

Admin Work Group Topic Areas – 6/19 meeting

Rehash of ideas from previous admin work group

- Discuss pros and cons of “Gold Star” status that provides lots of relief for districts that show exemplary behavior versus “good standing” status that provides lesser administrative relief for more districts.
- Opportunities to streamline how districts can receive their annual funding allocation.

Additional Fiscal Tracking Issues

Fund Recapture and Reallocation Protocols

- Establish specific conditions and timelines for recapturing and reallocating unexpended funds. (DOF Rec. #1)
- Specify minimum district tracking procedures and timeframes for re-obligating and expending turn-back funds. (ARB audit team)

Program Fiscal Guidelines (district fiscal staff encouraged to attend)

Admin/Outreach Funds

Allowable Sources of Match Funds

Tracking Match Funds

Tracking and Reporting Earned Interest

Defining and Tracking In-Kind Contributions

Allowable Admin and Outreach Expenditures

- Include general costs and principles, including language to:
 - Provide instructions on how to identify, accumulate, and record staff time charged to outreach or in-kind match.
 - Specify travel costs or per diem rates that can be included in program outreach costs and match contributions.
 - Specify the methodology and documentation required to support the allocation of indirect costs, such as general administrative services, office space, and telephone services.
 - Specify the consequences if districts charge unallowable costs for a project, match funds, or outreach.

(DOF Rec. #3)

- Require that districts:
 - Maintain accounting records that describe project, outreach, matching funds and earned interest in ledgers separate from other funds administered by the district.
 - Reconcile program fund and project data entered in the ARB database to the district’s accounting system and records.
 - Record in-kind matching contributions and outreach costs in categories paralleling guideline allowable cost categories (personnel, consulting, travel, etc...)

(DOF Rec. #4)

- Establish criteria and guidelines on:
 - The minimum accounting records districts should maintain to account for earned interest and how it is spent.
 - The applicability of earned interest to satisfy the matching fund contribution.

(DOF Rec. #5)

- Specify that costs incurred by the districts to monitor and verify compliance are allowable. (DOF Attachment I, Section X)