

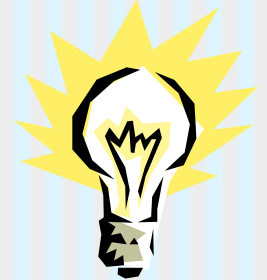
Acceptance of Grants, Gifts and Donations



**Presented by Patricia Jennings-Gary
Corporate Accounting
Division of Revenue
January 28, 2011**

Acceptance of Grants, Gifts and Donations

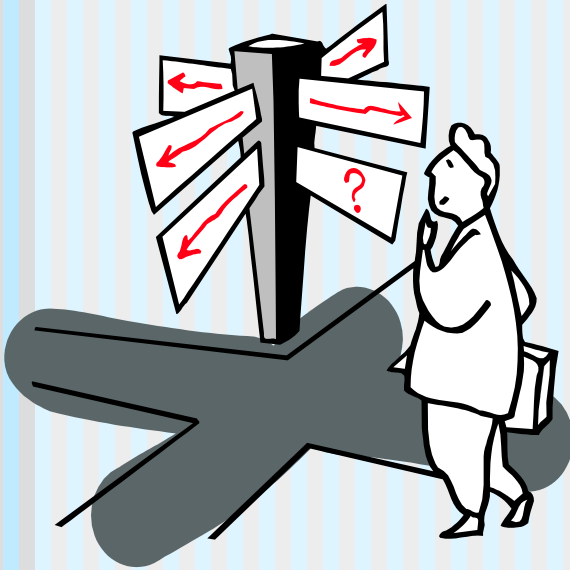
Improvements to the System



- **The changes to Board Rule 5-29 and Board Policy shortened the acceptance process timeline and provided a searchable database.**
 - **Effective November 1, 2004, the CFO's office processes requests for acceptance as they are received.**
 - **The acceptance process eliminated the preparation of Board Reports by recipients.**
 - **The status of each request may be monitored in Oracle from notice of award to budgeting of funds.**

Acceptance of Grants, Gifts and Donations

Improvements to the System



- **All Grants, Gifts and Donations are accepted through a single process that does not differentiate between school-based and systemwide grants.**
- **Schools/units are able to view and sort the list of grants, gifts and donations entered.**

Grant Acceptance Responsibilities of the Chief Financial Officer

The CFO:



- **Accepts all Grants, Gifts and Donations on behalf of the Board;**
- **Prepares monthly informational reports for the Board for Grants, Gifts and Donations;**
- **Prepares a monthly informational report for the Board for refunds over \$5,000 including the reason for under-spending.**

Acceptance of Grants, Gifts and Donations

Board Policy (Board Report 04-1027-PO1)

- **Board Policy (Section 403.3)**
 - **Identifies the responsibilities in the acceptance process for grant administrators, Finance, Budget, and External Resources.**



Acceptance of Grants, Gifts and Donations **Caveats**



- **Implementation must still follow federal, state, funding agency and CPS guidelines.**
- **Failure to follow the new procedures will be a violation of board policy and rules, and could result in not being able to access funds.**

Acceptance of Grants, Gifts and Donations

Grants, Gifts and Donations Application Advantages

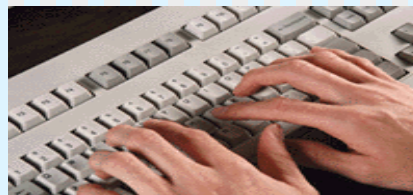


- **Uses an Enterprise Financial System (Oracle) application**
- **Short acceptance timeline:
Grants, Gifts or Donations may be accepted after a review by the CFO.**
- **Permits view of status after request for acceptance is entered**
- **Provides confirmation of CFO acceptance by e-mail to requestor, Budget and External Resources**
- **Provides notification to requestor when the agency-approved budget is loaded.**

Acceptance of Grants, Gifts and Donations

Overview of the Application Process

- **When a unit receives notice of a grant, gift or donation ...**
- **Sign on to the system via the Icon on the principal's computer desktop or yours if you have been given access.**
- **Enter the basic information about the grant, gift or donation.**
- **Upload any required documents with your request, or fax them to Grants Acceptance at 773-553-2701.**



