

FOR COLUMBIA COUNTY, OREGON

By: [Signature]
Office of County Counsel

Attachment “1”

Grant Cash Management Policy

Policy Adoption Date: _____ **Last Revision:** _____

Principle

Establishing fiscal control and fund accounting procedures to ensure proper disbursement of and accounting for grant funds.

Purpose

This policy seeks to ensure that all financial transactions are conducted and records maintained in accordance with the specific terms and conditions of each grant agreement awarded to the county from the federal government, state or other local governments and private foundations.

Scope and Responsibilities

This document applies to all grant awards at the County. It sets forth the requirements for cash management (payment) in accordance with the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (the Uniform Guidance) and special terms and conditions of the federal award (if any). Specific cash management terms and conditions from other entities that may differ from this policy will be noted and complied with.

Policy Statement

To effectively manage the disbursement of and accounting for grant funds the County will:

- Maintain all financial reporting records in accordance with generally accepted accounting principles to assure consistent treatment of information, fair presentation and conformance with grant terms/conditions and budgetary controls.
- Assure requested cash advances are as close as administratively possible to cash outlays.
- Submit vouchers for payment supported by a detail of the costs being invoiced.
- Base vouchers on data from the general ledger system and supplemented by any other requested detail from the grantor agency.
- Review and approve cash draw-downs (performed by the County Department administering the grant) Maintain proper schedules and documentation for expense reimbursements submitted (grant invoices) or from cash draw downs.

- Monitor and approve, prior to disbursement, any subcontractor/subrecipient requests for payments and, if applicable, completion of the subrecipient invoice checklist. When the County is the pass-through entity of federal or other awards, the County must make payment within 30 calendar days after receipt of the grant invoice from the subrecipient.
- Review expenditures to ensure that all costs are allowable.

Copies of all approved cash drawdowns are to be sent to Finance at the time they are submitted to the grantor agency and will include account code(s) identifying where to assign the funds in the general ledger upon receipt.

The County defaults to grant funds received as a reimbursement of expense. If a department managing a grant would like to pursue advance, or working capital advance, payments, such arrangements must be discussed and approved by Finance in advance so that the proper bank accounts and/or specialized cash management practices can be put into place.

The County Department shall minimize the time elapsing between the initiation of cash drawdowns and the payment (disbursement) of allowable costs.

In accordance with the Uniform Guidance, annual and final fiscal reports or vouchers requesting payment under a federal award shall be certified/signed by an official who is authorized to legally bind the non-federal entity.

References

Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (the Uniform Guidance) [2 CFR Part 200.305 Payment, as implemented by federal agencies]