

## Grant Reporting Fact Sheet

**Purpose:** To ensure timely, accurate, and accountable grant reporting, this fact sheet outlines the required procedures and expectations for departments managing grants.

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### 1. Do You Need a “Wet Signature” from the County Auditor?

#### Signature Submission Guidelines:

- Departments **must provide at least 24 hours' notice**.
  - All **other required signatures** must be obtained **before submission**.
  - **Quality assurance reviews** must be completed at the departmental level.
  - Documentation such as **ERP system reports** or other financial records should accompany the request as evidence of review.
  - It is preferable to have a **Finance Director review** prior to presentation for a signature from the County Auditor.
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### 2. What Is the Recommended Practice for Grant Reporting?

To ensure compliance and avoid last-minute issues, departments should follow these steps:

#### Submission Timeline:

- **Provide at least 5 working days' notice** before a grant report is due.

#### Preparation:

- Departments are **responsible for understanding the grant's terms and conditions**.
- Contact the **grantor directly** for any clarifications on reporting requirements.
- If assistance is needed in preparing reports, **schedule an appointment with the Finance Director in advance**.

#### Finance Director Review:

- The Finance Director may **ask questions related to the grant agreement** to ensure accurate and compliant reporting.
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#### Key Reminders

- **Departments are responsible for grant compliance**.
  - **Last-minute requests that lack documentation or proper planning may be delayed or denied**.
  - Collaboration is encouraged, but there must be reliance on departments to fulfill core responsibilities as the grantee.
  - If there is misalignment between the County Auditor and the departmental grantee in the interpretation of grant terms and conditions, documentation from the grantor explaining the grant term of condition will be helpful to review.
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#### Questions or Need Assistance?

Contact the **Finance Director's Office** early in your grant reporting process to ensure smooth and timely submissions.