

**STATE OF VERMONT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (SEFA)
INSTRUCTIONS FOR FYE JUNE 30, 2009**

The SEFA Checklist and Form are used to provide information to the Department of Finance & Management (F&M) to assist in the preparation of the SEFA for the State of Vermont as required by OMB Circular A-133 and the SFY2009 Year-End Closing Instructions. These documents must be electronically submitted to F&M by **August 31, 2009** at VISION-CAFR@state.vt.us.

Changes for 2009: Although most of the information for the 2009 SEFA is the same as in prior years, there are several new columns and requirements. Please review the spreadsheet and instructions carefully in order to accurately submit your SEFA by the deadline. In addition, the SEFA Questionnaire has been replaced by the SEFA Checklist. Please contact Karen Jaquish at karen.jaquish@state.vt.us or (802) 828-3201 if there are any questions.

SEFA REQUIREMENTS

SEFA Checklist:

- **What is it?** – A tool to determine which agencies/departments expend federal funds. It also assists in preparation of the SEFA Form for those agencies from whom it is required. (This form replaces the SEFA Questionnaire used in prior years.)
- **Required by** - All Agencies/Departments
- **Due** – August 31, 2009 – earlier submissions are encouraged

SEFA Form:

- **What is it?** – A workbook containing all financial aspects of the SEFA report in multiple sheets
- **Required by** – Only those agencies/departments who expend federal funds
- **Due** – August 31, 2009 – must include the VISION reconciliation and Schedule A if appropriate

INSTRUCTIONS

SEFA CHECKLIST

Does your Agency/Department Expend Federal Funds?

No: Complete Part A and the Electronic Signature sections.

Yes: Complete the entire Checklist which refers to certain sections and columns of the SEFA Form. The purpose of Parts B and C of the Checklist is to ensure that the SEFA Form is filled out completely and accurately.

Please also refer to instructions included on the SEFA Checklist itself.

The SEFA Checklist must be submitted electronically to F&M by the due date. Early submissions are encouraged and appreciated.

SEFA FORM: This Excel workbook consists of three separate worksheets:

- SEFA Data: This is the primary worksheet and is used to report all federal expenditures incurred.
- Schedule A: This worksheet is only completed if the reporting entity received federal grants from non-federal sources such as from a non-profit or other governmental entity.

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- **Reconciliation:** This worksheet is used to reconcile expenditures reported on the SEFA Data sheet to VISION expenditures. It is also used to identify reporting differences between VISION and Federal Reports.

SEFA DATA

The SEFA Data sheet contains rows for all federal programs reported on the 2008 SEFA. Rows may be inserted for new programs or for ARRA programs as instructed below. Be sure to complete all columns for all rows. Do not delete any rows even if a CFDA No. is no longer in use.

Which expenditures should be included? Include expenses you incurred during SFY2009 against federal grants you received directly from the federal government or as a subrecipient of a non-profit organization or government entity (such as from another state).

- **Do not include** expenditures you incurred against grants you received as a subrecipient from another State of Vermont agency.
- **Do** include expenses resulting from payments you made **to another State of Vermont agency** who is your subrecipient.
- **Do not include** expenditures that are not eligible for federal reimbursement or which make up the State Share of a program.
- **Do not include** programs with total expenses that are negative. (A program with net negative expenses is a prior year adjustment and is not reported on this year's SEFA.)

Instructions per Column:

1. **VT Agency/Department** – Programs are sorted alphabetically by Agency/ Department.
2. **DUNS Number** – Enter the DUNS number associated with each award in XXXXXXXXX format. The DUNS number is your agency/department's DUNS number that was used when you applied for and/or were awarded the federal funds. It should be found on the grant award document issued to you by the federal agency.
 - **Do not include** dashes or spaces
 - **Do include** leading zeroes if applicable
3. **CFDA Number** – Enter the CFDA No. in column 3 in XX.XXX format for each federal program. For those programs without an "official" CFDA No., contact F&M. With the exception of ARRA programs or programs with awards issued under multiple DUNS numbers, **do not include** multiple rows for a single CFDA No. Please consolidate into one row all expenditures for multiple awards under a single CFDA No. Insert a row for new programs and be sure to complete all columns, leaving the FY2008 Expenditures column blank.
4. **Federal Agency** – Enter the Federal granting agency's name. Abbreviations are acceptable.
5. **Program Title** – Enter the official title of the CFDA No. If necessary, you may obtain the official title on the CFDA Catalog website at www.cfda.gov.
6. **ARRA Program** – Select "Yes" from the drop-down list for all ARRA related programs. Select "No" if the program is not an ARRA program.
 - If you expend ARRA funds under a previously existing CFDA No., you must insert a new row to separately identify the ARRA expenditures. Indicate that it is the ARRA portion of the program by selecting "Yes" in the ARRA Program column.
 - If you expend ARRA funds under a new CFDA No., you must insert a new row and complete all columns. Be sure to select "Yes" in the ARRA Program column and enter \$0 in the FY2008 Expenditure column.

