

2.3 Fiscal Reporting



Effective Date: July 1, 2007; titles updated July 1, 2008

Revises Previous Effective Date: N/A

I. Policy:

The local eligible program must have fiscal control and accounting procedures sufficient to prepare reports and trace funds to a level of expenditure adequate to show funds spent properly.

II. Applicability:

This applies to all Adult Education offices and employees associated with the The Technical College System of Georgia.

III. Related Authority:

P.L. 105-220 Section 233 and Section 231-8

CFR 461.40 Cost Principles: C – Basic Guidelines 26491

EDGAR regulation Part 76 Section 731

Georgia Statewide Travel Regulations

OMB Circular A-87: Cost Principles

IV. Definitions: N/A

V. Attachments: (Use the back button on your browser to return to this section after viewing an attachment).

[Funds Requisition Form](#)

[Georgia Statewide Travel Regulations](#)

[Inventory Form](#)

[Record Retention Chart](#)

[S.B.T.C.G. II.C.9 Inventory Management](#)

VI. Procedure:

Equipment (Purchase, Inventory and Disposal):

The local eligible program should have written policies and procedures for purchasing and expenditures to support allowable activities.

Equipment can be purchased by local eligible programs. Prior to purchasing any equipment with adult education funds \$1,000 or over, written approval must be secured from the Office of Adult Education.

- The local eligible program will only use the equipment for the purpose(s) for which it is acquired or for other allowable adult education use.
- Once equipment is purchased, inventory procedures as stated in the most current forms are to be followed by local eligible programs.
- All equipment that is purchased with adult education funds shall remain the property of the State of Georgia and is subject to the rules and regulations of the Department, through the life and disposition of said property.
- Equipment inventories of \$1,000 or more should be updated and submitted to the Office of Adult Education for the current fiscal year.
- Inventory must be disposed of using inventory/transfer/disposal procedures as described in State Board Policies and Procedures II.C.9. Any loss, damage or theft of said property shall be investigated, fully documented and reported to Office of Adult Education.
- The local eligible program further assures that adequate protection from loss, damage and theft shall be provided for the property and that maintenance procedures shall be implemented to keep the property in good, serviceable condition.
- Upon termination of this contract, the local eligible program shall account for all non-expendable personal property purchased with contract funds, and the Department may relocate the property or direct its disposition in accordance with State regulations.
- An inventory is provided at the end of the year.

Funds Requisitions:

The local eligible program shall be reimbursed for reasonable, allowable and actual costs incurred if costs are specified in the contract. The local eligible program must complete the Funds Requisition monthly and by July 30 for the end-of-year reimbursements request. These grant programs are reimbursement programs and there is no advance working capital.

- Local eligible program may apply for reimbursement of services performed on the appropriate form or electronic procedures. Refer to Funds Requisition Form.
- Requests for reimbursement must be submitted monthly
- All entities will be reimbursed for expenditures, as approved.

- Local eligible programs located in the Technical College submit the Funds Requisitions through the TCSG electronic system.
- The local eligible program agrees that all costs which are charged directly to budgeted projects will apply to those projects. If local eligible program offers classes in which students from multiple academic levels attend, local eligible program will allocate the **instructional expenses** to the appropriate levels.
- The applicant will not expend the federal funds for any purposes other than those permitted under the P.L. 105-220.

Record Retention:

The local eligible program shall maintain its accounts and records including electronic records and databases in a manner which shall assure a full accounting for all funds received and expended by local eligible program in connection with the Request for Application (RFA) grant contract. These records and accounts shall be retained by local eligible program and made available for audit, by TCSG and by others authorized by law or regulation to make such an audit, for a period of not less than three (3) years (refer to record retention chart) from the submission of the fiscal final report.

- Records and electronic records must be made available for audits.
- Local eligible programs must allow access to student files for monitoring and auditing staff.
- Local eligible programs shall keep records to show its compliance with program requirements.

Travel Regulations:

The local eligible program should have written procedures for travel approval and reimbursement.

Local eligible programs funded with state or federal adult education funds must adhere to the current ***Georgia Travel Regulations*** when requesting reimbursements.

- This includes reimbursement for mileage, lodging, meals, etc.
- If the registration fee includes meals, then the individual may not be reimbursed for those meals.
- All in-state and out-of-state travel performed in connection with approved project activities must be in compliance with the State of Georgia's Statewide Travel Regulations, which cover per diem and travel expense, and other applicable expenses and procedures. The Statewide Travel Regulations are available on the internet at the following address: <http://sao.georgia.gov>.
- Amounts authorized for maximum recovery for travel and subsistence costs against any state or federal funding source are restricted to those amounts which are approved by the State Auditor in effect for the particular funding period. Any amount over this limit must come from local funding sources.

Teachers:

- Teachers report to work at first site of the day. Mileage may be charged for travel to second or additional site.

VII. Records Retention:

Local eligible programs shall adhere to the Record Retention Chart available in the attachment section of Policy 2.3.