



Indian Health Service
Division of Grants Management
Financial Reporting
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Acting Director, DGM



Objectives of Financial Reporting Training



- ▶ Purpose of Financial Reporting
- ▶ Federal Financial Report (SF-425)
- ▶ Delinquent Reports
- ▶ Carryover of Unobligated funds requirements



Purpose of Financial Reporting



▶ Monitoring of Federal Funds

- Recipients are responsible for managing the day-to-day operations of grant-supported activities using their established controls and policies, as long as they are consistent with HHS requirements. However, to fulfill their role in regard to the stewardship of Federal funds, OPDIV's (IHS) monitor their grants to identify potential problems and areas where technical assistance might be necessary. This active monitoring is accomplished through review of financial and progress reports and correspondence from the recipient, audit reports, site visits, and other information available to the OPDIV (IHS).
- During post-award administration, the GMS monitors expenditures for conformance with cost policies. The GMS's monitoring includes, among other things, responding to prior-approval requests (i.e. Carryover) and reviewing financial reports, audit reports and other periodic reports. The GMS may also use audit findings as the basis for final cost adjustments. The PO's or ADC's monitoring includes review of progress reports, prior-approval requests, and other correspondence, and site visits.



Purpose of Financial Reporting



▶ Monitoring of Federal Funds – Continued

- Monitoring of a project will continue for as long as the OPDIV (IHS) retains a financial interest in the project or activity as a result of property accountability, audit, and other requirements that may continue for a period of time after the grant is administratively closed out and the OPDIV (IHS) is no longer providing active grant support.



Federal Financial Report SF-425

▶ Federal Financial Report (SF-425)

◦ Background

- In August 2008, the Office of Management and Budget (OMB) issued a *Federal Register* notice establishing the Federal Financial Report (FFR or SF-425) as the single form/format to be used by federal agencies. The FFR will be used by HHS for expenditure reporting and reporting on the status of cash transaction reporting.
- The Division of Payment Management transitioned to the use of the FFR for cash transaction reporting effective January 1, 2010.

◦ Policy Requirements

- As of February 1, 2011, the Department of Health and Human Services (DHHS) began the transition from the use of the SF-269, Financial Status Report to the use of the SF-425, Federal Financial Report, for expenditure reporting. SF-269's were no longer accepted for expenditure reporting. If an SF-269 is submitted, the IHS Division of Grants Management Operations and Policy (DGM) it will be returned and the SF-425 will be required.



Federal Financial Report SF-425

▶ Federal Financial Report (SF-425) – Continued

- Reports of expenditures are required as documentation of the financial status of grants according to the official accounting records of the recipient. Financial or expenditure reporting is accomplished using the Federal Financial Report (FFR) SF-425.
- The FFR is required to be sent to the Payment Management Services (PMS) on a quarterly basis with a courtesy copy being sent to the GMS. A final FFR should be sent to your GMS on an annual basis to validate final budget or project period expenditures no later than 90 days after the end of the budget or project period. All unliquidated obligations should be reconciled prior to submission of the final FFR to your GMS.
- Before submitting FFRs, recipients must ensure that the information submitted is accurate, complete, and consistent with the recipient's accounting system. The authorized organizational representative's signature on the FFR certifies that the information in the FFR is correct and complete and that all outlays and obligations are for the purposes set forth in grant documents, and represents a claim to the Federal government. Filing a false claim may result in the imposition of civil or criminal penalties.



Federal Financial Report SF-425

▶ Federal Financial Report (SF-425) – Continued

- Division of Grants Management FFR reporting requirements:
 - A final FFR should be sent to your GMS on an **annual basis** to validate final budget period or project period expenditures for your grant programs no later than 90 days after end of the budget or project period. Only **final expenditures** should be included in this report.

- **The SDPI budget periods and final FFR due dates are as follows:**

Cycle I	Oct 01 – Sep 30	FFR due	December 30
Cycle II	Jan 01 – Dec 31	FFR due	March 31
Cycle III	Apr 01 – Mar 31	FFR due	June 30
Cycle IV	Jun 01 – May 31	FFR due	August 31



Federal Financial Report SF-425



▶ Federal Financial Report (SF-425) – Continued

Payment Management Services FFR reporting requirements:

The FFR cash transaction report is required **quarterly**. The FFR must be filed within 30 days of the end of the **calendar quarter**. If PMS does not receive your report by the due date, funds may not be released until the report is completed.

