

## Financial Reconciliation Checklist

**Grantee:** Yellow Medicine River WD **Grant ID:** C22-6389  
**Grant Title:** 2022/2023 Yellow Medicine River Watershed Based Funding **RA:** 7  
**Grant Start Date:** 6/10/2022 **Grant End Date:** 12/31/2024  
**Grant Amount:** \$1,156,688.00 **Required Match:** \$115,668.80  
**Payments To-date:** \$1,041,019.70

**Payment Request Date:** 1/25/2024

40% Payment  10% Payment  100% Payment  Reimbursement  
 Other

Desk Review  On-site Review **Date:** 3/1/2024

**Date and How Grantee Notified of Reconciliation:** Calendar invite sent via email 2/20/2024

**Grantee Staff Present:** Michelle Overholser

**Financial reconciliation of funds spent from** 6/10/2022 **through** 1/25/2024

**Grant Amount Reconciled:** \$704,087.65 **Grant Percent Reconciled:** 61%

**1. Does the documentation supplied support costs were incurred within the grant period?**

Yes  No – Explain:

Removed contracted technical engineering assistance charges totaling \$1,140.00 that occurred in calendar year 2021.

**2. 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.),

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

Summary of Billing Rates used to charge staff time, if not in eLINK reporting

**2a. Able to account for 100% of staff time charged to the grant?**

Yes  No – Explain:

**2b. Is the sample time and effort documentation in accordance with BWSR guidance?**

N/A  Yes  No – Explain:

Staff time must be tracked at two levels, grant and eligible eLINK activity category. Staff time was tracked by program. The grantee had two 1W1P grants open however staff time was only charged to one of them during this period. As a reminder time tracking should include the individual grant and activity category. For example, grant-22/23 1W1P and activity category-Admin/Coordination.

**2c. Do the wages or billing/hourly rates seem reasonable?**

Yes       No – Explain:

**3. 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:** *Program/project log by grant, Internal accounting system report (IFS, QuickBooks, etc.) with grant costs identified*

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

**3a. Do the invoices/receipts/vouchers sampled support costs are allowable/reasonable and include descriptions (vendor name, date work performed and/or list materials, labor or equipment used)?**

N/A       Yes       No – Explain:

Voucher for project 2022-009 lists project costs of \$65,424.00, and invoice for \$65,424.10 was provided, however the invoice lacked sufficient details. The additional supporting documentation provided totaled \$64,883.89. This was sufficient to justify the payment to the land occupier, however all costs claimed on the voucher could not be verified.

**4. OUTCOME**

**4a. 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:

See number 1 above.

**4b. Training opportunities identified:**

Contracts, amendments, and vouchers and meeting minutes need increased oversight to ensure they are complete and accurate:

- Project 2023-032 was entered into with the land occupier. The contract did not include the landowner signature.
- Project 2023-031 (cover crops) the grantee used a percent-based contract & voucher for a flat rate payment. The payment approved was based on a flat rate of \$110 per acres for 438 acres for 3 years, not supported by invoices/receipts.
- Other state or non-state checkbox is blank on contract 2023-009.
- Install by date on six contracts are after the grant expires (2023-005, 2023-007, 2023-016, 2023-013, 2023-012).
- Amount authorized on contract 2023-004 was not based on the cost estimate and pre-construction cover estimates, authorized for \$10,764.00 when it should have been authorized for \$10,728.60.
- Amendment for project 2023-013 contains the incorrect grant agreement expiration date and project install by date.
- Information on voucher is inaccurate on project 2023-009
  - Amount listed as authorized amount is incorrectly filled in with the project cost estimate.
  - Amount listed as project costs exceed the value of the invoice.
- Two non-structural project files contained invoices for seed that were dated after the install by date that was certified on the voucher form.

- There were a few discrepancies in the Board meeting minutes.
  - December 18, 2023 minutes were updated for project 2023-007
  - August 16, 2023 minutes were updated for project 2023-024 and 2023-023
- Contract number referenced in the minutes is incorrect for project 2023-020

**4c. 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:** 6/27/2024