Adult Education District Workshop

2021

Grants – Fund 100

- Types
  - State of Florida
  - Local
- Steps
  - Inform Budgeting of grant submission
  - Inform Budgeting of grant approval
    - Submit entire signed Award Notification to Budgeting
    - Submit Budget Set up Form to Budgeting
    - Budgeting will return the completed form with the new project number

Grants – Fund 100 (cont.)

- Steps (cont.)
  - Submission for Reimbursement
    - Submit, at a minimum, quarterly for reimbursement of funds spent to date, unless otherwise notated in Award Notification.
      - Submit copy to Budgeting
- Budget and Expenditure Transfers
  - The Budget Transfer request form is used to move budget within the grant from one string to another. This may be done to clear negative balances or to purchase items with grant funds, providing we stay in the confines of the approved grant. Budget cannot be moved into your grant project from another project.
  - The Expenditure Transfer request form is used to move expenditures that have been posted in the system to a different string. Unlike budget, expenditures cannot be entered by you, they must be submitted to budgeting for review and approval and then submitted to Accounting Services for input.

Grants – Fund 100 (cont.)

> Forms

> > Budget Set-Up Form

A) _____
Project/Program Title   Date _____

B) (Budgeting will supply)
Project number

C) _____
Project/Grant Manager

(1) COST CENTER	(2) FUNCTION	(3) OBJECT	(4) PROGRAM	(3) DESCRIPTION	(5) AMOUNT

Grants – Fund 100 (cont.)

- Forms (cont.)
  - Budget Transfer Form

Grants – Fund 100 (cont.)

➢ Forms (cont.)

  ➢ Expenditure Transfer Form

REQUEST FOR EXPENDITURE TRANSFER FY21

FOR ACCOUNTING USE ONLY:		
AJE NUMBER:		DATE: _____
DATE:		
PAGE:		FROM DEPT/SCHOOL_____

Please move expense as follows:

FROM:

Action	Fund	GL	School/Dept	Project	Function	Object Code	Program Code	Amount	OFFSET
								TOTAL	$ -

TO:

Action	Fund	GL	School/Dept	Project	Function	Object Code	Program Code	Amount	OFFSET
								TOTAL	$ -

***** Note: Shaded areas for Accounting Use**

Justification:

**PREPARED BY: _____   **DEPT/SCHOOL APPROVAL: _____

BUDGETING DEPT. APPROVAL* _____   DATE: _____

*All fund 100 & 921 expenditure transfers must be approved by Budgeting Dept.   ** Please sign and date using blue ink.