Acceptance of Grants, Gifts and Donations

Overview of the Application Process

...the new Enterprise Financial Systems



The screenshot shows a Windows Internet Explorer browser window displaying the Oracle ERP application. The address bar shows the URL: https://erp.csc.cps.k12.il.us:8443/OA_HTML/OA.jsp?akRegionCode=WFNTFDETAILSFNPAGE&akRegionApplicationId=6018&OAF. The page title is "Notification Details". The Oracle logo is visible at the top left. A navigation menu is open, showing various options including "CPS BoardCon Inquiry", "CPS CO Reports", "CPS Education To Careers Fund 324...", "CPS Request Search", "CPS Grant/Gift/Donation Form", "CPS Requestor - Unit 11410", "CPS Requestor - Unit 11460", "CPS User Account Administration", "CPS Web Inquiry", "CPS Workflow User Web (New)", "CPSAP Inquiry", "CPSAR Inquiry", "CPSGL Grant Maintenance", "CPSGL Inquiry", "CPSGL Inquiry Combined", and "Manage Navigator". A large, stylized arrow points from the "CPS Grant/Gift/Donation Form" option in the menu to the left side of the page. The left side of the page displays an error message: "Error" followed by two lines: "1. Notification 3632467 does not exist." and "2. Notification 3632467 does not exist." Below the error message is the "Notification Details" section, which is currently empty. The page footer includes "Privacy Statement" and "Copyright (c) 2006, Oracle. All rights reserved." The browser status bar at the bottom shows "Local intranet" and "100%".

On this screen →
Choose
Grant/Gift/Donation
Form

Acceptance of Grants, Gifts and Donations

Overview of the Application Process

The Grant Acceptance Form

The screenshot shows a web browser window titled "CPS - Grant/Gift/Donation Entry - Windows Internet Explorer". The address bar contains the URL: https://erp.csc.cps.k12.il.us:8443/OA_HTML/RF.jsp?function_id=1039570&resp_id=53656&resp_appl_id=20003&se. The browser's address bar also shows "Google". The page title is "CPS - Grant/Gift/Donation Entry".

The application header is "ORACLE CPS GGD Application". It includes a "Navigator" menu, "Favorites", and links for "Home", "Logout", and "Preferences". The main navigation tabs are "Grant/Gift/Donation Form" and "Request Search".

The form title is "Grant/Gift/Donation Acceptance Form". It features three buttons: "Save", "Submit Request", and "Reset".

Grant/Gift/Donation Acceptance Form

TIP All the fields are mandatory.

Grant/Program Name:

Funding Source:

Amount:

Start Date:

End Date:

Purpose:

Receiving Unit:

Funding Agency Contact

First Name:

Telephone Number: ()

CPS Grant Contact

First Name:

Telephone Number: ()

For Office Use Only

Fund:

Status: **INCOMPLETE**

Internal Account: - Account Name:

