

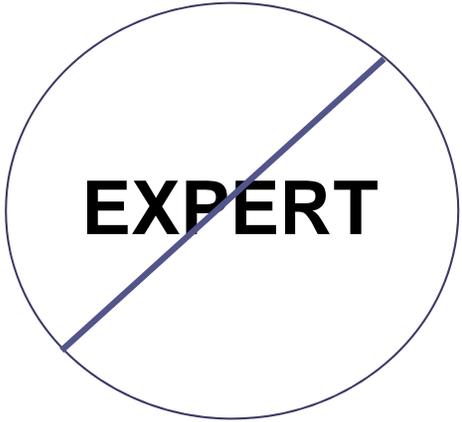
Walking the Talk: Implementing Federal Grant Requirements in the District

Lori Ames – Fiscal Services Manager
Middleton-Cross Plains Area School District

February 28 – March 1, 2013

Lori Ames Who?

- Former Life:
 - Business Manager for the Parkview and Platteville School Districts
 - School Finance Consultant at DPI
 - Federal Fiscal Monitoring Consultant at DPI on Special Education Team
- Current Life
 - Fiscal Services Manager for the Middleton-Cross Plains Area School District



EXPERT

- Just like all of you, managing federal funds is just one small piece of the things I do in a day.
- Some of what I talk about today will be processes that we have in place.....and some will be processes that I know we should have in place.

What Can You Expect From Me?

- I will share what we do to manage the various federal grants in terms of:
 - Staffing
 - Technology
 - Processes

What Do I Want From You?

- Share – Share – Share!!!
- One of the biggest advantages of conferences and workshops is the ability to interact and learn how others are doing things.
- We want to build relationships and learn from each other!

Staffing

- Academic/Instructional Team
 - Various Grant Managers
- Fiscal Services Team
 - Grant Accountant
- Technology Team
 - Technology Support Position (Skyward)

Maximizing Revenue

- Budget Process: Looking at how best to fund expenditures
 - Federal Dollars
 - State Categorical Aid (Spec Ed Aid)
 - Local Dollars

Maximizing Revenue

- Staffing Throughout the Year: Review all position requests so that I am aware of all expenditures flowing through the grant
 - Skyward Task Manager – Position Authorization Form – automated position approval (also helps in tracking our transfer of service amount for the revenue limit)

PAF - AUTHORIZATION TO HIRE SUPPORT STAFF

Name: AMEL, LOUIE K. Employee Type: SPVSR 12 Month Building Code: 900

Requesting Administrator: LOU KAY ARNS

Position Title: _____

Contract Type: _____

Location: _____

Start Date: _____

End Date: _____ (PTE or Temp)

Reason for Request: _____

Support Staff

Hours per Day: 8.00

Hours Per Week: 40.00

Accounting: LOCAL FUNDS GRANT FUNDS

Approval: _____

Assistant Supervisor of Business: _____ Date: _____

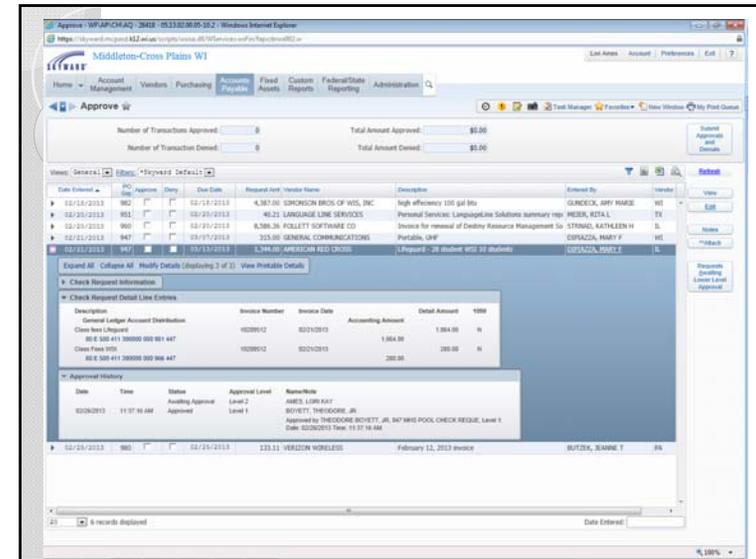
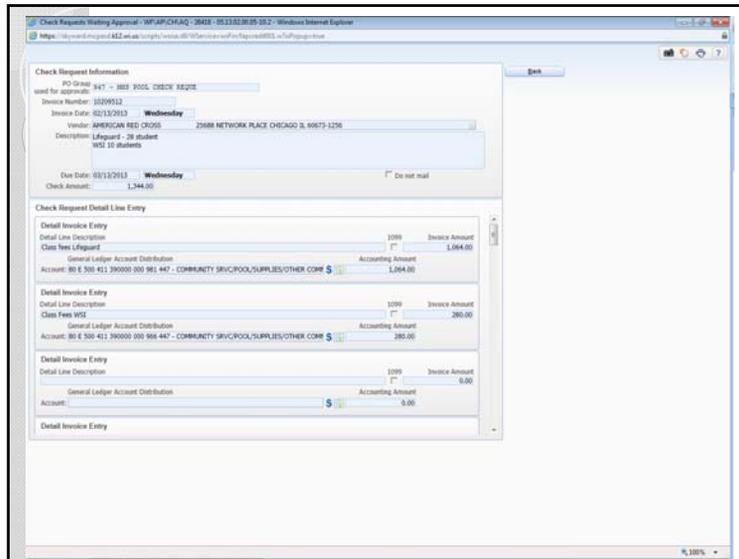
Superintendent: _____ Date: _____

