



# CDE Federal Program Monitoring 2016–17 Fiscal Monitoring (FM)

## III. Funding

### FM 01: Timekeeping Requirements

1.0 Ensure that the local educational agency (LEA) properly charges and documents salaries and wages that are reasonable, necessary, and allowable in accordance with applicable program requirements. (2 CFR 200.430(a) and (i); 2 CFR 200.61-62; 2 CFR 200.302)

- (a) Title I, Part A – Resource Code 3010
- (b) Title I, Part C – Resource Code 3060 and 3061
- (c) Title II, Part A – Resource Code 4035
- (d) Title III – Resource Code 4203
- (e) Title IV – Resource Code 4124

### FM 02: Allowable Costs

2.0 Ensure the LEA charges costs to the program that are reasonable, necessary, and allowable in accordance with applicable statutes, regulations, and program plans for the following programs: (2 CFR 200.317-326; 2 CFR 200.400-475)

- (a) Title I, Part A – Resource Code 3010
- (b) Title I, Part C (20 U.S.C. § 6394 [c][1][A]) – Resource Code 3060 and 3061
- (c) Title II, Part A – Resource Code 4035
- (d) Title III – Resource Code 4203

### FM 03: Supplement, Not Supplant

3.0 Ensure the LEA uses federal funds only to supplement, and not supplant, state and local funds for the following programs:

- (a) Title I, Part A (20 U.S.C. § 6321[b])  
Resource Code 3010
- (b) Title I, Part C (20 U.S.C. §§ 6321[b] and 6394[c][2])  
Resource Code 3060 and 3061
- (c) Title II, Part A (20 U.S.C. § 6321)  
Resource Code 4035
- (d) Title III (20 U.S.C. § 6825[g]; 5 CCR 4320[a]; EC §§ 52168[b] and [c]; 54025[c])  
Resource Code 4203
- (e) Title IV (EC § 8483.5[e]; 20 U.S.C. § 7174[b][2][G])  
Resource Code 4124

## 2016-17 FM Program Instrument (Continued)

### FM 04: Cash Management

4.0 Verify that the LEA is properly calculating, reporting, and remitting interest earned on unspent federal advances for the following programs: (2 CFR 200.302; 2 CFR 200.305(b)(9))

- (a) Title I, Part A – Resource Code 3010
- (b) Title I, Part C – Resource Code 3060 and 3061
- (c) Title II, Part A – Resource Code 4035
- (d) Title III – Resource Code 4203
- (e) Title IV – Resource Code 4124

### FM 05: Funding

5.0 Ensure that the LEA allocates Title I, Part A funds to school sites in accordance with the approved allocation formulas contained in the consolidated application. The school site council must annually review, update, and approve the school plans for student achievement, including proposed expenditures; and the local governing board must review and approve the school plans annually or whenever there are material changes to the plan. (EC §§ 62002, 64000[b] and [c], 64001[g]); ESEA Section 1113 [c]) – Resource Code 3010.

### FM 06: Reporting

6.0 Ensure that the LEA complied with the accountability and reporting requirements for the following programs:

- (a) Title IV (EC §§ 8482.3[f][5] and 8484.8[b][3] and [4]) – Resource Code 4124

## 2016-17 FM Program Instrument (Continued)

### 2016–17 FM Evidence Requests

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#### Bank Statements

BankStmnts

**Description:** Documentation substantiating that the LEA maintained federal funds in interest bearing account(s).

**Item Instructions:** FM 04: LEAs may be exempt from maintaining advance payments of Federal awards in interest-bearing accounts if 2 CFR 200.305(b)(8) applies.

**Related Items:** FM 04

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#### Cash Balance Report

CshBalRpt

**Description:** Documents identifying the LEA's average daily (or monthly) cash balances of unspent federal advances.

**Item Instructions:** FM 04: Provide full detail, not summaries.

**Related Items:** FM 04

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#### Chart of Accounts

CtAccts

**Description:** A list of the established accounts used by the LEA including resource, object, site, etc.

**Item Instructions:**

**Related Items:** FM 01, FM 02, FM 03, FM 04

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## 2016-17 FM Program Instrument (Continued)

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### Duty statements

DtyStmnt

**Description:** A written description of the specific employee's responsibilities and activities, as agreed to by employer and employee.

