

Subrecipient Reporting, Documentation and Compliance *Health Finance*

November 14, 2023

Special Olympics



Reporting Terms and Conditions



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 towards the Grant's metrics and goals.

Financial Reporting Process in Smart Simple



- ❖ 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 costs limited to the 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)
- ❖ Unitized subgrant/subaward balance must be refunded immediately

Financial Reporting Supporting Documentation



- ❖ Must maintain and report up to date project expenses as recorded in accounts
- ❖ Timesheets and salary verifications (monthly) required for Salaries and Benefits
- ❖ Upload all supporting documents for expenses reported, such as receipts, bills, invoices, contracts/agreements with consultants, mileage logs,
- ❖ Invoices/receipts from vendors must be legible and include transaction dates
- ❖ Per Diem/meals: must provide list of volunteers/ participants who received payments
- ❖ Label receipts, bills, invoices etc. and then upload in order of Budget Categories and Budget Line
- ❖ 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 and specified in each such support as back up, otherwise the claims will be summarily rejected

Financial Reporting Cont'd



- ❖ Health Finance team reviews Expense Reports submitted in Smart Simple for Desk Audit to ensure accuracy, allowability and eligibility of expenses before final approval
- ❖ Missing reports/ supports and/ or unclear/ unorganized/ untranslated receipts will be sent back to subrecipients in Smart Simple for revisions and/or clarifications

What if not submitted timely

- ❖ Delayed disbursement of remaining subaward funds
- ❖ Delayed approval of any new funding application
- ❖ Subrecipient will be required to refund subaward advances, whose expenses not reported
- ❖ Put under “High Risk” category during Subgrantee/ Subawardee Performance Risk Analysis

Budget Redirection/Change Requests



- ❖ **Change Requests include:**
 - Change to project scope or event date
 - Addition of new budget category/ line not approved earlier
 - Moving more than 10% within same or different approved budget categories
 - Moving any budgeted amount from one to another project or funding source
- ❖ **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 in Smart Simple**
- ❖ **Need to complete Budget Redirection Template to reflect originally Approved Budget, Proposed Redirection or Revisions and Projected Revised Budget**