

Financial Reconciliation Checklist

Grantee: Yellow Medicine River WD

Grant ID: P23-0008

RA: 4

Grant Start Date: 8/30/2023

Grant End Date: 12/31/2024

Grant Amount: \$50,000.00

Payment Request Date: 10/15/2024

Payment Type: 10% Payment

Desk Review

On-site Review **Date:** Click or tap to enter a date.

Date Grantee Notified of Reconciliation: 10/18/2024

Notified by: Email

Grantee Staff Present: N/A

Financial reconciliation of funds spent from 8/30/2023 through 10/15/2024

Grant Amount Reconciled: \$49,991.93 **Grant Percent Reconciled:** 99.98%

1. STAFF TIME (check the option for the documentation reviewed) or N/A

Option 1: Payroll Report for 100% of staff time charged to the grant (internal accounting system, Integrated Financial System, QuickBooks, etc.) AND Documentation of Base Rates AND Summary of Billing Rates used to charge staff time, if not in eLINK report, AND One page example of time and effort documentation, by grant and activity.

Option 2: Time Tracking System for 100% of staff time charged to the grant, by grant and activity, for all years of the grant AND Documentation of Base Rates AND Summary of Billing Rates used to charge staff time.

1a. Able to account for 100% of staff time charged to the grant and costs were incurred within the grant period?

Yes No – Explain:

1b. Is the sample time and effort documentation in accordance with BWSR guidance?

N/A Yes No – Explain:

1c. Do the wages or billing/hourly rates seem reasonable?

Yes No – Explain:

2. DIRECT (PROGRAM) COSTS (check the option for the documentation reviewed) or N/A

Option 1: *Internal accounting system report by grant (IFS, QuickBooks, etc.),*

Option 2: *Grant Tracker, Internal accounting system report (IFS, QuickBooks, etc.) with grant costs identified,*

Option 3: *100% of invoices, receipts and/or vouchers*

2a. Do the invoices/receipts/vouchers sampled support costs are allowable/reasonable and incurred within the grant period? Does the documentation include descriptions (vendor name, date work performed and/or list materials, labor or equipment used)?

N/A Yes No – Explain:

3. OUTCOME

3a. Do the total costs charged against the grant, as supported by the documentation supplied, reconcile with the total spent and reported in eLINK?

Yes Correct as amended – Explain:

3b. Training opportunities identified:

One invoice contained a date typo which was justified by the invoice supporting information. Add review to invoices before payment to ensure services billed are accurate.

3c. Noncompliance: (refer to Grant Noncompliance Policy)

The purpose of conducting this reconciliation was to provide guidance to the grantee and to ensure expenses claimed were in compliance with the grant agreement and BWSR policies.

Reconciliation completed by: _____

Date: 11/12/2024