Grant Budget Setup
Procedures BUD-P002
Sacramento City Unified School District

1.0 SCOPE:

    1.1 This procedure discusses the process that is used to set up grant fund appropriations for Sacramento City Unified School District.

2.0 RESPONSIBILITY:

    2.1 Budget Services

3.0 APPROVAL AUTHORITY:

    3.1 Budget Director

_____ _____
Signature   Date

4.0 DEFINITIONS:

    4.1 SACS – Standardized Account Code Structure

5.0 PROCEDURE:

    5.1 Receive grant award letter.

    5.2 Check for Board approval.

    5.3 Request Special Projects Accounting Grant Information (S.P.A.G.I) and grant budget forms from the administrator of the grant.

    5.4 Do a budget transfer to set up the grant in the Escape Online system.

    5.5 Monitor grant to ensure spending and adherence to grant guidelines. Guidelines are found in the grant award letter.

    5.6 Prepare any invoices as needed per requirements of the grant.

    5.7 Put copy of invoices into individual grant folder.

6.0 ASSOCIATED DOCUMENTS:

    6.1 Grant Award Letter

    6.2 Contracts Office approval memo

    6.3 Grant budget form

    6.4 Special Projects Accounting Grant Information (BUD-F002)

    6.5 Budget Transfer

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Excel spreadsheets	Electronic File	One year	Discard as desired	Access limited

| Grant Binders | Supervisor's office | Five years | Discard as desired | Access limited |
| Grant File | File cabinet, | Current year plus one year and old files in file room for five years | Discard as desired | Access limited |

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
3/24/04	A	Initial Release
11/5/04	B	Added information to show clear work flow
9/30/05	C	Updated procedure and associated documents
3/29/11	D	Updated procedure and associated documents

End of procedure