

Pana Community Unit School Dist. No. 8

14 East Main Street
P.O. Box 377
Pana, IL 62557

Be A Part of the Pride

TELEPHONE: 217-562-1500
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Written Procedures on Allowable Costs for Federal Awards

2 C.F.R. Part 200, §200.403 To be allowable under Federal awards, except where otherwise authorized by statute, costs must be:

- Necessary and reasonable and allocable
- Conform to cost principles or Federal award as to types or amount of cost items
- Consistent with policies and procedures that apply uniformly to federal and non-federally funded activities
- Consistent treatment as direct or indirect cost
- In accordance with GAAP
- Not included as a cost to meet cost sharing or matching requirements of any other federally financed program
- Adequately documented

The goal of these procedures is to ensure that costs on the federal grant that will be ultimately claimed, are allowable under the individual Federal program and in accordance with the cost principles established above and in the Uniform Grant Guidance.

The local LEA (Pana C.U.S.D. # 8) has in place sound management practices; they will follow the terms and conditions of the specific Federal award and will determine, based on it's own unique situation and experience a specific set of guidelines to assure proper and efficient administration of the federal funds as follows:

- 1.) The District employs a Clerical Grant Coordinator. According to the job description "this position is primarily responsible for coordinating and overseeing the District grant application and management process including: assists in meeting grant submission deadlines; creation and maintenance of computerized files and databases on grant proposals and all grant activity; and monitors the financial management of all District grants (eg. budget preparation, budget adjustments, expenditure reporting, etc.)"
- 2.) Budget creation – The District Superintendent, District Title One Director, and District Clerical Grant Coordinator will work together to prepare the budgets for all Federal programs. They will verify the allowability of each cost under the Federal program and ensure that Uniform Grant Guidance rules are followed. Prior to budget preparation the Superintendent and Building Administrators will review the federally funded Title staff's duties for the upcoming year and determine each employee's status ie. single cost objective or multiple cost objectives. Throughout the year Building Administrators will notify the Superintendent and Payroll Clerk of any changes in duties and responsibilities

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Principals

Senior High, Gayle McRoberts
Assistant Principal, Heath Strom
Junior High, Juleta Ellis
Lincoln, Debra Zueck
Washington, Cheri Wysong



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of Federally funded staff. The Payroll Clerk will contact the Clerical Grant Coordinator about any changes in payroll or employment status that she receives on grant funded staff members. Each January and May Federally funded certified staff will complete a Semi-Annual Certification Form that will be kept on file.

- 3.) Grant data entry, submission and recordkeeping – The District’s Clerical Grant Coordinator is responsible for grant data entry, submission, and recordkeeping. Grant applications will be submitted to District Superintendent for review prior to being submitted to the Illinois State Board of Education (ISBE). The Clerical Grant Coordinator is responsible for generating and maintaining all grant records and supporting documentation. Non-certified employees are required to submit signed weekly timesheets detailing the activity code, the number of hours worked, and a brief description of the activities for each workday that week. All grant records, except individual student intervention records, will be kept at the Pana C.U.S.D. # 8 District Office, located at 14 East Main Street, Pana, IL.
- 4.) Expenditure reporting – The Clerical Grant Coordinator will submit all expenditure reports as required by the individual federal program. Expenditure reports will be submitted for review to District Superintendent prior to submitting them to ISBE.
- 5.) Verification that budget aligns with the General Ledger – The District’s Clerical Grant Coordinator will work with the District Bookkeeper to ensure that the budget aligns with the District’s general ledger and that all expenditures are properly recorded and paid.
- 6.) Grant Application Amendments - The District Superintendent, District Title One Director, and District Clerical Grant Coordinator will work together to prepare any necessary amendments to grant applications. All grant amendments will be submitted to the District Superintendent for approval prior to submitting them to ISBE.
- 7.) Nonpublic Instruction – The District Clerical Grant Coordinator will be the point of contact for general questions about nonpublic participation in Title grants. All formal grant related records and correspondence will be housed at the District Office, 14 East Main Street, Pana, IL. Questions specific to the planning, design or implementation of the specific nonpublic program should be directed to the Title staff that provide services to that nonpublic program. All nonpublic student records (permission slips, records of interventions used, attendance, assessment results etc.) will be housed and maintained by the individual Title teacher that is providing the reading or math services. Any individual that has contact with Nonpublic Schools is required to keep a detailed contact log of any calls, letters, emails, faxes, or face-to-face conversations between the public and nonpublic staff. Copies of the contact logs will be submitted to the Unit Office at the end of each school year.

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