See the ARRA section of this document for further information.

7. **Award Number** - Enter the award number(s) for all programs whose CFDA No. is XX.999 or for ARRA programs. This column may be left blank for all other programs.
8. **FY2008 Expenditures** – This column is for reference and should not be modified. It contains the expenditures reported on the FY2008 SEFA.

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9. **Expenditures per VISION** – Enter the expenditures as recorded in VISION during the fiscal year. Round to the nearest dollar – *do not include pennies*. The expenditures in this column must tie or reconcile in total to VISION expenditure totals for the business unit(s). (See the Reconciliations section for more information about the VISION reconciliation process.)

10. **Non-Monetary Awards** – Enter the total value of noncash awards expended by your agency/department during the fiscal year. Round to the nearest dollar – *do not include pennies*. This column may be left blank for those programs that did not receive noncash awards.

11. **Expenditures per Federal Reports** – Enter the expenditures reported or to be reported on federal financial reports for each program for the fiscal year period. Round to the nearest dollar – *do not include pennies*. If federal reports are not filed at least quarterly, it may be necessary to identify the amount of federally eligible expenditures that will be reported on a future report that pertain to the appropriate state fiscal year period. Contact F&M if you have questions about this.

12. **Difference Between VISION and Federal Reports** – This column is an automatic calculation of Column 9 + Column 10 – Column 11. **Do not** modify this column. Any variances identified here **must be explained** on the Reconciliation sheet.

13. **Subgranted to State of Vermont Agencies** – Enter the amount of the expenditures included in column 11 that were payments or transfers to other State of Vermont agencies/departments who were your subrecipient. Round to the nearest dollar – *do not include pennies*.

14. **Subgranted to Non-State of Vermont Entities** – Enter the amount of the expenditures included in column 11 that were payments to subrecipient organizations other than State of Vermont agencies. Round to the nearest dollar – *do not include pennies*.

Note to Subrecipient Expenditures – In prior years you were required to report all subrecipient expenditures in one column. These are to be reported separately in FY2009. The sum of Columns 13 and 14 are your total subrecipient expenses and this total should not exceed the expenditures reported in Column 11. If they do, this must be explained in the Reconciliation. These expenditures must also reconcile in total to VISION subrecipient expenditure data as explained in the Reconciliation section of these instructions.

Supporting Documentation: Agencies/Departments are required to retain readily available supporting documentation for the expenditures reported in the SEFA including copies of federal financial reports. The supporting documentation for subrecipient information should include the names of the subrecipients, project/award numbers, expenditures, etc. which makes up the total expenditures reported. This supporting documentation must be made available to F&M or to auditors upon request.

SCHEDULE A

Report all grants received as a subrecipient from a non-federal entity such as from a non-profit organization or from another governmental entity such as another state or municipality. Schedule A may be left blank if this is not applicable to your agency/department. Schedule A is a new schedule this year and its equivalent was contained on the Questionnaire in prior years.

- **Do not include** grants received as a subrecipient from another State of Vermont agency.
- **Do not include** non-federal grants or the non-federal portion of a grant in which you must provide state match.
- Expenditures reported on Schedule A must also be included on the SEFA Data sheet under the appropriate CFDA No.

Instructions:

1. Enter the Agency/Department name.
2. Enter the CFDA No., Source/Grantor, and Expended Amount for each program.

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RECONCILIATIONS

Included in the SEFA Form workbook is a Reconciliation sheet. This sheet must be completed by each agency/department to reconcile SEFA Column 9 (Expenditures per VISION) and also the total of SEFA Columns 13 & 14 (Subrecipient Expenditures) to the *VISION Reconciliation Expenditure Report*. This report will contain both cash and accrual expenditure totals by business unit and fund. It will be posted to the Finance & Management website in early August after FY2009 has closed. Your reconciliation must use either the cash or accrual version of this report as its reconciliation basis. You may choose whichever version corresponds with the requirements of your federal program(s), but the version you use must be identified and must tie to the reports on the F&M website.

Variances of 1% or \$50,000, whichever is less, must be fully reconciled. **Your SEFA submission will not be considered complete unless it is fully reconciled to VISION.** You may use a format other than the Reconciliation sheet provided, but you **must** include a reconciliation in your submission that uses the *VISION Reconciliation Expenditure Report* as a basis.

