



Utah Humanities Council Fiscal Agent Instructions

GRANT AGREEMENT

- A. **Grant Agreement**
Read carefully and review conditions, recommendations, and comments from UHC's Board of Directors. The agreement obligates you to maintain accurate accounts and records of project receipts and disbursements, following generally accepted accounting principles.
- B. **Grant Period**
UHC has assigned your grant a grant period. You may spend UHC funds and carry out project activities only within the grant period specified in the award letter and grant agreement. If your project cannot be completed within the grant period, you must submit an interim report with the extension request before the end of the grant period.

FINANCIAL RECORDS

- A. **Account Numbers**
Set up a separate account number or financial tracking system for each project using UHC grant funds. All UHC grant funds and other funds committed to the project should be received into and expended from this account. Your records must demonstrate that UHC grant funds have been spent only for this project.
- B. **Document all expenditures**
Accounting records must be supported by such source documentation as cancelled checks, bank statements, invoices, paid bills, donor letters, time and attendance records, activity reports, travel reports, and contractual and consultant agreements. You must retain financial records, supporting documentation, statistical records, and other records pertinent to the grant for no less than seven (7) years after your project concludes, or you may send them to UHC with your final reports. Financial records must adequately identify the source and application of funds, including obligations, unobligated balances, assets, liabilities, expenditures, and income. Records that relate to audits, appeals, litigation, or the settlement of claims arising out of the performance of your grant project shall be retained until such issues are resolved.
- C. **Cash and In-Kind Match**
Show a total match at least equal to the UHC grant award. In-kind contribution records should indicate source, date, purpose, cost-basis, and dollar value.

EXPENDITURES OF UHC GRANT FUNDS

- A. You are obligated to spend UHC funds only as approved by UHC board. You may make adjustments among approved line items, if the changes don't alter the project.
- B. You may not create or eliminate a budget line item without written UHC approval. Describe the desired changes in writing before you commit or expend UHC grant funds.

SUBMISSION OF FINAL REPORT

- A. **Final Report Form**
Project Director, Fiscal Agent, and Authorizing Agent must complete and sign the final report form. The fiscal agent is responsible for Part C and D of the final report form.
- B. **Audit**
The Utah Humanities Council, the National Endowment for the Humanities, the U.S. General Accounting Office, the State of Utah, Salt Lake County, or any authorized office representative may audit the grantee's financial records during any reasonable business hours. During the course of UHC's own annual audit, the auditor will request a random sampling of UHC grant records; occasionally UHC must request more extensive records from the grantees. Grantees subject to OMB Circular A-133 shall have annual audits performed.