

3.10.4 The institution maintains financial control over externally funded or sponsored research and programs. **(Control of sponsored research/external funds)**

Compliance Partial Compliance Non-Compliance

Narrative:

Chattahoochee Valley Community College (CVCC) maintains financial control over externally funded or sponsored programs. The College has no sponsored research programs. Presently, all current external programs are state or federally funded as shown in the Fiscal Year 2011-12 - [Restricted Current Funds Listing](#).

State Board Policy [319.01](#) authorizes the Chancellor and President to apply for federal funds, to approve applications for available federal funds, when appropriate, and to be the signatory agent to accept said federal funds on behalf of the State Board of Education and institution, and to make appropriate changes in State plans and programs in order to comply with federal laws and regulations pertaining to the funds. The President of Chattahoochee Valley Community College accepts grant awards ([Adult Education Grant](#), [Carl Perkins Grant](#)) on behalf of the College and is ultimately responsible for the appropriate and productive use of grant funds. The duties of the Business Office include the financial oversight of grants awarded to the College as directed in the [Finance and Budgeting Processes Handbook](#). All grant expenditures are monitored to ensure compliance with the rules and regulations of the granting authority.

Each program grant awarded contains specific guidelines. The State of Alabama Examiners of Public Accounts audits these grants (Audited Financial Statements for, [2008-09](#), [2009-10](#), [2010-11](#) and [2011-12](#)). These audits include a "[Schedule of Expenditures of Federal Awards and Notes to the Schedule of Expenditures of Federal Awards](#)".

The [Chief Financial Officer](#) is responsible for preparing the College's annual budget, which includes state and federal programs. CVCC's faculty and staff [participate](#) in the preparation of a detailed annual budget. Once the budget is complete, it is forwarded to the President by the Chief Financial Officer for final approval. After the President has approved the budget, it is then sent to the Department of Postsecondary Education for State Board of Education approval. Additionally, grant programs must request in writing any changes to their approved budgets from their program contact at the appropriate agency or grant-making foundation ([Greening the Chattahoochee Valley Grant Example 1](#), [Adult Education Grant Example 2](#)). All expenditures and projected budgets are reported to the appropriate agency or foundation. Programs maintain written records supporting their approved budgets and changes on file in their areas.

Grant funds are sought in order to pilot new programs, improve financial resources to students (scholarships), expand current efforts to recruit and/or retain students, expand or enhance curricula programs and offer additional services to our students and community. All grant awards are for specified purposes and time periods. To be renewed, grants require reapplication procedures.

Chattahoochee Valley Community College employs a [Restricted Fund Accountant](#) to oversee expenditures as well as file monthly and annual expenditure reports as required by the stipulations of each grant. Required reports are stated in award letters from each external funding agency. The Fiscal Year 2011-12 - [Restricted Current Funds Listing](#), maintained by the Restricted Fund Accountant, outlines general information about each grant received and managed by the College. Copies of all award letters and financial reports are kept on file in the

Business Office as appropriate.

SUPPORT DOCUMENTATION
Restricted Current Funds Listing – Fiscal Year 2011-12
State Board Policy 319.01: Federal Funds
Adult Education Grant
Carl Perkins Grant
Finance and Budgeting Processes Handbook – Section 9.2 Campus Budgeting Procedures – Page 28
Audited Financial Statements: 2008-09
Audited Financial Statements: 2009-10
Audited Financial Statements: 2010-11
Audited Financial Statements: 2011-12
Schedule of Expenditures of Federal Awards and Notes to the Schedule of Expenditures of Federal Awards
Job Description – Chief Financial Officer
Finance and Budgeting Processes Handbook, Section 4.0 Campus Budgeting Procedures – Pages 10-12
Greening the Chattahoochee Valley Grant Example 1
Adult Education Grant Example 2
Job Description – Restricted Fund Accountant