



Special Revenue//Grants and Audits.

Applying for grants provides opportunities for school districts to offer more to students. With the additional dollars comes additional responsibilities.

Grant Compliance, Audits, etc. Federal & State Laws require government entities to comply with annual audits.

What are we doing to ensure that the activities being implementing with grant funds are producing measurable impacts on district or student outcomes (i.e., achieving a return on investment of grant funds)? If you find there is no measureable impact on proposed outcomes, what course corrections have been made?

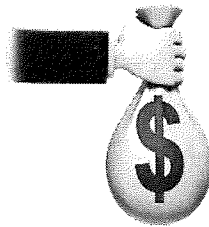
Is there is an evaluator for your grant project? If so, have you ensured that all necessary program data for this quarter has been provided to the evaluator?

Have you worked with the district evaluation office to ensure that all necessary district data has been provided to the evaluator?

Evaluation

Document internal and external data collection activities; keep data available. Formative adjustment in response to the data should be reflected in meeting minutes with advisory committees or partnerships. Internal monitoring processes and dates should be available. Examples of the types of evaluation records that may be requested by the auditor include: copies of all reports mentioned in RFA/RFP/Award Notification; and results of any monitoring visits or other audits performed by the federal government/funding

Grants Management ~ Special Revenue



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For all competitive state and federal grants, notification of the grant award, stipulations, and account coding will be provided to the targeted recipients at grant setup meetings arranged by the Grants and Research Operations Office.

- Grants and Research Operations will provide a higher level of technical assistance for formula grants.

- Grants have varying project performance periods and budget periods. All activities and commitment of funds must be completed during the grant performance period. Liquidation of grant funds must adhere to each grant's unique guidelines and budget period dates.

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- It is the intent of the district that all grant funds are expensed in the grant performance/budget period for which they are budgeted. In the event that funds are not on track to be expensed prior to the end of the current performance/budget period, Project Directors must submit a request to the funding agency to carry forward those funds into subsequent performance/budget periods. Carryover requests are conducted in the same manner as a request for budget revision detailed above.

Recipients of state and federal awards have to administer each program as described in the application and in accordance with all applicable statutes, regulations, and program plans outlined in the project application. Project recipients are evaluated and monitored primarily on the implementation of goals, objectives, and activities as stipulated in the application.

Green Book
<http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.shtml>

Red Book
<http://www.fldoe.org/core/fileparse.php/7507/urlt/19RedBook.pdf>

EDGAR
<https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>

Where to look..



ALL grant projects are audited; it is a case of WHEN the program will be audited, not IF it will be audited. It is imperative that project personnel maintain accurate records AS the project is implemented rather than trying to gather the appropriate documentation when an audit is scheduled.

Below are some examples of records that may be required and possible actions to maintain or create the records. Keep all records for a minimum of 5 years (can be held in storage following close of grant project).

1. *Program Records* Activities that are consistent with the goals and objectives of the project: Identify all of the tasks and services detailed in the grant and align them with a goal or objective. You can document with schedules, contracts, meeting attendance, etc.

Dissemination and marketing of the program: Keep notices of outreach activities, presentations or flyers. Review the dissemination plan in the grant and plan the documentation.

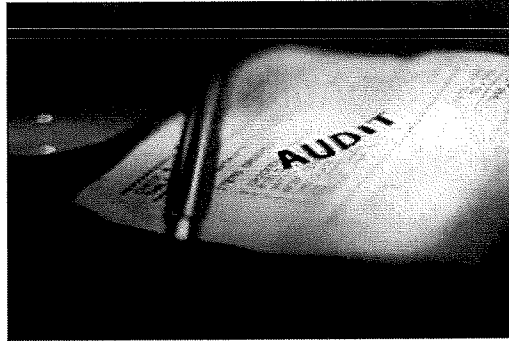
Partnerships: Keep record of all meetings. If partners are long distance, create a contact log and maintain times, dates, and topics discussed.

2. *Fiscal Records* Set up systems to document payroll records, invoices, purchase orders, contracts, and time and effort logs. Track all travel and tie it to program goals and objectives. Demonstrate that purchases are allocable to a defined cost objective. Expenses must be deemed necessary for the efficient performance of the grant (basically, stick to the budget approved in the grant).

To ensure that funds are spent correctly, funds should not be disbursed to site until a Grant Request Form is completed and approved by the Project Director.

Audits

Potential District Financial Audits – External and Internal



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The following list details the types of financial records that may be requested in an audit. This is not an exhaustive list.

- All expenditures were included in the approved grant budget
- Proof of compliance from Supplement not Supplant provisions, if applicable
- Expenditure back-up
 - o Project Director approval to purchase item(s), prior to purchase
 - o PO must have appropriate Process Flow
 - o Invoice, Packing slip
 - o Travel documents
 - § Travel approval forms with applicable back-up: mileage, parking, hotel, airfare, registration, conference agenda
- Adherence to Procurement standards
 - o Procurement review of contracts; Board approvals, when necessary; proof of internal controls (approvals, separation of duties, programmatic/fiscal reviews)
- P-card supporting documentation
- Workshop payroll backup
- o Sign-in sheets
- Eligibility of expenditures to be paid by grant
 - o Proof of employee/student/employee eligibility to be funded from grant
- Grant matching documentation, if applicable

Government Accounting Standards Board (GASB)

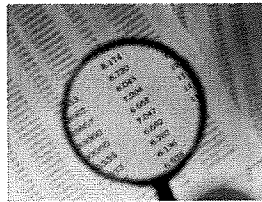
- Accounting requirements for all government entities including public schools;
- Fund accounting procedures; and,
- Audit standards.



Audits

Audits are conducted annually for two central purposes:

Fraud detection, and
Validity of financial reports.



GASB Audit Requirements

Management's discussion and analysis

Financial statements and notes

Supplemental information

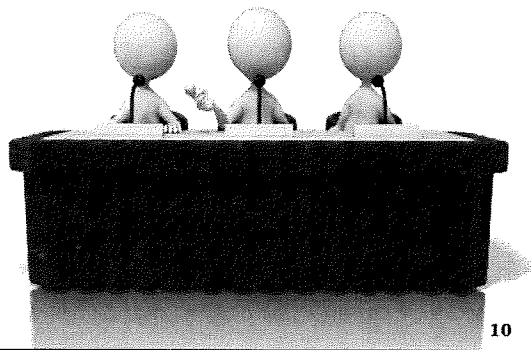
- budget vs. actuals
- revenue in general fund
- revenue in special funds

Conclusion of Audit

- The audit is complete once the auditors have presented findings and a report to the school board.
- “Clean” audits assist with bond ratings and are important to the school district’s financial well-being.

Best Practice

After an audit is presented to the school board, it should be DISCUSSED by the board.



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Communication, transparency, etc. Discussion - good news, way of work, best practices, provide "Kudos" to those doing great work.