**Item Instructions:** FM 01: Once the complete Payroll Records, Position Control report and General Ledger have been provided, the reviewer will select a list of positions for further review.

FM 03: Once the complete Payroll Records, Position Control report and General Ledger have been provided, the reviewer will select a list of positions for further review.

**Related Items:** FM 01, FM 03, ME 08, ME 09, BASP 12, BASP 15

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### General Ledger

GnLdgr

**Description:** Detailed General Ledger for the specific resource code(s) being reviewed. The General Ledger should include the date, description, vendor name, and total amount for each expenditure line item.

**Item Instructions:** FM 03: Documentation should include the date, description, vendor name, and total amount for each expenditure line item for the entire fiscal year under review.

**Related Items:** CE 12, CTE 05, FM 01, FM 02, FM 03, FM 04, FM 05, FM 06, AE 03, ME 07

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### Interest Remittances (date and amount)

IntrstRmtncs

**Description:** Documentation substantiating that interest earned on federal advances has been remitted to CDE.

**Item Instructions:** FM 04: Documentation may include copies of notification to CDE of balance due and a copy of a check remitted, or copy of notification to CDE that no interest was due.

**Related Items:** FM 04

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## 2016-17 FM Program Instrument (Continued)

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### Invoices

Invcs

**Description:** Vendor invoices, detailed receipts or documentation to substantiate how costs benefited programs.

**Item Instructions:** FM 02: Once the General Ledger is uploaded, the reviewer will select a list of invoices for review. Invoices should be itemized in order to detail exactly what was purchased.

FM 03: Once the General Ledger is uploaded, the reviewer will select a list of invoices for review. Invoices should be itemized in order to detail exactly what was purchased.

**Related Items:** FM 02, FM 03

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### Job Descriptions

JbDscriptns

**Description:** A written description of duties associated with a specific position.

**Item Instructions:** FM 01: Once the General Ledger, Payroll Register, and Position Control report have been uploaded, the reviewer will select a list of positions for review and request this documentation.

FM 03: Once the General Ledger, Payroll Register, and Position Control report have been uploaded, the reviewer will select a list of positions for review and request this documentation.

**Related Items:** FM 01, FM 03

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### LEA Interest Calculation

LEAIntClc

**Description:** LEA's interest earned calculation for federal advances.

**Item Instructions:** FM 04: Provide the full detail, not summaries. The interest calculation documentation should include the average daily or monthly cash balances, resources included, annual interest rate, and calculations.

**Related Items:** FM 04

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## 2016-17 FM Program Instrument (Continued)

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### LEA Interest Calculation Methodology

LEAIntClcMthdlgy

**Description:** LEA's established written procedures for calculating interest earned on federal advances.

**Item Instructions:** FM 04: The methodology should be specific to the LEA.

**Related Items:** FM 04

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### LEA Spending Plan

LEASpndPln

**Description:** Documentation detailing how the LEA plans to expend federal funds.

**Item Instructions:**

**Related Items:** FM 01, FM 02, FM 03, FM 05

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### Personnel Activity Reports (PARs)

PAR

**Description:** Personnel Activity Reports (PARs) for the agency and selected sites with positions funded with Categorical Program funds.

**Item Instructions:** FM 01: Once Payroll Records and Position Control Report have been uploaded, the reviewer will select employees for whom time accounting records must be provided. Budget estimates do not qualify as support.

FM 03: Once Payroll Records and Position Control Report have been uploaded, the reviewer will select employees for whom time accounting records must be provided. Budget estimates do not qualify as support.

**Related Items:** CE 12, CTE 05, CTE 06, FM 01, FM 03, HE 10, NorD 12, EL 12, ME 07, ME 09

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## 2016-17 FM Program Instrument (Continued)

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### Position Control Report

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**Description:** Report of employees planned to be paid in whole, or part, with federal funds by resource code for federal programs in the fiscal year under review.

**Item Instructions:** FM 01: Report must include the employee name, title, site location, salary and full time equivalent (FTE) of the employee.

