



UNITED STATES
ELECTION ASSISTANCE COMMISSION

Federal Financial Form Refresher Webinar

Instructor:

Margaret McGilvray, Econometrica, Inc.



1. What is the Federal Financial Report?
2. How and when will I submit the FFR?
3. What new information will be collected, and what has been removed from the standard FFR?
4. What does each field on the form mean, and how do I fill it out?



Federal Financial Report (SF-425)

- A Federal form that captures grantee obligations and disbursements during the grant period.
- Purpose: To provide EAC with an accurate picture of grant expenditures to date and the financial progress of the grant.
- Submit annually following the execution of the award (with one exception).
- Submitted per individual grant, even if grantee has several EAC awards.
- Fillable forms available on the EAC Web site.



HAVA Report Submission Schedule

Type	Period	Due Date
HAVA Title I – Sect. 101	10/1–9/30	12/31
HAVA Title II – Sect. 251	10/1–9/30	12/31



New Information and Recent Omissions

- Line 10 (i): Total Recipient Share Required/Earned – Includes Program Income
- Line 10(k): Remaining Recipient Share to Be Provided, under the Recipient Share section.
- Line 10(l)-(o): Program Income Section – Is to be used exclusively to track interest on Federal funds
- Line 10(n): Program Income Expended in Accordance With the Addition Alternative.
- Section 11: Indirect Expense is a section that is only required if you have an indirect cost with EAC.



Federal Financial Report (SF-425), Cont.

- Consists of the following parts:
 - Cover Information.
 - Federal Cash.
 - Federal Expenditures and Unobligated Balance.
 - Recipient Share.
 - Program Income.
 - Indirect Expenses.
- Signed and certified by grantee-designated authorizing official.





Federal Financial Report (SF-425), Cont.

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted Election Assistance Commission		2. Federal Grant or Other Identifying Number Assigned by Federal Agency CDFA 90.401 Help America Vote Act		Page 1	of 1 pages
3. Recipient Organization (Name and complete address including Zip code) State of American Voting, Office of the Secretary of State, 120 Main Street, Capital, AV 43125					
4a. DUNS Number 987654321	4b. EIN 91-11111-222	5. Recipient Account Number or Identifying Number CFDA #56.011	6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual	
8. Project/Grant Period From: (Month, Day, Year) 5/1/2003		To: (Month, Day, Year) Until Disbursed		9. Reporting Period End Date (Month, Day, Year) 09/ 30/ 13	



Section 10. Transactions

Federal Cash:

- Line 10(a), Cash Receipts: Payments **RECEIVED** by the grantee from EAC for the grant.
- Line 10(b), Cash Disbursements: Grant expenditures.
- Line 10(c), Cash on Hand: Equals Line 10(a) minus Line 10(b).

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted Election Assistance Commission		2. Federal Grant or Other Identifying Number Assigned by Federal Agency CFDA 90.401 Help America Vote Act		Page 1	of 1
3. Recipient Organization (Name and complete address including Zip code) State of American Voting, Office of the Secretary of State, 120 Main Street, Capital, AV 43125					
4a. DUNS Number 987854321	4b. EIN 91-11111-222	5. Recipient Account Number or Identifying Number CFDA #99-011	6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual	
8. Project/Grant Period From: (Month, Day, Year) 5/1/2003		To: (Month, Day, Year) Until Disbursed	9. Reporting Period End Date (Month, Day, Year) 09/30/13		
10. Transactions				Cumulative	
<i>(Use lines a-c for single or multiple grant reporting)</i>					
Federal Cash					
a. Cash Receipts				\$150,000,000.00	
b. Cash Disbursements				\$120,000,000.00	
c. Cash on Hand (line a minus b)				\$30,000,000.00	
<i>(Use lines d-o for single grant reporting)</i>					



Section 10. Transactions, Cont.

