

FEDERAL FISCAL COMPLIANCE

The **Apple Creek School District** shall appoint one individual annually to serve as the authorized representative for the Title I program in accordance with state Title I requirements. This individual shall have official signature authority over the Title I program and the district's Title I funds, shall serve as the district's main contact for the State Title I office, unless the district specifies otherwise, and shall receive Title I updates and mailings.

The Apple Creek School Board approves the authorization of the [principal] [Title I Coordinator] as the authorized representative for the following federal programs: Title I, Title II Part A, Title III, Title IV Part A, RLIS funds¹, School Food Service, Comprehensive School Reform, and Federal Vocation Program.

(NOTE: Districts that receive additional federal funds, such as formula or competitive grants, must also assign an authorized representative for those programs and grants.)²

Annually, the Board shall review and approve the consolidated application for Title I, Title II Part A, Title III, Title IV Part A, and RLIS funds. Upon approval, the Board shall grant permission to the authorized representative to submit the application. The Board shall also review and approve all competitive grant applications prior to their submission.

The Business Manager shall track all Title expenditures and assure that the District follows all budgetary requirements under Title.

The Business Manager shall ensure that the budgetary requirements have been appropriately documented, submit all Title program reports to the State Title office, as required, and ensure that the district's Title programs comply with the federal Maintenance of Effort regulation.

The Business Manager shall also ensure that all other federal funds, such as those received through grants, are expended as intended in the grant application or budget revision and will verify that the budgetary information for these federally funded programs matches the budgetary information on file with the state.

The Business Manager shall track all items purchased with Title funds. These items will be labeled as purchased with Title funds. The District shall maintain a formal equipment inventory description list for all items purchased with Title funds that are valued at \$750 or more and all computers purchased with these funds.

All employees paid with federal funds shall document the time and effort they expend towards federal programs in accordance with federal law.

¹ [Rural and Low-Income School grant program, AKA, Rural Education Achievement Program \(REAP\) - https://www2.ed.gov/programs/reaprlisp/index.html](https://www2.ed.gov/programs/reaprlisp/index.html)

² Remove NOTE prior to adopting final version.

REQUIRED

Descriptor Code: HBAA

Complementing NDSBA Templates (may contain items not adopted by the Board)

- HBAA-E, Title I Fiscal & Inventory Requirements

End of Apple Creek School District Policy HBAA.....Adopted: Mar 9, 2020