

<b>VALLEY CITY PUBLIC SCHOOL DISTRICT #2</b>	<b>Descriptor Code HBAA</b>	<b>1<sup>st</sup> Reading 8/9/18</b>
<b>VALLEY CITY, NORTH DAKOTA 58072</b>	<b>Adopted</b>	<b>Revised/Rescinded</b>
<b>FEDERAL FISCAL COMPLIANCE</b>	<b>8/9/18</b>	<b>10/19/22</b>

## **HBAA**

### **FEDERAL FISCAL COMPLIANCE**

The Valley City School District #2 will appoint one individual annually to serve as the authorized representative for the Title I program in accordance with state Title I requirements. This individual will have official signature authority over the Title I program and the district's Title I funds, will serve as the district's main contact for the State Title I office, unless the district specifies otherwise, and will receive Title I updates and mailings.

The Valley City School Board approves the authorization of the Superintendent as the authorized representative for the following federal programs: Title I, Title II Part A, Title III, Title IV Part A, RLIS funds, School Food Service, Comprehensive School Reform, and Federal Vocation Program.

Annually, the Board will review and approve the consolidated application for Title I, Title II Part A, Title III, Title IV Part A, and RLIS funds. Upon approval, the Board will grant permission to the authorized representative to submit the application. The Board will also review and approve all competitive grant applications prior to their submission.

All purchases made on behalf of the District using federal funds shall conform to applicable state and federal laws and the District's purchasing policy. When district policies and procedures are more restrictive than state or federal laws, local policies must be followed.

The Business Manager will track all Title expenditures and assure that the District follows all budgetary requirements under Title.

The Business Manager shall ensure that the budgetary requirements have been appropriately documented, submit all Title program reports to the State Title office, as required, and ensure that the district's Title programs comply with the federal Maintenance of Effort regulation.

The Business Manager will also ensure that all other federal funds, such as those received through grants, are expended as intended in the grant application or budget revision and will verify that the budgetary information for these federally funded programs matches the budgetary information on file with the state.

The Business Manager will track all items purchased with Title funds. These items will be labeled as purchased with Title funds. The District will maintain a formal equipment inventory description list for all items purchased with Title funds.

All employees paid with federal funds will document the time and effort they expend towards federal programs in accordance with federal law.

### **Record Retention**

The District shall retain federal financial and program records to show compliance with program requirements. Records and source documents for financial data must be kept for a period of three years, the starting date of which begins on the day the final report is submitted. Acceptable forms of source documentation include, but are not limited to, cancelled checks, paid billings or invoices, time and attendance records (for payroll), and contracts/leases.

Complementing

☐ HBAA-E, Title I Fiscal & Inventory Requirements