

Title I Fiscal Monitoring Tool

<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>For the selected month (provided by OPI) provide a copy of the detailed E-grants expenditure report, detailed expenditure report from internal accounting system, and the corresponding cash request(s) support for the month.</p> <p>Each cash request support should provide: Evidence the expenditure was approved by a secondary reviewer (i.e. AR, Superintendent, Business Manager) and supporting documentation for expenditures (including requisitions, Purchase Orders, Invoices, etc.).</p> <p><i>Note: Support should be sufficient to tie E-grants expenditure data to internal expenditure data and then to supporting documentation.</i></p>
<p>OPI has an internal Sub-Recipient monitoring process housed in School Finance Division. This process is designed to review school audits to ensure compliance with applicable regulations. In the event of a finding an audit follow-up sheet is completed by the applicable program personnel to ensure compliance and adequate corrective action has been implemented. To reduce burden on schools and duplication of monitoring review, the Title I monitoring review will rely on the Sub-Recipient monitoring process, as applicable.</p>	<ol style="list-style-type: none"> 1. Obtain the most current audit report submitted to School Finance. Review the report and discuss with School Finance if all audit findings were adequately addressed. 2. If findings are still outstanding contact district to get status of findings and determine if timeline or response is reasonable. 3. In review of findings determine if repeat or material findings are related to federal or Title I funds. Determine if the district has adequately addressed findings. If not, consider additional review of documentation or if additional provisions should be applied to district (i.e. reimbursement basis, additional review of T&E, etc).
<p>The LEA has a current inventory for any materials or equipment purchased with Title IA funds.</p>	<p>Present to OPI a list which presents all inventory purchased with Title I funds. Inventory records and process should present:</p> <p>Property records on hand which includes description of property, a serial number or other</p>

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	<p>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>
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