- **Federal Expenditures:**

- Line 10(d), Total Federal Funds Authorized: Total amount of EAC award (Federal funds).
- Line 10(e), Federal Share of Expenditures: Equals Line 10(b).
- Line 10(f), Federal Share of Unliquidated Obligations/Undelivered order (UDO)

10. Transactions	Cumulative
<i>(Use lines a-c for single or multiple grant reporting)</i>	
Federal Cash	
a. Cash Receipts	\$150,000,000.00
b. Cash Disbursements	\$120,000,000.00
c. Cash on Hand (line a minus b)	\$30,000,000.00
<i>(Use lines d-o for single grant reporting)</i>	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	\$150,000,000.00
e. Federal share of expenditures	\$120,000,000.00
f. Federal share of unliquidated obligations	\$0.00
g. Total Federal share (sum of lines e and f)	\$120,000,000.00
h. Unobligated balance of Federal funds (line d minus g)	\$30,000,000.00



Section 10. Transactions, Cont.

Federal Unobligated Balances:

- Line 10(g), Total Federal Share: The sum of Line 10(e), Federal share of expenditure, and Line 10(f), Federal share of UDO.
- Line 10(h), Unobligated Federal Balance: Equals Line 10(d) minus 10(g).

10. Transactions	Cumulative
<i>(Use lines a-c for single or multiple grant reporting)</i>	
Federal Cash	
a. Cash Receipts	\$150,000,000.00
b. Cash Disbursements	\$120,000,000.00
c. Cash on Hand (line a minus b)	\$30,000,000.00
<i>(Use lines d-o for single grant reporting)</i>	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	\$150,000,000.00
e. Federal share of expenditures	\$120,000,000.00
f. Federal share of unliquidated obligations	\$0.00
g. Total Federal share (sum of lines e and f)	\$120,000,000.00
h. Unobligated balance of Federal funds (line d minus g)	\$30,000,000.00



Section 10. Transactions, Cont.

- **Recipient Share: Match, Interest on Match & Program Income**
- Line 10(i), Total Recipient Share: The Grantee's agreed-upon match per grant agreement, interest on match and program income
- Line 10(j), Recipient Share of Expenditures: Total expenditures multiplied by the match percentage: Line 10(i) – 5 percent of 10(i).
- Line 10(k), Remaining Recipient Share: Equals Line 10(i) minus Line 10(j).

Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	\$150,000,000.00
e. Federal share of expenditures	\$120,000,000.00
f. Federal share of unliquidated obligations	\$0.00
g. Total Federal share (sum of lines e and f)	\$120,000,000.00
h. Unobligated balance of Federal funds (line d minus g)	\$30,000,000.00
Recipient Share:	
i. Total recipient share required + earned	\$7,994,737.00
j. Recipient share of expenditures	\$6,315,790.00
k. Remaining recipient share to be provided (line i minus j)	\$1,678,947.00



Where Does Matching Fund Interest Go? Where Does Program Income Go?

On Line 10(i) on the “Recipient share of expenditures” line.

Recipient Share:	
i. Total recipient share required + earned interest + program income	\$7,994,737.00
j. Recipient share of expenditures	\$6,315,790.00
k. Remaining recipient share to be provided (line i minus j)	\$1,678,947.00



Section 10. Transactions, Cont.

Program Income: Interest Earned on Federal Funds

- Line 10(l), Total Federal Program Income: EAC uses this box exclusively for interest earned on Federal Funds.
- Line 10(m), Deductive Alternative: EAC does not use this line.
- Line 10(n), Program Income Expended: The amount of expenditures on the interest earned on Federal Funds.
- Line 10(o), Unexpended Program Income: Line 10(l) minus Line 10(n)

Program Income:	
l. Total Federal program income (interest) earned	\$27,000,000.00
m. Program income expended in accordance with the deduction alternative	\$0.00
n. Program income (interest) expended	\$19,564,329.00
o. Unexpended program income (interest) (line l minus line n)	\$7,435,671.00



Where Do I Record Interest on the Federal Share?

