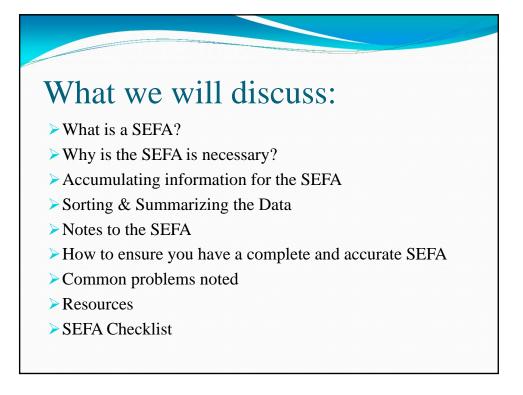
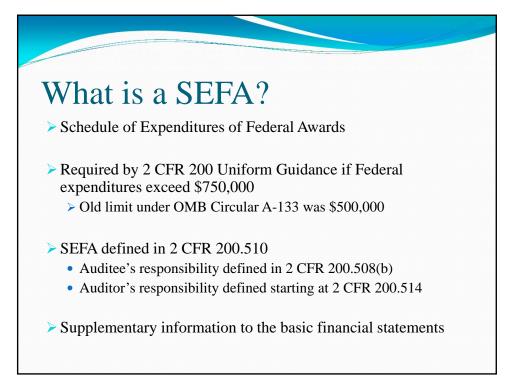
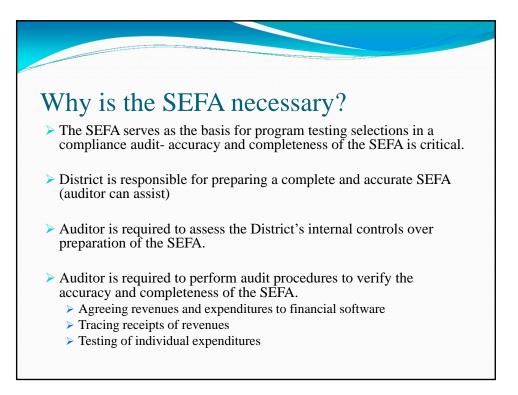
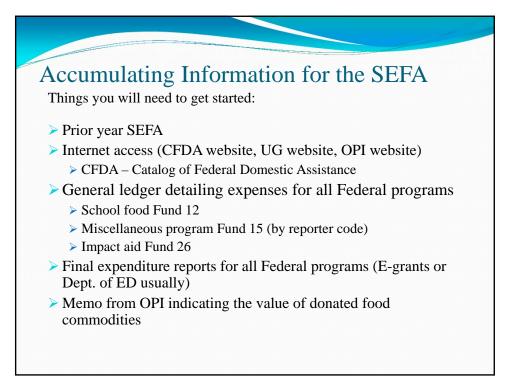
## How to Prepare the Schedule of Expenditures of Federal Awards (SEFA)

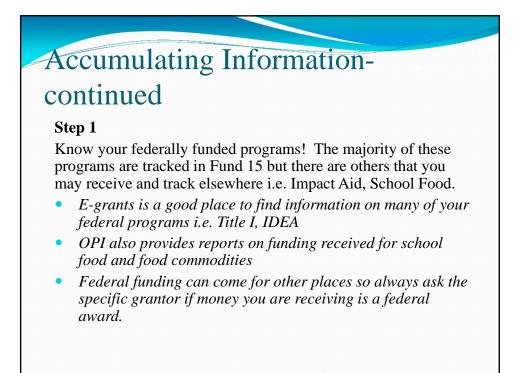
Presentation by Matt Hjelm, CPA, CFE Wipfli LLP - Billings WIPFLI

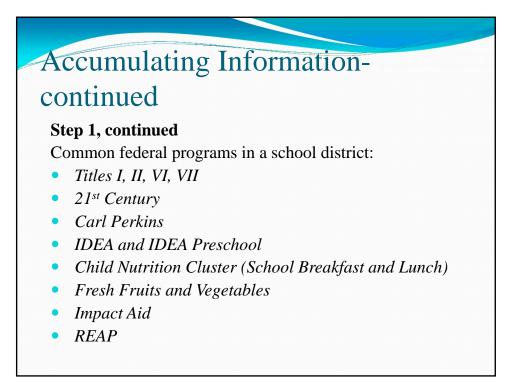


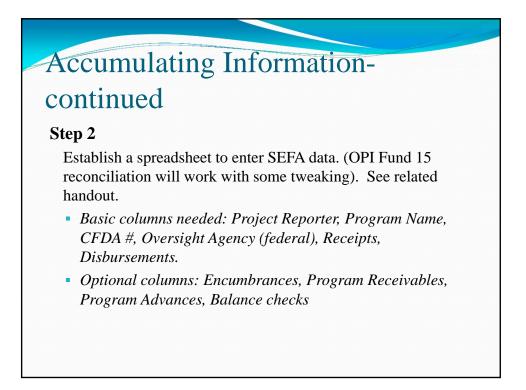












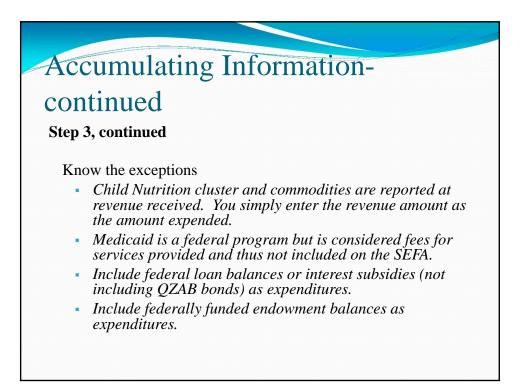
# Accumulating Information-

## continued

#### Step 3

Enter the financial data into the spreadsheet by project reporter codes for Fund 15 programs (Funds 12 and 26 are included as well).

- *Revenues and expenditures are easily determined from financial reports and general ledger (include Indirect Costs)*
- The SEFA should be prepared on the same basis of accounting (i.e. cash, modified accrual) as the financial statements. Current year encumbrances should be removed from the total expenditures while adding any prior year encumbrances that have been paid.
- If the program is funded by a combination of both federal and state or local funds, list only the federal share on the SEFA. This is not a major concern for school funding



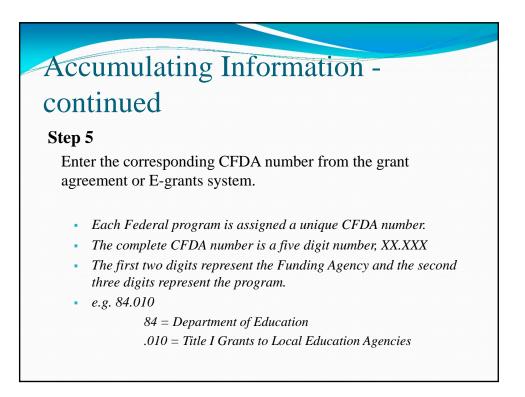
# Accumulating Information-

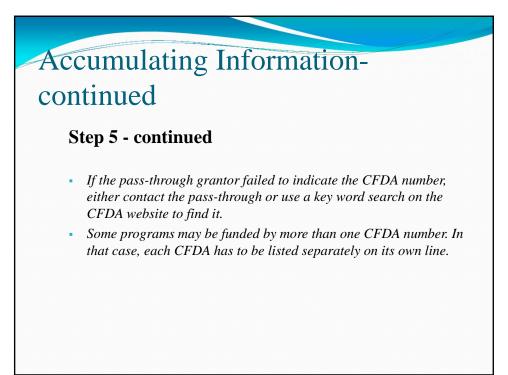
## continued

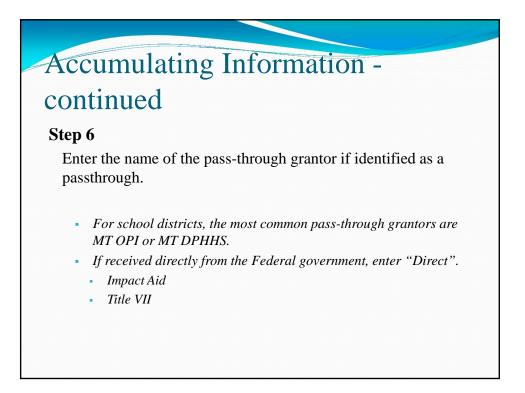
#### Step 4

Reconcile the total revenues and expenditure to the accounting system and financial system/reports provided to the oversight agencies.

- This ensures all federal activity is included on the SEFA.
- Use of the Fund 15 recap from OPI can assist with this as you can separate state from federal programs relatively easily
- During this process, additional federal revenues may be identified. These should be added to the SEFA also.
  REAP is generally missed as its provided by OPI but not included on E-Grants for reporting.





