

Subrecipient Reporting, Documentation and Compliance

Health Finance

June 15, 2021

Special Olympics



1 Special Olympics

1

Reporting Terms and Conditions



1. Reporting Terms and conditions as laid out in the Subaward agreements
 - 2.5.1 Program Recipient is required to submit programmatic financial reports as set forth above in the Grant Information Table.
 - 2.5.2 The Program Recipient's report shall include all expenditures made from the Grant, including salaries, travel, and supplies. The report shall also detail the progress made toward the Grant's metrics and goals.
 - 13 **Compliance with Federal Regulations.** Program Recipient shall comply with all applicable federal laws and regulations including OMB 2 CFR Chapter I, Chapter II, Part 200, et al. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule. <http://www.ecfr.gov/> (if applicable).
2. Timelines
 - ❖ Project Implementation by June 30, 2021
 - ❖ Financial and Evaluation Reporting Due Date July 30, 2021
 - ❖ Expense Report required for each approved subaward

2 Special Olympics

2

Reporting Template and Documentation



1. Reporting Template
 - ❖ Designated Fiscal Contact will need to complete *(if applicable)*
 - ❖ Use Final Report template, complete as per "Original Approved Budget"
 - ❖ Certification, person authorized on behalf of Program
 - ❖ Redirections- Report in Actuals and upload approval request
2. Supporting Documentation
 - ❖ Receipts and supporting documents required for submission
 - ❖ Monthly timesheets, salary verification, records of bills, invoices, and receipts
 - ❖ Per Diem-List of Volunteers
 - ❖ Label and upload in order of budget categories & **disciplines**
 - ❖ Alcohol is **not** reimbursable
3. What if not submitted timely;
 - ❖ Delayed disbursement of remaining subgrant amount
 - ❖ Delayed approval of any new funding application
 - ❖ May need to refund all subgrant advances received

3 Special Olympics

3

Office Hours



Weekly Health Finance Office Hours

Thursdays at 1:00 PM EST

Join Zoom Meeting

<https://specialolympics.zoom.us/j/93946562501?pwd=NUtjUHdOeGFPWnFSNVM2U0trQkVuQT09>

4 Special Olympics

4

Questions?

Special Olympics



5 Special Olympics