

City of Alexandria, Virginia

# Alexandria Fund for Human Services

FINANCE 101

November 16, 2016



# Fund Purpose



AFHS partners with nonprofit agencies to support safety net & human service programs serving young children, youth, immigrants, seniors and persons with disabilities.

# FY 2016 – FY 2018 PRIORITIES OUTCOME BASED APPROACH



Grant awards are made for proposals that address 1 or more of the following **5 outcome areas**:

- **School & career** readiness for children & youth
- **Social connectedness, emotional security & culturally competence** for children & youth
- **Economic security** for individuals, families & seniors
- **Access to health & mental health resources** for Individuals, families & seniors
- **Preventing & remedying crises** for individuals, families & seniors

# FUND FACTS



- AFHS awards provide funding for a three year grant cycle, the current funding period is July 1, 2015 – June 30, 2018.
- AFHS allocations for FY 2016 total \$1,996,430.
- AFHS Grants support programs/services for organizations based either in the City of Alexandria or in other jurisdictions, but **funding can only be used to provide services to Alexandria residents.**
- Currently, 46 grants have been awarded for FY 16 – FY 18.

# Accountability



- With limited resources & increasing needs, in awarding grants, it is the expectation of the City that agencies provide services with fidelity to ensure the delivery of successful outcomes.
- Grant recipients are required to maintain program & financial records.
- Recipients are also required to submit Interim & Final reports, noting their success in achieving desired program outcomes.
- Board members should be aware of & in some cases approve the submission of grant applications.
- Board members should also receive & review program & financial reports.

# Consequences for Non-Compliance



- City reserves the right to discontinue funding if it is not satisfied with the grant progress or report content.
- In event of discontinuation or closure, any unexpended funds must be immediately returned to the City.

# Audit requirements



- Grant recipients are expected to retain all books, records & other documents relative to this grant for 3 years after final payment for each grant period, or until audited by the City, whichever is earlier.
- City's authorized agents, and/or auditors must have full access to & the right to examine any programmatic or financial records specifically related to the grant for the same period of time.

# Audit Requirements



- Grantees are required to submit an annual audit report, with the management letter if provided by your auditor, or a year-end financial statement. Organizations with an annual budget of \$250,000 or less may submit their most recently filed Internal Revenue Service Form 990 to the **City's Internal Auditor**
- Copies of annual audits & any management letter from external independent auditors conducted during the subsequent grant periods are to be provided to the City's Internal Auditor.
- This information must be submitted within 45 days of the Grantee's receipt of the reports.



# Audit Requirements



- It is City policy that the Office of Internal Audit maintains a repository of audited financial statements from organizations that have a vested interest with the City.
- Reporting thresholds were developed to ensure that organizations that are not subject to auditing requirements provide documentation.

# Questions - Contact Staff



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