**THE FINANCIAL AID**

**INTERFACE TO**

**FEDERAL ACCOUNTABILITY**

**CASFAA**

**December 2009**

**San Jose**

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**WHAT WE WILL COVER:**

1. **Depart. of Education’s G5 System**
* How to utilize the data
* How to return excess cash
* How to compute a drawdown request
1. **Administrative Allowance**
* For Campus Based Programs
* For the Pell Grant Program
* How it fits into SEFA & FISAP
1. **A-133 Schedule of Expenditures of Federal Awards (SEFA)**
* How to prepare the SEFA
* What is included in it?
* Reconciliation of SEFA to SAM7
* Reconciliation of SEFA to FISAP
1. **FISAP: Fiscal Operations Report and Application to Participate**
* What funds are included?
* The federal calendar
* The FISAP Structure
* How is it submitted?
* What are the Business Office’s responsibilities?
1. **G5 Department of Education System**

**This system maintains all the data on your federal award funds. A typical viewing page reflects the award number, available balance, and net authorization. Additional details are just a click away over the award number (see DOC#1).**

 **Negative available balances are in reality over-**

 **draws. They are shown as credits. These**

**funds should be returned immediately if you are in your post year end closing month (see DOC#1).**

 **To return funds to the Department of Educa-**

 **tion utilize the following address and format:**

 **(see DOC#2).**

 **U.S. Department of Education**

 **Excess Cash**

 **P.O. Box 979053**

 **St. Louis, Mo. 63197-9000**

 **Maintain copies of all returns by fund within a**

 **binder for future reference.**

 **How the authorization changes:**

**Financial Aid submits the federal data debits and credits through the COD system. Subsequently, the transactions are funneled directly to the G5 system. As each transaction gets recorded by the G5 system, your authorization will increase or decrease**

 **accordingly.**

 **How to compute a G5 drawdown request:**

 **Run your financial aid totals query to obtain**

 **the most recent figures DOC#3.**

 **Go to your drawdown schedule DOC#4 and**

 **pull your total at the bottom of each fund.**

 **Place this figure to the left of the same fund**

 **total on the FA totals report DOC#3.**

 **If the financial aid total is greater than your**

 **prior drawdown total on DOC#4 then the**

 **difference is what you need to request for**

 **drawdown purposes. If the financial aid**

 **total is less than your prior drawdown total**

 **then you are in an overdraw situation.**

 **Place the following request to the requestor**

 **at the top of the page: DOC#3**

 **Boss: Please drawdown PELL $$$$ AUTH #**

 **ACG $$$$ AUTH #**

 **NSG $$$$ AUTH #**

 **SEOG $$$$ AUTH #**

 **FWS $$$$ AUTH#**

 **DL $$$$ AUTH#**

**AUTH#: PELL P063P091109 Pell Grant**

 **ACG P375A091109 Academic Com Grant**

 **NSG P376S091109 National Smart Grant**

 **SEOG P007A091109 Supple Educ Oppor**

 **FWS P033A091109 Federal Work Study**

 **DL P268K101109 Direct Loan**

 **Submit the financial aid totals report encoded**

 **with your request to your boss. Once the**

 **funds are drawn down your boss will provide**

 **you with the confirmation for processing**

 **(see DOC#5). A wire transfer will follow into**

 **the universities bank account on the date in-**

 **dicated on the confirmation page. At this**

 **point follow your wire cash receipting pro-**

 **cedures.**

1. **Administrative Allowance**

**Administrative allowance involves the campus based programs (SEOG, FWS, Perkins). Each**

**program is a component of the total calculated.**

**Each expenditure of each program is multiplied**

**by 5% for the first $2,750,000 and 4% there-**

**after from $2,751,000 to $5,500,000.**

**The SEOG program requires a pre-calculation**

**due to the 25% non-federal share requirement**

**(see DOC#6). All state scholarships and grants except LEAP or SLEAP (Special Leveraging Educational Assistance Partnership) can be used to meet the non-federal requirement.**

**SEOG/.75 =expenditure base X5%= admin**

**Perkins advances=expenditure X5% = admin**

**FWS payroll= expenditure X5% = admin**

 **TOTAL = admin**

**During the fiscal year this administration allowance is charged to the trust FWS program with reimbursement to the general fund. At the end of the year the real charged programs will be determined as follows with a credit to the trust FWS program.**