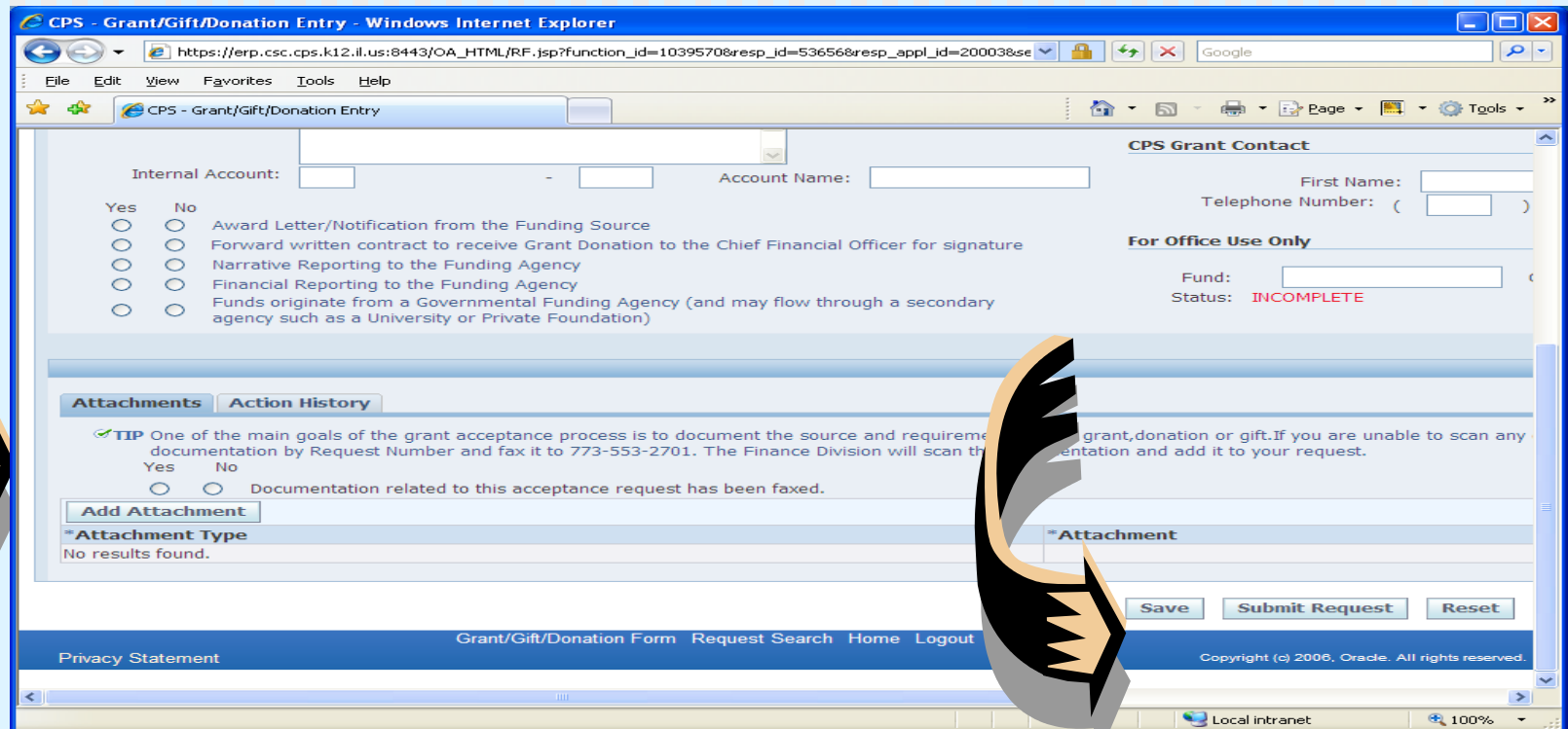
Yes No

- Award Letter/Notification from the Funding Source
- Forward written contract to receive Grant Donation to the Chief Financial Officer for signature
- Narrative Reporting to the Funding Agency
- Financial Reporting to the Funding Agency
- Funds originate from a Governmental Funding Agency (and may flow through a secondary agency such as a University or Private Foundation)

Acceptance of Grants, Gifts and Donations

Overview of the Application Process

To complete request
Click on yes or no, Save
Submit Request



The screenshot shows a web browser window titled "CPS - Grant/Gift/Donation Entry - Windows Internet Explorer". The address bar contains the URL: https://erp.csc.cps.k12.il.us:8443/OA_HTML/RF.jsp?function_id=1039570&resp_id=53656&resp_appl_id=200038&se. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content is divided into several sections:

- Internal Account:** A dropdown menu and a text input field for "Account Name".
- CPS Grant Contact:** Fields for "First Name:" and "Telephone Number: ()".
- For Office Use Only:** A "Fund:" field and a "Status:" field displaying "INCOMPLETE".
- Form Fields:** A series of radio buttons for "Yes" and "No" responses to the following questions:
 - Award Letter/Notification from the Funding Source
 - Forward written contract to receive Grant Donation to the Chief Financial Officer for signature
 - Narrative Reporting to the Funding Agency
 - Financial Reporting to the Funding Agency
 - Funds originate from a Governmental Funding Agency (and may flow through a secondary agency such as a University or Private Foundation)
- Attachments:** A section with "Add Attachment" and "Attachment Type" fields. Below this is a "TIP" box: "One of the main goals of the grant acceptance process is to document the source and requirements of the grant, donation or gift. If you are unable to scan any documentation by Request Number and fax it to 773-553-2701. The Finance Division will scan the documentation and add it to your request." Below the tip are "Yes" and "No" radio buttons and a text field: "Documentation related to this acceptance request has been faxed."
- Buttons:** "Save", "Submit Request", and "Reset" buttons are located at the bottom right of the form area.
- Footer:** A blue navigation bar contains links for "Privacy Statement", "Grant/Gift/Donation Form", "Request Search", "Home", and "Logout". A copyright notice "Copyright (c) 2006, Oracle. All rights reserved." is visible at the bottom right.

Acceptance of Grants, Gifts and Donations

Overview of the Application Process

The Grant Acceptance Form after Approval

This notification does not require a response.

The application for acceptance of Grant, Gift or Donation request (Request Number: 20110525) has been approved

OK

From **CPS GL Grant/Gift/Donation - Finance Department**
 To **CPS GL Grant/Gift/Donation - Finance Department**
 Sent **29-Nov-2010 09:36:27**
 ID **28413401**
 TO: Requestor
 CC: Finance Department, Budget Department, External Resources

Request Number 20110525

Name	Operation Teen Safe Driving
Funding Source	Centro San Bonifacio
Amount	1,000.00
Start Date	10/29/2010
End Date	06/30/2011
Purpose	The funds will be used to support the Operation Teen Safe Driving Program.
Internal Account	02-8104
Account Name	Teen Safe Driving Grant

Receiving Unit 51091

Agency Contact

First Name	Clare	Last Name	Pfothenauer
Telephone Number	(847)294-4522	Extension	

CPS Grant Contact

First Name	Stephan	Last Name	Fransen
Telephone Number	(773)534-4069	Extension	

For Office Use only

Fund	Grant
-------------	--------------

Yes No

- Award Letter/Notification from the Funding Source
- Forward written contract to receive Grant/Donation to the Chief Financial Officer for signature
- Narrative Reporting to the Funding Agency
- Financial Reporting to the Funding Agency
- Funds originate from a Governmental Funding Agency (and may flow through a secondary agency such as a University)

Done Local intranet 100%

Overview of the Process (continued)

- **An e-mail is automatically sent with a Request Number to acknowledge the entry. Please use the Request Number on all communication.**
- **CFO reviews all required documents and then accepts or rejects the request.**
- **Another e-mail is automatically sent to the requestor at the time the grant, gift or donation is accepted.**



Acceptance of Grants, Gifts and Donations

Overview of the Process (continued)

- **The automatic e-mail delivery is also sent to Budget and External Resources when the CFO enters the status of Acceptance in the system.**
- **The receiving unit should then confirm that OMB has an agency-approved budget and has enough information about activities in order to correctly load the funds.**
- **A third automatic e-mail is sent to the requestor, Finance and External Resources when Budget enters that the lines have been budgeted. The receiving unit then reviews their budget lines that have been loaded and begins implementation.**



Monitoring the Process



- Monitoring the system
 - **Status of requests**
 - **Form Search**
 - **Action History**

Acceptance of Grants, Gifts and Donations

Monitoring the Process (continued)

Example of Reject status messages via e-mail

Notification Details - Windows Internet Explorer

https://erp.csc.cps.k12.il.us:8443/OA_HTML/OA.jsp?OAFunc=FND_WFNTE_DETAIL5&NtfId=28460715&addBreadCr

File Edit View Favorites Tools Help

Notification Details

- Forward written contract to receive Grant/Donation to the Chief Financial Officer for signature
- Narrative Reporting to the Funding Agency
- Financial Reporting to the Funding Agency
- Funds originate from a Governmental Funding Agency (and may flow through a secondary agency such as a University or Private Foundation)

