

# Standard FSR Monitoring Process for IET (CCJJ Internal Agencies)

## Subrecipient

- Collect and prepare ledgers/invoices/receipts/progress reports/other supporting documents
- Attach 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 with any notes
- Add approved documentation in shared G:Drive FSR Approvals folder
- Add FSR approval documentation to monitoring tab in GMS
- Once Financial Manager or Deputy Director approve IET in FINET, upload IET coversheet to monitoring tab in GMS

### **Financial Manager/Deputy Director**

- Review FSR documentation for completeness and correctness (ledgers/invoices/receipts/financial documentation)
- Create IET and attach FSR documentation to IET
- Approve IET in FINET
- If mistakes/return to Grant Monitor and/or Program Manager for correction and resubmission
- Update Grant Payment Tracking Spreadsheet and add any notes
- If correct, approve IET in FINET

### **State Finance**

- IET finalized and internal funding transfer initiated to state agency subrecipient/contractor one day after final approval in FINET
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