

## Harvey Public Schools District 152

### Policies and Procedures for Expenditure Reports

#### ***Reconciling planned expenditure report submissions with District 152's accounting records.***

Harvey School District 152 staff will follow the policies and procedures needed to adhere to all the requirements for expending and accounting for federal funds.

The Title I Director will approve all expenditures charged to the Title I grant. Expenditure detail will be kept in a database that will be compared to the ISBE approved budget amount and the district's general ledger accounting records. These expenditures will be given to the Title I clerk to enter in the district database and the Thornton Township ledger. Any discrepancies will be brought to the Title I Directors for correction prior to submitting expenditure reports to ISBE. The Title I Director will prepare a reconciliation showing the amount charged to the district general ledger account and the amount intended to be entered in FRIS for submission.

A monthly review of procedures and preparation of expenditures for Title I will be conducted by the Title I Director with the assistance of the State and Federal Clerk. Expenditure line items will be spent according to the approved Title I grant. A district database of the Title I expenditures will be kept and reviewed on a regular basis. This information will be compared monthly to the Thornton Township Treasurer's ledger and corrected where necessary. Any inaccuracies will be journaled to the correct account immediately.

The Business Manager (*reviewer*) will review the reconciliation with the Title I Director (*preparer*) and evidence of that review with the date and his or her signature will be maintained. Only amounts that have been reconciled and approved by the Business Manager will be entered in FRIS for submission. After the review is conducted, the Title I Director will prepare the current expenditure report and submit that report to ISBE in a timely manner.

The Title I Director will amend the Title I grant as often as necessary within Federal and State guidelines to keep all expenditures in line with the approved budget submitted to ISBE.

Training will be provided for all federal and non-federal staff members who deal with expenditures, budgets, reconciliation, and grants. Training will consist of purchase order procedures, record keeping, budget reconciliation, submission of reports, and linking expenditures with the District and School Title I plan. The Title I Director will work with the district's State and Federal Clerk to assure that grant expenditure reports to ISBE are accurate.

***To verify that District 152 implements the policies and procedures it develops for reconciling planned expenditure reports submissions with its accounting records and having the reconciliation reviewed before submitting the information through FRIS:***

The District Superintendent or designee will approve the Title I budget, purchase orders and expenditures based on District 152 policies and procedures. Further detail can be found in District 152 policy 4.80. This policy deals with Operational Services and Accounting and Audits found in Section IV p. 2 Internal Control.

Adopted: (July 2017)