



2009 Project Director Consortia

“Best Fiscal Practices”

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Key Elements to Successful Fiscal Practices



- Communication with Project Director
- Planning & Forecasting Realistic Budgets
- Scheduled Monthly Meetings
- Strong Financial Software
- Financial Reports for the Non-Financial (& Misc Forms)

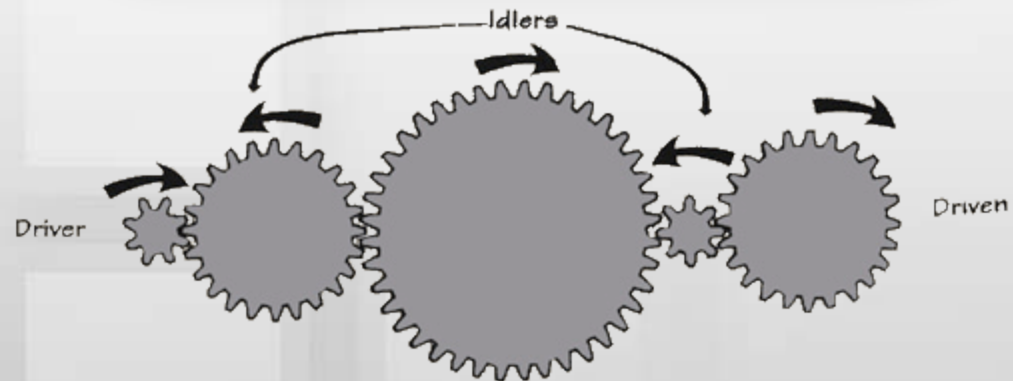
Communication



- Strong interpersonal communication skills – Work as a team!
- Partner's will rely on you for budget questions
- Clear communication allows partners and affiliates to be better served by grant



Working Together Like Gears in A Clock



Planning & Forecasting



- Anticipate the unexpected!
- Report current expenditures
- Report forecasted expenditures



Scheduled Monthly Meetings



- You should initiate meeting – Not the PD
- Crucial that clarity exists in expenditure objectives
- Communication barriers are eliminated
- Clarity of PD goals & objectives for grant
- Gives PD vital information for questions presented by FPO



**EXPECTED
RESULTS
OF
MONTHLY
MEETINGS:**



How to Ensure Clarity and Concise Reporting

- Strong Financial Software
- Easy to understand financial reports for the Non-Financial manager
- Other financial forms that can be easily accessed, completed, and understood



Strong Financial Software



- Ensure audit & error proof tracking & reporting
- Use established recommended accounting software
(Example: Quick Books)
- Advantages
 - Provides fraud and waste prevention
 - Reports easily generated
 - Provides concise reports
 - Makes auditing a smoother process



Financial Reports for the Non-Financial



- You are the expert in financial management – the PD is the expert in project management.
- Excel Reports
 - Easier for non-financial person to understand
 - Identifies expenditures in dollars and percentages
 - Formulated to generate SSHS Federal Required Spreadsheet for Semi-Annual and Annual Reports

Misc Forms



- Financial Policies and Procedures
- Mileage Reimbursement Form
- Employee Timesheets
- Travel Reimbursement Form
- Purchase Request



Questions / Comments



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