

Policies and Procedures Restricted Funds

St. George Academy

Restricted Funds

1. Policy

1.1 St. George Academy will use rules and regulations to ensure appropriate use of Restricted funds as per *34 CFR 76.760*.

2. Federal Restricted Funds

2.1 LEA will plan and budget the school's fiscal year needs at least four months prior to the start of the new fiscal year and determine if funding will be used for administration, operation or performance of ESEA needs.

2.2 LEA will document the cost of purchases.

2.3 LEA will follow its own procurement procedures to ensure costs are reasonable.

2.4 Targeted Title program purchases will only be used for eligible students, inventoried, and tagged accordingly.

2.5 If the LEA runs a schoolwide Title program, all students will become eligible to receive all services.

2.6 Funds will only be used to supplement the funds provided from non-federal sources.

3. Determining Allowable Cost

3.1 LEA will ensure expenditures are reasonable and necessary to the Title Program.

3.2 In the event of school dismissal, employees funded by State and/or Federal programs will be paid based on the hours worked in each program.

4. Unallowable Cost

4.1 Funds will never be used to pay for alcohol, lobbying, gifts (such as souvenirs, memorabilia, food, T-shirts, caps, tote bags, key chains, gift cards or other promotional items), or incentives related to Title I A programs or activities.

4.2 Funds may not be used to pay students a stipend or provide an award as an incentive for participation in an activity.

5. Bad Debts

5.1 Including, but not limited to, the unallowable cost outline in 2 CFR 200.403(a)

6. Criteria

- Charged only in proportion to the value of the relevant grant
- Legal under state and local laws
- Federal law and terms of the grant
- In accordance with Generally Acceptable Accounting Principles (GAAP)
- Adequately documented

7. Requirements

7.1 Time & Effort

- 7.1.2 Should funds be used for employee salaries LEA will document how much time the employee spent on grant activities in the form of Time & Effort documentation.
- 7.1.3 Employees that work solely for one Federal award or cost objective will certify twice annually that they worked solely for the program, including period dates.
- 7.1.4 Certification should be signed by the employee and immediate supervisor.
- 7.1.5 Personnel Activity Reports (PARS)
- 7.1.6 PARS must be completed for all employees who work on multiple activities or cost objectives.
- 7.1.7 LEA will document the distribution of the employee's activity. Salary and wages must be supported by a Personnel Activity Report.

7.2 Maintenance of Effort

7.2.1 Definition

- Maintenance of Effort is a requirement of the Individuals with Disabilities Education Act requiring the LEA to demonstrate appropriate use of funds and maintaining the same level of financial commitment from the state and/or local funds toward their special education programs.

- 7.2.2 St. George Academy will maintain the appropriate documentation to meet the maintenance of effort requirements outlined by each federal program.

8. Procurement and Inventory

8.1 LEA will document all purchases and inventory equipment.

8.2 Equipment purchased with federal funds must be used in the program or project for which it was acquired, for as long as they need it.

8.3 LEA will keep property records including the following:

- Name/Identity of title holder
- Description of the property
- Source of the property
- Name of the custodian of the property
- Name, make or manufacturer
- Acquisition date and cost of the property
- Method of acquisition and if purchased the voucher, check or warrant number
- Percentage of federal participation in the acquisition of the equipment (if non-federal, as well as federal, funds were used)
- Location use and condition of the property
- Any disposition information such as the date of the disposal and the sale price
- The date the item was last physically inventoried and the conditions of the item as of that date.

8.4 LEA will reconcile equipment annually if the custodian has changed.

8.5 LEA will audit inventory items on an annual basis and provide maintenance and or replacement as needed.

8.6 Should LEA dispose of the equipment, LEA will track and maintain the decommissioned item, inventory number, decommissioned date and discard date.

9. Budget

9.1 Activities supported by funds will be consistent with LEA's annual application

9.2 After the LEA's plan and budget is approved by the Utah State Board of Education, equipment purchases between \$5,000 and \$25,000 are also approved. Any capital outlay for equipment greater than or equal to \$25,000 requires an additional approval by the State Education Agency (SEA). Once the SEA approves the LEA's plan and budget and the LEA has completed the required annual desktop monitoring instrument items, the LEA can apply for reimbursement.

10. Use of Funds

10.1 St. George Academy will ensure all federal funds are used to provide students with a well-rounded education, such as providing courses, activities and programming in all subjects outlined in ESSA, Section 8101(52) defining "well-rounded education".

11. Instructional supports

11.1 Definition

- Non-instructional supports such as behavior supports and mentoring
- Counselling and prevention support improving overall school quality