**AR 315(d) Federal Fund: Compliancy Review Process**

**Compliant Use of Funds:**

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In order to ensure the compliant use of federal Funds, the Superintendent and designee shall follow the protocols for the compliancy review process:

The Superintendent, in partnership with the Chief Business Officer, Director of Human Resources, Director of Operations and Manager of Operations compose the Compliance Review Committee to review the compliant use of designated funds and all required documentation in accordance with the Federal Guidelines.

**FEDERAL FUNDS: COMPLIANCY REVIEW PROCESS**

July

* Compliane Committee: Meet to review and align (prior year) Federal Time Accounting Records and Expenses.

August

* Compliane Committee: Meet to review (current year) Federal Expenses and approved programs for all schools: Identify Federally Funded Staff
* Compliane Committee: Provide Heads with Federal Fund Management Training
* Compliane Committee: Provide Federal Funded Staff with Time Accounting Training

September

* **PAR:** All multi-funded staff must submit Personnel Activity Report (August)

October

* **PAR:** All multi-funded staff must submit Personnel Activity Report (September)

November

* **PAR:** All multi-funded staff must submit Personnel Activity Report (October)
* **Compliance Committee:** Review Interim expenses with Heads of Schools to ensure alignment with program SPSA.
* **Compliance Committee:** Reviews Time Accounting submissions for accuracy

**December**

* **PAR :** All multi-funded staff must submit Personnel Activity Report (November)
* **Compliance Committee:** Reviews Time Accounting submissions for accuracy
* **Chief Business Officer:** Review expenses to ensure alignment with federal allocation requirements
* **Human Resources:** Circulate Communication to Heads: Semi Annual Time Accounting Submission requirements and submission date

**Janaury**

* **PAR :** All multi-funded staff must submit Personnel Activity Report (December)
* **Human Resources:** Sends out Semi-Annual Reporting for Completion as outlined in AR 315(c ): Federal Fund Management Time Accounting.
* **Compliance Committee:** Reviews Time Accounting submissions for accuracy

**February**

* **PAR :** All multi-funded staff must submit Personnel Acitivy Report (January)

**March**

* **PAR :** All multi-funded staff must submit Personnel Activity Report (February)
* Preliminary Allocation for Federal Funds are provided to Heads
* **Heads begin allocation planning**

**April**

* **PAR :** All multi-funded staff must submit Personnel Activity Report(March)
* **Compliance Committee:** Reviews Time Accounting submissions for accuracy
* **Head of Schools/ELD:** engage LCAP Advisory Committee (serving as the SSC) to APPROVE the proposed expenses for the next fiscal year
* **Head of Schools/ELD:** submit SPSA and Committee minutes documenting the approval of proposed expenses to Compliance Committee for review and approval
* **Compliance Committee:** reviews for compliance (If approved, continue process; If denied, revisit and resubmit)

**May**

* **PAR :** All multi-funded staff must submit Personnel Activity Report (April)
* **Heads of Schools/ELD:** Approved SPSA submitted for Board Approval
* Approved plans and projected budgets submitted to finance to be reflected in the Adopted Budget.
* **Human Resources:** Circulate Communication to Heads: Semi Annual Time Accounting Submission requirements and submission date
* **Compliance Committee:** meets to finalize and align information for Consolidated Application Submission.

**June**

* PAR : All multi-funded staff must submit Personnel Activity Report (May/June)
* **Human Resources:** Sends out Semi-Annual Reporting for Completion as outlined in AR 315(c ): Federal Fund Management Time Accounting.
* **Chief Business Officer:** Consolidated Application completed
* **Chief Business Officer:** Adopted Budget and Consolidated Application submitted to Board for Approval
* **Chief Business Officer:** Adoption Budget Submitted to OUSD

*(PAR = PERSONNEL ACTIVITY REPORT)*