

Procedures for Reconciling Grant Expenditures and Drawing Down Cash through CMS

- Run the GL Grant Reports for the current year using the appropriate grant codes.
- Review transactions to ensure they are allowable under the current Grant budget.
- Consult with Grants Office for Title I, Title II, and Title III Expenditures.
- Look out for employee health benefits that may have been charged to Title II. Those related to teacher extra duty pay for teachers attending professional development. JE those costs back to the employee's primary account.
- Rerun the GL Grant Reports prior to requesting cash
- Determine amount of Cash that should be drawn down to pay for grant expenditures
- Log into CMS -
<https://mdoe.state.mi.us/CMS/default.aspx?ReturnUrl=%2fcms>
- Select Requesting Funds for Project
- Enter Cumulative Expenditure amounts from the reconciled GL Grant Report
- Save and then List
- CHOOSE Certifying Requests – Agree to Certification
- Make 2 copies of Certification
 - o One for Grant Cash Request File
 - o One for use in Bank Reconciliation and Cash Receipts
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