

APPENDIX L

Gustav/Ike-Isaac-NDR Grants Reconciliation Process

State of Louisiana

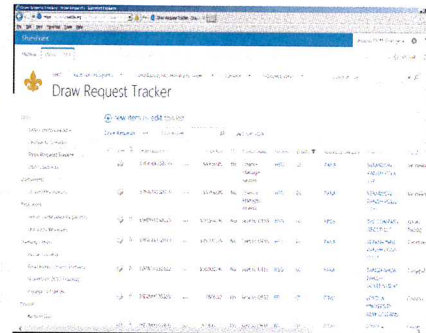
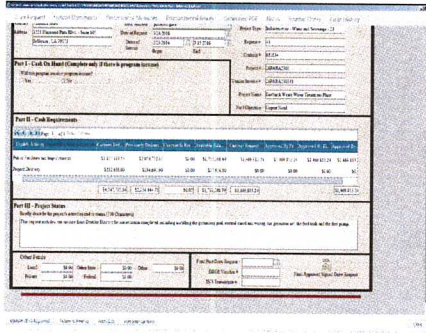
Certification Checklist

Prepared by
Louisiana Office of Community Development/Disaster Recovery Unit

Gustav/Ike-Isaac-NDR Grants Reconciliation Process

Regular Procedure:

1. Receive email from OFSS containing DRGR system screen shots indicating draws have been paid; put into spreadsheet:
 - a. Voucher Number
 - b. Activity Number
 - c. Grantee
 - d. Amount Paid
2. Run “All Expenditures Report” for that time period in ISIS
 - a. Transaction Number
 - b. Transaction Date
 - c. Vendor Invoice Number
 - d. Amount
3. Match DRGR and ISIS data
4. Record reconciliation
 - a. Either in GIOS or Sharepoint



- b. Voucher Number, ISIS Transaction Number, ISIS Transaction Date
5. If at any point, amounts do not match, go to appropriate department for correction
 - a. OFSS – if DRGR is incorrect
 - b. DRU Finance – if ISIS or GIOS is incorrect

Quarterly Reconciliation / DRGR Quarterly Performance Review (QPR):

1. After the quarter end, run DRGR Report “Fin Rept09B: QPR – Fin Data by Activity and Quarter”
2. Run the ISIS “All Expenditures Report” for the quarter; insert pivot table to isolate expenditures by activity.
3. Run the GIOS “GIOS All Draw Requests” report; also insert pivot table to isolate draw request by activity.
4. Match quarterly expenditures on each activity between all three sources (GIOS does not include all activities; reconcile for those that are included in GIOS)
5. If at any point, amounts do not match, go to appropriate department for correction

Sources:

- Daily DRGR Report (used to confirm funds availability in DRGR)
- Weekly Housing Report (used by LHC to confirm submitted housing draws have been paid)
- Monthly Expenditure Report – reconciles entire grant for month

- DRU Expenditure Report – reconciles individual activities on closeout, and any other time questions may arise