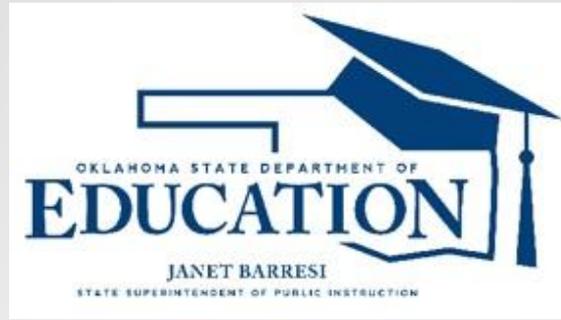


**Oklahoma State Department of Education
Janet Barresi
State Superintendent of Public Instruction**



**Expediting the Federal Programs
Claims Process in the
Grants Management System**

The Claims Team

- Gloria Bayouth- Executive Director Titles I, II, VI, X
- B.J. Salsman- Claims Auditor (405) 522-4498
- Debbie Pham- Claims Auditor (405) 521-6785
- Denise Bethke- Claims Auditor (405) 522-3252
- Melba Friend- Claims Auditor (405) 522-8960
- Nora Neunlist- Claims Auditor (405) 521-2646
- Debra Doyals- Claims Auditor (405) 521-3365
- Terri Bennett- Claims Auditor (405) 521-6958
- Kathy Padilla- Claims Auditor (405) 522-4499

Agenda

- Expenditure Reporting (Claims) process
 - What Claims Auditors look for
- Grants Management System walkthrough
- Questions?

Claims Processes

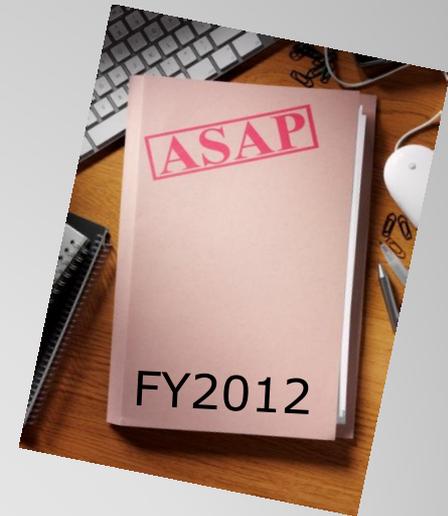
How Claims are Received

- Summary Expenditure Reports (Claims) are submitted through the Grants Management System.
- Summary Expenditure Reports are audited in the chronological order in which they are received.

Claims Processes

What the Claims Auditors Look for

- Verifying that the attached expenditure report matches the Summary Expenditure Report (SER) that was created in the Grants Management System.



Claims Processes

Correct Fiscal Year

**TITLE I, PART A, NEGLECTED
SUMMARY EXPENDITURE REPORT**

CODE: 88 1098
COUNTY DISTRICT
District: Happykids

County: Smiley

Project

No: 532

Name: Title I, Part A, Neglected

Amount of Approved (budgeted) Project

Fund: 11
FY 2013
Fiscal Year
Budgeted
148,999.00

Signature _____ **Date:** ___/___/___
(Chief Executive Officer/Authorized Representative)

Reporting Period 07/01/2012-06/30/2013

Beginning Approved (budgeted) Balance

148,999.00

Claims Processes

Correct Project Number

**TITLE I, PART A, NEGLECTED
SUMMARY EXPENDITURE REPORT**

CODE: 88 1098
 COUNTY DISTRICT
District: Happykids

**Fund: 11
FY 2013
Fiscal Year
Budgeted
148,999.00**

County: Smiley
Project
No: 532
Name: Title I Part A, Neglected

Amount of Approved (budgeted) Project

Signature _____ Date: ___/___/___
(Chief Executive Officer/Authorized Representative)

Reporting Period **07/01/2012-06/30/2013**

Beginning Approved (budgeted) Balance

148,999.00

Claims Processes

Reporting Periods that are not duplicated and do not overlap or leave gaps.

**TITLE I, PART A, NEGLECTED
SUMMARY EXPENDITURE REPORT**

CODE: 88 1098
COUNTY DISTRICT
District: Happykids

Fund: 11
FY 2013
Fiscal Year
Budgeted
148,999.00

County: Smiley
Project
No: 532
Name: Title I, Part A, Neglected

Amount of Approved (budgeted) Project

Signature _____ Date: ___/___/___
(Chief Executive Officer/Authorized Representative)

Reporting Period 07/01/2012-06/30/2013 Beginning Approved (budgeted) Balance 148,999.00

Claims Processes

Signature and Date

**TITLE I, PART A, NEGLECTED
SUMMARY EXPENDITURE REPORT**

CODE: 88 1098
COUNTY DISTRICT
District: Happykids

County: Smiley

Project

No: 532

Name: Title I, Part A, Neglected

Amount of Approved (budgeted) Project

Fund: 11

FY 2013

Fiscal Year

Budgeted

148,999.00

Signature _____ Date: ___/___/___

(Chief Executive Officer/Authorized Representative)

Reporting Period 07/01/2012-06/30/2013

Beginning Approved (budgeted) Balance

148,999.00

Claims Processes

Correct Function/Object Codes

- Function and Object Codes that are on the uploaded expenditure report are the same as the SER.