- Lines 10(l)–10(o) are for the interest earned on the Federal Share, **not for Program Income.**

Program Income: ←

l. Total Federal program income (interest) earned	\$27,000,000.00
m. Program income expended in accordance with the deduction alternative	\$0.00
n. Program income (interest) expended	\$19,564,329.00
o. Unexpended program income (interest) (line l minus line n)	\$7,435,671.00



Section 11. Indirect Costs

- Lines 11(a), 11(b), 11(c): Based on the grantees' Indirect Cost Rate Agreement (IDCA).
- Line 11(d) should be the accumulated costs amount for that quarter per the base definition in the IDCA.
- Line 11(e): The amount charged is the Base—Line 11(d) multiplied by the Indirect Cost Rate in Line 11(b).
- Line 11(f), Federal Share (percentage): Equals Line 11(e) multiplied by the Federal Share.
- Line 11(g), Totals: Lines 11(d), 11(e), and 11(f).

	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
11. Indirect Expense	Fixed	12%	7/1/2012	6/30/2013	\$12,142,234	\$1,457,068.08	\$1,384,214.67
				g. Totals:	\$12,142,234		



Section 12/13 Remarks/Certification

- Section 12, Remarks: Explanation, if necessary.
- Section 13: Signed and certified by grantee's authorizing official designated to sign quarterly reports.





What Should Accompany the SF-425?

- HAVA Title I, Section 101 and Title II, Section 251
 - A list of expenditures for each grant activity.
 - The number and type of voting equipment.
 - Analysis and description of activities as compared to State Plan.



Federal Financial Reports (SF-425) Review

- Review of Report Completeness?
 - Are there any data missing?
 - Are there obvious math errors?
 - Is the report signed?
 - Is there State match? Is there interest on Federal Funds?
Is it reported in the correct place on the form?
- Have the funds expired?
 - Are these Section 101 funds that should have been spent?
 - If funds are fully expended, does the FFR show “final”?



***Note:** Per HAVA, all funds must be deposited in an interest-bearing account.



Federal Financial Reports (SF-425) Review, Cont.

- Am I charging equipment in this FFR?
 - If so, is it included on a comprehensive inventory report, on file in my offices?
- Review of Direct and Indirect Costs.
 - Are all the costs accounted for in this FFR on the approved budget?
 - Do the costs reconcile with your in-house financial system?
 - Are you using the correct indirect cost rate?
 - Are there excessive over- or under-expenditures?





Federal Financial Reports (SF-425) Review, Cont.

- Timeliness of the report.
- Is sufficient supporting documentation readily available in your files to justify our expenses?
- Have funds been used for marketing and promotional expenses? If so, have you verified their allowability?
- Have funds been used for capital improvements? If so, do you have EAC approval?





UNITED STATES ELECTION ASSISTANCE COMMISSION

FFR Scenario #1

HAVA Title I, Section 251

8. Project/Grant Period From: (Month, Day, Year) 5/1/2003		To: (Month, Day, Year) UNTIL DISBURSED		9. Reporting Period End Date (Month, Day, Year) SEPTEMBER 30, 2012			
10. Transactions					Cumulative		
<i>(Use lines a-c for single or multiple grant reporting)</i>							
Federal Cash							
a. Cash Receipts							
b. Cash Disbursements							
c. Cash on Hand (line a minus b)							
<i>(Use lines d-o for single grant reporting)</i>							
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized							
e. Federal share of expenditures							
f. Federal share of unliquidated obligations							
g. Total Federal share (sum of lines e and f)							
h. Unobligated balance of Federal funds (line d minus g)							
Recipient Share:							
i. Total recipient share required							
j. Recipient share of expenditures							
k. Remaining recipient share to be provided (line i minus j)							
Program Income:							
l. Total Federal program income earned							
m. Program income expended in accordance with the deduction alternative							
n. Program income expended in accordance with the addition alternative							
o. Unexpended program income (line l minus line m or line n)							
11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
g. Totals:							
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation: The balance of unexpended funds, \$50,156.70, was returned to the EAC on 11/16/2010 at the request of the EAC.							



UNITED STATES ELECTION ASSISTANCE COMMISSION

FFR Scenario #1

Math error.

