

Section 7.2.2: Financial Reports

PURPOSE AND POLICY

Grant program managers are responsible for proper expenditure, tracking and reporting of grant funds during the grant lifecycle. The grant program manager will be required to submit periodic financial reports documenting that his/her agency is in compliance with the fiscal terms and conditions of the grant agreement. The reports contain the actual expenditures and unliquidated obligations for a specific reporting period and cumulative for the grant. If a grantee fails to submit the financial reports, the grant may be subject to an automatic withholding of the ability to drawdown funds. Further, the failure to submit the financial report may lead to the suspension and/or termination of an award. The grant program manager must upload all financial reports and supporting documentation to the grant program file in eCivis.

PROCEDURE

1. **Schedule financial reporting tasks in eCivis.** The financial reporting requirements, including the schedule, are included in the grant agreement. During the grant set-up in eCivis, the grant program manager should assign scheduled financial reporting tasks (with reminders). Technical guidance for task assignment is included in the [eCivis User Guide for Grant Implementation](#).
2. **Grant program manager or appropriate individual submits financial report.** The grant program manager submits financial reports to the grantor within the grantor's reporting system according to schedule. The grant program manager may need assistance from the agency's financial representative in preparing the report. The grant program manager must complete all required fields; incomplete reports will be returned. Grant program managers can attach additional files containing any further details required to complete the report. After submitting the report to the grantor, the grant program manager uploads the report and supporting documentation to the grant file in eCivis.
3. **Report approval or change request.** The grantor program staff is responsible for the timely acceptance, review, analysis, and approval of reports. When questions or concerns arise from the review of the report, the grantor program staff will contact the grant program manager to discuss and resolve them. Both parties should document the issues and any agreements to resolve them. If the program report is not acceptable, the grant program manager will receive a change request from the grantor. The grant program manager should resolve any outstanding issues promptly and re-submit the report.