The Center for Creativity, Innovation and Discovery

TITLE I FISCAL PROCEDURES

Time and Effort Policy and Procedures

Federal regulation requires that any salaries and benefits charged to federal awards must be based on documentation that reflects the actual time spent by the employee on activities being charged to those programs. To comply with these federal regulations The Center for Creativity, Innovation and Discovery has implemented the following policies and procedures:

- Documentation of activities will be completed monthly for individuals being compensated from more than one federal grant.
- Semi-annual certification will be used to report time and effort for a single cost objective.
- All documentation will be submitted on The Center for Creativity, Innovation and Discovery time and effort forms and will include employee and supervisor signatures.
- Monthly documentation must be submitted within the first week of each month. Semiannual documentation will be submitted by December 31 and again at the end of the school year.
- Review of documentation for accuracy
- All time and effort documentation will be filed at the administrative office
- At least quarterly, time and effort reports will be reconciled with budgets and adjustments made as needed.
- At least annually, The Center for Creativity, Innovation and Discovery will make any adjustments necessary to align payroll expenditures with reported time and effort.
- Time and effort compliance training will be provided annually at the beginning of the school year. Additional training will be provided to all new employees at the time of hire.

The Center for Creativity, Innovation and Discovery Supplement not Supplant Federal regulation states, “A local educational agency shall use Federal funds received under Title I, Part A only to supplement the funds that would, in the absence of such Federal funds, be made available from State and local resources for the education of students in programs assisted under Title I, Part A, and not to supplant such funds.” (ESEA section 1118(b)(1)

The Center for Creativity, Innovation and Discovery policy requires that school funding methodology reflects a Title I neutral stance. This methodology ensures that State and local funds allocated to Title I schools are not reduced based on the school receiving Title I, Part A funds. Compliance with this regulation will be monitored through the annual USBE fiscal audits.

The Center for Creativity, Innovation and Discovery Maintenance of Effort

The Center for Creativity, Innovation and Discovery will comply with federal Maintenance of Effort requirements, ESSA Sections 118(a) and 8521, through the proper and consistent allocation of State and local funding efforts from year to year. Compliance with this requirement will be monitored through the annual USBE fiscal audits.

The Center for Creativity, Innovation and Discovery Set Aside Funds Tracking

The Center for Creativity, Innovation and Discovery accounts for all Title I set aside funds in accordance with GAAP. Set aside funds are tracked through account number 7801-610. Documentation of expenses are reviewed for accuracy on a monthly basis and traced through the general ledger. Actual expenditures are compared to budgeted amounts on a bi-annual basis with adjustments being made as needed.