Health Subaward Budgeting and Expense Reporting

Health Finance

December 10, 2024

Special Olympics

Agenda

Item	Time
Welcome	2 mins
Subaward agreement terms and compliance requirements	10 mins
Budgeting for Subaward Application and Monitoring	15 mins
Submitting Final Financial Expense Report (Reimbursements & Surplus)	15 mins
Change Request (Budget redirection, Event or Subaward end date change	8 mins
Q&A and Suggestions	10 mins

Subaward agreement terms and Compliance requirements

- ❖ Significant agreement terms:
  - ✓ Fixed subaward amounts approved and their sources of funding
  - ✓ Limited period funding: "Period of Performance" and "Budget Period"
  - ✓ Due dates to submit expense reports (interim/ final) and refund surpluses
  - ✓ Must obtain prior approval for
    - ✓ for no cost extensions - ten (10) days before grant expires
    - ✓ budget redirections – exceeding 10% of total budget (allowable *only under* same funding source)
  - ✓ Federal subawardees must complete Unique Entity Identity (UEI #) registration
  - ✓ Must comply with internal policies, rules & guidelines - travel, procurement, expense claims, time and effort records
- ❖ SOI's Comprehensive Health Subaward Budgeting Guidelines (US/Non-US)
- ❖ Federal Subawards: 2 CFR 200 - Uniform Administrative requirements, Cost Principles and mandatory Audit requirements
- ❖ Special Olympics Programs must have valid SOI accreditation while applying for subawards

Budgeting for Subaward Application

❖ Identify budget categories/ line items/unit costs/quantity

- Staffing *(Salaries and Benefits) – not eligible for all subawards*

- Experts/ Advisors/ Consultants/ Coaches/ Speakers

- Project Direct Supplies *(Clinical and Other Supplies)*

- Travel *(Air or Ground Travel/, Own Car, Room Rental, Meals & Incidentals)*

- Meetings, Conferences and Event Facilities/ Logistics

- Value In Kind (VIK) contribution

❖ Key Personnel individual details required for legal screening *(includes CEO, Board Chair, CFO, and Staff whose salary will be funded by the subaward)*

contd..

Budgeting for Subaward Application contd..

- ❖ Comprehensive Health Subaward Budgeting Guidelines: allowability, restrictions

- ❖ FAQ: Guides on completing the application and budgeting

- ❖ Eligibility of expenses may vary depending upon projects and events

- ❖ Salaries and Benefits to be budgeted separately.

- ❖ Salaries must tie to the exact percentage of time each staff will spend on project.

- ❖ Realistic cost estimates for supplies, equipment etc. as per current market price (no lump sums or guestimates)

- ❖ All budgeted items must be itemized with quantities, unit cost and justified

- ❖ Not Allowable: Alcohols, gift cards, cash incentives, entertainment expenses

Subaward Budget Monitoring

- ❖ Expenses incurred appropriately as per budget approved by SOI

- ❖ Project activities and costs limited to subgrant period approved

- ❖ Must not change any project discipline/budget line item specifically approved under each donor funding source

- ❖ Must maintain up to date project accounts and records of expenses

- ❖ Review budget vs. actual expenses regularly (monthly/ quarterly)

- ❖ Prior approval from SOI thru RHMs before making any changes to Key Personnel, Event Dates, project scope, and budget redirection for more than 10%

- ❖ Event dates can not be extended beyond Donor's prime grant award period

Submitting Final Financial Expense Report

- ❖ Financial Expense reports are submitted in Smart Simple

- ❖ Reports are completed by the designated Program Fiscal Contact

- ❖ The Primary Contact can only upload the supporting documents.

- ❖ Eligible expenses need to be appropriately spent and reported per approved budget and under appropriate budget categories

- ❖ Project activities and their expenses must be within approved subaward period

- ❖ Use the "Comments" column to provide additional information, receipt reference, partial amount claimed...etc

- ❖ Authorized Program official Certification (checks on the box)

- ❖ Unspent surplus funds must be refunded to SOI within 30 days from subaward end date

Submitting Final Financial Expense Report
Supporting Documentation

- ❖ Must maintain up to date accounts and expense reports must tie to each account totals

- ❖ Salary verification and Timesheets (signed/ approved) required for Salaries and Benefits

- ❖ Upload supporting documents for expenses reported - including all receipts, bills, invoices, contracts/agreements with consultants, mileage logs, proof of payments made

- ❖ Invoices/receipts must be in English, legible, and include each transaction dates

- ❖ Per Diem/meals: must provide list of volunteers/ participants who received payments

- ❖ Label all receipts, bills, invoices etc. and then upload in order of each Budget Category and Budget Line item

- ❖ All supports submitted in other than English language and/ or reported in other than USD currency must be translated and/or converted into equivalent USD in the report

contd..

Financial Reporting Contd..

❖ All expense reports submitted are reviewed for accuracy, allowability and eligibility before final approval

❖ Missing and incorrect reports/ supports and illegible/ unorganized/ untranslated receipts are sent back for corrections/ updates

❖ Excess expenses incurred within approved budget over advances paid are reimbursed

❖ In case approved expenses are lesser than advances already released, unspent surplus are required to be refunded immediately but no later than 30 days from subaward end date

❖ All expense reports and supporting documents are subject to year-end statutory audit

❖ Delay in submission of financial reports and/or refund of surplus affects:-

  ❖ Releasing further payments

  ❖ Approving new Grant applications

  ❖ Holding up project work

  ❖ Classified under "High Risk" during Subaward Performance Risk Analysis

Budget Redirection/Change Requests

❖ Change Requests may include:

  ➢ Change in project scope

  ➢ Change in event date

  ➢ Adding new budget category/ line item that wasn't approved originally

  ➢ Redirecting more than 10% of total budget within same or different categories

  ➢ Moving any budgeted amount from one project or source of funding to another

❖ Prior approval requests must be submitted as soon as possible and no later than 10 (ten) days before subgrant end date.

❖ Requests to be submitted thru subgrant application page in Smart Simple

❖ Must submit completed Budget Redirection template to reflect details of Approved Budget, Proposed Redirections and Projected Revised Budget

❖ No budget increases allowed

Q&A and Suggestions

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