PURPOSE/POLICY

It is the policy of the Mid-Michigan District Health Department (MMDHD) that grant funds will only be used during the authorized period of availability in accordance with the requirements of Uniform Grant Guidance 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Generally Accepted Accounting Principles (GAAP), the approved grant agreement and any other applicable laws, regulations, rules and guidelines. In addition, it is the requirement that all records for matching funds will be kept in accordance with the requirements of the granting agency or the record retention policy of the State of Michigan in the absence of grant requirements.

PROCEDURE

All expenditures should be incurred or obligated during the proper funding period. All invoices must be reviewed to determine the appropriate funding period for the expense and recorded based on that review. If any invoices or expenses are discovered after the final reporting has been concluded, local funds will be used to pay for the expense. All obligations should be followed up on in order to liquidate prior to final reporting.