



Title I Fiscal Monitoring Tool

2014-15

<p>Expenditure supporting documentation is being maintained at the LEA for each Title area. Expenditures are for allowable and approved activities. Expenditures supplement/not supplant state and local funds.</p>	<p>Select one month from review period and obtain from LEA the detailed E-grants expenditure report and the corresponding cash request(s) support for the month.</p> <p>For cash request(s) verify: Expenditure was approved by a secondary reviewer (i.e. AR, Superintendent, Business Manager).</p> <p>Supporting documentation is reasonable (Contains, requisitions, invoices, PO's, etc.), coded properly based on expenditure type and approved budget, recorded in the correct grant period, recorded correctly in the grantees accounting system (i.e. fund and account), and allowable per A-87 and/or grant regulations.</p> <p>Expenditures supplement Title area and do not supplant/replace state or local funds.</p> <p><i>Note: Allowable costs must be necessary, reasonable, and allocable to be considered a reasonable expenditure. Remember for allocable costs there must be proportionate benefit to the Title program.</i></p>
<p>LEA has adequate time and effort documentation (A-87 pg233 EDGAR)</p>	<p>Select one month from review period in which the Title program incurred personal services costs and received reimbursement (Note: This can be viewed using same E-Grants detailed expenditure reports as above).</p> <p>For personal services costs verify:</p> <p>If employee worked solely on a single Federal award or cost objective, charges for salaries and wages are supported by periodic certifications (Minimum of Semi-Annually) that the employee worked solely on that program for the period covered by the certification.</p> <p>If the employee worked on multiple activities or cost objectives, a distribution of their salary or wages is supported by personnel activity reports (PAR's) or equivalent documentation. For PAR or equivalent documentation verify:</p> <p>Documentation reflects an after-the-fact distribution of the actual activity of the employee;</p> <p>Total activity of employee compensation is included on the PAR or equivalent documentation;</p>



Title I Fiscal Monitoring Tool

2014-15

	<p>Prepared at least monthly and coincides with one or more pay periods;</p> <p>Signed by employee</p> <p>Note: See pages EDGAR 312 -</p>
<p>The LEA has received an applicable audit (A-133, EDGAR 80.26).</p>	<p>Verify:</p> <p>If the LEA incurred \$500,000 or more of federal funds, including USDA commodities, in a year, the LEA must receive an OMB Circular A-133 audit. This audit is to be completed at least every two years.</p> <p>If the LEA incurred less than \$500,000 of federal funds the LEA must have a yellow book audit. This audit is to be completed at least every four years (Note: OPI determines this schedule - Steve Hamel).</p> <p>If the LEA received an audit finding, ensure appropriate corrective action was taken within six months after receipt of the audit report in the instance of noncompliance with federal laws and regulations.</p>
<p>The LEA has a current inventory for any materials or equipment purchased with Title IA funds.</p>	<p>Obtain inventory documentation from LEA and if applicable verify:</p> <p>The LEA has property records on hand which includes description of property, a serial number or other identification number, the source of property, title owner, acquisition date, cost of property, percentage of federal participation in the cost of property, and any disposition data including the date of disposal and sale price of property.</p> <p>A physical inventory of the property was completed at least every two years and the results were reconciled with the property records.</p>
<p>The LEA has implemented procedures to meet comparability requirements.</p>	<p>Verify and review the following have been implemented:</p> <p>An LEA-wide salary schedule,</p> <p>A policy to ensure equivalence among schools in teachers, administrators, and other staff,</p> <p>A policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies.</p>



Title I Fiscal Monitoring Tool

2014-15

	<p>Or, the LEA used other measures to determine comparability, such as comparing the average number of students per instructional staff or the average staff salary per student in each school receiving Title IA or MEP funds. If this method is used review the applicable 10CompStdntStaffRatio and/or 10CompPerPupilAmt worksheet(s).</p> <p>Verify the LEA maintains comparability records that are updated annually.</p> <p><i>Note: Comparability not applicable if there is only one school per grade span.</i></p>
--	--