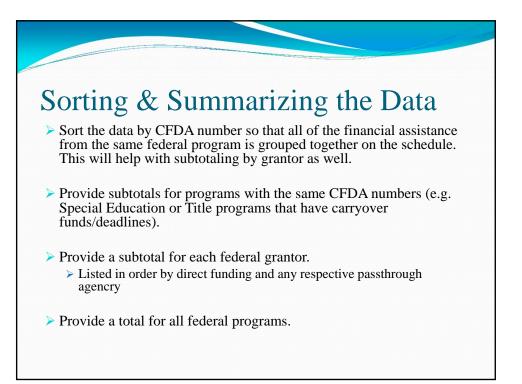


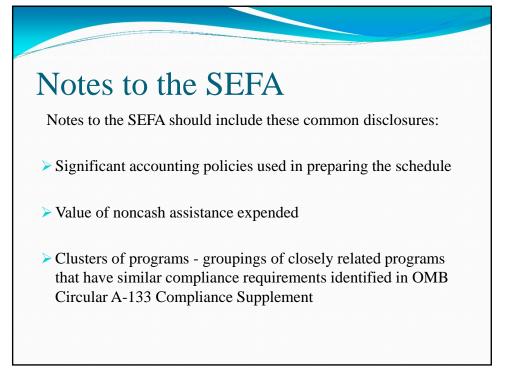
## Accumulating Informationcontinued

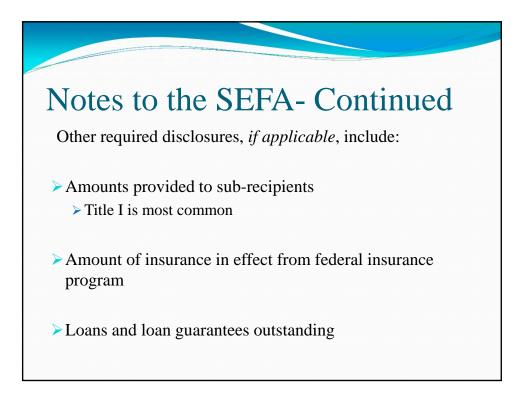
### Step 7

Look up the CFDA number entered in column E from the Catalog of Federal Domestic Assistance website and enter the Federal grantor name and the program name.

- Programs can be searched by CFDA # or keyword.
- Enter the program name from the CFDA website, do **NOT** use the name given to the program by the District or passthrough agency.









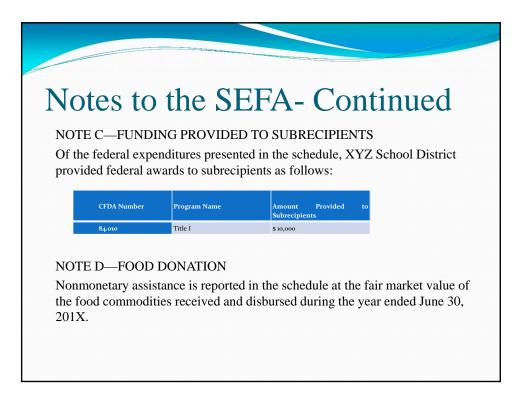
## Notes to the SEFA- Continued

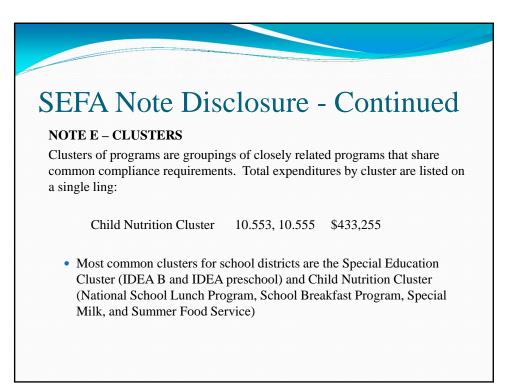
#### NOTE A—BASIS OF PRESENTATION

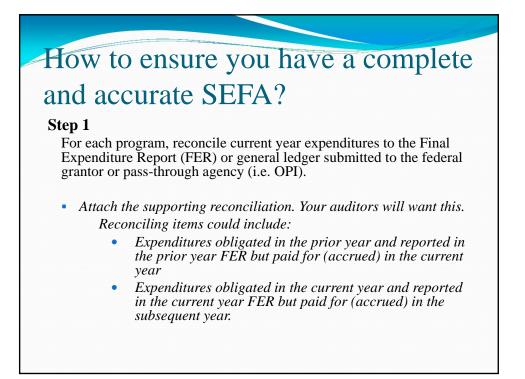
The accompanying schedule of expenditures of federal awards includes the federal grant activity of ABC School District under programs of the federal government for the year ended June 30, 201X. The information in this schedule is presented in accordance with the requirements of 2 CFR 200 Uniform Guidance.