Instructions:

Column 1

1. Select either the Cash or Accrual expenditures per *VISION Reconciliation Expenditure Report* from the F&M website.
2. From the Total Expenditures section, enter the total expenditures per fund for your business unit(s) on the corresponding line of the Reconciliation sheet in Column 1, Section 1.

AOT & F&W – Since you have expenditures that occur in funds outside of the 22xxx range, you may substitute your funds for those on the template.

3. Enter the total expenditures reported in SEFA Column 9 on the Total Expenditures per SEFA line (Column 1, Line 2).
4. Variances of more than 1% or \$50,000, whichever is less, must be explained. Use the Reconciling Items section to list each item that explains the variances. The Unreconciled Variance must be no greater than 1% of total expenses or \$50,000, whichever is less.

Column 2

1. From the Subrecipient Expenditures section, enter the total subrecipient expenditures per fund for your business unit(s) on the corresponding line of the Reconciliation sheet in Column 2, Section 1.

Note: The expenditures per VISION included in the report are those expense transactions which occurred in the fund 22xxx range and with a class code of 00001 which is required by Bulletin 5.

2. Enter the total subrecipient expenditures reported in SEFA Columns 13 & 14 on the Total Expenditures per SEFA line of Column 2.
3. Variances of more than 1% or \$50,000, whichever is less, must be explained. Use the Reconciling Items section to list each item which explains the variances. The Unreconciled Variance must be no greater than 1% of total expenses or \$50,000, whichever is less.

Data supporting reconciling items must be kept in your files and must be provided to F&M or to the auditors upon request.

AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009
(ARRA)

In accordance with Public Law 111-5 (Recovery Act), it is the responsibility of all recipients to maximize transparency and accountability of funds authorized under the American Recovery and Reinvestment Act of 2009. Recipients must maintain records that sufficiently identify the source and application of ARRA funds. ARRA also contains requirements regarding payments to subrecipients and disclosure and reporting of awards and contracts issued with ARRA funds. For recipients covered by the Single Audit Act Amendments of 1996 and OMB Circular A-133, recipients are required to separately identify

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the expenditures for Federal awards under the Recovery Act on the Schedule of Expenditures of Federal Awards (SEFA) based on latest guidance from OMB. Reporting requirements related to ARRA funds are still being developed and may change over time. The following is an excerpt from the OMB A-133 March 2009 Compliance Supplement and is in effect for the SFY2009 single audit and SEFA.

Schedule of Expenditures of Federal Awards (SEFA)

As described in §____.310(b)(3) of OMB Circular A-133, auditees must complete the SEFA and include CFDA numbers provided in Federal awards/subawards and associated expenditures. Many Federal agencies began including requirements similar to the following in their terms and conditions for ARRA awards to ensure separate identification of ARRA awards. This separate identification should also include the R&D cluster regardless of the accommodation made in §____.310(b)(1) of OMB Circular A-133. OMB specified in interim final guidance the use of the award term at 2 CFR 176.210 for this purpose (74 FR 18449, April 23, 2009), effective April 23, 2009.

Schedule of Expenditures of Federal Awards

To maximize the transparency and accountability of the American Recovery and Reinvestment Act spending required by Congress and in accordance with 2 CFR 215, section____. 21 "Uniform Administrative Requirements for Grants and Agreements" and the A-102 Common Rule provisions, recipients agree to maintain records that identify adequately the source and application of ARRA funds.

For recipients covered by the Single Audit Act Amendments of 1996 and OMB Circular A-133, recipients agree to separately identify the expenditures for Federal awards under the ARRA on the Schedule of Expenditures of Federal Awards (SEFA) and the Data Collection Form (SF-SAC) required by OMB Circular A-133. This shall be accomplished by identifying expenditures for Federal awards made under the ARRA separately on the SEFA, and as separate rows under Item 9 of Part III on the SF-SAC by CFDA number, and inclusion of the prefix "ARRA-" in identifying the name of the Federal program on the SEFA and as the first characters in Item 9d of Part III on the SF-SAC.

Responsibilities for Informing Subrecipients

Recipients agree to separately identify to each subrecipient, and document at the time of subaward and at the time of disbursement of funds, the Federal award number, CFDA number, and amount of ARRA funds. When ARRA funds are subawarded for an existing program, the information furnished to subrecipients shall distinguish the subawards of incremental ARRA funds from regular subawards under the existing program.

Recipients agree to require their subrecipients to include on their SEFA information to specifically identify ARRA funding similar to the requirements for the recipient SEFA described above. This information is needed to allow the recipient to properly monitor subrecipient expenditures of ARRA funds, as well as for oversight by the Federal awarding agencies, Federal Offices of Inspector General, and the Government Accountability Office.