

**State/ Federal Grant
Payment Process
Focusing on Cash Management Report**

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1. Type of Projects : State or Federal

Funding Source: S (State) or F (Federal)

Project Number: **11****S**ACSEB-160001-02A

Fiscal year

11**F**AATTI-160326-07A

2. State Grants Payment

ADE generates a payment according to its project payment schedule
(if Current Status = Compliant)

Ex) 11SACSEB-160940-02
(Payment Schedule)

* Payment in progress
RSP=Remaining Scheduled Payment

PAYMENT SCHEDULE STATUS		
Month	Scheduled Amount	Amount Paid to Date
July	0.00	0.00
August	958.19	958.19
September	541.30	541.30
October	541.30	541.30
November	541.30	541.30
December	541.30	0.00
January	541.30	0.00
February	541.30	0.00
March	541.30	0.00
April	541.30	0.00
May	541.30	0.00
June	541.33	0.00
July (13)	0.00	0.00
August (14)	0.00	0.00
September (15)	0.00	0.00
RSP	0.00	0.00
Total	6,371.22	2,582.09

2. State Grants Payment

-No Cash Management Report required

- Goods/ Services must be received by the project end date (6/30/YEAR)

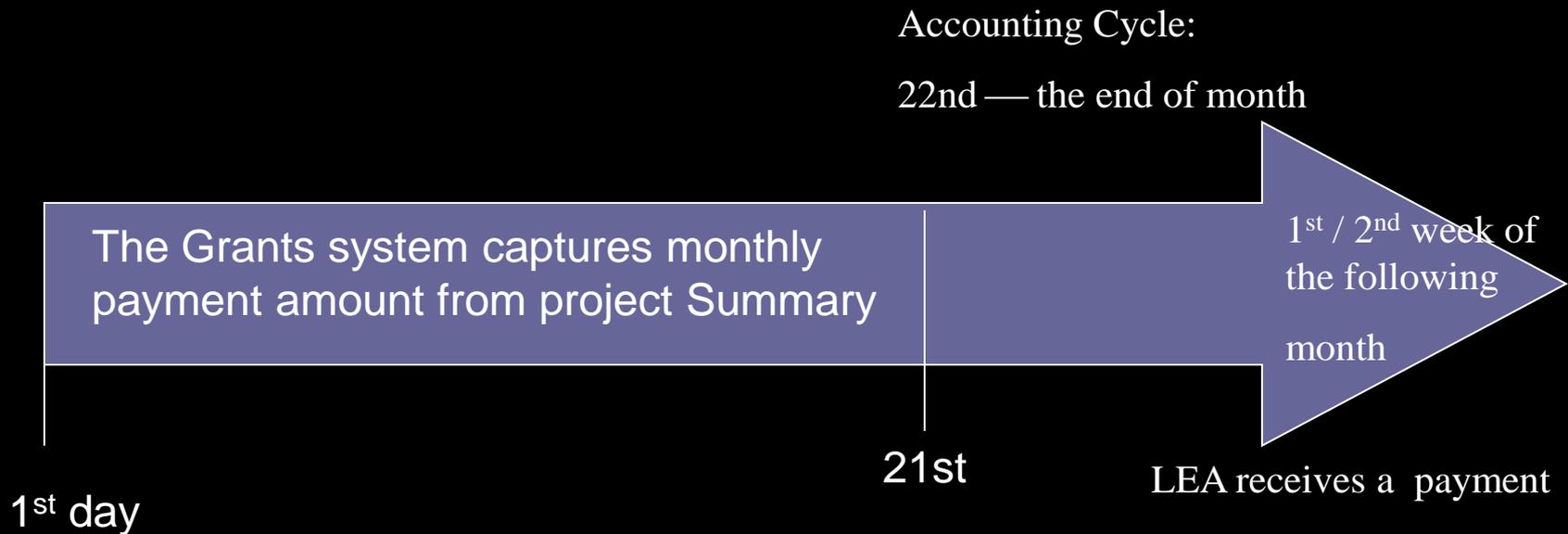
- Projects must be compliant through out the year to receive payments

* Payment in progress

RSP=Remaining Scheduled Payment

PAYMENT SCHEDULE STATUS		
Month	Scheduled Amount	Amount Paid to Date
July	0.00	0.00
August	958.19	958.19
September	541.30	541.30
October	541.30	541.30
November	541.30	541.30
December	541.30	0.00
January	541.30	0.00
February	541.30	0.00
March	541.30	0.00
April	541.30	0.00
May	541.30	0.00
June	541.33	0.00
July (13)	0.00	0.00
August (14)	0.00	0.00
September (15)	0.00	0.00
RSP	0.00	0.00
Total	6,371.22	2,582.09

2. State Grants Payment



* Application approved during the ADE accounting cycle (22 – the end of month) – Project will be created on the 1st of the following month. Any scheduled initial disbursement will be automatically moved to the next month.

