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Chief of Police

ALBANY, NEW YORK
POLICE DEPARTMENT
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1789

FISCAL GRANT REPORTING
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PURPOSE: The purpose of this policy is to outline proper procedures for the reporting of grant funds utilized by the Albany Police Department.

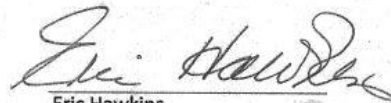
POLICY: It is the policy of the Albany Police Department to comply with all standards and conditions within applicable grant agreements.

I. GRANT REPORTING PROCEDURES

- A.** At the end of the quarterly reporting periods, a member of the Fiscal Unit is responsible for obtaining data from the payroll system utilized by the department in order to obtain the weekly salaries of department members authorized for payment from the applicable grant fund.
 - 1.** A member of the Fiscal Unit shall also obtain the benefit and deduction information for the same employees, for the same period.
- B.** A member of the Fiscal Unit shall utilize Microsoft Excel in order to calculate the allowable totals for personnel and totals of fringe benefits, per department member by quarter.
- C.** All raw data and calculations as well as the finalized spreadsheet will then be reviewed by the Chief Fiscal Officer to ensure all funds to be drawdown are based upon allowable expenditures incurred per the terms and conditions of the award.
- D.** All expenditures charged to federal grants will be reviewed by the Chief Fiscal Officer to ensure that the cost is allowable per the grant agreement.
- E.** Upon the review and approval of the Chief Fiscal Officer, a member of the Fiscal Unit shall complete all applicable grant reporting forms.
- F.** A member of the Fiscal Unit shall then drawdown the funds.

II. GRANT FUNDS MAINTENANCE

- A.** Additional Microsoft Excel spreadsheets shall be utilized in order to maintain:
- 1.** Accounts receivable; and
 - 2.** All grant reimbursements, by year.
 - a.** A separate spreadsheet shall be maintained for each grant.
- B.** An access database is to be maintained for all grants by department.
- C.** All final approved data shall be forwarded to the Treasurer's Office for collection of funds through wire transfer.
- D.** All supporting documentation will be maintained for future auditing purposes pursuant to State and grant requirements.



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