

Standard FSR Monitoring Process GAX

(non-state agency grants)

Subrecipient

- Collect and prepare ledgers/invoices/receipts/progress reports/other supporting documents
- Submit invoices/receipts/progress reports/other supporting documents to FSR on CCJJ's GMS
- Provide additional information/documentation as requested
- Approve FSR in GMS

Grant Manager

- Review FSR in GMS for required programmatic documentation
- Request additional information/documentation/progress reports if needed
- Approve FSR in GMS
- Enter payment approval information into Grant Payment Tracking Spreadsheet in shared Google Drive for Grant Monitor financial review and approval

Grant Monitor

- Review FSR ledgers/invoices/receipts/financial documentation in GMS
- Request additional information/documentation if needed
- Approve FSR in GMS
- Update Grant Payment Tracking Spreadsheet and add any notes
- Add approved documentation in shared G:Drive FSR Approvals folder
- Add FSR approval documentation to monitoring tab in GMS

Administrative Assistant

- Enter GAX in FINET
- Forward to Financial Manager/Deputy Director for approval
- Update Grant Payment Tracking Spreadsheet and add any notes
- Attach GAX coversheet to monitoring tab in GMS

Financial Manager/ Deputy Director

- Review GAX and ledgers/invoices/receipts/financial documentation in FINET
- If mistakes—return to Grant Monitor/Administrative Assistant for correction and resubmission
- Update Grant Payment Tracking Spreadsheet and add any notes
- If correct—approve GAX in FINET

State Finance

- GAX finalized and warrant issued to subrecipient one day after final approval in FINET