

# *FEDERAL FUND/PRIVATE GRANT REPORT*

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# *FEDERAL FUND/PRIVATE GRANT REPORT*

- The purpose of the *Federal Fund/Private Grant Report* is to report on a monthly basis the total amount of salary paid from federal funds and private grants to TRS eligible employees and to reimburse the State for the State contribution due on the salary.
- The state contribution rate is currently 6.8%.



# GENERAL INFORMATION

- If an employer applies for money provided by the United States, an agency of the United States, or a privately sponsored source, and if any of the money will pay part or all of an employee's salary, the employer shall apply for any legally available money to pay state contributions.



# GENERAL INFORMATION,

## CONTINUED

- If the maximum percentage legally provided for retirement purposes from the funds is less than the current state contribution rate, the employer shall transmit the amount provided.
- The reimbursement for child nutrition programs is considered funds from a federal grant. Therefore, the state retirement contribution is also due on salaries paid to food service employees.
- The contribution is based on a percentage of the monthly claim submitted to TDA or 6.8% of total salaries paid to food service employees.



# REPORT AND TEXNET DEPOSIT DUE DATE

- Submit the *Federal Fund/Private Grant Report* each month, September through August.
- The monthly report and contributions are due to TRS by the 6<sup>th</sup> of the month following the close of the calendar month for which the report is prepared.
- Monthly deposits (contributions) are remitted to TRS through the State Comptroller using the Texas Network for Electronic Transfers (TEXNET). Deposits must be transmitted via TEXNET no later than 6:00 p.m., Austin time, on the 6<sup>th</sup> of the month following the close of the calendar month for which the deposits are due.
- *If the 6<sup>th</sup> falls on a weekend or a Federal holiday*, the TEXNET Deposit and Signature component must be transmitted no later than 6:00 p.m. the previous business day.
- If the reporting entity does not receive the child nutrition reimbursement by the TRS due date for the *Federal Fund/Private Grant Report*, report those funds on the next month's report. Therefore, child nutrition may always be reported a month in arrears without incurring a penalty.



# REPORT COMPONENTS

- Signature
- TEXNET Deposit

A Detail file is not a required component of the *Federal Fund/Private Grant Report*. However, the reporting entity is responsible for retaining the detailed data along with supporting documentation which may be needed for future reference or audit.



# REPORT COMPONENTS, CONTINUED

Signature – used to report and certify the total amount of salaries paid from federal funds or private grants and the total amount of contributions due.

- (1) The Signature is an electronic signature.
- (2) A Signature may only be submitted by a TRAQS user who has Signature authority.
- (3) **Submit the Signature component each month even if there are no salaries to report. The salary and contribution amount would be reported as zero.**



# REPORT COMPONENTS, CONTINUED

TEXNET Deposit – State retirement contribution due on salaries paid from federal funds or private grants.

- Use the “Query” function of TRAQS to view the result of the TEXNET transmission. The result will be available the business day following the TEXNET settlement date.



# TEXNET DEPOSIT AND DISTRICT LEDGER BALANCE

- Use the “Query” function of TRAQS to view the “District Ledger Balance” on the History Detail screen.
- The *Federal Fund/Private Grant Report* will reach the “Completed” status when the TEXNET Deposit and “District Ledger Balance” are equal to or greater than the amount indicated by the TRS-accepted Signature.
- The report status of “Completed” must be reached every month.



# TEXNET DEPOSIT AND DISTRICT LEDGER BALANCE, CONTINUED

- If the TEXNET Deposit for *Federal Fund/Private Grant* contains more money than the Signature component indicates, the overage will be shown in the “District Ledger Balance” on the History Detail screen AFTER the report reaches the “Completed” status.

- When an overage occurs, reduce the amount of the TEXNET Deposit for that particular fund type the next month

OR

Submit a prior month adjustment on the next month’s Signature component to apply the overage.

- If the TEXNET Deposit contains less money than the Signature component indicates, send an additional TEXNET Deposit for the balance due.



# CHILD NUTRITION CALCULATION PROCEDURES

- When the reporting entity receives the federal reimbursement for Child Nutrition, one of three methods is used to determine the monthly child nutrition retirement contribution submitted through the *Federal Fund/Private Grant Report*. Select the method that is most advantageous to the reporting entity.
  - 1. Completion of Sections I and III of the Child Nutrition Calculation Worksheet using the standard labor cost percentage of 35 percent.
  - 2. Completion of Sections I, II and III of the Child Nutrition Calculation Worksheet using the district's labor cost percentage in lieu of the standard 35 percent. If this is the method used, supporting data should be retained for possible audit requirements.
  - 3. 6.8% of total salaries paid to food service employees in lieu of using the Child Nutrition Calculation Worksheet.



## CHILD NUTRITION CALCULATION PROCEDURES, CONTINUED

- The Child Nutrition Calculation Worksheet can be printed from the Employers section of the TRS Website. **Retain the completed form; do not send to TRS.**
- The reimbursement rates change annually. At the beginning of each school year, the school lunch section of TDA will notify each reporting entity of the new rates.
- If the reporting entity does not receive the child nutrition reimbursement by the TRS due date for the *Federal Fund Private Grant Report*, report those funds on the next month's report. Therefore, child nutrition may always be reported a month in arrears without incurring a penalty.



# ERROR MESSAGES

- Use the “Query” function of TRAQS to view possible Error Messages AFTER each submission.
- An Error Message is fatal.
- Read the Error Message to determine the corrective action required.



# PRIOR MONTH ADJUSTMENTS

- The Signature component contains the adjustments for salaries and contributions reported in error.
- The total of all prior month adjustments must be shown on the “Prior Month Adjustment” line of the Signature.
  - The reporting entity is responsible for retaining detailed data along with supporting documentation which may be needed for future reference or audit.
- A positive adjustment is understood.
- A negative adjustment requires a minus sign.



# HELPFUL HINTS

- “Query” each day until the Report Status of “Completed” has been reached.
- Each month’s *Federal Fund/Private Grant Report* must reach the Report Status of “Completed” before the next month’s report can reach the Completed status.