Time and Effort Reporting

- Try to fund only individuals with semi-annual certification requirements in the grant.
- The grant accountant is responsible for creating the documents and collecting them to hold at the District Office
- Try to review positions completing personal activity reports on a quarterly basis.

Allowables

- Initial Budget Review
- Basically 3 levels of review for all non-payroll expenditures
 - Grant Manager
 - Grant Accountant
 - Fiscal Services Manager
- Automated check request approval



Purchasing

- Use screened vendors for most of our normal supplies and material purchases.
- For all items with a unit value greater than \$500, we require 3 cost proposals/bids. (scan it into Skyward with the requisition or the check request)
- For larger priced items, we do a formal request for proposal or use state contract pricing.

Fixed Assets-High Risk Items

- We have lots of work to do in this area!
- Planning to have separate tags as well as identify the items in Skyward with a special code to more easily grab the data.
- Trying to create a process so that people understand requirements when items are purchased with federal dollars.

Item Disposal

- Disposal of equipment must ultimately be approved by me.
 - Look to see if can be used by another federal program
 - If value greater than \$5,000, then must be invested back into the program. (spec ed)
 - If value less than \$5,000, then no use or reporting requirements.

Budget Monitoring

- Payroll Encumbrances – Really helps with monitoring budget to actual
- Formal Board approved budget amendments 2 – 3 times per year.
- Looking to expense contributions to our OPEB trust through payroll as opposed to a journal entry.

Budget Monitoring

- Journal Entries entered through an automated process with final approval coming from me.
- Claiming quarterly (assists with the District's cash flow)

The screenshot shows a web browser window displaying a form titled "MOVING ACTUAL EXP PAID BY CHECK BETWEEN ACCOUNTS". The form is for employee BETTY MAGDALENA SIKORKE at the DISTRICT ADMINISTRATIVE CENTER. It contains several sections for inputting financial data:

- What account is the expense paid by check actually charged to right now? (wrong account)**: Includes a "Wrong Account No:" field with a sample format of 10 E 500 411 252000 000 000.
- What account should the expense paid by check be charged to? (right account)**: Includes a "Right Account No:" field with the same sample format.
- Vendor Information**: Fields for "Vendor Name", "Vendor No:", "Invoice No:", and "Invoice Date No:". Instructions specify identifying the vendor name on the check and the invoice number that corresponds to the check.
- Check Information**: Fields for "Check Number No:" and "Check Date No:". Instructions specify identifying the check number and the check date.
- Amount**: A field for "Identify Amt No:" with a value of 0.00.

At the bottom, there is a note: "Asterisk (*) denotes a required field".

Maintenance of Effort

- IDEA
 - Review several times per year
 - Want to leverage expenditures and revenues so that maintain effort, but not significantly increase effort
- Title
 - No review process in place – Does anyone have a process in place?

Equitable Services

- The types of services offered to the private schools are determined by Director of Pupil Services.
- Grant accountant and I will document that the amount is appropriate and that the services are accounted for in the grant.

Transportation

- Transportation Supervisor is well-versed in the requirement that for a route to be eligible for special education funding, all students on the route must have an IEP requiring special transportation.

Keys to Success

- Communication
- Training
- Automation
- Processes

Questions/Comments?