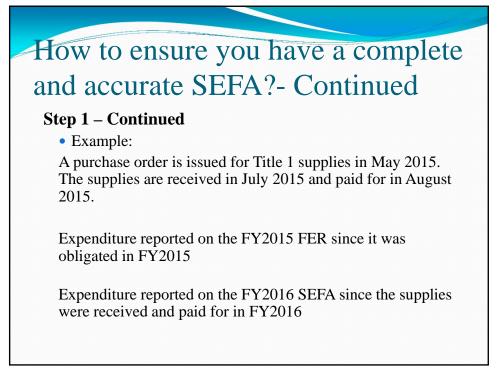
NOTE B—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

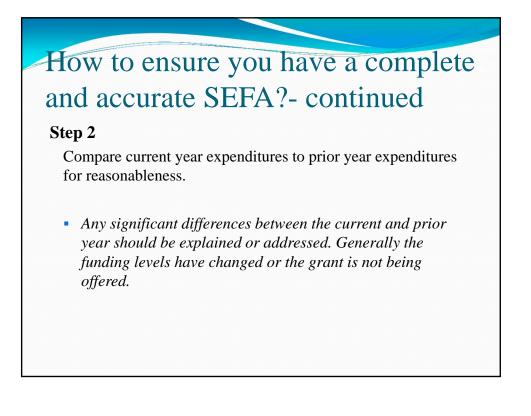
Expenditures reported on the schedule are reported on the (identify basis of accounting) basis of accounting. Such expenditures are recognized following the cost principles contained in 2 CFR 200 Uniform Guidance wherein certain types of expenditures are not allowable or are limited as to reimbursement.









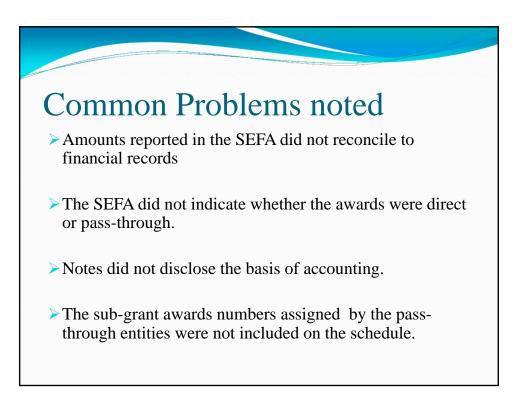


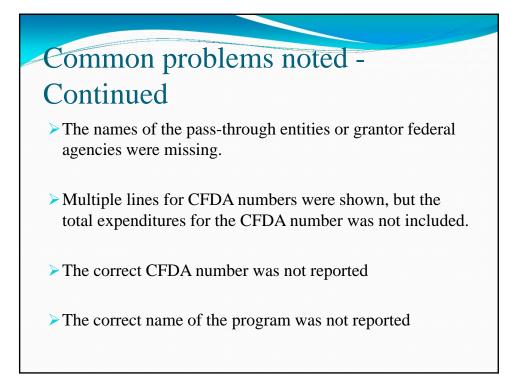
# How to ensure you have a complete and accurate SEFA?- continued

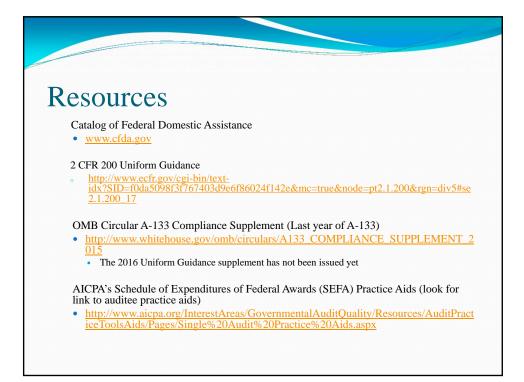
#### Step 3

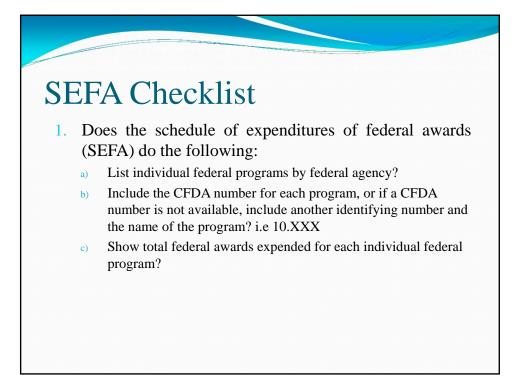
Compare current year expenditures to the current year revenues and explain any significant differences.