Files attached to this acceptance request	
File Name	File Type
Inter-State Studio & Publishing Co. \$473.93.pdf	Copy of Check

Action History

Num	Action Date	Action	From	To	Details
1	01-DEC-2010 11:29:11	Submit	Alvarado, Angelica	CPS GL Grant/Gift/Donation - Finance Department	
2	02-DEC-2010 10:18:21	Reject	CPS GL Grant/Gift/Donation - Finance Department	Workflow System	

Response

Approval Comments / Rejection Reason **This is a contractual agreement between the school and the photographer. It is not a grant, gift or donation.**

[Return to Worklist](#)

Display next notification after my response

Home Logout Preferences Help

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Acceptance of Grants, Gifts and Donations Monitoring the Process (continued)

The Form Search

ORACLE CPS GGD Application

Grant/Gift/Donation Form | Request Search

Grant/Gift/Donation Acceptance Form Search

Note that the search is case insensitive

Grant/Program Name:

Submission Date From: To:

Funding Source: Status:

Receiving Unit: Request ID:

Transaction Search Results									
Select	Name	Unit	Funding Source	Start Date	End Date	Requestor	Amount	Status	Request ID
	No search conducted.								

Privacy Statement | Grant/Gift/Donation Form | Request Search | Home | Logout | Preferences

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Acceptance of Grants, Gifts and Donations

Monitoring the Process (continued)

The Action History



CPS - Grant/Gift/Donation Entry - Windows Internet Explorer

https://erp.csc.cps.k12.il.us:8443/OA_HTML/OA.jsp?page=/cps/oracle/apps/custoaf/ggd/webui/GgdInquiryPG&OA=

Amount: 1,375,027.00 End Date 30-Sep-2010 First Name: Beatriz Last
Start Date: 01-Oct-2009 Purpose: The funds will be used for professional development and mentoring support to insure effective leaders in schools. Telephone Number: (202) 205
Internal Account: 00 Account Name: DNA **CPS Grant Contact**
First Name: Monica Last
Telephone Number: (773) 553

For Office Use Only

Fund: 353 Grant: 528408
Status: **LOADED**
Request ID: 20100183

Yes No

- Award Letter/Notification from the Funding Source
- Forward written contract to receive Grant Donation to the Chief Financial Officer for signature
- Narrative Reporting to the Funding Agency
- Financial Reporting to the Funding Agency
- Funds originate from a Governmental Funding Agency (and may flow through a secondary agency such as a University or Private Foundation)

Actions **Action History**

Sequence	Action Description	Status	Action Date	Performed By	Note / Comment
1	Finance Dept Acceptance		22-Oct-2009	CPS Grant Gift Donation	None
2	Budget Dept Acceptance		23-Oct-2009	CPS Grant Gift Donation	Request Number: 20100471 - Load Pending - Transfer Number: 20100471
3	Request Accepted		23-Nov-2009	Freeman, Kourtney	

Save **Return To Inquiry**

Grant/Gift/Donation Form Request Search Home Logout Preferences

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Done. Local intranet 100%

School-based Grants



- **All government grants must be placed in the school budget lines.**

- **Non-governmental grants that may be placed in Internal Accounts**
 - **Enter an acceptance request on the system**
 - **Follow internal accounts guidelines**
 - **Fund 124 - Follow the guidelines established by Division of Revenue for non-governmental grants that will be used to pay for salary, benefits, consultants.**

Acceptance of Grants, Gifts and Donations

Examples ... or not!



Which of these are gifts or donations?

- **Fundraisers**
- **Artwork**
- **Pro Bono work**
- **Computers**
- **Bequest from Estates**
- **Motivational Prizes**



Acceptance of Grants, Gifts and Donations

Resources



Division of Revenue

Patricia Jennings-Gary 773 553-2395

Martin Medina 773 553-5561

125 S. Clark, 14th floor MR 125

- **Fax: 773-553-2701, Attn.: Grants Acceptance**
- **Tutorial: Click on the UPK button on the upper right corner of the Oracle Grants, Gifts and Donations Application Form**