

	ACCOUNTING PROCEDURES HARRIS COUNTY DEPARTMENT OF EDUCATION	Reference: <i>CH Local</i> <i>CH Legal</i>
DATE DEVELOPED: 06-02-08		REVISED DATE: 02-12-09
SUBJECT: Grant Monitoring and Compliance Procedure		

Source of Policy

- CH Legal
- CH Local
- Texas Education Code
- Texas Education Agency – Financial Accountability System Resource Guide, Commissioner’s Rules
- Financial Guidelines

Required Documents

Copy of grant agreement as approved by the Board or the State agency, federal agency or non-profit group.

Performed by Administrator in Charge

1. Receive annual training on financial guidelines to include purchasing policies and procedures and grant guidelines by the Business Office and Compliance Office.
2. Review the grant requirements.
3. Implement procedures to make sure grant requirements are met.
4. Follow purchasing policies and procedures and contract monitoring procedures.
5. Coordinate efforts with other departments and campuses to achieve the grant mission and include activity in the Division Goals & Objectives.
6. Maintain a grant file with proper documentation as required by Circular A –133 for federal funds and the Financial Guidelines for state and local funds.
7. Prepare regulatory reports as required by the grant agreement, the grantor agency (i.e TEA), the Superintendent, and/or the public through open records requests.
8. Seek approvals as required-immediate supervisor and or Executive Team Management-for grant expenditures.

Received and Reviewed by: _____ Title: _____ Date: _____



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9. Follow up with Accounts Payable to make sure that payments are made on time and within the grant timelines.
10. Request inquiry access to Pentamation Finance Module from Technology Support Services.
11. Access the Pentamation System to check payments made to the prospective vendors and the status of encumbrances.
12. Follow up on timeline of grant renewal at least three months prior to expiration of grant and meet with Resource Development and Financial Management Staff to initiate the grant application and grant renewal process.
13. Utilize the **Attestation Form** for the purpose of certifying that all regulations and procedures have been followed before submitting a report to the agency, grant contract or application and-or requesting a signature from the Superintendent.
14. Adhere to the state guidelines for record retention for grant records.
15. Failure to adhere to established guidelines may lead to disciplinary action in accordance with HCDE Personnel Policies and Procedures.

For questions regarding this procedure, call the Business Office or send an email to enichols@hcde-texas.org.

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