Calendar quarters are:

Oct 01–Dec 31

Jan 01–Mar 31

Apr 01–Jun 30

Jul 01–Sep 30



Federal Financial Report (SF-425)



Reset Form

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted Indian Health Service		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) H1D1IHS0019-14		Page 1	of pages		
3. Recipient Organization (Name and complete address including Zip code) Tribal Name Address							
4a. DUNS Number 123456789	4b. EIN 1-123456789-A1	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)		6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual		
8. Project/Grant Period From: (Month, Day, Year) 06/01/1998		To: (Month, Day, Year) 05/31/2014		9. Reporting Period End Date (Month, Day, Year) 05/31/2012			
10. Transactions				Cumulative			
<i>(Use lines a-c for single or multiple grant reporting)</i>							
Federal Cash (To report multiple grants, also use FFR Attachment):							
a. Cash Receipts							
b. Cash Disbursements							
c. Cash on Hand (line a minus b)							
<i>(Use lines d-o for single grant reporting)</i>							
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized				13,912,926.00			
e. Federal share of expenditures				13,786,882.00			
f. Federal share of unliquidated obligations							
g. Total Federal share (sum of lines e and f)				13,786,882.00			
h. Unobligated balance of Federal funds (line d minus g)				126,044.00			
Recipient Share:							
i. Total recipient share required							
j. Recipient share of expenditures							
k. Remaining recipient share to be provided (line i minus j)							
Program Income:							
l. Total Federal program income earned							
m. Program income expended in accordance with the deduction alternative							
n. Program income expended in accordance with the addition alternative							
o. Unexpended program income (line l minus line m or line n)							
11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	g. Totals:						
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation: Unobligated balance less than 25% of annual award amount, we intend to expend \$126,044 in this current budget period.							
13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official					c. Telephone (Area code, number and extension)		
					d. Email address		
b. Signature of Authorized Certifying Official					e. Date Report Submitted (Month, Day, Year)		
14. Agency use only:							

Standard Form 425 - Revised 6/26/2010
OMB Approval Number: 0348-0061
Expiration Date: 10/31/2011

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.



Federal Financial Report SF-425



- ▶ Federal Financial Report (SF-425) – Continued
 - In some cases, the recipient may have to revise or amend a previously submitted FFR. When the revision results in a balance due to the OPDIV (IHS), the recipient must submit a revised FFR whenever the overcharge is discovered, no matter how much time has lapsed since the original due date of the report. Revised expenditure reports representing additional expenditures by the recipient that were not reported to the OPDIV (IHS) with the 90-day time frame may be submitted to the GMS with an explanation for the revision. The explanation should indicate why the revision is necessary and describe what action is being taken by the recipient to preclude similar situations in the future.



Delinquent Reports



▶ Delinquent Financial Reporting

- Failure to submit required financial reports within the time allowed may result in suspension or termination of an active grant, withholding of a non-competing continuation award, or other enforcement actions, including withholding of payments or converting to the reimbursement method of payment. Continued failure to submit required reports may result in the imposition of special award provisions or cause other eligible projects or activities involving the recipient to not be funded.
- Submission of a required report does not necessarily fulfill the recipient's obligation. Such reports must also meet the content requirements in regulations or other grant terms. Where reports need to be revised in order to be accepted, the recipient must provide a revised report by the due date indicated or immediate fund cutoff or other enforcement actions may be taken with regard to the delinquency.



For additional information regarding IHS Financial Reporting please contact your assigned GMS directly or you may call the DGM main line of (301) 443-5204.

If you find further assistance is needed please contact:

Ms. Tammy Bagley
Acting Director, CGMO, GPO
Tammy.Bagley@ihs.gov
(301) 443-7172

Mrs. Denise Clark
Grants Mgmt Officer
Denise.Clark@ihs.gov
(301) 443-2215



Federal Financial Report (SF-425)



- ▶ Helpful website links for additional guidance
 - Division of Grants Management website
 - http://www.ihs.gov/DGM/index.cfm?module=dsp_dgm_policy_topics
 - Payment Management Services website
 - http://www.dpm.psc.gov/grant_recipient/ffr_info/ffr_info.aspx



How to Submit a Financial Report to your GMS in GrantSolutions



- ❑ Find your grant on the My Grants List page.
- ❑ Click the Grant Notes link.
- ❑ Click the Add button at the bottom of the Grant Notes page.
- ❑ Fill out the top section. Each field is required. The subject must be short but descriptive.
- ❑ In Note Attachments, enter a description of the file.
- ❑ Click Browse to find and upload your file, just like attaching a file to an e-mail message.
- ❑ Click Upload on the Grant Notes page.
- ❑ Once you've uploaded all of your files, click Submit.



Financial Report Submission Questions?

- ▶ For technical grants management concerns or information required to submit your report, please contact your Grants Management Specialist, listed on your Notice of Award or contact our main line on (301) 443-5204.

- ▶ For system related questions about GrantSolutions, please contact Paul Gettys, Grant Systems Coordinator.
 - E-mail – Paul.Gettys@ihs.gov
 - Phone – 301-443-2114



The Division of Grants Management would like to take this opportunity to thank you for being a part of this Grants Management sponsored training. DGM is dedicated to Empowering our IHS grant community with the required knowledge and training needed for continued compliance of IHS policies, Indian laws, and HHS legislative and regulatory requirements.