

Monitoring and Audit

Monitoring

Each LEA will be assigned an NDE career education staff member as a monitor. The monitor will be identified through the NCE website at <http://www.education.ne.gov/nce> and when possible will remain the same from year to year to ensure consistency.

Monitoring takes many forms (e-mail, phone, personal contact, etc.). Desk audits are completed annually by approving the local application, approving claims and final closeout reports. An on-site monitoring visit requiring the completion of the Monitoring Manual will be periodically completed, at least twice during the remaining five-year period of the Act.

Monitoring Manuals have been updated and can be found on the NCE website at <http://www.education.ne.gov/nce/grants.htm>. Specific instructions about the monitoring process will be provided by the assigned monitor prior to the on-site monitoring meeting. It is helpful if the LEA completes the Monitoring Manual prior to the actual on-site visit.

Some of the issues most commonly found during monitoring:

- Providing ID tags to identify equipment purchased with Perkins Funds in inventory system
- Minimal involvement or failure to use advisory committee
- Keeping positive time records for staff time certifying to Perkins Funds

Audit Requirements

Federal regulations require that 1) sub-recipients of federal funds distributed by the Department have audits, and 2) the Department will review the audits as per OMB Circular A-133, and if required, take corrective action.

If a sub-recipient expends a total of \$500,000 or more during the sub recipient's fiscal year from ALL federal funding sources, the sub recipient shall have either a single audit or a program specific audit made for such fiscal year in accordance with the Single Audit Act of 1984, as amended by the Single Audit Act Amendments of 1996, and a copy of the complete audit report must be submitted to the NDE Office no later than nine months after the audited period ends.

Sub-recipients expending amounts less than the \$500,000 threshold will still be subject to a review of financial statements and a compliance audit. These reviews may be fulfilled through an audit conducted by an auditing firm and/or through the monitoring activities conducted by NDE.

Records Management

Recipients of federal funds are responsible for maintaining a full and complete record of expenditures of federal, state and local funds connected with a project. Copies of primary source documents such as purchase orders, paid invoices, paid vouchers, and related correspondence are to be on file **WITH THE ELIGIBLE RECIPIENT** and available upon request for state and federal audits. Please follow your school district record retention schedule.

All records including student enrollment records must be kept five complete fiscal years **plus** the current fiscal year.