

## MEMORANDUM

TO: Career & Technical Education Director  
Business Administrator

FROM: Thalea Longhurst, CTE State Director  
Wendi Morton, CTE Coordinator  
TC Tomlin, Program Assistant  
Diane Sutton, CTE Budget & Accounting Officer

DATE: April 19, 2016

SUBJECT: OMNI Circular Financial Monitoring

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Due to changes in the federal OMNI Circular (previously known as the OMB Super Circular), we are beginning to complete financial desk audits as part of the guidelines from the circular.

We are starting the process with some baseline information from each LEA and Post-Secondary Perkins grant sub-recipient. CTE Directors and Business Administrators should work together to provide needed documentation. The documentation needs to be uploaded to your "Audit" folder in SharePoint for the respective fiscal year. <https://extranet.schools.utah.gov> *Business Administrators/Financial staff will need to contact TC Tomlin directly to be set up in Sharepoint.*

We will need the following documentation per grant:

FY15 Perkins Grant(s):

- Full Transaction Journal/Expenditure Report for all payments made out of this grant.
- Personal Activity Report(s) (PAR) for those whose salary (or any part of their salary) was paid for with Perkins funds.
- Due to USOE: Friday, May 13, 2016.

FY16 Perkins Grant(s):

- As LEAs and Post-Secondary recipients request reimbursement for FY16 Perkins funds, backup documentation will be randomly requested on some items.
- All LEAs and Post-Secondary recipients who request reimbursement for FY16 funds in one lump sum will automatically be required to provide backup documentation for the entire grant.
  - Full Transaction Journal/Expenditure Report for all payments made out of this grant.
  - All Supporting documentation for each expenditure (receipts, invoices, packing slips, payroll records, general ledger expenditure report, etc.)
- Due to USOE: Date assigned at the time of request.

Your promptness and cooperation in this matter is appreciated. As always, thank you for your support of CTE.