Ex) Application approved on 11/22/2010 with December as initial payment.
Project gets created on 12/1/2010. LEA receives January payment

3. Federal Grants Payment

ADE generates a payment according to its monthly cash management report (if Current Status = Compliant)

Ex) 11FSECCL-160679-04A (Payment Schedule)

* Payment in progress
RSP=Remaining Scheduled Payment

PAYMENT SCHEDULE STATUS		
Month	Scheduled Amount	Amount Paid to Date
July	0.00	0.00
August	0.00	0.00
September	12,000.00	12,000.00
October	2,538.00	2,538.00
November	0.00	0.00
December	0.00	0.00
January	0.00	0.00
February	0.00	0.00
March	0.00	0.00
April	0.00	0.00
May	0.00	0.00
June	0.00	0.00
July (13)	0.00	0.00
August (14)	0.00	0.00
September (15)	0.00	0.00
RSP	105,462.00	0.00
Total	120,000.00	14,538.00

3. Federal Grants Payment

Cash Management Report

- a. Project Cash Management Report Compliance
- b. Determine the upcoming month's payment

* Payment in progress
RSP=Remaining Scheduled Payment

PAYMENT SCHEDULE STATUS		
Month	Scheduled Amount	Amount Paid to Date
July	0.00	0.00
August	0.00	0.00
September	12,000.00	12,000.00
October	2,538.00	2,538.00
November	0.00	0.00
December	0.00	0.00
January	0.00	0.00
February	0.00	0.00
March	0.00	0.00
April	0.00	0.00
May	0.00	0.00
June	0.00	0.00
July (13)	0.00	0.00
August (14)	0.00	0.00
September (15)	0.00	0.00
RSP	105,462.00	0.00
Total	120,000.00	14,538.00

3. Federal Grants Payment

First Cash Management Report Due :

A report is due **the first month of an initial disbursement** or when **Local carryover is amended** into the project, which ever comes first!

Ex) LEA needs to submit a cash management report in January after receiving the January payment.

PAYMENT SCHEDULE STATUS		
Month	Scheduled Amount	Amount Paid to Date
July	0.00	0.00
August	0.00	0.00
September	0.00	0.00
October	0.00	0.00
November	0.00	0.00
December	0.00	0.00
January	100,000.00	0.00
February	0.00	0.00
March	0.00	0.00
April	0.00	0.00
May	0.00	0.00
June	0.00	0.00
July (13)	0.00	0.00
August (14)	0.00	0.00
September (15)	0.00	0.00
RSP	6,309,831.00	0.00
Total	6,409,831.00	0.00

* Payment(s) in progress
RSP=Remaining Scheduled Payment

3. Federal Grants Payment

Example project 1 – initial disbursement scheduled in January.

a. July through December : Cash Management Status will be compliant

b. Project displays Cash Management Due Flag starting in January (if January payment goes out)

PAYMENT SCHEDULE STATUS		
Month	Scheduled Amount	Amount Paid to Date
July	0.00	0.00
August	0.00	0.00
September	0.00	0.00
October	0.00	0.00
November	0.00	0.00
December	0.00	0.00
January	100,000.00	0.00
February	0.00	0.00
March	0.00	0.00
April	0.00	0.00
May	0.00	0.00
June	0.00	0.00
July (13)	0.00	0.00
August (14)	0.00	0.00
September (15)	0.00	0.00
RSP	6,309,831.00	0.00
Total	6,409,831.00	0.00

* Payment(s) in progress
RSP=Remaining Scheduled Payment

Fiscal Year	Grant Name	Project Number	Cash Management Status	
2011	Title I LEA	11FAATTI-160677-10A	Compliant	View Previous Cash Management Reports

3. Federal Grants Payment

Example project 2

What happens if LEA submits an CMR in November?

