

Category: Business & Operations - 3000

Policy: Grants - 3004

Project/Program administrators are responsible for establishing and maintaining financial records to ensure all grant requirements and ESUCC business practices are followed. It shall be the responsibility of the Administrative Assistant to provide support to the project/program administrator to ensure:

1. All financial records are documented and a complete audit trail is maintained;
2. All ESUCC accounting reports are submitted properly;
3. The ESUCC is requesting and receiving all the funds approved under the grant and that all financial reports are completed and submitted to the appropriate agency in a timely manner.

The project/program administrator is responsible for carrying out the program in accordance with the guidelines accompanying the special grant as well as all program reports.

All grants shall be reviewed by the Executive Director.

Adopted On: October 9, 2014

Reviewed On: