



Weston Public Schools
Revenue – DESE Grant Funds

Finance and Operations Office
 89 Wellesley Street
 Weston, MA 02493

Procedure:	Requesting Grant Funds	Revised Date:	May, 2012
Policy: WPS will follow all relevant laws and regulations with regard to Federal and State Grants.			
The purpose of the Revenue – DESE Grant Funds is to outline the steps necessary to request revenue from DESE on a monthly basis.			
Completed By:	Business Office Bookkeeper	Reviewed By:	Assistant Superintendent for Finance and Operations
Approved By:	Assistant Superintendent for Finance and Operations	Entered By:	Treasurer’s Office
Form Title:	DESE Web Site	Estimated Time Frame:	1 week
Process for Completion:			
<p>The Massachusetts Department of Elementary and Secondary Education (MA DESE) open the Grants Management web site on a monthly basis (http://doegrants.wji.com). The process includes:</p> <ul style="list-style-type: none"> • The Business Office Bookkeeper provides the updated grant tracking sheets by the 25th of each month. The grant reports tie to the general ledger and provide the cash balance of the grant fund. • The Assistant Superintendent for Finance and Operations reviews the spreadsheets to ensure they accurately reflect the information contained in the general ledger. • Once the accuracy is confirmed, the Assistant Superintendent for Finance and Operations logs into the DESE Grants Management site and, grant by grant, enters in the year-to-date expended amounts. • The Assistant Superintendent for Finance and Operations prints out each page of the submission (3 in total). • The submission sheets, along with the general ledger print out and Business Office tracking sheets are filed in a notebook by fiscal year. These files are available to the auditors, as needed. • The Final Financial Report must be signed by the Assistant Superintendent for Finance and Operations and mailed to the DESE within 30 days after the close of the grant. • If there are surplus funds to be returned to DESE, a payment voucher must be processed through the Bookkeeping Office as a return of revenue funds. Attached to the payment voucher, and accompanying the check, is a copy of the Final Finance Report. <p>The Grants Management system is accessible to all individuals with a vested interest in the MA DESE grants (town and/or school) staff. The manager of the system is the Assistant Superintendent for Finance and Operations. Access is gained through this individual.</p>			
For additional information, please contact:			
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Weston School Committee Policy:	Revenue from Non-Tax Sources, DF; Depository of Funds, DG		