- Could be timing differences- expenses reported in the SEFA in one fiscal year may not be reimbursed by OPI until the following fiscal year. These differences are reported as Due from other governments. Other differences could be related to advances from grantors that have not been spent yet.
- Check the payment history report on E-Grants for each grant (depending on availability). The final payment indicated on the payment history report should agree to the difference, if any, between revenues and expenses.

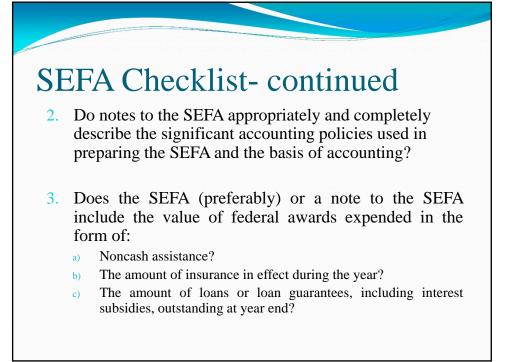


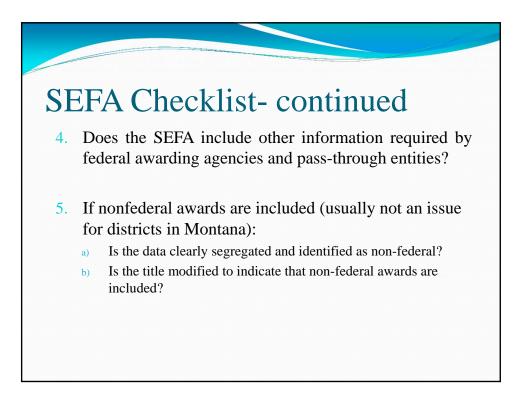


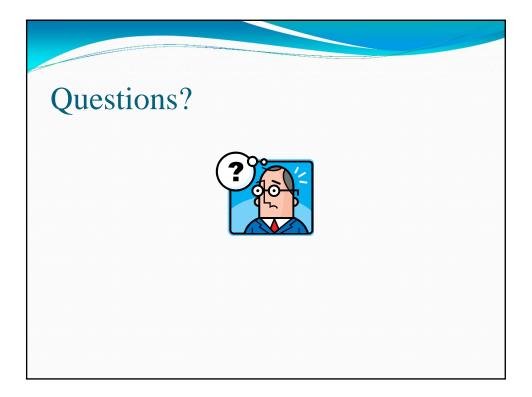












Project Reporter Code	Title of Program	CFDA	Clerk's Beg. Cash Balance	Total Receipts (including amounts that were receivable in the prior year)	Total Disbursements (including any encumbrances)	Current Year Encumbrances (unpaid)	Prior year encumbrances paid during the year	Amounts Returned to Grantor	Clerk's Ending Cash Balance	Total Federal Expenditures	Due to Due Grantor Gran		Encumbrances	Deferred revenues	Balance check
US Department of Education															
Direct Programs															
0	Impact Aid	84.041	367,272.00	167,309.00	266,802.00		15,088.00		252,691.00	<u>281,890.00</u>					252,691.00
Total Direct										281,890.00					
Passed through Montana Office of Public Instruction															
408	Carl Perkins	84.048A	3,296.00	5,555.00	0.00		8,851.00		0.00	8,851.00					0.00
467	IDEA Part B	84.027A	0.00	158,355.00	414,178.00	6,240.00			-249,583.00	<u>407,938.00</u>	255,8	23.00	-6,240.00		0.00
Total Passed through MT OPI										<u>416,789.00</u>					
Total US Department of Education										698,679.00					
US Department of Agriculture															
Passed through Montana Office of Public Instruction															
Child Nutrition Cluster															
Cash assistance															
0	National School Lunch	10.553	0.00	377,660.00	377,660.00				0.00	377,660.00					0.00
0	School Breakfast Program	10.555	0.00	77,846.00	77,846.00				0.00	77,846.00					0.00
Noncash Assistance															
0	Commodities	10.553	0.00	14,210.00	14,210.00				0.00	<u>14,210.00</u>					0.00
Total Child Nutrition Cluster										469,716.00					
0	Fresh Fruits and Vegetables	10.582	0.00	22,150.00	22,150.00				0.00	<u>22,150.00</u>					0.00
Total Passed through MT OPI										491,866.00					
	Total Department of Agriculture								Tatal Fadaval Funan ditura	491,866.00					

Total Federal Expenditures 1,190,545.00