2013** are true and correct.  
The total amount should be at least equal to or greater than the amount spent in the 2006 county or local fiscal year excluding construction and capital outlay expenses.

\* The total of (A) should be equal to or greater than (B) to comply with the FY 2013-2014 State Financial Assistance Contract.  
The Department may, at its discretion, waive the expenditure requirement under Section 223.002.  
The Department may issue a Non-Compliance Citation Report if a waiver is not allowed.  
Please refer to the Compliance Resource Manual (CRM) Section VIII General Grant Requirements, Subchapter VIII C Commentary for interpretation (page 23).

# Budget Adjustments

- ▶ Budget Adjustment Request (BAR)
  - Only required if expenditures exceed 5% of budget
  - No more paper!
  - Request via Grant Manager
    - Request to Reopen Budget
    - Include Grant, details of adjustment requested
    - Budget will be reopened (automated email)
    - Make requested adjustment, resubmit budget
    - TJJJ will review/finalize
    - *Request must come from CJPO or cc'd in request to show CJPO consent*

# Expenditure Adjustments

- ▶ No longer available for Q1, Q2, Q3
- ▶ “Net out” in next reporting period
  
- ▶ Example:
  - Reported for Q1: \$100
  - Actual for Q1: \$80
  - Expenditures for Q2: \$150
  - To be reported for Q2: \$130
    - $Q2(\$150) + Q1\text{ adjustment}(-\$20) = \$130$
    - Include a note in the “Comments” box

# Audit Requirements

- ▶ Updated each year as required
- ▶ Available on our website (resources, fiscal)
  - September 30, 2014
- ▶ Appendix 5 vs Appendix 6
  - Appendix 5: single year
  - Appendix 6: multiple year
- ▶ Title IV-E
  - Cash basis

# Frequently Asked Questions

- ▶ I didn't receive any paper expenditure reports?
  - FY2014 (forward): all expenditures will be entered into Grant Manager
- ▶ Why didn't I get notification about ...?
  - All notifications/reminders are sent to the Chief Juvenile Probation Officer through the email account often referred to as "Stargazer." I do not have a master list of auditors/fiscal officers/other.

# Frequently Asked Questions

- ▶ The website isn't showing my FY2015 grants?
  - No longer uploading information to the website
  - All information, except disbursements and refunds, are completed in Grant Manager
- ▶ The website shows money budgeted to the non-residential and/or residential category that isn't supposed to be there. How do I fix it?
  - This refers to fiscal years prior to FY2015
  - The website is still showing the OLD category titles.
    - Non-residential = Inter-county Contracts
    - Residential = External Contracts

# Frequently Asked Questions

- ▶ What are the due dates for the expenditure reports?
  - Q1: 12/31
  - Q2: 3/31
  - Q3: 6/30
  - Q4: 9/30
- Refund of unexpended funds are due back to TJJJ no later than **November 1<sup>st</sup>**. The check stub should include the fiscal year, grant, and allocation (especially if there are multiple grants refunded on one check).

## Contact Information

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