

# Office of Grants Management

## State Fiscal Year Calendar (SFY16)

Timeline/Funding	Reporting Requirement	Content	Time Period Covered
<b>July 1, 2015 SFY 16 Begins *</b>			
<b>August 1, 2015</b> Legacy	Semi-annual fiscal and narrative report due.	Fiscal report met by submitting OGM reimbursement spreadsheet reflecting most recent payment. Include narrative report if not monitored From February to May of 2015	Previous year's grant (SFY 15)  Monitored from January 1, 2015 to June 30, 2015 Unmonitored from July 1, 2014 – June 30, 2015
<b>August 1, 2015</b> General Fund	End of year fiscal report	1) The Grantee's most recent audit of its financial records made by an independent auditor or Corporation for Public Broadcasting accepted audit for the year it received the grant. A letter of negative assurance from an independent auditor or a certified public accountant may be accepted by the Commissioner. 2) A letter or spreadsheet reporting how funds were used in the previous fiscal year, including a list of equipment purchased, with supporting documents for equipment purchases, such as vendor invoices or receipts. 3) A statement showing compliance with Minn. Stat. § 129D.155 for repayment of funds.	Previous year's grant (SFY 15) Post interim progress and financial report.  January 1, 2015 – June 30, 2015.

Timeline/Funding	Reporting Requirement	Content	Time Period Covered
<b>September 2015 – November 2015</b>  Legacy and General Fund	Upon notice of monitoring, complete and submit monitoring tool and financial reconciliation documentation to the Office of Grants Management at the Minnesota Department of Administration by date requested, which is generally 60 days from notification  *In grant contract, Minn Stat. § <a href="#">16B.97</a> , and in accordance with <a href="#">grants policy 08-10</a>	Monitoring tool requests information on approved grant contract work plan project outcomes, assessment methods, administrative and fiscal systems. Submit back-up documentation for financial reconciliation of one selected payment.	Previous year grant (Second half of SFY 14)  January 1, 2015 – June 30, 2015
<b>January 15, 2016</b>  Legacy fund	Annual report due to the: <ul style="list-style-type: none"> <li>• Commissioner</li> <li>• Legislative Coordinating Commission,</li> <li>• Chairs and ranking minority members of the senate and house of representatives committees and divisions having jurisdiction over arts and cultural heritage policy and finance committees</li> </ul> *In grant contract: Minn. Stat. § § <a href="#">129D.19 Subd. 5</a> and <a href="#">3.303, Subd. 10</a>	The report must contain specific information for each program you produced and broadcasted. You must include the cost of production, number of stations broadcasting the program, estimated number of listeners and related measures. Submit reports on any educational material produced.	Previous fiscal year grant (SFY 14)  July, 1, 2014 - June 30, 2015
<b>February 1, 2016</b>  General Fund	Interim progress and financial report due to the Office of Grants Management at the Minnesota Department of Administration  *In grant contract, Minn Stat. § <a href="#">16B.97</a> , and in accordance with <a href="#">policy 08-08</a>	Narratives describing what community service and equipment funds were used for and amounts expended. Invoices and receipts for equipment purchases required.	Current year grant contract start date through December 31, 2015 (1 <sup>st</sup> half SFY16)  July 1, 2015 – December 31, 2015  If your grant started after July 1, please use that date.
<b>February 2016– May 2016</b>  Legacy and General Funds	Upon notice of monitoring, complete and submit monitoring tool and financial reconciliation documentation to the Office of Grants Management at the Minnesota Department of Administration by date requested (Generally 60 days from notification)  *In grant contract, Minn Stat. § <a href="#">16B.97</a> , and in accordance with <a href="#">grants policy 08-10</a>	Monitoring tool requests information on approved grant contract work plan project outcomes, assessment methods, administrative and fiscal systems. Submit back-up documentation for financial reconciliation of one selected payment.	Current year grant contract start date <u>through</u> December 31, 2015 (First half SFY 16)  (i.e. July 1, 2015 – December 31, 2015)
<b>June 30, 2016, SFY 16 Ends</b>			

\* The State Fiscal Year (SFY) always runs from July 1 of one year to June 30 of the next. The number of the year is derived from the latter half of the year the SFY. As an example SFY 15 began July 1, 2014 and ended June 30, 2015.

## List of the SFY's by date

If you ever receive a request from us for prior fiscal years, or are planning for the future, here is a list of SFY by date.

State Fiscal Year	Dates
SFY10	July 1, 2009 – June 30, 2010
SFY11	July 1, 2010 – June 30, 2011
SFY12	July 1, 2011 – June 30, 2012
SFY13	July 1, 2012 – June 30, 2013
SFY14	July 1, 2013 – June 30, 2014
SFY15	July 1, 2014 – June 30, 2015
SFY16	July 1, 2015 – June 30, 2016
SFY17	July 1, 2016 – June 30, 2017
SFY18	July 1, 2017 – June 30, 2018
SFY19	July 1, 2018 – June 30, 2019