The Grant System will over write your initial disbursement with Cash Management Report Disbursement Amount for the upcoming month

PAYMENT SCHEDULE STATUS		
Month	Scheduled Amount	Amount Paid to Date
July	0.00	0.00
August	0.00	0.00
September	0.00	0.00
October	0.00	0.00
November	0.00	0.00
December	4,400.00	0.00
January	0.00	0.00
February	0.00	0.00

PAYMENT SCHEDULE STATUS		
Month	Scheduled Amount	Amount Paid to Date
July	0.00	0.00
August	0.00	0.00
September	0.00	0.00
October	0.00	0.00
November	0.00	0.00
December	0.00	0.00
January	100,000.00	0.00
February	0.00	0.00
March	0.00	0.00
April	0.00	0.00
May	0.00	0.00
June	0.00	0.00
July (13)	0.00	0.00
August (14)	0.00	0.00
September (15)	0.00	0.00
RSP	6,309,831.00	0.00
Total	6,409,831.00	0.00

* Payment(s) in progress
RSP=Remaining Scheduled Payment

3. Federal Grants Payment

Example Project 3:

- a. There is no scheduled payment. Budget Total placed in RSP.
- b. LEA must submit a cash management report to draw down the initial payment

Current Status	Compliant
-----------------------	------------------

Cash Management Status	
Compliant	View Previous Cash Management Reports

PAYMENT SCHEDULE STATUS		
Month	Scheduled Amount	Amount Paid to Date
July	0.00	0.00
August	0.00	0.00
September	0.00	0.00
October	0.00	0.00
November	0.00	0.00
December	0.00	0.00
January	0.00	0.00
February	0.00	0.00
March	0.00	0.00
April	0.00	0.00
May	0.00	0.00
June	0.00	0.00
July (13)	0.00	0.00
August (14)	0.00	0.00
September (15)	0.00	0.00
RSP	1,928,853.00	0.00
Total	1,928,853.00	0.00

* Payment(s) in progress
RSP=Remaining Scheduled Payment

3. Federal Grants Payment

After a project shows any revenue (Initial disbursement or Local carryover), a monthly cash management report is required for all federal projects and must be submitted the 1st through the 18th of every month



Ex) November Cash management report --- generates December payment

3. Federal Grants Payment



- **Application approved during the ADE accounting cycle (22 – the end of month)** – Project will be created **on the 1st of the following month**. Any scheduled initial disbursement will be automatically moved to the next month.

Ex) Application approved on 11/22/2010 with December as initial payment. Project gets created on 12/1/2010. LEA receives January payment. LEA should submit a cash management report in January.

3. Federal Grants Payment

Cash Management Reporting ceases when the following two conditions are met :

a. The full state payments have been made (LEA draws down all of grant monies)

And

b. The subrecipient reports the cash balance as “Zero” (LEA spent all of cash)

3. Federal Grants Payment

a. The full state payments have been made (LEA draws down all of grant monies)

Funding Type	Amount
Local Funds	
2008 Carryover	0.00
2009 Carryover	1,300.99
2008 Interest Carryover	0.00
2009 Interest Carryover	0.00
Miscellaneous Local	0.00
Other Local	0.00
Subtotal Local Funds	1,300.99
State Funds	
2008 Undisbursed Carryover	0.00
2009 Undisbursed Carryover	0.00
2008 Unbudgeted Carryover	0.00
2009 Unbudgeted Carryover	0.00
2008 Holdback	0.00
2009 Holdback	0.00
2010 Allocation	37,543.00
Subtotal State Funds	37,543.00
Total Funds	38,843.99

PAYMENT SCHEDULE STATUS		
Month	Scheduled Amount	Amount Paid to Date
July	0.00	0.00
August	0.00	0.00
September	0.00	0.00
October	0.00	0.00
November	0.00	0.00
December	11,000.00	11,000.00
January	5,000.00	5,000.00
February	5,200.00	5,200.00
March	7,200.00	7,200.00
April	4,300.00	4,300.00
May	4,843.00	4,843.00
June	0.00	0.00
July (13)	0.00	0.00
August (14)	0.00	0.00
September (15)	0.00	0.00
RSP	0.00	0.00
Total	37,543.00	37,543.00

3. Federal Grants Payment

b. The subrecipient reports the cash balance as “Zero” (LEA spent all of cash)

Cash Management Report	
Total Budget	\$38,843.99
Disbursement from ADE to Date	\$37,543.00
Allowable Adjusted Cash Balance	\$0.00
Cash Balance	\$0.00
Encumbrances/Requisitions	\$0.00
Adjusted Cash Balance	\$0.00
Disbursement to subrecipient	\$0.00
Allocation Balance	\$0.00

3. Federal Grants Payment

The last opportunity to submit a report to receive a payment through CMR is between the 1st - 18th in the preceding month of your project end date.

Ex) Project End 06/30
 Final Month Disbursement – June
June payment coming from **May Cash Management Report**

Ex) Project End 08/31
 July cash management report generates August payment.

PAYMENT SCHEDULE STATUS		
Month	Scheduled Amount	Amount Paid to Date
July	0.00	0.00
August	0.00	0.00
September	0.00	0.00
October	0.00	0.00
November	0.00	0.00
December	11,000.00	11,000.00
January	5,000.00	5,000.00
February	5,200.00	5,200.00
March	7,200.00	7,200.00
April	4,300.00	4,300.00
May	4,843.00	4,843.00
June	0.00	0.00
July (13)	0.00	0.00
August (14)	0.00	0.00
September (15)	0.00	0.00
RSP	0.00	0.00
Total	37,543.00	37,543.00

3. Federal Grants Payment

Project Ending 6/30 : May Cash Management → Final June Payment

Ex) May Cash Management Report
= Expenditure as of Today
+ remainder month expenditure
(May)
+ 30 days need (June)

* Include all estimated expenditures
to be incurred by June 30th and
Paid by June 30
(ADE Grants Business Guidelines VI-J-7)

PAYMENT SCHEDULE STATUS		
Month	Scheduled Amount	Amount Paid to Date
July	0.00	0.00
August	0.00	0.00
September	0.00	0.00
October	0.00	0.00
November	0.00	0.00
December	11,000.00	11,000.00
January	5,000.00	5,000.00
February	5,200.00	5,200.00
March	7,200.00	7,200.00
April	4,300.00	4,300.00
May	4,843.00	4,843.00
June	0.00	0.00
July (13)	0.00	0.00

3. Federal Grants Payment

The Last opportunity to submit any cash management report is the project end date. However, no disbursement will be made!

Ex) Project End 06/30

June cash management report will be the last cash management report.

PAYMENT SCHEDULE STATUS		
Month	Scheduled Amount	Amount Paid to Date
July	0.00	0.00
August	0.00	0.00
September	0.00	0.00
October	0.00	0.00
November	15,703.00	15,703.00
December	0.00	0.00
January	0.00	0.00
February	0.00	0.00
March	0.00	0.00
April	0.00	0.00
May	0.00	0.00
June	0.00	0.00
July (13)	0.00	0.00
August (14)	0.00	0.00
September (15)	0.00	0.00
RSP	70,485.00	0.00
Total	86,188.00	15,703.00

3. Federal Grants Payment

Ex. Project Ending 06/30

June cash management report is still required for compliance check!

Monthly Cash Management Report

- a. Compliance check
- b. Next month payment

PAYMENT SCHEDULE STATUS		
Month	Scheduled Amount	Amount Paid to Date
July	0.00	0.00
August	0.00	0.00
September	0.00	0.00
October	0.00	0.00
November	15,703.00	15,703.00
December	0.00	0.00
January	0.00	0.00
February	0.00	0.00
March	0.00	0.00
April	0.00	0.00
May	0.00	0.00
June	0.00	0.00
July (13)	0.00	0.00
August (14)	0.00	0.00
September (15)	0.00	0.00
RSP	70,485.00	0.00
Total	86,188.00	15,703.00

3. Federal Grants Payment

Ex. What if I had more expenditure than what ADE paid in June and Project ends 06/30?

Final Payment will be sent to LEA upon approval of its completion report.

PAYMENT SCHEDULE STATUS		
Month	Scheduled Amount	Amount Paid to Date
July	0.00	0.00
August	0.00	0.00
September	0.00	0.00
October	0.00	0.00
November	15,703.00	15,703.00
December	0.00	0.00
January	0.00	0.00
February	0.00	0.00
March	0.00	0.00
April	0.00	0.00
May	0.00	0.00
June	0.00	0.00
July (13)	0.00	0.00
August (14)	0.00	0.00
September (15)	0.00	0.00
RSP	70,485.00	0.00
Total	86,188.00	15,703.00

4. Cash Management Report (CMR)

(Step by Step Instruction)

