


Accounting and Reporting for TJJG Grants – FY2014

1/16/14

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

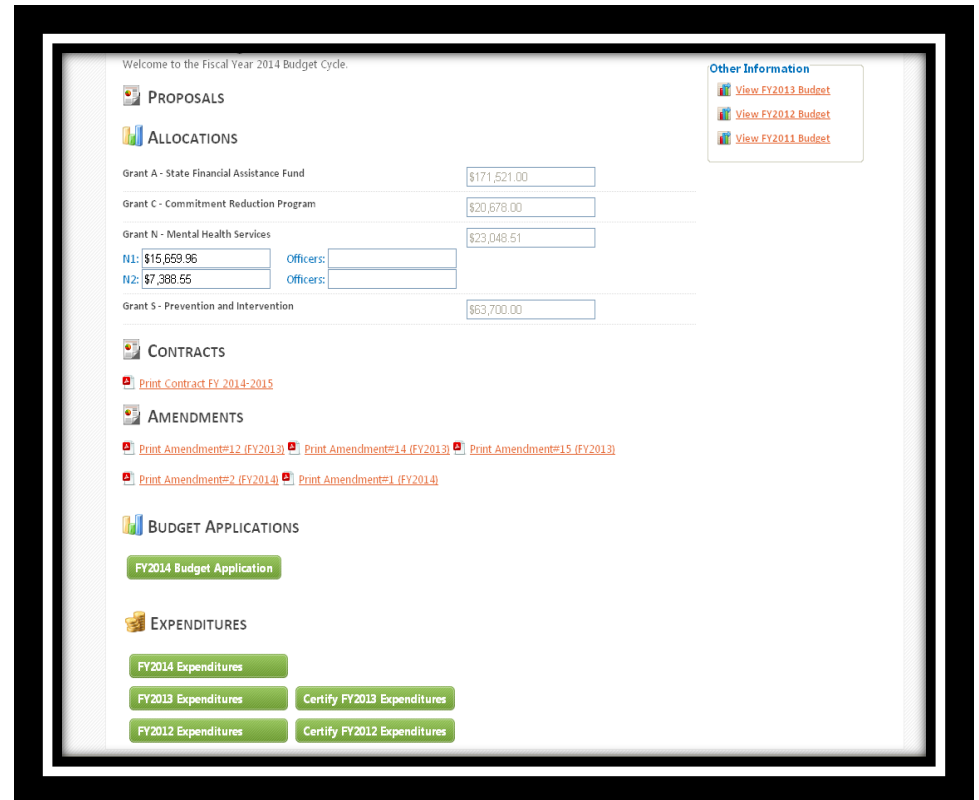
▶ All aspects of state-funded grants

- Proposals
- Allocations (Budgets)
- Adjustments
- Contract
- Amendments
- Certification of Local
- Expenditures
- Reports

- Exceptions:
 - Disbursements (Payments)
 - JJAEP

▶ For user authorization:

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Budget Categories

- ▶ Staff Services
 - Salary & Fringe Benefits
 - Staff Travel & Training
 - Operating Expenditures
- ▶ Inter-County Contracts
 - Between your county and another county or JPD
- ▶ External Contracts
 - Private contractor



The screenshot shows a web-based budget interface. At the top, there is a blue header with a gold coin icon and the text "Fiscal Year 2014 - Expendit". Below this, there are several fields for metadata: "Department: ANGELINA COUNTY JUVEN", "Grant Type: Grant M", "Contract period: 9/1/2013 to 8/31/2014", and "Reporting Period: 9/1/2013 to 11/30/2013". The main part of the interface is a table with a green header row labeled "CATEGORIES" and a green footer row labeled "TOTAL". The table has five rows of categories: "Salary & Fringe Benefits", "Staff Travel & Training", "Operating Expenditures", "Inter-County Contracts", and "External Contracts". Each row has a corresponding input field to its right.

