

**STATE OF VERMONT  
GRANTS COMMITMENT FORM  
JUNE 30, 2022**

**ACFR-7 Grant Commitment Form Instructions:**

**Important! – Please read these instructions prior to starting your form.**

The ACFR-7 form will be available on the VISION website on July 6, 2022.

The ACFR-7 data will not contain transactions that happen in the year-end “998” period.

Any department that has awarded grants with obligations in FY 2021 and/or extending into FY 2022 and beyond must complete the form ACFR-7 Grant Commitment Form and e-mail it to [Vision.ACFR@vermont.gov](mailto:Vision.ACFR@vermont.gov) no later than **August 15, 2022**.

If your business unit has expenditures charged against any of the account numbers used for grants which begin with 550% or (6% for AHS) then you must complete the ACFR-7 Grant Commitment Form.

The purpose of the form is to report by department the total amount of grants and/or loans committed to entities outside of State government. Grant Commitments include sub-grants awarded from federal or other outside grant funding sources, and grants awarded using state funds (such as general and special funds). Loans are reportable in the same way as a grant.

The instructions and sections below are provided as a guide to help departments in completing the ACFR-7 form.

*Do not include grants awarded to other State of Vermont business units, lease commitments, litigation liabilities, settlement claims or contract obligations in any section of this form.*

**Files Required: [Forms | Department of Finance & Management](#)**

ACFR7 Grant Commitment Form  
ACFR7 Grant Commitment Instructions  
ACFR7 Outstanding Balance 6/30/2020

**Queries Required:**

ACFR7 Beginning Balance (Query: ACFR7\_PY\_AMEND)  
ACFR7 GRANT AWARDS (Query: ACFR7\_AWARDS)  
ACFR7 Expenditures (Query: VT\_LEDGER\_ACTUALS\_BU\_BAL)

**Files showing account detail to be used for reconciling items**

Reconciling items must be supported by VISION Detail using queries to show the transactions. The queries below are optional. Accrual basis is recommended but cash basis is acceptable.

ACFR7 ACCRUAL EXPENDITURES Detail (Query – VT\_AP\_ACCR\_EXPENDITURE\_DST) To reconcile grant award number to grant invoice number for expenditures reported on accrual basis.

ACFR7 ACCRUAL EXPENDITURES (Query: VT\_ACCOUNT\_EXP\_ALLFIELDS\_DTL) Source detail  
ACFR7 CASH EXPENDITURES (Query: VT\_ACCOUNT\_EXP\_ALLFIELDS\_DTL\_C) Cash Basis

## **Instructions:**

Shaded cells are formulas and should not be modified.

Select your Business Unit from the dropdown list in cell D2 on the ACFR7 form (tab). Your Business Unit name will be auto filled.

### **Section I – Reconciliation of Beginning Balance**

Reconcile the ending balance reported from the prior year to the beginning balance reported for current fiscal year.

A.1: The ACFR Outstanding Balance 6/30/2021 is auto filled upon selecting the Business Unit in cell D2. These balances are also found on the F&M website.

A.2: Enter the beginning balance per departmental records. The beginning balance is the FY2021 ending ACFR balance above less any adjustments to original grant obligations to date.

A.3: This is calculated from A1 minus A2.

B: Use the tab “Section I. Beg Bal Recon” to provide all explanations for the variance on line A.3.

- Show supporting detail by grant number on the “Section I. Beg Bal Recon” tab, (the total amount will be carried over to the “ACFR7” summary tab – cell H11).
- Acceptable explanations may include adjustments due to amendments of prior year awards, elimination of ending balances of closed out grants, reductions due to penalties, etc.
- Run the query ACFR7\_PY\_AMEND to get a list of all prior year awards that were amended during the fiscal year, as entered in VISION. This will help you determine the adjusted beginning balance.
- Final Unexplained Variance must be \$0.

### **Section II – Reconciliation of Awards**

Reconcile grant awards reported in the Grant Tracking module to the awards reported on ACFR7.

A.1: Enter the number and dollar value of the awards issued by running the public query called ACFR7\_AWARDS for July 1, 2021 – June 30<sup>th</sup>, 2022.

Note: The ACFR7\_AWARDS query will populate for all activity during the fiscal year and reflect any amendments as of the run date of the query. The query will return grant awards based on the following criteria:

- Awards entered in the module that were issued during the current fiscal year and have a start date during the current or prior fiscal year.
- Awards issued in a prior fiscal year that have a start date during the current fiscal year.
- It does not include awards issued during the current fiscal year that have a start date in a future fiscal year.

