

Texas A&M International University
Office of Budget/Payroll/Grants & Contracts
Schedule of Expenditures of Federal Awards (SEFA) Procedures

The Office of Budget/Payroll/Grants and Contracts will utilize the following guidelines to prepare the Schedule of Expenditures of Federal Awards (SEFA) Report at the end of each Fiscal Year.

1. The FAMIS system is utilized to perform an inquiry for each federal revenue subcode being used to record deposits. Each revenue subcode inquiry will generate a list of respective federal grants with revenue received during for the corresponding fiscal year.
2. Based on the revenue subcode inquiries, an Excel worksheet is prepared. The following information is listed for each respective federal grant: account number, revenue subcode, CFDA #, description (direct or pass-through), awarding agency, award #, total revenue received during fiscal year, agency # and project title.
3. E-mails are forwarded to financial contacts at the various pass-through agencies to request confirmation of the pass-through amount and due to/due from amounts.
4. Receive confirmations from various agencies and verify that pass-through and due to/due from amounts agree. Confirm that a response is received from all pass-through agencies. Resolve discrepancies with appropriate agency for amounts that do not agree.
5. Obtain the Student Financial Aid Cluster Report from the Financial Aid Office.
6. Utilize the Excel worksheet to input the required data for the Schedule 1-A report.
7. Compare Schedule 1-A to Schedule 4-Fund AFR report to verify that figures agree. Resolve discrepancies and update Schedule 1-A as necessary.