

Title I and YOU

Finance Workshop
Office of Grants Management and Administration
January 2011


What Does That Mean?

- ▶ All recipients of federal funds must be able to:
 - Spend federal money correctly, and
 - Prove that they spent federal money correctly
 - Undocumented or misuse of funds may result in the return of funds
- ▶ There are multiple sources that describe the legal structure of federal programs:
 - Statutes, Regulations, OMB Circulars, Guidance
 - <http://www.ed.gov>


Supplement vs Supplant

- Federal funds must be used to supplement activities that are required by local, state or other federal law/policy
 - Example #1: Quota positions must be used in the grade span for which they were given before federal funds are used to reduce class size
 - Example #2: When purchasing a textbook series, federal funds cannot be used to buy textbooks. On the other hand, federal funds can be used to purchase workbooks that support the basal textbooks because these materials supplement the core instructional program


Reasonable and Necessary

- Must be necessary for the performance or administration of the grant program
 - Must follow sound business practices
 - Tip: Follow grant award terms and CPS procurement rules
 - Fair market prices
 - Act with prudence under the circumstances
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Time and Effort for Paid Staff

- Requires time distribution in addition to payroll documentation
 - Wages will be supported by periodic certifications that employees worked solely on the federal funded program for the period of certification
 - Single funding source: semi-annual, after the fact, signed by employee or supervisor
 - Multiple funding sources: monthly, after the fact, signed by employee, showing 100% of time compensated
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Management of Equipment

- Must have adequate controls in place to account for location, custody, and security of equipment
 - CPS On-line Fixed Asset Register
 - Physical Inventory and Labeling of Equipment
 - **New:** Inventory of equipment under \$500 with a life expectancy of 1 year or more
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Be Mindful: Spending Cycle

- Grant periods tend to run in fiscal years primarily July 1 through June 30 with possible extensions through August 31, where applicable
 - Activities and the delivery of goods/services must be completed within the grant period
 - Unused funds will be returned to source
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Be Mindful: Audit Cycle

- External Audits (US Dept of Education, ISBE, McGladry & Pullen, etc)
 - Can cover current and prior fiscal year's programs
- Internal Audits (GMA Compliance Team)
 - Wellness checks with technical assistance provided
 - Current year reviews only
- Documentation Review Checklist

GMA Contacts:

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