- 1) Log onto Common Logon
- 2) Select Grants Management
- 3) Select Cash Management Report (only GSA signer)
- 4) Click "Continue"
- 5) Click "Show Projects"

Fiscal Year	Grant Name	Project Number	Cash Management Status	
2011	ARRA Education Stabilization Fund - Fall	11FAASFF-160884-02A	Compliant	View Previous Cash Management Reports
2011	ARRA Enhancing Education Through Technology Title II-D	11FETEET-160884-06A	Compliant	View Previous Cash Management Reports
2011	ARRA IDEA Preschool	11FECAIP-160884-09A	Compliant	View Previous Cash Management Reports
2011	ARRA McKinney-Vento Renewal Grant	11FSEVRG-160884-05A	Compliant	View Previous Cash Management Reports
2011	Enhancing Ed thru Technology	11FETETF-160884-07A	Out of Compliance	View Previous Cash Management Reports
2011	IDEA-Basic-Ent	11FESCGB-160884-10A	Compliant	View Previous Cash Management Reports
2011	IDEA-Highly Qualified Paraprofessional YEAR 4	11FESHQ4-160884-03A	Out of Compliance	View Previous Cash Management Reports
2011	IDEA-Preschool Grant	11FECCBP-160884-04A	Compliant	View Previous Cash Management Reports
2011	Reading First Subgrant - Sustainability	11FSEFSS-160884-01A	Compliant	View Previous Cash Management Reports

4. Cash Management Report (CMR)

6) Click on View Previous Cash Management Reports to view the prior CMR.

Fiscal Year	Grant Name	Project Number	Cash Management Status	
2011	ARRA Education Stabilization Fund - Fall	11FAASFF-160884-02A	Compliant	View Previous Cash Management Reports

Month	Status
July 2010	No CM Report submitted
August 2010	Compliant
September 2010	No CM Report submitted
October 2010	No CM Report submitted
November 2010	No CM Report submitted

Ex. Project ceased for CMR reporting requirement

Cash Management Report	
Total Budget	\$58,689.65
Disbursement from ADE to Date	\$58,689.65
Allowable Adjusted Cash Balance	\$0.00
Cash Balance	\$0.00
Encumbrances /Requisitions	\$0.00
Adjusted Cash Balance	\$0.00
Disbursement to subrecipient	\$0.00
Allocation Balance	\$0.00

4. Cash Management Report (CMR)

6) Click on View Previous Cash Management Reports to view the prior CMR.

Fiscal Year	Grant Name	Project Number	Cash Management Status	
2011	ARRA Enhancing Education Through Technology Title II-D	11FETEET-160884-06A	Compliant	View Previous Cash Management Reports

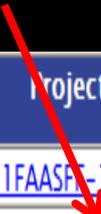
Month	Status
July 2010	No CM Report submitted
August 2010	No CM Report submitted
September 2010	No CM Report submitted
October 2010	No CM Report submitted
November 2010	No CM Report submitted

Ex. CMR compliant even though LEA didn't submit a CMR : LEA has not received an initial disbursement.

PAYMENT SCHEDULE STATUS		
Month	Scheduled Amount	Amount Paid to Date
July	0.00	0.00
August	0.00	0.00
September	0.00	0.00
October	0.00	0.00
November *	18,000.00	0.00
December	0.00	0.00
January	0.00	0.00
February	0.00	0.00
March	0.00	0.00
April	0.00	0.00
May	0.00	0.00
June	0.00	0.00
July (13)	0.00	0.00
August (14)	0.00	0.00
September (15)	0.00	0.00
RSP	12,034.98	0.00
Total	30,034.98	0.00

4. Cash Management Report (CMR)

7) Click on "Project Number"



Fiscal Year	Grant Name	Project Number	Cash Management Status	
2011	ARRA Education Stabilization Fund - Fall	11FAASF-160884-02A	Compliant	View Previous Cash Management Reports
2011	ARRA Enhancing Education Through Technology Title II-D	11FETEET-160884-06A	Compliant	View Previous Cash Management Reports
2011	ARRA IDEA Preschool	11FECAIP-160884-09A	Compliant	View Previous Cash Management Reports
2011	ARRA McKinney-Vento Renewal Grant	11FSEVRG-160884-05A	Compliant	View Previous Cash Management Reports
2011	Enhancing Ed thru Technology	11FETETF-160884-07A	Out of Compliance	View Previous Cash Management Reports
2011	IDEA-Basic-Ent	11FESCBG-160884-10A	Compliant	View Previous Cash Management Reports
2011	IDEA-Highly Qualified Paraprofessional YEAR 4	11FESHQ4-160884-03A	Out of Compliance	View Previous Cash Management Reports
2011	IDEA-Preschool Grant	11FECCBP-160884-04A	Compliant	View Previous Cash Management Reports
2011	Reading First Subgrant - Sustainability	11FSEFSS-160884-01A	Compliant	View Previous Cash Management Reports

