Oregon
IDA *Initiative*

IDA Quarterly Fiscal Report Form Instructions for FOs

Table of Contents

Overview of Form

- NP will send out an updated fiscal form 30 days prior to the reporting date.
- Send the excel workbook. Do not send a pdf of the spreadsheet.
- The top section covers Match funds from your grants, the bottom section covers Program and Admin and Cash balances.
- You do not need to report on any grants to your organization that have been certified as closed with NP
- **Key:** There is a key to the color-coding for the fields in the bottom right quadrant.
- The form is password protected to prevent typing into the wrong fields. You will only be able to select the cells you need to complete.
- Please contact Jane Rosenstein with questions or comments about the form or process: jrosenstein@neighborhoodpartnerships.org

IDA Fiscal Report Schedule		
Qtr	Dates included	Report to NP
Q1	April 1 - June 30	8/15
Q2	July 1 - Sept 30	11/15
Q3	Oct 1 - Dec 31	2/15
Q4	Jan 1 - March 31	5/15

If the due date falls on a weekend, the report is due the next business day.
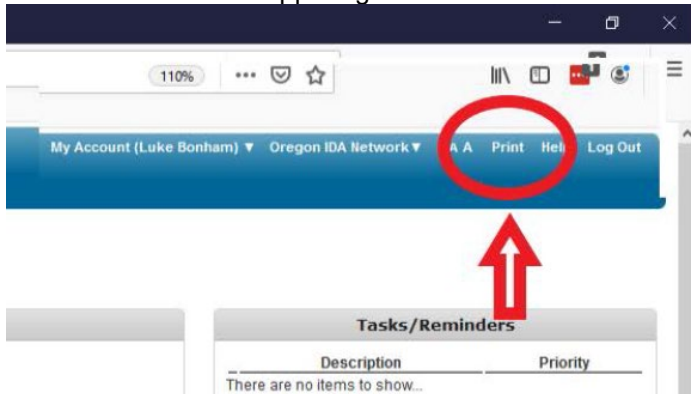
Support Materials Needed

From Outcome Tracker (OT): The OT Project Summary report

To pull a Project Summary report from OT: Report location: Outcome Tracker, Reports tab: Standard Reports>IDA / CSA>Project Reports>Project Summary – Select by Projects

- o Prompted fields for report:
  - Select all open grant years
  - Start date and end dates:
    - o Start: 1/1/**2000**
    - o End: Last day of report quarter
- o Save the report by printing to PDF. **Include the PDF with your supporting documents.**
- See the last page of these instructions for a sample project summary report

Printing to PDF in Outcome Tracker

1. Click on "Print" in upper right corner

2. A print preview page will appear
3. Click on "Print this page" at the top center of the page
4. Change the printer destination to "Save as PDF" and you will be prompted to choose a location on your computer's drive

From your accounting records you will need:

- o The amount of Match funds for each grant disbursed by Neighborhood Partnerships (NP) to your organization, through the end of the quarter
- o The cumulative amount of Match funds disbursed to participants, by grant year, through the end of the quarter
- o The cumulative amount of Program and Admin funds expended, by grant year, through the end of the quarter.

Additional reference materials

- o Your Oregon IDA contracts with NP (if you would like to double-check pre-filled grant amounts)
- o Accounting records showing Match funds received, if you would like to double-check the pre-filled "match cash received" from NP's records.

> **Note on Grant Contracts:**
>
> "Grant Year" represents the year that contract was executed. IDA contracts begin April 1st. The template provided should match all current contracts that are open. A grant may be closed when match funds are fully disbursed and reconciled between accounting and Outcome Tracker.
>
> Note that 2019 included all 2019 and 2020 interim grant funds, including program and admin. Likewise, 2022 includes 2023 amendments.

Process

MATCH SECTION (NOTE THAT CELL REFERENCES MAY CHANGE DEPENDING UPON NUMBER OF OPEN GRANTS)

1. **Match Total (C4-C17):** Match funds awarded by grant.
   - This will be pre-filled. Please review against contracts and amendments and contact NP about any discrepancies.
     - If any of your grants are amended during the course of the year and this amount changes, please request that this be updated by NP.
2. **Match cash received (D4-D17):** Cumulative grant funds that have been *disbursed* to your organization by NP.
   - This column has been pre-filled by NP. Check against your organizational record and contact NP about any discrepancies.
3. **Match cash held by NP (E4-E17):** Auto-calculates from the previous two fields.
4. **Match disbursed Accounting (F4-F17):** This is the accounting system figure for match disbursed to participants in matched withdrawals.
   - Pull from your accounting records.
5. **Match withdrawn OT (G4-G17):** This is the OT figure for match disbursed to participants in matched withdrawals.
   - Pull from the OT Project Summary report, *Match Withdrawn* field.
6. **Difference (H4-H17):** Tracks any discrepancy between OT and your accounting records for match disbursed to participants.
   - Auto-calculates from the previous two fields subtracting OT total from Accounting total
   - If the result is $0.00 then the grant is reconciled for the quarter
   - If the result shows a discrepancy:
     - Program and Fiscal staff should work together to understand the reason,
     - Make a note in the Reconciliation notes field.