Federal Expenditures and Unobligated Balance:						
d. Total Federal funds authorized						\$919.30
e. Federal share of expenditures						\$919.30
f. Federal share of unliquidated obligations						\$0.00
g. Total Federal share (sum of lines e and f)						\$919.30
h. Unobligated balance of Federal funds (line d minus g)						\$0.00
Recipient Share:						
i. Total recipient share required						\$0.00
j. Recipient share of expenditures						\$0.00
k. Remaining recipient share to be provided (line i minus j)						\$0.00
Program Income:						
l. Total Federal program income earned						\$0.00
m. Program income expended in accordance with the deduction alternative						\$0.00
n. Program income expended in accordance with the addition alternative						\$0.00
o. Unexpended program income (line l minus line m or line n)						\$0.00
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
11. Indirect Expense						
				g. Totals:		

If all the funds are expended, this should be marked final.

Missing match.

No program income?



UNITED STATES ELECTION ASSISTANCE COMMISSION

FFR Scenario #2 – 2013 FFR

FEDERAL FINANCIAL REPORT

(Follow form instructions)

10. Transactions							Cumulative
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized							\$171,997,892.00
e. Federal share of expenditures							\$138,295,436.00
f. Federal share of unliquidated obligations							\$5,183,000.00
g. Total Federal share (sum of lines e and f)							\$143,478,436.00
h. Unobligated balance of Federal funds (line d minus g)							\$28,519,456.00
Recipient Share:							
i. Total recipient share required							\$10,110,342.00
j. Recipient share of expenditures							\$13,051,706.00
k. Remaining recipient share to be provided (line i minus j)							(\$2,941,364.00)
Program Income:							
l. Total Federal program income earned							\$32,000,000.00
m. Program income expended in accordance with the deduction alternative							
n. Program income expended in accordance with the addition alternative							\$26,000,000.00
o. Unexpended program income (line l minus line m or line n)							\$6,900,643.00
11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	Fixed	12%	7/1/2012	6/30/2013	\$12,142,234	\$1,457,068.08	\$1,384,214.67
g. Totals:					\$12,142,234		



UNITED STATES ELECTION ASSISTANCE COMMISSION

FFR Scenario #2 – 2012 FFR

FEDERAL FINANCIAL REPORT

(Follow form instructions)

10. Transactions						Cumulative	
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized						\$171,997,692.00	
e. Federal share of expenditures						\$142,056,076.00	
f. Federal share of unliquidated obligations						\$10,142,154.00	
g. Total Federal share (sum of lines e and f)						\$152,198,230.00	
h. Unobligated balance of Federal funds (line d minus g)						\$19,799,462.00	
Recipient Share:							
i. Total recipient share required						\$10,110,342.00	
j. Recipient share of expenditures						\$8,666,500.00	
k. Remaining recipient share to be provided (line i minus j)						\$1,443,842.00	
Program Income:							
l. Total Federal program income earned						\$32,000,000.00	
m. Program income expended in accordance with the deduction alternative							
n. Program income expended in accordance with the addition alternative						\$26,000,000.00	
o. Unexpended program income (line l minus line m or line n)						\$6,900,643.00	
11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
				g. Totals:			



UNITED STATES ELECTION ASSISTANCE COMMISSION

FFR Scenario #2 – 2013 FFR

FEDERAL FINANCIAL REPORT

(Follow form instructions)

10. Transactions							Cumulative
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized							\$171,997,892.00
e. Federal share of expenditures							\$138,295,436.00
f. Federal share of unliquidated obligations							\$5,183,000.00
g. Total Federal share (sum of lines e and f)							\$143,478,436.00
h. Unobligated balance of Federal funds (line d minus g)							\$28,519,456.00
Recipient Share:							
i. Total recipient share required							\$10,110,342.00
j. Recipient share of expenditures							\$13,051,706.00
k. Remaining recipient share to be provided (line i minus j)							(\$2,941,364.00)
Program Income:							
l. Total Federal program income earned							\$32,000,000.00
m. Program income expended in accordance with the deduction alternative							
n. Program income expended in accordance with the addition alternative							\$26,000,000.00
o. Unexpended program income (line l minus line m or line n)							\$6,900,643.00
11. Indirect Expense							
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share	
Fixed			6/30/2013	\$12,142,234	\$1,457,068.08		
g. Totals:							
				\$12,142,234			

In 2012, you spent \$152M. How could you have spent less the following year?

Overspent match?

Interest on Federal funds is the same? Seems unlikely.

No indirect costs in 2012. One report is incorrect. Which one?

Math error.