**Related Items:** FM 01

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### Procurement Policies and Procedures

PrcrmntPlyPrctcs

**Description:** LEA's established written policies and procedures over the purchasing and payment process.

**Item Instructions:**

**Related Items:** FM 02, FM 03

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### Periodic Certifications

PrdcCrtfctns

**Description:** Certifications for employees who work solely on a single federal award or cost objective.

**Item Instructions:** FM 01: Once the Payroll Records, Position Control Report, and General Ledger have been uploaded, the reviewer will select employees for whom time accounting records must be provided.

FM 03: Once the Payroll Records, Position Control Report, and General Ledger have been uploaded, the reviewer will select employees for whom time accounting records must be provided.

**Related Items:** FM 01, FM 03

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## 2016-17 FM Program Instrument (Continued)

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### Payroll records

PyrlRcrds

**Description:** Record for the fiscal year under review that identifies employee name, hours worked, gross pay, net pay, deductions and payroll date.

**Item Instructions:** FM 01: This district-wide report should include the employees' name, resource code(s), salary and benefits for all funding sources during the fiscal year.

FM 03: This district-wide report should include the employees' name, resource code(s), salary and benefits for all funding sources during the fiscal year.

**Related Items:** FM 01, FM 03, ME 09

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### Subcontractor agreements

SbcntrctorAgrmnts

**Description:** Agreements with subcontractors for services provided and charged to federal programs, as applicable.

**Item Instructions:** FM 02: Once the General Ledger is provided, the reviewer may select a sample of subcontractor agreement transactions for review.

FM 03: Once the General Ledger is provided, the reviewer may select a sample of subcontractor agreement transactions for review.

**Related Items:** FM 02, FM 03

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### School funding notification letters

SchlFndgNtfctnLtr

**Description:** Document sent notifying each school of its Title I, Part A allocation amount.

**Item Instructions:** FM 05: Email, letter, LEA budgetary chart, or other documentation used to notify schools should be provided.

**Related Items:** FM 05

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## 2016-17 FM Program Instrument (Continued)

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### Single Plan for Student Achievement (SPSA)

SPSA

**Description:** Current-year SPSA approved by both the SSC and the local governing board. Identify school name for each SPSA. Include page references for each instrument item and fund source using the description on the document upload screen.

**Item Instructions:** FM 01: Ensure that the SPSA includes detailed budget information and is approved by the SSC and the board.

FM 02: Ensure that the SPSA includes detailed budget information and is approved by the SSC and the board.

FM 03: Ensure that the SPSA includes detailed budget information and is approved by the SSC and the board.

FM 05: Ensure that the SPSA includes detailed budget information and is approved by the SSC and the board.

**Related Items:** CE 06, CE 07, CE 08, CE 10, CE 12, CE 16, CE 19, FM 01, FM 02, FM 03, FM 05, NorD 05, NorD 06, FR 01, FR 02, ME 04, ME 05, ME 14

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### State and Local Funding Allocation

StLclFndg

**Description:** Documentation demonstrating that federal funds were used to supplement state and local funding.

**Item Instructions:** FM 03: Procedures for distributing state and local funds to school sites to substantiate that funds are distributed equitably to all sites without regard to whether those sites are receiving federal funds.

**Related Items:** FM 03

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## 2016-17 FM Program Instrument (Continued)

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### Time and Effort Documentation

TmEfrtDcmntn

**Description:** LEA's records to support the employee salaries and wages charged to federal programs

**Item Instructions:** FM 01: Once Payroll Records and Position Control Report have been uploaded, the reviewer will select employees for whom time accounting records must be provided. Budget estimates do not qualify as support.

FM 03: Once Payroll Records and Position Control Report have been uploaded, the reviewer will select employees for whom time accounting records must be provided. Budget estimates do not qualify as support.

**Related Items:** FM 01, FM 03

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### Time and Effort Policy and Practices

TmEfrtPlyPrcts

**Description:** LEA's established written policies and practices for documenting time and effort of employees that work on federal programs.

**Item Instructions:**

**Related Items:** FM 01

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