

Fiscal Monitoring Program

Utah State Board of Education

Fiscal Monitoring Program Purpose

Monitor financial processes with Local Education Agencies to ensure consistent compliance with funding rules and provide training related to key fiscal policies.

Fiscal Monitoring Code & Rule

- USBE Administrative Rules R277-113, 114, and 115
- Utah Administrative Code, Title 63J, Chapter 5, Federal Funds Procedures Act
- Utah Administrative Code Title 53E-3-401
- Utah Administrative Code Title 53E-3-501
- Utah Administrative Code Title 53E-3-603
- *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award.*

Fiscal Monitoring for Grant Subrecipients

Policies and procedures to guide USBE and LEAs in accepting federal, state or other funds. Subrecipient monitoring activities performed consistently, based on a pre-defined process and methodology, and in compliance with applicable Federal regulations, State statutes, and USBE administrative rules.

Fiscal Monitoring for Grant Subrecipients

POLICIES

- General policies for subrecipients
- Subrecipient vs contractor
- Grant setup/application
- Accounting/payments for subrecipient awards
- Specific monitoring criteria
- Records management/documentation
- Reporting and tracking

Fiscal Monitoring for Grant Subrecipients PROCEDURES

- General monitoring procedures for subrecipients
- Subrecipient vs contractor procedures
- Grant setup/application
- Accounting/payments for subrecipient awards
- Specific monitoring criteria
- Records management/documentation
- Reporting and tracking

USBE Fiscal Monitor Key Responsibilities

- Provide technical assistance to LEAs on grant application submittals
- Provide technical assistance to LEAs with reimbursement submissions
- Help LEAs meet application and reimbursement deadlines
- Review and approve LEA program applications within 30 days of receipt
- Review reimbursement requests
- Issue decision on LEA reimbursement request within 30 days of receipt
- Work with program specialists to resolve any reimbursement issues

USBE Fiscal Monitor Key Responsibilities cont.

- Issue risk questionnaires for programs to aide in determining risk levels
- Provide LEA with an assigned program risk level annually in accordance with 2CFR 200.332(b)
- Use the risk assessment to determine level of reimbursement documentation and site visit scheduling
- Perform program monetary allocations where necessary
- Oversee federal transfers (Title I from Title II and IVA)
- Provide technical assistance and training to aide LEAs in successful compliance with program requirements

USBE Fiscal Monitor Program TRAINING LEAs

- Ad hoc training during on-site visits or as needed by LEA
- Monthly brown bag training conducted by GCO and Fiscal Monitor Team
- Finance “Fact Sheets” for quick and easy reference in key subject areas
- Spring and Fall Finance training events
- Fiscal Monitor subject area trainings throughout the year (Special Education, Title I, state programs, etc.)
- Individual or team training where requested

USBE Fiscal Monitor Program

Fiscal Monitors & Assignments

- School Finance Director – Patrick Lee
- Fiscal Monitor Program Manager - TBD
- Fiscal Monitor Team Leads – Cole Shakespear, Neil Stevens
- Fiscal Monitors – Jeff Conley, Sandra Grant, Clint Hoke, Tami Long, Merilee Wendell, 1.0 open position