

To: Board of Education

From: David Cunningham, executive director, human resources & legal counsel, ext. 4937

Re: Guide to Administrative Procedures – Accounting Policies & Procedures for Administration of Federal Grants

Date: June 22, 2017

Background:

During the 2016 financial audit, USD 497 became aware of a new requirement of the Uniform Guidance for federal grants. The Board Policy Committee has met and reviewed the requirements and compilation of policy and procedures for addressing compliance with the Uniform Guidance for federal grants by June 30, 2017. This is necessary to meet federal grant compliance.

Accounting Policies and Procedures for Administration of Federal Grants

The procedures outline in this document are existing policies and procedures the district has in place for the following:

- Federal Grant Management Overview
- Finance and Budgeting
- Cash Drawdowns
- Allowable Costs and Procurement
- Payroll
- Reporting
- Records Retention
- Fixed Asset Reporting

Rationale:

The adoption of this GAP provision will ensure federal grant compliance with state and federal law.

Recommendation:

The committee recommends board approval for the adoption of this GAP provision to ensure compliance with state and federal law.

Motion:

“I move the Board of Education approve the adoption of the referenced GAP provision effective June 26, 2017.”