

### **Administrative Procedure 6:170-AP1**

In order to receive Title I reimbursement from the Illinois State Board of Education, the School District must submit quarterly expenditure reports to ISBE. To ensure that the School District is reimbursed the correct amount, the School District must submit accurate reports each time. Any inaccuracies could result in the School District being reimbursed more or less than the School District actually incurred.

The following procedures shall be used to ensure accurate Title I expenditure reporting to ISBE:

1. Independent of the School District's general expense ledger, the State and Federal Programs Clerk shall keep an itemized account of all personnel and non-personnel expenditure items for which it will be reimbursed with Title I funds.<sup>1</sup>
2. Before the School District submits any request for reimbursement to ISBE, the State and Federal Programs Clerk shall reconcile the Title I itemized account against the School District's general expense ledger to ensure that the Title I itemized account is accurate.
3. The State and Federal Programs Clerk shall use the information on the Title I itemized account to prepare all expenditure report submissions required by ISBE.
4. Before any submission to ISBE, the Business Manager shall review the Title I itemized account and the prepared expenditure report submissions to ensure that the cumulative amount recorded on the School District's Title I itemized account matches the cumulative amount in the prepared expenditure report submission.
5. The Business Manager shall provide written approval to the State and Federal Programs Clerk that the cumulative amount recorded on the School District's Title I itemized account matches the cumulative amount in the prepared expenditure report submission.
6. The State and Federal Programs Clerk shall submit the prepared expenditure report submission to ISBE.

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<sup>1</sup> All functions assigned to the State and Federal Programs Clerk shall be performed by that position or another district employee responsible for monitoring the use of Federal program funds.