

## White Pine Charter School

### FINANCIAL MANAGEMENT

7235

#### Fiscal Accountability and IDEA Part B Funds

White Pine Charter School must ensure fiscal accountability at each phase in the use of Individuals with Disabilities Education Act (IDEA) Part B funds. The purpose of this policy is to ensure that the Charter School complies with the State Department of Education requirements described in the Idaho State Department of Education IDEA Funding Manual.

#### Use of IDEA Part B Funds

White Pine Charter School shall use IDEA funds only to pay excess costs of providing special education and related services to children with disabilities. A cost is determined to be an excess cost of providing special education only if it meets each of the following criteria:

1. The cost would not exist in the absence of special education needs;
2. The cost is not also generated by students without disabilities; and
3. If the cost is specific to a particular child and it is documented in that child is on an Individual Education Plan (IEP).

The Board directs the Principal to establish procedures and internal controls to ensure that IDEA Part B funds are used only for allowable, excess costs of providing special education and that these costs are accounted for in the proper function/program codes described in 34 CFR 300.202-205. These procedures and controls shall also ensure the accuracy of the Charter School's Excess Cost Calculation, as required by 34 C.F.R. 300.16 and Appendix A to 34 C.F.R.300.

#### Time and Effort Reporting

In order to determine if Personnel Costs are allowable under IDEA Part B, White Pine Charter School shall maintain auditable "time and effort" documentation that show how each employee paid with IDEA Part B funds spent his or her compensated time. Such documents are written reports of how the time was spent.

The Board directs the Principal to establish a system for time and effort reporting that complies with the requirements of OMB Circular A-87 and OMB Circular A-133.

#### Property Procurement and Tracking

The Board directs the Principal to establish written procedures to ensure that White Pine Charter School's mechanism for procurements using IDEA Part B funds conforms to the standards outlined in 34 C.F.R. 80.36. The Board also directs the Principal to establish a system to maintain adequate inventory management of property purchased with IDEA Part B funds.

Property records in the inventory management system should include, at a minimum:

1. Property description;
2. Identification number;

3. Source of funding;
4. Acquisition date and cost;
5. The location, use, and condition of the property; and
6. Any ultimate disposition data including the date of disposal and sale price of the property.

In addition to the above information, the inventory management system should ensure that all source documents in support of the above information are maintained throughout the life and disposition of the equipment. These records should be updated frequently so that every piece of equipment purchased with federal funds can be accounted for at any given time.

Retention of Records

The Board directs the Principal to ensure that fiscal records are retained for a minimum of three (3) years from the obligation of funds. These records shall be available for inspection if required.

Legal Reference:	34 C.F.R. §§80.36	Procurement
	34 C.F.R. §§80.42	Retention and Access Requirements for Records
	34 C.F.R. §§300.132-133	Provision of Services for Parentally-Placed Private School Children with Disabilities
	34 C.F.R. §§300.16	Excess Costs
	34 C.F.R. §§300.202-205	Use of Amounts
	34 C.F.R. §§300, Appendix A	Excess Costs Calculation
	Fiscal Accountability Checklist:	For Sub-Recipients of IDEA Part B Funds
	OMB Circular A-87	
	OMB Circular A-133	

Policy History:  
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 Revised On: