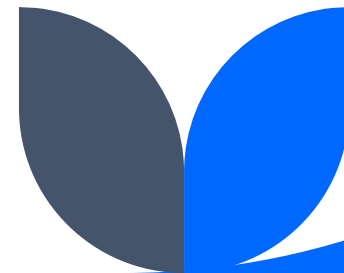


Sub-Recipient Accrual Training for Fiscal Year End (FYE) 2024

AGENDA

- Why Do Accruals?
- What is an Accrual?
- Deadlines
- Who to Reach out to for Help
- Accrual Estimate Form & How to Fill it out
- Questions

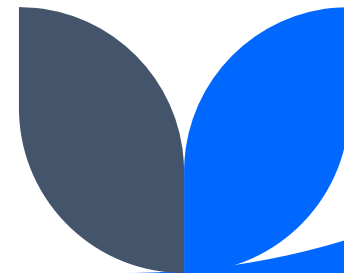


WHY DO ACCRUALS?

Accruals are required by:

1. GAAP (Generally Accepted Accounting Principles)
2. Montana Operations Manual (MOM) Policy

Accrual information is used to ensure that MT DES has enough spending authority to make all the reimbursement payments for sub-recipient grant expenditures that occurred in State Fiscal Year (SFY) 2024.



What is an ACCRUAL?

- **Accrual Definition:** a method of accounting that recognizes expenses when they occur, not when cash is paid.
- The accrual is an educated **estimate** of obligated costs covering goods or services that **occurred on or before June 30** (i.e., salary, fringe, supplies, equipment, etc.) and have not yet been reimbursed by MT DES.
- MT DES does not need to know about any costs that occur on or after July 1, 2024.

Expenses that Qualify as an Accrual



Allowable grant expenses



Costs that have occurred prior to July 1, 2024 AND have not yet been reimbursed



Item **ordered & received** but vendor has not provided invoice



Service has been performed, but vendor has not provided invoice



DES will only accrue the federal \$ amount

Accrual Deadline

Deadline to submit Accrual Estimate Form(s) to MT DES:

Tuesday, June 18, 2024

***A separate accrual form will need to be submitted for each grant project.

MT DES will review payment requests up until June 28, 2024.

***Do not accrue costs that you have submitted reimbursement for.

Contact Info

Preparedness Program

Pam Fruh	Grant Coordinator - Central District	Pam.fruh@mt.gov	(406) 439-5917
Sarah Harmon	Grant Coordinator - Eastern District	SarahHarmon@mt.gov	(406) 417-9354
Emily Schuff	Grant Coordinator - Western District	Emily.Schuff@mt.gov	(406) 417-9236

Mitigation Section

Andrew Long	Mitigation Coordinator	Andrew.Long@mt.gov	(406) 202-4532
John Bleile	Mitigation Coordinator	John.bleile@mt.gov	(406) 202-1092
Crystal Guerrero	Mitigation Coordinator	Crystal.guerrero@mt.gov	(406) 202-8250
Tomas Perez	Mitigation Coordinator	Tomas.perez@mt.gov	(406) 202-2584

Recovery Section

Jonathan Busby	PA Recovery Coordinator	Jonathan.busby@mt.gov	(406) 439-3233
Jason Fadely	PA Recovery Coordinator	Jason.fadely@mt.gov	(406) 202-9487

Accrual Estimate Form

JURISDICTION NAME:	DATE PREPARED:
GRANT NUMBER & Project:	AUTHORIZED REPRESENTATIVE:
	Signature
	Typed
	Title

EXPENDITURE CATEGORY	DESCRIPTION	AMOUNT
	Description must be descriptive, cannot be stated as other or miscellaneous	
	TOTAL ACCRUAL	\$ -

A separate accrual form will need to be filled out for each grant/project

Accruals must be broken out into expenditure categories. Lump sums will not be accepted.
 Description should include information that can be supported with general ledgers and receipts when requesting reimbursement
 Form must be signed by an individual with authority (can be applicant agent)

Jurisdictions whom do not submit for accrual and then request reimbursement for goods or services from prior to Fiscal Year End are at risk of non-payment due to lack of accrual funds.

Questions