Wrap-Up and Knowledge Check



Knowledge Check

1. The typical Federal Financial Reports (SF-425) submitted to the EAC consist of the following:
 - a) Cover Information, Federal Cash, Federal Expenditures, Unobligated Federal Balance, Recipient Share, and Indirect Expenses.
 - b) Schedule of findings and questioned costs, audited entity's financial statements, schedule of expenditure of Federal funds, and auditor opinions and reports.
 - c) Specific actions planned or taken to correct deficiency, dates actions are implemented and completed, policies, procedures or forms, or requirements.
2. Federal Financial Reports are due annually by Section, so, for instance, all Section 251 awards are submitted on one FFR.
 - a) True
 - b) False



Knowledge Check

3. Before submitting your Federal Financial Reports to EAC, what are some key elements to review?
 - a) Review report completeness, status of cost sharing, status of program income, expenditure deadlines, review of direct and indirect costs, and timeliness of the report.
 - b) Advance approval of CAP modifications, specific actions planned or taken to correct deficiency, dates actions are implemented and completed, policies, procedures or forms, or requirements that must be completed and submitted to EAC.
 - c) Is the project meeting the requirements and objectives of the program? Meeting its performance measures? Meeting its milestones?



Knowledge Check

4. What documents should accompany the FFR for HAVA Title II, Section 251 grants? (List all of those that apply.)
 - a) Backup travel receipts.
 - b) A list of expenditures for each grant activity.
 - c) The number and type of voting equipment purchased with grant funds.
 - d) Timesheets for all labor charged to the grant.
 - e) Copy of the original grant application.
5. Record interest on the Federal grant funds in Line 10(g), Federal Expenditures and Unobligated Balance.
 - a) True
 - b) False



Knowledge Check – Answers

1. The typical Federal Financial Reports (SF-425) submitted to the EAC consist of the following:
 - a) Cover Information, Federal Cash, Federal Expenditures, Unobligated Federal Balance, Recipient Share, and Indirect Expenses.
 - b) Schedule of findings and questioned costs, audited entity's financial statements, schedule of expenditure of Federal funds, and auditor opinions and reports.
 - c) Specific actions planned or taken to correct deficiency, dates actions are implemented and completed, policies, procedures or forms, or requirements.
2. Federal Financial Reports are due annually by Section, so, for instance, all Section 251 awards are submitted on one FFR.
 - a) True
 - b) False



Knowledge Check – **Answers**

3. Before submitting your Federal Financial Reports to the EAC, what are some key elements to review?
 - a) **Review report completeness, status of cost sharing, status of program income, expenditure deadlines, review of direct and indirect costs, and timeliness of the report.**
 - b) Advance approval of CAP modifications, specific actions planned or taken to correct deficiency, dates actions are implemented and completed, policies, procedures or forms, or requirements that must be completed and submitted to the EAC.
 - c) Is the project meeting the requirements and objectives of the program? Meeting its performance measures? Meeting its milestones?



Knowledge Check – **Answers**

4. What documents should accompany the FFR for HAVA Title II, Section 251 grants? (Select all of that apply.)
 - a) Backup travel receipts.
 - b) A list of expenditures for each grant activity.**
 - c) The number and type of voting equipment purchased with grant funds.**
 - d) Timesheets for all labor charged to the grant.
 - e) Copy of the original grant application.
5. Record interest on the Federal grant funds in Line 10(g), Federal Expenditures and Unobligated Balance.
 - a) True
 - b) False**



Knowledge Check – **Answers**

6. You should always compare your FFR to your prior submission, your financial system, and the EAC drawdown system prior to submission to the EAC.
 - a) **True**
 - b) False
7. Where do you record match and/or interest earned on State matching funds on the FFR?
 - a) Lines 10(c), Federal Cash.
 - b) **Lines 10(i)–10(k), Recipient Share.**
 - c) Line 11, Indirect Costs.
 - d) Line 10(g), Total Federal Share.



UNITED STATES ELECTION ASSISTANCE COMMISSION





If you have questions or need assistance:

DeAnna Smith – (301) 563-3952; dsmith@eac.gov

Monica Evans – (301) 563-3951; mevans@eac.gov