Reporting Period	07/01/2012-06/30/2013	Beginning Approved Balance	148,999.00	
Function Description	Object Description	Function Code	Object Code	Amount Paid
Instruction	Pers Svc-Salaries	1000	100	6,232.20
Instruction	Pers Svc-Empl Bfts	1000	200	596.00
Instruction	Materials and Supplies	1000	600	1,002.80
Indirect Cost	Other Uses of Funds	5400	900	965.00
Total (of all pages)				8,787.00
ENDING APPROVED BALANCE				140,212.00

Claims Processes

Correct Expenditure Amounts

- Expenditure amounts that are on the uploaded expenditure report are the same as the SER.

Reporting Period 07/01/2012-06/30/2013		Beginning Approved (budgeted) Balance		148,999.00
Function Description	Object Description	Function Code	Object Code	Amount Paid
Instruction	Pers Svc-Salaries	1000	100	6,232.20
Instruction	Pers Svc-Empl Bfts	1000	200	596.00
Instruction	Materials and Supplies	1000	600	1,002.80
Indirect Cost	Other Uses of Funds	5400	900	965.00
Total (of all pages)				8,787.00
ENDING APPROVED BALANCE				10,212.00

Claims Processes

Programatic Planning

- Are items claimed supported by the approved application/budget?

1000	600	Itemize & Describe Projected Purchases for Supplemental Instruction Materials for Reading , Language Arts, and/or Math	
		5 Smartboards for classroom use \$2,000.00 each	\$10,000.00
		4 Dell computers for student use in the classroom @ \$800.00 each	\$3,200.00

Purchase Ilo	Order Date	-----Warrant----- Ilo	-----Date	Function Object	-----Vendor----- Iname	Amount Paid
999333	07/01/2009	1267	07/15/2009	1000 - 600	VIDEO REALITY	2,000.00
999334	07/01/2009	1269	07/15/2009	1000 - 600	DELL, COMPUTERS	1,500.00

Claims Processes

Correct Personnel

- Are the personnel on the claim listed in the approved application/budget?

Function	Object	Expenditure Description and Itemization					
		Title I Grade					
1000	100	Name	Job Code	Subject Code	Level	Title I FTE	Title I Salary
1000	100	Hera Yourname	210		K-2	.50	\$16,175.00
1000	100	Therisa Brightspot	210		2	.50	\$16,175.00

Purchase Ilo	Order Date	-----Warrant----- Ilo	Date	Function Object	-----Vendor----- IName	Amount Paid
12366	07/01/2009	1267	07/15/2009	1000 -100	Hera Yourname	1,347.92
12366	07/01/2009	1269	07/15/2009	1000 -100	Therisa Brightspot	1,347.92

Claims Processes

- Are the items claimed in alignment with project guidelines?
- Are items claimed reasonable and necessary?



Claims Processes

Supporting Documentation



- All supporting documentation must be uploaded and attached to the Summary Expenditure Report.
- Uploaded files must be .pdf
- Name the files appropriately.

Claims Processes

Supporting Documentation



- When revising an expenditure report, please include “Revised” in the file name of any files that have been added.

Claims Processes

Supporting Documentation

- Documentation should be complete and organized to follow the order in which the expenditures appear on the claim.



Claims Processes

Supporting Documentation

➤ Invoice and Receipt Documentation:

- ✓ Clear and legible.
- ✓ Indicate what items are being claimed and how much is being claimed, if different than the amount of the invoice/receipt.

Claims Processes

What the Claims Auditors Look for

- On mass invoices, or receipts, if only some of the items on the invoice are being claimed, identify them. (Please remember, do not use highlighter on claims.)



Claims Processes

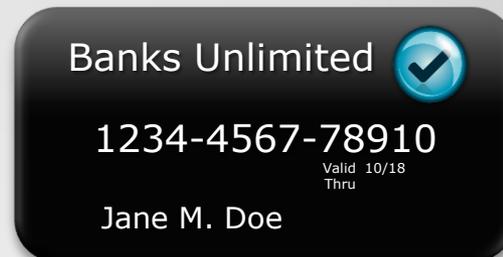
Supporting Documentation

- ✓ Copies of the travel claims for individuals being reimbursed for travel.
- ✓ Sign-in sheets for stipends that include the date and name of the training, as well as the purchase order number.
 - ❖ Please remember that stipends for teachers must be for time spent on Professional Development outside of contract hours.

Claims Processes

Credit Cards/Vendors

- No credit card vendors will be paid on claims. If a credit card was used to pay for expenditures, please list each vendor's name on the claim (i.e., Visa/Doubletree Hotels).



*** School Laws of Oklahoma, Section 98, subsection E, (70-5-135) and Section 644, subsection B, (62-310.8). See also Oklahoma Administrative Code (OAC) 25-5-2 and 70-5.135.

Claims Processes



Helpful Suggestions and Reminders

- Please make sure that the district reconciles their claims periodically.
- Reconciliation should include:
 - ✓ All SERs have been submitted to the SDE.
 - ✓ There are no SERs in Returned for Changes status.

Year At A Glance

Beginning of the Fiscal Year

March 1st all applications/budgets must be final approved for claims to be paid

Last date of dispersal for fiscal year 2013



10 20 30 40 50 60
% % % % % %

During these months, the districts can only claim a percentage of the allocation amount on a preapproved application/budget

Claims to be paid in this fiscal year must be submitted, in payable form, by this date

Last day to submit fiscal year 2013 claims

Links and Websites

Oklahoma State Department of Education

<http://ok.gov/sde/>

School District Reporting Site

<https://apps.sde.ok.gov/security/Login.asp>

United States Department of Education

<http://www.ed.gov/>