4. Cash Management Report (CMR)

8) Complete Cash Management Report Data – Enter Cash Balance

Cash Management Report Data	
1. Total Budget	345,146.58
2. Project Revenue to Date	
Disbursement from ADE to Date	34,514.65
Approved Local Carryover	0.00
Total	34,514.65
3. Allowable Adjusted Cash Balance	0.00
4. Cash Balance	0.00
5. Encumbrances/Requisitions	0.00

4. Cash Balance

= Project Revenue to Date
(Disbursement from ADE to Date
+ Approved Local Carryover)
– Expenditure Total as of today

Ex) Cash Balance
= 34,514.65 – 44,514.65
= (10,000)

Negative Cash Balance :
LEA spent more than ADE
disbursement

4. Cash Management Report (CMR)

8) Complete Cash Management Report Data – Enter Encumbrances / Req

Cash Management Report Data	
1. Total Budget	345,146.58
2. Project Revenue to Date	
Disbursement from ADE to Date	34,514.65
Approved Local Carryover	0.00
Total	34,514.65
3. Allowable Adjusted Cash Balance	0.00
4. Cash Balance	0.00
5. Encumbrances/Requisitions	0.00

5. Encumbrances / Requisition

- a. Currently encumbered/
reserved /requisitioned
- b. Received but unpaid invoices
- c. Two payroll periods in
upcoming month

* Can be paid within 30 days of
the cash advance request (30
days- need)

4. Cash Management Report (CMR)

8) Complete Cash Management Report Data (Negative Adjusted Cash Balance)

Cash Management Report Data	
1. Total Budget	345,146.58
2. Project Revenue to Date	
Disbursement from ADE to Date	34,514.65
Approved Local Carryover	0.00
Total	34,514.65
3. Allowable Adjusted Cash Balance	0.00
4. Cash Balance	-10,000
5. Encumbrances/Requisitions	30000

6. Adjusted Cash Balance

= Cash Balance

– Encumbrances/ Requisitions

Negative Adjusted Cash Balance makes the project Cash Management Compliant

Adjusted Cash Balance
= $-10,000 - 30,000 = -40,000$

If a project is compliant, then ADE will disburse \$40,000 based on this CMR

4. Cash Management Report (CMR)

8) Complete Cash Management Report Data (Positive Adjusted Cash Balance)

Cash Management Report Data	
1. Total Budget	345,146.58
2. Project Revenue to Date	
Disbursement from ADE to Date	34,514.65
Approved Local Carryover	0.00
Total	34,514.65
3. Allowable Adjusted Cash Balance	0.00
4. Cash Balance	34,514.65
5. Encumbrances/Requisitions	30,000.00

6. Adjusted Cash Balance

= Cash Balance

– Encumbrances/ Requisitions

Adjusted Cash Balance

$$= 34,514.65 - 30,000 = 4,514.65$$

Adjusted Cash Balance = Positive means even subtracting next 30 days expenditure, LEA still has unexpended cash on hand.

Cash Management Out of Compliance

4. Cash Management Report (CMR)

Cash Management Status	
Receipt #	CM1212201
Status	Non-Compliant
Submitted by	
Submitted Date	11/8/2010 12:04:29 PM

Cash Management Report	
Total Budget	\$1,923.00
Disbursement from ADE to Date	\$507.57
Allowable Adjusted Cash Balance	\$0.00
Cash Balance	\$492.43
Encumbrances/Requisitions	\$0.00
Adjusted Cash Balance	\$492.43
Disbursement to subrecipient	\$0.00
Allocation Balance	\$1,415.43

Project Holds | Cash Management Out of Compliance

6. Adjusted Cash Balance

= Cash Balance

– Encumbrances/ Requisitions

Adjusted Cash Balance
= 492.43 – 0 = 492.43

Positive Adjusted Cash
Balance
↓

CMR status : Non-Compliant

↓
Project Holds: Cash
Management Out of
Compliance

4. Cash Management Report (CMR)

Cash Management Status	
Receipt #	CM1212202
Status	Compliant
Submitted by	
Submitted Date	11/8/2010 12:06:54 PM

