



Weston Public Schools
Revenue – Federal Grant Funds

Finance and Operations Office
 89 Wellesley Street
 Weston, MA 02493

Procedure:	Requesting Grant Funds	Revised Date:	May, 2012
Policy: WPS will follow relevant laws and regulations with regard to Federal and State Grants.			
The purpose of the Revenue – Federal Grant Funds is to outline the steps necessary to request revenue from Federal Department of Education’s G5 system as needed.			
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:	G5 Web Site (www.G5.gov)	Estimated Time Frame:	1 week
Process for Completion:			
<p>The Federal Department of Education (FED DOE) on-line payment system for all federal funds (https://www.g5.gov/). 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, and a negative cash balance exists, the Assistant Superintendent for Finance and Operations logs into the G5 Grants Management site and, grant by grant, enters in the revenue amount requested. All funds received must be used within 24 hours of receipt. Therefore, WPS only seeks the funds when there is a negative cash balance to ensure we are in compliance. • The Assistant Superintendent for Finance and Operations prints out a copy of the funds requested. • 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. • On an annual basis, the district is required to update the Central Contractor Registration (CCR). Federal grants, assistance awards and most other types of federal funding require to be registered with Central Contractor Registration. This process verifies the DUNS number used for each grant. Failure to update this in a timely manner will require reauthorization which is a time consuming process. <p>The G5 Grants Management system is accessible to the Assistant Superintendent for Finance and Operations only.</p>			
For additional information, please contact:			
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Weston School Committee Policy:	Revenue from Non-Tax Sources, DF; Depository of Funds, DG		