



# Maricopa County

Superintendent of Schools

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## COMPLETION REPORT INFORMATION

### DUE DATES

The grant completion reports are due at the Arizona Department of Education (ADE) no later than ninety calendar days after their respective project end dates, subject to certification from the Maricopa County Superintendents Office (MCSOS).

<u>Project End Date</u>	<u>ADE Completion Report Due Date</u>
June 30	September 28
August 31	November 29
September 30	December 29
December 31	March 31

*In order for them to be processed by our county office in time for the ADE due date the completion reports must be submitted on-line no later than fourteen calendar days prior to their due dates. If they are submitted less than fourteen days, then there is no guarantee they will be forwarded to the ADE by the ADE completion report deadline.*

### REMINDERS

As a reminder, the following must be completed prior to submitting your grant completion reports.

- All expense and revenues have been charged, received, and posted into their appropriate grant fund accounts in your financial system. Your expenditures must include the last MCSOS indirect cost payment. Your revenues should include the last interest apportionment posting (interest apportionment thru June 30) and your amended county carryover posting.
- All liability accounts have been closed (no open liability account balances) in your grant fund accounts. This excludes object 0259 in the grant 9fund accounts. For grant liability adjustments, they will typically be against an expenditure code(s).
- You have only one cash account line for each grant fund account.
- For the applicable Visions Users, all journal entry files have been transferred to the County Visions General Ledger and both systems are in sync with one another.
- All grant fund accounts have been reconciled and adjusted with our office, the MCSOS. Refer to the monthly MCSOS reconciliation reports that are submitted to the school district business managers. The MCSOS Reconciliation contact person is Dennis Walderbach at 602-506-3884.
- Any Visions Enterprise system issues must be addressed to the Maricopa County School Software Support Line at 602-372-4833 for assistance. All other Visions system issues must be addressed with the Windsor Visions Management Group.
- Any programmatic and/or budget issues must be addressed to the ADE program office responsible for your grant project. The grant data on the ADE Project Summary is one of the sources our office uses in certifying your grant completion reports.

### COMMON DISCREPANCIES

In addition to non-compliance of the (reminder) information above other common discrepancies are addressed here that can result in a rejected completion report:

- Budget in Visions/CIMS® is not Current: The budget in your financial system must agree with the budget in the *Project Summary* section of the ADE Grants Management Enterprise website. Also, transfer the budget journal entry file to the County Visions General Ledger, for applicable Visions school districts.
- Over-spent in the Grant Fund Account: Your total expenditures in the MCSOS-assigned grant fund account exceeds the approved budget amount. The excess expenditures must be reclassified into an appropriate fund account (this should be accomplished prior to the end of the encumbrance period). Submit a completed *Maricopa County Schools Cash Transfer Form* to Dennis Walderbach at the MCSOS, if necessary. The Schools Cash Transfer form is located in the Fund Reconciliation section of the MCSOS website. Also, transfer the adjusting journal entry file to the County Visions General Ledger, for applicable Visions school districts.
- Your Grant Fund Account has a Deficit Interest Balance: If your grant fund account nets to a debit balance in FFF.000.0000.1510.000.000.0000, then you must adjust the account to bring it to a zero balance. You cannot leave the interest account balance in a deficit financial position. The adjustment must be charged to an appropriate fund account's interest account provided it does not result in a deficit interest (net) balance in the adjusting fund account. Submit a completed *Maricopa County Schools Cash Transfer Form* to Dennis Walderbach at the MCSOS, if necessary. Also, transfer the adjusting journal entry file to the County Visions General Ledger, for applicable Visions school districts.
- The "Cash On Hand" Amount is Under/Overstated: The "Cash On Hand" (COH) amount requested on the ADE completion report is a calculated amount. It is not equivalent to the ending cash balance in your financial system. COH is your total ADE revenues received (and posted) plus your amended county carryover (and posted) less your total expenditures. Your interest amount is reported separately in the "Interest Earned" cell of the completion report. Any other revenues that are not part of the grant project's funding source must be reported separately in the "Other" cell of the completion report with a detailed description in the "Comments/Explanation of Other Funds" cell of the completion report. The COH amount can be a positive or negative amount.

### CONCLUSION

Again, it is strongly recommended you review the above information prior to submitting your grant completion reports. This will allow ample time for our county schools office to review your completion reports and have you resolve any variances should they be rejected by the MCSOS. Also, the completion reports are reviewed and processed on a FIFO system (first in first out) with the priority on the grant projects ending June 30. Thank you.