Cash Management Report	
Total Budget	\$21,303.64
Disbursement from ADE to Date	\$2,581.51
Allowable Adjusted Cash Balance	\$0.00
Cash Balance	\$444.34
Encumbrances/Requisitions	\$3,405.92
Adjusted Cash Balance	-\$2,961.58
Disbursement to subrecipient	\$2,961.58
Allocation Balance	\$15,760.55

Project Holds Compliant

6. Adjusted Cash Balance

= Cash Balance

– Encumbrances/ Requisitions

Adjusted Cash Balance

$$= 444.34 - 3,405.92 = -2,961.58$$

Negative Adjusted Cash Balance

↓
CMR status : Compliant

CMR Submitted during 1st through 18th

Project Holds: Compliant

↓
ADE generates a payment

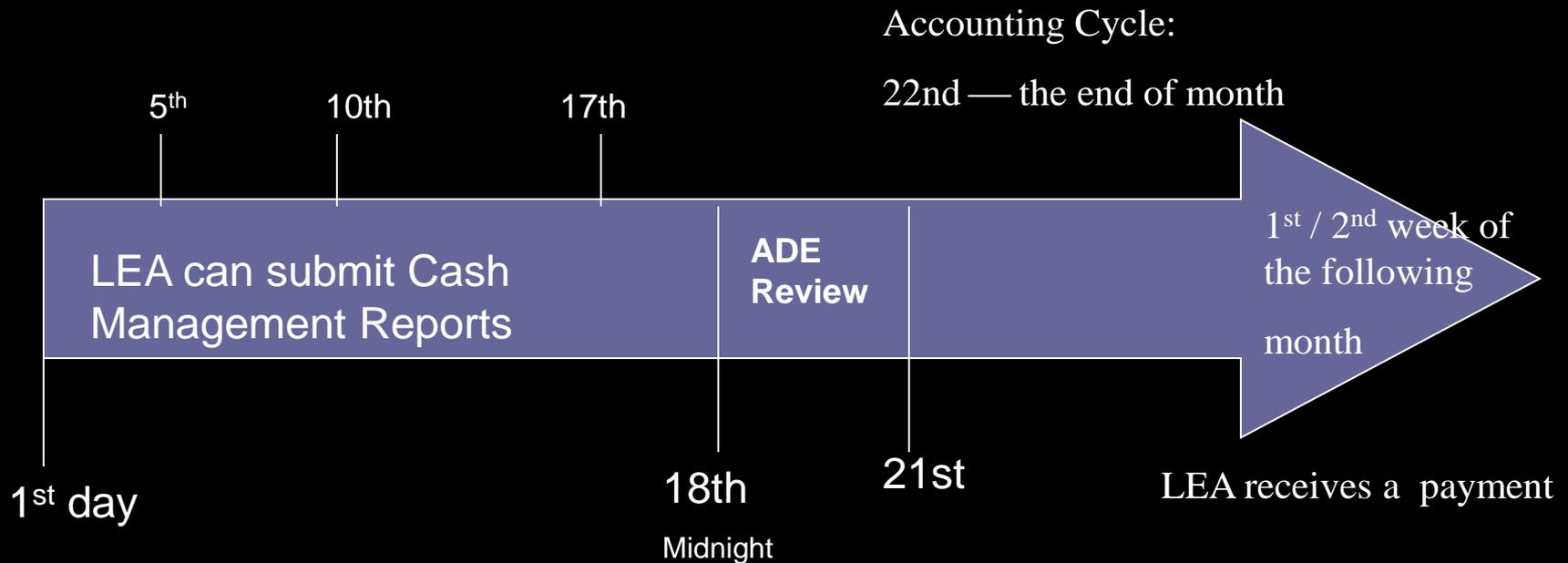
4. Cash Management Report (CMR)

Cash Management Report Status

- **Cash Management Due (Flag) :**
1st and 18th of each month from the month a project shows any revenue.
- **Cash Management Non submission (Hold):** 19th of each month if LEA doesn't submit a required cash management report prior to 19th
- **Cash Management Compliant :** Adjust Cash Balance is zero or negative
- **Cash Management Out of Compliance (Hold) :**
Adjust Cash Balance is greater than 0. (even with next 30 days encumbered expenditure, LEA still has unexpended cash on hand)