   > For example, you might indicate that it is a timing issue on a recent disbursal, or funds returned from a client but not yet recorded in Outcome Tracker

7. **Match Balance Accounting (I4-I17):** Accounting figure for balance of match available to disburse to participants from the grant.
   - Auto-calculates from the Match total and Match disbursed Accounting fields.
8. **Match Balance OT (J4-J17):** OT figure for balance of match available to disburse from the grant.
   - Auto-calculates from the Match total and Match Withdrawn OT fields.
9. **Match Allocated (Potential Match) (K4-K17):** Total amount of match allocated to participants in OT. This includes *all* funds assigned to participants, including funds already disbursed/withdrawn, funds earned against savings, and funds that are assigned against participant savings plans but neither earned nor disbursed.
   - Pull from the OT Project Summary report, *Potential Match* field in the Potential Matches section on the bottom half of the report.

10. **Unallocated Match (K18):** Total amount of match funds that are not allocated to participants in OT.

   - Auto-calculates: Match total minus Match Allocated total.

11. **Percent Allocated (L4-L17):** Total amount of match allocated to participants in OT.

   - Auto-calculates, but should agree with the OT project summary
     - Amounts over 100% indicate the grant is over-allocated
     - Amounts under 100% indicate that there is still room to allocate to additional participants.

PROGRAM AND ADMIN SECTION

12. **Program Grant (C20-C30):** Program funds awarded by grant.

   - This will be pre-filled. Please review against contracts and amendments and contact NP about any discrepancies.
   - If any of your grants is amended during the course of the year and this amount changes, NP will update.

13. **Program funds expended (D20-D30)**

   - Pull from your accounting records.

14. **Program funds balance (E20-E30):** Amount still available for IDA program operations

   - Auto-calculates

15. **Admin Grant (F20-F30):** Admin funds awarded by grant.

   - This will be pre-filled. Please review against contracts and amendments and contact NP about any discrepancies.
   - If any of your grants is amended during the course of the year and this amount changes, please request that NP update that cell.

16. **Admin funds expended (G20-G30)**

   - Pull from your accounting records.

17. **Admin funds balance (H20-H30):** Amount still available for IDA administrative expenses

   - Auto-calculates

SUBMISSION

- **Save:** Save your changes
- **Name, Title & Date (C40-F40):** The name and title of the individual filling out the form, date form is completed.
- **Submit form and Project Summary Reports:** Please click the link embedded in the form to submit the form to a secure portal. Please include:
  1. The IDA_FiscalQuarterlyForm_Q.xlsx form.
     - Send as an excel document
  2. The OT Project Summary report for 1/1/2000 through the quarter being reported on
     - Send as a PDF based on instructions on page 2

CASH DRAWDOWN- YOU DO NOT NEED TO COMPLETE ANYTHING IN THIS SECTION

The calculation, now located below the report on the same tab, replaces the previously separate Cash Drawdown tab. After the first and third quarters, if your organization Match Cash level is lower than the 12-month carrying level by 10% or more, NP will process a drawdown and notify you of the amount and grants from which it is pulled. Your next quarter fiscal form will be updated accordingly.

> **Note:** NP has a fixed schedule for match cash drawdown: twice annually by Neighborhood Partnerships as follows:
>
> - August 15, with 1Q Report filing
> - February 15, with 3Q Report filing
>
> **However, FOs may contact NP at any time outside of this cycle if more match cash is needed.**

1. **Cash received:** Auto-populates from D column Total.
2. **Match disbursed Accounting:** Auto-populates from F column Total.
3. **Cash Balance on-hand:** Auto-calculates Cash Received less Match Disbursed Accounting
4. **12-Month Match Disbursed:** Amount of Match withdrawn for the last program year for all grants
   - This amount is pre-filled for your organization based on an OT report that NP runs. If your program is disbursing at a significantly increased rate or for some other reason would like that figure updated to reflect a more recent 12-month period, please contact your contract manager.
5. **Amount to bring cash to carrying level:** OHCS has determined that FOs should hold undisbursed match grant funds at a level equal to 12 months of match withdrawals. Funds in excess of that are held by NP in interest bearing accounts.
   - **Auto-calculates** using 12-month Match disbursed less Balance on-hand.
   - If this amount is more than 10% of "12 Month Match Disbursed" cell amount after quarters 1 and 3, NP will automatically initiate a payment against grants where NP still holds cash for your organization.
     - The amount will be based on the total in this field but may be rounded up or down.
     - NP will make payments against the oldest grant for which funds are held.