**At year end the administrative allowance can be charged to the campus based funds individually or collectively. The following evaluation will tell you which cause of action will most benefit you.**

**FWS’s budget in most cases requires a 10% roll forward to the next fiscal year for payroll expenditures. Ensure you have this 10% reserved to meet your commitments. Once you have done this you will know how much excess funds are available for administrative allowance.**

**SEOG expenditures should mirror the fiscal authorization. If not, charge off the excess balance to administrative allowance. This course of action will leave SEOG fully expended.**

**PERKINS Any administrative expenditure not charged back to FWS or SEOG can be charged off to Perkins as long as there are sufficient funds available.**

**After this evaluation you can charge the funds with the most benefit to you and reimburse the FWS funds for the previously charged off administrative expenditures.**

**The general fund reimbursement will always reflect the actual administrative allowance expenditures calculated on each fund’s qualifying expenditures. (ie: 5% of SEOG, FWS, Perkins)**

**The final chargeback within the trust campus based programs will always reflect your evaluation techniques end product.**

**Both the general fund reimbursement and the campus based administrative allowance charge backs must in total equal one-another.**

**The accuracy of these administrative allowance calculations are critical to reporting responsibly**

**on the FISAP report and the A-133 SEFA audit schedules.**

**Both the A-133 SEFA and the FISAP reports must mirror one another for campus based funds reporting. Any differences will create an audit finding…so be careful.**

**To chart where you are for calculating your work study position refer to DOC#7. This will give you a handle on your accuracy.**

**FWS PROVISIONS:**

**Federal Perkins federal capital contributions can be transferred to and spent in FWS.**

**Federal SEOG funds can be transferred to and spent in FWS.**

**FWS funds can be spent in FSEOG and federal Perkins loan programs.**

**The following fiscal year funds can be carried back and spent this year.**

**Additional following fiscal year funds can be carried back and spent for the summer employment this year.**

**The prior year funds can be carried forward and spent this fiscal year.**

**This year’s funds can be carried forward to be spent next year.**

**This year’s funds can be carried back and spent in the prior year.**

**Additional funds from this year can be carried back and spent for the last year’s summer employment.**

**Pell administrative allowance**

**Late in March the Department of Education usually wires the Pell’s first advance of the administrative allowance to the university.**

**(see DOC# 8)**

**This advance is composed of a flat fee of $5/student as of the March reporting period. This advance can be identified by a “Q” in the award authorization number.**

**You can obtain further substantiation and support by calling the financial aid director to request a “Federal Pell Grant Electronic Statement of Account” (see DOC#9). Many auditors will require**

**this document for verification.**

**As the year progresses, you will receive the remaining wires for the PELL Grant Program.**

1. **A-133 Schedule of Expenditures of**

**Federal Awards (SEFA)**

**After yearend closing is tied up, you can begin the preparation of the SEFA. This initial preparation cannot be finalized until the last PELL Grant is processed (see DOC#10).**

**Although this schedule incorporates the 6/30/09 general ledger figures, there are exceptions as follows. Any federal funds not disbursed until the federal closing date of 9/30/09 must be included. Typically my Pell, Academic Competitiveness Grant and Stafford/direct loans have fallen into this category.**

**Student Financial Assistance Cluster:**

**The SEOG, FWS, and Perkins programs report expenditures coupled with its administrative cost allowance. Perkins expenditures are defined as year to date loans advanced. Other programs included on a year to date expenditure basis include PELL, FFELP, Federal Direct Student Loan, Academic Competitiveness Grants, Smart Grants, Nursing Student Loan Program, FEMA and Scholarships for Disadvantaged Students. In total these reflect the Student Financial Assistance Cluster. Each CFDA# and legal description must be entered under the categories of CFDA and Program Title.**

**You must identify the Federal Grantor Agency for each as ‘Department of Education’. Your pass through agency is ‘G5’ while the pass through entity number is the federal authorization’s number.**

**Additional Programs:**

**This year I encountered only 1 additional program ‘ARRA-State Fiscal Stabilization Fund’. Details can be seen on DOC #10.**

**Federal Perkins Loan Program:**

**All of the required amounts on lines 2.0-5.4 should be taken off of the A.R. aging report and must equal the same on your FISAP report.**

**Administrative Cost Allowances (ACA)**

**The Perkins, SEOG, and FWS programs are itemized by expenditures and ACA amounts. The FISAP will mirror these same figures.**

**Supporting Documentation**

**Print out your general ledger totals and cross reference to your schedule.**

**Reconciliation of SEFA**

**After SEFA DOC#10 is prepared two additional reconciliations follow DOC#11, 13. You will note after completing these that you have made a three way tie between the SEFA, General Ledger and FISAP.**

* **Reconciliation of SEFA to SAM 7 DOC#11**

**All financial aid programs are listed along with their SEFA totals. The SAM 7 is the pre-closing general ledger trial balance for the university at 6/30. Each financial aid program is a CSU fund # within the SCO fund #948 (CSU trust fund).**

**Go to the ‘GLAN’ column on SAM 7 and pick up the account # indicated below for entry on the SAM 7 column. (see DOC# 12)**

**SEOG 9000 + 9812**

 **FWS 9000+9811+9812**

 **PERKINS 1319+2112**

 **ACG/SMART 9000**

**Make sure you pick up all debits and credits for each of these accounts.**

**Refer to the differences column on DOC#11 for explanations utilizing accounts, $$, and condensed words.**

**You will note that the SAM 7 trial balance report combines the ACG and SMART programs into one total. Each program is reported separately with its SEFA figures but the SAM 7 is shown under the ACG program with the difference noted as the SMART program.**

**Other differences will include any funds with post year end closing expenditures. An example would be the PELL fund which has a legal right to disburse up to and including 9/30 of the year.**

**Since Perkins reflects the current year advances + ACA then the difference between the cumulative receivable and the current year advances would be the amount of the identified difference.**

**In the case of the FFEL (Stafford) program, which is accounted for on an impress basis with no entry for SAM 7, the full amount is shown as a difference.**

* **Reconciliation of SEFA to FISAP DOC# 13**

**All financial aid programs are listed along with their SEFA totals.**

**The FISAP totals are located as follows:**

 **SEOG PT IV Sect E #17**

 **FWS PT V Sect E #18**

 **PERKINS PT 111 Sect B #7**

 **PELL PT 11 Sect E #23a**

 **ACG PT 11 Sect E #23b**

 **SMART PT 11 Sect E #23c**

**See the differences explanation column.**

**The FISAP only shows the current year Perkins advances on one line therefore the difference would be the ACA.**

**Since the FFEL program is not recorded on FISAP the entire amount of SEFA would be the difference.**

**In the case of the PELL grant program the difference would be any expenditures recorded on FISAP but not recorded on SEFA. It is not uncommon for there to be a difference due to the different dates the SEFA and FISAP reports are prepared.**

1. **FISAP: Fiscal Operations Report and Application to Participate**

**The FISAP report is filed annually by October 1 each year.**

**All of the campus based funds are reported within the ‘financial and request for funds’ sections.**

**Campus Based Programs:**

**Federal Perkins Loans**

**Federal Supplemental Educational Opportunity Grant (SEOG)**

**Federal Work Study (FWS)**

**These three programs are campus based because they are administered directly by the financial aid office and have common requirements (ie: students receive funds based on their financial need).**

**The funds are calculated by the Grants and Campus Based Division on the basis of a statutory formula using data on the FISAP. Funds remaining at the end of each award year are redistributed using data collected on the Campus-Based Reallocation Form (E40-4P).**

**Important Federal Congressional Calendar Dates:**

**August 1: Distribution of FISAP to schools**

**November 15: Distribution of edits**

**December 15: Return of Edit Corrections**

**February 1: Distribution of tentative award**

**April 1: Distribution of final allocations**

**How is the FISAP submitted:**

**All schools submit their data using FISAP on the web:** [**http://cbfisap.ed.gov**](http://cbfisap.ed.gov)

**To get approved to access this web site you will need a clearance from the financial aid office’s administrator. Following his/her clearance you will be able to set up a user ID and password with the Department of Education.**

**FISAP Structure DOC#14:**

**Part 1 ID information, certifications, warnings**

**Part 11 Application to participate**

**Part 111 Federal Perkins Loan Fiscal Ops Report**

**Part 1V Federal SEOG Program Fiscal Ops Rep**

**Part V FWS Program Fiscal Operations Report**

**Part VI Program Summary and ACA Worksheet**

**How Does Department of Education use the data?**

* **Used in formula to determine allocations**
* **Used to monitor if schools adhere to limits**
* **Used to close out and account for $$ spent**
* **Used for distribution of service cancellation reimbursement**

**What is FISAP?**

* **Used for determination of excess liquid capital in Perkins**
* **Used for liquidation of Perkins portfolio**
* **Used for statistical analysis purposes**

**Business office FISAP duties:**

**The following parts and sections are your responsibilities.**

**Part 11 Section E Assessments & Expenditures:**

 **23a. Pell Grant expenditures for 08-09**

 **23b. Academic Competitiveness Grant for 08-09**

 **23c. National Smart Grant for 08-09**

 **24. State Grants and Scholarships for 08-09**

**Part 111 Federal Perkins Loan Program**

 **Sections A-E for 7/1/08-6/30/09**

**Part IV Federal SEOG Program Award Year**

 **Sections A-E for 7/1/08-6/30/09**

**Part V Federal Work Study Program**

 **Sections A-E for 7/1/08- 6/30/09**

**Part VI Program Summary**

 **Section B for 7/1/08-6/30/09**

**Prior to beginning your calculations be sure to review the changes within the instruction packet or sign up for a Department of Education webinar. This will ensure your compliance with the current regulations.**

* **Prepare your Perkins excel spreadsheet**

**DOC#15 first. This will give you 08-09 cumulative figures for use on Section 111**

**in dollars and cents.**

* **Next, complete your worksheet entitled Perkins FISAP DOC#16. This will give you a chance to do pre-balancing while**

**researching your figures. Make sure you use whole dollars, no negative amounts and actual figures.**

* **Transfer and input the results of the above step to the Perkins FISAP Part 111 as a ‘working copy’.**
* **Complete your remaining sections by keying in your data and saving it in ‘current working version’. Check to make sure you have made no errors.**
* **Advise financial aid of your status.**
* **Once financial aid has completed their sections they will run the initial edits. You will be expected to correct any edit errors on your part.**
* **FISAP edits compare data submitted on current FISAP to previous data or to other entries on the same FISAP. Common edits test for % limitations, final adjusted allocations, significant changes from previous FISAP, reductions in Perkins data elements from the previous FISAP, and completion of certain required data.**
* **Once the errors are cleared, financial aid will submit the final figures. Request a signed final copy for your files. At the bottom of the page it will state: FISAP VERSION: Submitted Version. DOC#17**
* **Prior to 12/15 of each year you will enter the 10/31 Perkins cash on hand balance and any other changes. This is your last chance to make any corrections.**
* **RESOURCES:**

**FISAP Form and Instruction Booklet on IFAP.**

**Fiscal Operations Report and Application to Participate (FISAP) Desk Reference**

**Tutorial on IFAP website.**

**Campus Based call center:** **CBFOB@ed.gov** **or 877-801-7168**

**Documents Attached:**

**DOC#1 G5 Award Recap**

**DOC#2 Letter to Dept of Education**

 **‘Return of Excess Cash’**

**DOC#3 Financial Aid Award Totals**

**DOC#4 Federal Drawdown Schedule**

**DOC#5 G5 Drawdown Confirmation**

**DOC#6 Administrative Allowance Worksheet**

**DOC#7 Federal Work Study Status**

**DOC#8 G5 Pell Administration Authorization**

**DOC#9 Federal Pell Grant ‘Electronic**

 **Statement of Account’**

**DOC#10 A-133 Schedule of Expenditures**

 **Of Federal Awards**

**DOC#11 Reconciliation of SEFA to SAM7**

**DOC#12 Pre-close SAM7 Trial Balance**

**DOC#13 Reconciliation of SEFA to FISAP**

**DOC#14 FISAP**

**DOC#15 08-09 FISAP Figures**

**DOC#16 Pt 111 Perkins Worksheet**

**DOC#17 FISAP copy ‘Submitted Version’**