

Book	Policy Manual
Section	600 Finances
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Authority

The Board shall ensure federal funds received by the district are administered in accordance with federal requirement, including but not limited to the federal Uniform Grant Guidance.[1]

Delegation of Responsibility

The Board designates the Superintendent as the district contact for all federal programs and funding.

The Superintendent or designee, in collaboration with the Business Manager, shall establish and maintain a sound financial management system to include internal controls and federal grant management standards covering the receipt of both direct and state-administered federal grants, and to track costs and expenditures of funds associated with grant awards.[1]

The district's financial management system shall be designed with strong internal controls, a high level of transparency and accountability, and documented procedures to ensure that all financial management system requirements are met.

Financial management standards and procedures shall assure that the following responsibilities are fulfilled:

1. Identification - The district must identify, in its accounts, all federal awards received and expended, and the federal programs under which they were received.
2. Financial Reporting - Accurate, current, and complete disclosure of the financial results of each federal award or program must be made in accordance with the financial reporting requirements of the Education Department General Administrative Regulations (EDGAR).
3. Accounting Records - The district must maintain records which adequately identify the source and application of funds provided for federally-assisted activities.
4. Internal Controls - Effective control and accountability must be maintained for all funds, real and personal property, and other assets. The district must adequately safeguard all such property and must assure that it is used solely for authorized purposes.
5. Budget Control - Actual expenditures or outlays must be compared with budgeted amounts for each federal award. Procedures shall be developed to establish determination for allowability of costs for federal funds.
6. Cash Management - The district shall maintain written procedures to implement the cash management requirements found in EDGAR.
7. Allowability of Costs - The district shall ensure that allowability of all costs charged to each federal award is accurately determined and documented.

Standards of Conduct

The district shall maintain standards of conduct covering conflicts of interest and the actions of employees and school officials engaged in the selection, award, and administration of contracts.[2]

Employees involved in federal programs shall be informed of conduct that is required for federal fiscal compliance and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, and rules and procedures.[3]

Employees - Time and Effort Reporting

Unless the employee works solely in one federal program, district employees paid with federal funds shall document the time he/she expends in work performed in support of each federal program, in accordance with law. Time and effort reporting requirements do not apply to contracted individuals.[4]

District employees shall be reimbursed for travel costs incurred in the course of performing services related to official business as a federal grant recipient.[5]

The district shall establish and maintain employee policies on hiring and benefits, as approved by the Board.[6][7][8][9][10][11]

Record Keeping

The district shall maintain Board policy and administrative regulations for the retention, retrieval, and disposition of manual and electronic records, including emails.[12][13]

The district shall ensure the proper maintenance of federal fiscal records documenting:[13]
[14][15]

1. Amount of federal funds.
2. How funds are used.
3. Total cost of each project.
4. Share of total cost of each project provided from other sources.
5. Other records to facilitate an effective audit.
6. Other records to show compliance with federal program requirements.
7. Significant project experiences and results.

All records must be retrievable and available for programmatic or financial audit.

The district shall provide the federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives, the right of access to any documents, papers, or other district records which are pertinent to the federal award. The district shall also permit timely and reasonable access to the district's personnel for the purpose of interview and discussion related to such documents.[16]

Records shall be retained for a minimum of five (5) years from the date on which the final Financial Status Report is submitted, or as otherwise specified in the requirements of the federal award, unless a written extension is provided by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs.[17]

If any litigation, claim, or audit is started before the expiration of the standard record retention period, the records shall be retained until all litigation, claims, or audits have been resolved and final action taken.[\[17\]](#)

The district shall develop and maintain a records retention schedule, which shall delineate the record retention format, retention periods, and method of disposal.[\[13\]](#)

The district shall ensure that all personally identifiable data protected by law or regulations is handled in accordance with the requirements of applicable law, regulations, Board policy and administrative regulations.[\[18\]](#)[\[19\]](#)[\[20\]](#)

Compliance Violations

Employees and contractors involved in federally funded programs shall be made aware that failure to comply with federal law, regulations or terms and conditions of a federal award may result in the federal awarding agency or pass-through entity imposing additional conditions or terminating the award in whole or in part.[\[21\]](#)[\[22\]](#)

[626-Attach-Costs_Obligations_Property.doc \(56 KB\)](#)

[626-Attach-CashManagement.docx \(17 KB\)](#)

[626-Attach-AllowabilityofCosts.doc \(89 KB\)](#)

[626-Attach-SubrecipientMonitoring.doc \(56 KB\)](#)

[626-Attach-Procurement.doc \(86 KB\)](#)

Last Modified by Michele Zimmerman on July 19, 2016