Fiscal Year 2014 - Expendit	
Department:	ANGELINA COUNTY JUVEN
Grant Type:	Grant M
Contract period:	9/1/2013 to 8/31/2014
Reporting Period:	9/1/2013 to 11/30/2013
CATEGORIES	
Salary & Fringe Benefits	<input type="text"/>
Staff Travel & Training	<input type="text"/>
Operating Expenditures	<input type="text"/>
Inter-County Contracts	<input type="text"/>
External Contracts	<input type="text"/>
TOTAL	

Fiscal Year 2014 - Expenditures

[Instructions](#)

Department: ANGELINA COUNTY JUVENILE PROBATION DEPARTMENT

Grant Type:

Grant Allocation/Local Budget: **\$542,508.00** Report Type:

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
TOTAL	\$110.00	\$0.00	\$110.00	\$100.00	\$0.00	\$100.00	\$160.00	\$0.00	\$160.00	\$0.00	\$0.00	\$210.00	\$210.00	\$0.00	\$210.00	\$100.00	\$0.00	\$100.00	\$190.00

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

Comments:

test comments

Save

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
\$100.00	\$0.00	\$100.00	\$780.00

Expenditure Categories

▶ Court Intake

- Admin., management, oversight personnel of the department, court, intake officers, or officers supervising temporary caseloads
- Grants: A, B, Local

▶ Basic Supervision

- Caseload carrying officers that serve kids on probation, deferred prosecution, conditions pre-disposition supervision, or their direct supervisors
- Grants: A, B, Local

Expenditure Categories

- ▶ **Community-Based Programs**
 - Associated with a program entered in the Program Registry (NOTE: all programs must be entered in the Program Registry)
 - 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-secure and Secure
 - 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

Expenditure Categories

- ▶ **Community-Based Mental Health**
 - Mental Health services or programs for juveniles with a mental health diagnosis or an identifiable mental health need under the jurisdiction of the department in the community
 - Grants: A, C, Local
- ▶ **Residential Mental Health**
 - Mental Health services, programs or placement for juveniles with a mental health diagnosis or an identifiable mental health need in a residential setting
 - 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
TOTAL	\$0.00	\$0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	0.00	\$0.00

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

Reports

- ▶ Reports Menu
- ▶ FPS report

TSSD GRANT MANAGER **ZAPATA COUNTY JUVENILE PROBATION DEPARTMENT**

Home Reports Help ▶

Grant Manager Reports

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

Home Reports Help ▶

[Back to reports](#)

Please select appropriate options and click 'Generate Report'.

FY2013 ZAPATA COUNTY JUVENILE PROBATION DEPARTMENT Grant A + Grant A Adj
Q1

View by Type All Regions All Sizes Color **Generate Report**

1 of 1 100% Find | Next Select a format Export

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
	Grand Total	\$38,521.96	\$0.00	\$2,472.35	\$4,080.00	\$0.00	\$45,074.31

Certification of Local Expenditures

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

The screenshot shows a web application interface for certifying fiscal year 2013 local budget expenditures. The page title is 'Certify Fiscal Year 2013 - Local Budget Expenditures' and the county is set to 'County of [redacted]'. A table displays expenditure types and their actual expenditures. Below the table, the county name is 'COUNTY JUVENILE PROBATION DEPARTMENT', certified by [redacted], and the certifying date is 1/15/2014. There are 'Certify' and 'Print Certified Local Expenditure' buttons. A disclaimer states that by clicking 'CERTIFY', the user acknowledges they are the Chief Probation Officer and certifies that the expenditures are true and correct. A footnote explains that the total of (A) should be equal to or greater than (B) to comply with the FY 2013-2014 State Financial Assistance Contract.

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: 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, adjustment requested
 - Budget will be reopened (automated email)
 - Make requested adjustment, resubmit budget
 - TJJJ will review/finalize
 - *Request must come from CJPO*

Audit Requirements

- ▶ Updated each year as required
- ▶ Available on our website (resources, fiscal)
- ▶ 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.

Frequently Asked Questions

- ▶ How do I account for my FY2013 rollover money?
 - Amendment #15
 - Grant A-2013 paper report
 - Record in GM under FY2013, Adjustment to Grant A, Q4, applicable comments
- ▶ 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?
 - The website is still showing the OLD category titles. We have been unable to update it.
 - 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

Contact Information

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