



**Weston Public Schools**  
**Grant Budget Reports**

Finance and Operations Office  
 89 Wellesley Street  
 Weston, MA 02493

<b>Procedure:</b>	Grant Budget Reports	<b>Revised Date:</b>	May, 2012
<b>Policy:</b> Provide accurate and auditable records of all financial transactions.			
The purpose of Grant Reporting is to provide financial detail for each active grant on revenue receipts; current year expended and encumbered data and cash balance.			
<b>Completed By:</b>	Business Office Bookkeeper	<b>Reviewed By:</b>	Grant Managers
<b>Approved By:</b>	Assistant Superintendent for Finance and Operations	<b>Entered By:</b>	Business Office Bookkeeper
<b>Form Title:</b>	Grant Budget Reports	<b>Estimated Time Frame:</b>	By the 20 <sup>th</sup> of each month
<b>Process for Completion:</b>			
Grant funds provide a significant resource to the district. Accurate tracking of expenditures and timely revenue requests allow the district to maximize these resources.			
An excel file (spreadsheet) is maintained by the Bookkeeping Office for each grant fund.			
The excel file captures the following data:			
<ul style="list-style-type: none"> <li>• Grant title;</li> <li>• Grant manger's name;</li> <li>• Fund code and source;</li> <li>• WPS account code;</li> <li>• Dates of grant award;</li> <li>• Budget by object codes;</li> <li>• Transaction dates;</li> <li>• Revenue received;</li> <li>• Expenditure and encumbrance data; and</li> <li>• Cash balance.</li> </ul>			
The files are used to (track) communicate information between the Bookkeeping Office and the grant managers. In addition, they are used as the basis for cash requests and amendments. The Bookkeeping Office maintains the audit files for all grant funds by fiscal year. Grant reports are reconciled to the General Ledger monthly.			
An example of a Grant spreadsheet is attached.			
<b>For additional information, please contact:</b>			
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<b>Weston School Committee Policy:</b>	Fiscal Accounting and Reporting, DI		

