



# Grants Update

Finance department

# New Processes



- Grant Manager does a monthly “check-in” on all grants to ensure that expenditures are tracking where they should. If they are not, the CFO and Director of Finance are notified and appropriate planning is made with personnel that may have oversight that grant area.
- Chief Financial Officer is also doing monthly checks on payroll coming from grant to ensure we are drawing down appropriately each month.
- Grant Manager oversees all grant compliance for GISD and ensures all reports are kept up with. This includes all Time & Effort for all employees, that is mandatory to be completed bi-annually.
- Grant Manager is a direct report to the Chief Financial Officer.
- All grant drawdowns are now done on a monthly basis. They are completed by the Director of Finance, checked by the Chief Financial Officer and signed off on by the Superintendent.

# Drawdown Form



**Greenville Independent School District**

4004 Moulton St. Greenville, TX 75401 | 903.457.2500

## **GISD Grant Drawdown Authorization Form**

Please complete this form in its entirety to ensure proper internal controls and authorization.

Grant Name:	
Fund:	
Drawdown Period:	
Drawdown TOTAL:	
Submission Date:	
Payment Received Date:	
Drawdown Performed by Name/Title:	Brenda Russell/Director of Finance

# Drawdown Form



Drawdown Request by Object Code:

OBJ	
6100	\$
6200	\$
6300	\$
6400	\$
TOTAL	\$

Signature: \_\_\_\_\_  
(Performed by)

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

CC: Physical Copy printed to Grant Folder and Digital Copy saved to GISD Shared Network Drive

# Time & Effort Form



**Greenville Independent School District**

4004 Moulton St. Greenville, TX 75401 | 903.457.2500

**GREENVILLE INDEPENDENT SCHOOL DISTRICT  
2023-2024 School Year  
Time and Effort Report  
Federal Funded Personnel**



Employee Name:	Smith, John
Federal Grant Program:	Head Start
Grant Funding Percentage:	37
Grant Fund:	205
Grant Description:	Head Start is a competitive grant and will be applied for at the end of the grant award period.
Budget Account:	205 E 11 6119 00 109 4 11 000
Federal Grant Program:	General Fund
Grant Funding Percentage:	63
Grant Fund:	199
Grant Description:	This is the general fund.
Budget Account:	199 E 11 6119 00 109 0 11 000
Campus:	LP Waters
Position:	Teacher
Reporting Period:	July 1, 2023 - December 31, 2023

# Time & Effort Form



I hereby certify that I have performed my duties and responsibilities toward the intent and purposes of the Federal grant program listed above. The information recorded on this report is true and correct to the best of my knowledge.

Signatures:	
_____	_____
Employee Signature	Date
_____	_____
Supervisor Signature	Date

LESSONS FOR WHEREVER LIFE LEADS

# Summary



- Thank you for approving the Grant Manager position.
- Going forward, we will continue to be diligent in how we are utilizing GISD Grant Funding.
- This new way of checks and balances for how we use grant funding will ensure compliance across the district.



**Questions**