Grant system requirements

4/11/2016

Grant making (program staff)

 Recording grant requests

 Tracking grants through the grant process

 Grant write ups

 Grant contracts

 Grant award letters

 Source for grant history detail and totals

 Record of actions taken on requests or for organizations

Grant compliance (grants administrator)

 Records compliance with all tax and legal compliance

 Records program staff contact notes

Financial reporting (finance staff)

 Sends automated list of grants approved for payment

Produces reports of grant approved and paid that are used to book grant expense and accruals

on the Foundation’s financial statements

Maintains internal controls for grant payments

Auditors test controls for separation of duties when opining on financial statements

Grant listing for tax return

Record retention (program, grants administration, finance, administration)

 First source for grantee information

 Houses key documents for meeting IRS record retention

Foundation organizational requirements (program, grants administrator, administration)

 Records conflicts and affiliations

 Primary source of grants, amounts, and descriptions for annual and Wisconsin reports