A.2: Enter the number and dollar value of awards issued during FY according to departmental records. These should include all grants/loans to entities outside of State government only. Include all new grants awarded and executed during FY2022, even if the start date was backdated to a prior year. **Amendments to prior year grants should be reported as adjustments to the beginning balance in Section I.**

A.3: This is calculated from A1 minus A2.

B: Use the tab “Section II. Awards Recon” to provide all explanations for the variance on line A.3.

- Show supporting detail by grant number on the “Section II. Awards Recon” tab, (the total number of grants and total amount will be carried over to the “ACFR7” summary tab – cells F22 & H22 respectively).
- **Note: The query will include awards granted to other state agencies which are omitted from the ACFR7. Therefore, if your business unit awards funds to other state agencies, you will need a reconciling item for this variance.**
- **If there are awards that have not yet been entered into the Grant Tracking module, they must be entered prior to submitting your ACFR7 form. There are numerous reporting requirements for grants that are generated from the Grant Tracking module and it is imperative that it be complete with all awards from all sources. Please update G/T for missing grants and rerun the ACFR7 Awards Query.**
- Final Unexplained Variance must be \$0.

### Section III – Reconciliation of Expenditures

Reconcile expenditures reported in VISION to the amount reported on ACFR7 Form.

A.1: The ACFR-7 Expenditures as of 6/30/2022 is auto filled upon selecting the Business Unit. This is the data from the public query called VT\_LEDGER\_ACTUALS\_BU\_BAL for accounts like 550% grants; AHS only accounts like 6%. The queries VT\_ACCOUNT\_EXP\_ALLFIELDS\_DTL or VT\_ACCOUNT\_EXP\_ALLFIELDS\_DTL\_C might be helpful in reconciling. This query accounts 550% (and 6% for AHS). Filter the query results for grant related expenditures and enter the supporting transactions on the Section III tab.

A.2: Enter the grants/loans expended in FY 2022 per departmental records. Do not include payments to other State of Vermont business units. Expended includes all payments (from all funds) made against those grants awarded in FY 2022 as well as against those awards issued in prior fiscal years.

A.3: This is calculated from A1 minus A2.

B: Use the tab “Section III. Recon” to provide all explanations for the variance on line A.3.

- Show supporting detail by grant number on the “Section III. Exp. Recon” tab, (the total amount will be carried over to the “ACFR7” summary tab – cell H34).
- **Note: Grant expenditures to other State of Vermont business units and non-grant expenditures are included in the expenditure query and will need to be removed from the total with the variance explained in the reconciling items section.**
- The query VT\_AP\_ACCR\_EXPENDITURE\_DST can be helpful in reconciling the grant award number from the Grant Tracking module to the grant invoice number for expenditures reported on accrual basis. Accrual basis is recommended but cash basis is acceptable.
- Unexplained Variance should equal 0.

### Section IV – ACFR7 SUMMARY

Summary data comes from the sections above. Agencies/Departments are required to retain readily available supporting documentation for the expenditures, awards, and outstanding grant balance; the supporting transactions should be included on the form for each section.

- The supporting documentation for the balance outstanding in Section IV should include by grant award the name of the subrecipient, award number/description, and amount of grant obligation outstanding.

- Report the outstanding balance as of June 30, 2022; by grant number on the “Section IV. Outstanding Bal” tab.
- The total amount recorded in the tab “Section IV. Outstanding Bal” has to equal the number calculated on the ACFR-7 form cell H47.

#### **Items to Review before Submitting ACFR7**

- Outstanding grant balances as of 6/30/2022 should be equal to or greater than 0. (Total expenditures against an award should not exceed the award amount without an amendment.)
- Review expenditures by invoice number and compare to grant awards by grant number to verify that all awards have been entered in the Grant Tracking module.
- Confirm that all non-grant expenditures in accounts 550% or 6% are shown as reconciling items.
- Confirm that all payments to other State of Vermont business units are shown as reconciling items.
- Detail supporting reconciling items is included on Tabs for Section 1 – III.
- Section IV supports the ending grant balance by Grant ID, Vendor, Program, other.
- All unexplained variances should equal zero.
- In ACFR 7 form – Section IV, Line 49 should be True.
- Complete the certification form prior to submitting.**

Please email the above documents to [VISION.ACFR@vermont.gov](mailto:VISION.ACFR@vermont.gov)

**If requested by the auditors, please keep your supporting grants files readily available.**

If you have questions, please send an email to [VISION.ACFR@vermont.gov](mailto:VISION.ACFR@vermont.gov) or call Dan Shepard at 802-881-7425.