



Please Note



This resource can be edited based on written instructions.


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National Center on Program Management and Fiscal Operations



Budget Planning for Emergency Preparedness

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Learning Objectives

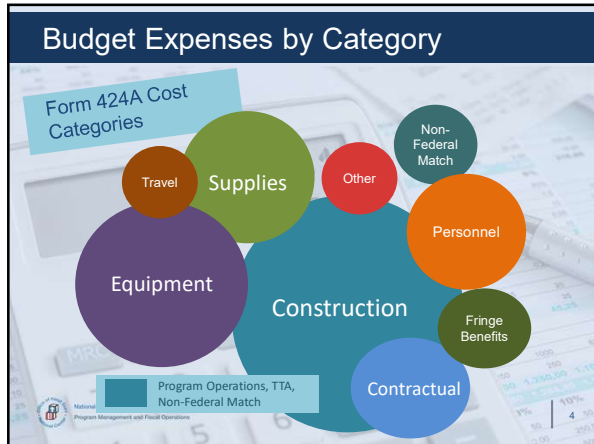


In this presentation, participants will:

- Define and explore the budgeting process and cost allocation
- Examine purchasing methods and emergency procurement guidelines
- Discuss internal controls and audit implications during emergency operations
- Recognize the importance of documentation and recordkeeping and reporting

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What is a cost allocation plan?

The *method* developed by an organization to fairly and equitably allocate shared costs to all of the programs benefitting from those costs.

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When do you need to allocate costs?

Does the agency receive funds from more than one source (federal or non-federal)?

Are the services offered shared between programs?

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Uniform Guidance and Cost Allocation



Uniform Guidance
45 CFR Part 75:

Subpart E Cost Principles

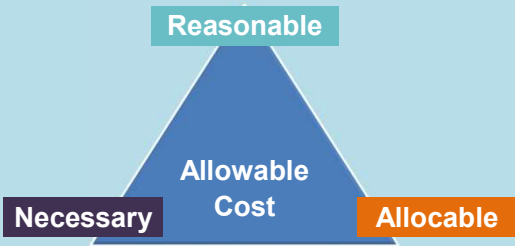
Appendices III–VII

- Cost Allocations
- Indirect Costs
- Required Certifications

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Factors to Determine Allowability of Cost



Reasonable

Allowable Cost

Necessary

Allocable

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Basic Cost Principles

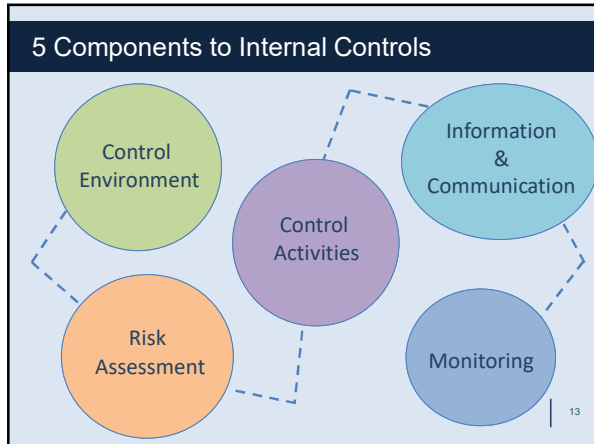
Reasonable

If a cost:

- Is prudent per circumstances
- Reflects sound business practices
- Demonstrates arms-length bargaining
- Is in line with market prices for comparable goods and services
- Is in accordance with established practices

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- ### Internal Controls
- #### 3 Objectives that Drive Auditor's Test
1. Transactions are properly recorded and accounted for
 2. Transactions are executed in compliance
 3. Funds, property, and other assets are safeguarded against loss from unauthorized use or disposition
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What is the SF-425 report?

- A federal financial report that captures the obligations and disbursements that occurred during the grant period.
- A standard format for reporting the financial status of federal awards.
- A requirement of the Terms and Conditions of federal awards.

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Gather documents and information



- Notice of Award (NOA)
- Prior SF-425 reports
- Program Instruction ACF-PI-HS-17-04
- Financial data

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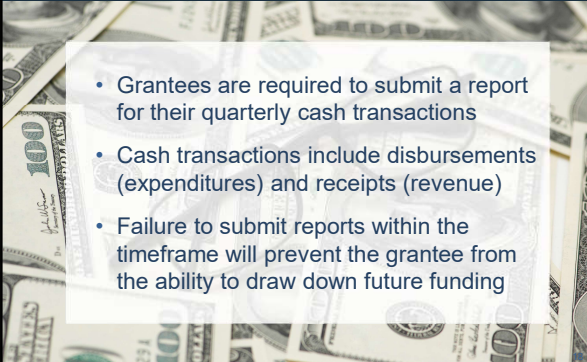
Submitting the SF-425 (What do you need?)

- A signed, certified copy of the completed SF-425 and accompanying documentation
- Method of SF-425 submission is based on your five-year project period start date:
 - *Prior to FY2016:* The report should be scanned and uploaded to the Grant Notes section of GrantSolutions.
 - *FY2016 and Beyond:* The report should be completed via onscreen entry in the Payment Management System.

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Quarterly FFR Cash Transactions (SF-425) in PMS



- Grantees are required to submit a report for their quarterly cash transactions
- Cash transactions include disbursements (expenditures) and receipts (revenue)
- Failure to submit reports within the timeframe will prevent the grantee from the ability to draw down future funding

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Keep in mind...



- Check with your program specialist and grant specialist on special instructions to complete the form should you have any questions
- Failure to comply with reporting requirements may result in further action by the Regional Office

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Summary




Diagram terms:

- Cost Allocation
- Purchasing Methods & Procurements Guidelines
- Documentation
- Budget Planning
- Record Keeping
- Budget Monitoring
- Internal Controls

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Word cloud includes: Thank You, Gracias, Danke, Grazie, Merci, Takk, Mahalo, Sagolun, etc.

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Contact PMFO

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