4. Cash Management Report (CMR)

Monthly Cash Management Report Cycle



LEA can submit multiple cash management reports prior to 19th of each month – on 19th, the Grant System will capture the latest cash management submitted by LEA (ex. 17th)

5. ADE Cash Management Monitoring Process

1. Submission status of monthly Cash Management Report
2. Cash Management Out of Compliance:
Positive Cash on Hand
3. Cash Management Compliant:
Percent of Disbursement request
 $= \text{Disbursement} / \text{Budget Total}$

5. ADE Cash Management Monitoring Process

(19 through 21 of each month)

Cash Management Out of Compliance : Positive Cash on Hand

2. ADE Program Area: Please review Cash on Hand status for your unit.
LEA with excess cash on hand should be monitored by each program area.

of Cash Management Reports with excess cash on hand

# of Cash Management Reports	
Unit	Total
21st Century	21
Career & Technical Education	21
Exceptional Student Services	55
Reading First	1
Special Populations/Projects	3
Program Operations	11
School Improvement & Intervention	2
School Safety	8
Educational Technology	9
Adult Education	4

ADE Grant Guidelines (VI-J-6)

Districts/ Charters may not accumulate excess cash. In order to maintain ADE cash management compliance, districts/ charters must not accumulate a positive adjusted cash balance.

5. ADE Cash Management Monitoring Process

(19 through 21 of each month)

Cash Management Compliant : Percent of Disbursement request

# of Cash Management Reports requesting Payment > 20% of Budget Total	
# of Cash Management Reports	
Unit	Total
21st Century	13
Adult Education	5
Career & Technical Education	11
Educational Technology	8
Exceptional Student Services	45
Program Operations	5
School Improvement & Intervention	1
Special Populations/Projects	3
Standards Based Best Practices	1
Title I	9
Title II - Highly Qualified Professiona	8
Grand Total	109

ADE Grants Guidelines: VI-J-6
 To prevent districts/ charters from having excess cash on hand, the cash management reporting system will only allow a maximum disbursement of 20 % of its budget (currently in process of system update)

* Cash Management Report requesting more than 20% of Budget Total

6. Monthly Cash Management Tracking Report

Project End Date	Cash Management Due Date	Cash Management Submission Date	Cash Management Submission by	Current Status	Cash On Hand	Requested Payment Amt
6/30/2011	10/18/2010	10/14/2010	lberry	CMR Out of Compliance	\$1,548.63	\$0.00
6/30/2011		10/14/2010	lberry	Compliant	(\$2,304.59)	\$2,304.59
6/30/2011				Compliant		
6/30/2011				Compliant		
10/31/2010		10/14/2010	lberry	Compliant	(\$879.03)	\$879.03
6/30/2011		10/14/2010	lberry	Compliant	(\$222.72)	\$222.72
6/30/2011		10/14/2010	lberry	Compliant	(\$3,200.38)	\$3,200.38

- ADE Grants office sends a monthly cash management tracking report to LEA on 1st, 17th, and the end of month.
- 1st of CMR Tracking Report: plan for cash management submission
- 17th of CMR Tracking Report: only LEAs that have not submitted CMR for their federal projects
- Month end CMR : Review your federal projects – check for any hold and check for upcoming month's payment

6. Monthly Cash Management Tracking Report

Project End Date	Cash Management Due Date	Cash Management Submission Date	Cash Management Submission by	Current Status	Cash On Hand	Requested Payment Amt
6/30/2011	10/18/2010	10/14/2010	lberry	CMR Out of Compliance	\$1,548.63	\$0.00
6/30/2011		10/14/2010	lberry	Compliant	(\$2,304.59)	\$2,304.59
6/30/2011				Compliant		
6/30/2011				Compliant		
10/31/2010		10/14/2010	lberry	Compliant	(\$879.03)	\$879.03
6/30/2011		10/14/2010	lberry	Compliant	(\$222.72)	\$222.72
6/30/2011		10/14/2010	lberry	Compliant	(\$3,200.38)	\$3,200.38

Example – Month End CMR tracking Report

- ✓ Current status field highlighted in blue requires your attention.
- ✓ any project with Requested Payment Amount highlighted in Green, your entity will receive the payment during the first week or second week of the payment month.
- ✓ CMR Due Date will only show if a project already received the first month payment.