

**Michigan Department of Education  
Office of Educational Supports (OES)  
Fiscal Review of Federal Programs**

The intent of this Questionnaire and upcoming Fiscal Review is to gain an understanding of the controls and processes in place and identify best practices and areas of concern as it relates to compliance with Federal regulations.

We are not testing internal controls and will not give an opinion on the controls. That will be completed in the Single Audit, if applicable.

**District Name:** \_\_\_\_\_  
**District Code:** \_\_\_\_\_  
**Today's Date:** \_\_\_\_\_  
**Due Date:** \_\_\_\_\_

**Please list name & title of person(s) completing this Questionnaire:**

- 1.
- 2.
- 3.

**General Questions:**

1. For Federal Programs please identify which school buildings are:

- Targeted programs
- Schoolwide programs

2. Have you been identified as a Partnership District (PD)? **Yes/No**

A Partnership District is created via a Partnership Agreement between at least two LEAs in which a plan of support and intervention has been identified that will improve student outcomes.

3. Is your agency a deficit or early warning LEA? **Yes/No**

The Financial Independence Team (FIT), is a cross-agency collaboration between the Michigan Department of Education, Office of Educational Supports (OES) and the Office of State Aid, and the Michigan Department of Treasury, focused on proactively supporting school districts identified in need of financial and educational assistance.

4. Has your agency been subject to a single audit (**2 CFR 200.501(b)**)? **Yes/No**

**Section 200.501(b) Single Audit.** A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with Section 200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section, 200.501.

If so, are there current single audit findings that the agency is working through?  
**Yes/No**

5. What accounting or payroll system do you currently use?

**If state accounting codes are not used your agency must provide a cross-walk.**

When was this system implemented?

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6. Is your organization regularly reviewing actual expenditures to budgeted amounts? (2 CFR 200.302(b)(5))
7. Have you recently had a change in management company or personnel that are key in the financial operations of your agency? **Yes/No**

How long have they been in their current role(s)?

- 1.
- 2.
- 3.

**Financial Accounting (2 CFR 200.302) and Cash Management (2 CFR 200.303):**

1. Do you maintain separate accounting records for all federal programs' funds?
2. Describe your process for drawing funds. Are cash draws supported by expenditures posted to the Title general ledger at the time of the draw? Are copies of the Title general ledgers retained to support each cash draw?

3. Describe your process for receipt of funds.

Is there adequate separation of duties?

4. Is this process the same for all federal grants?

Who prepares the Final Expenditure Report (FER) and what is the process?  
Are FERs based on actual expenditures as recorded in the GL Summary?

**Procurement (2 CFR 200.318):**

How do you verify that the vendors/contractors are not listed in the suspension and debarment from Excluded Parties List Systems (EPLS)? Are you keeping documentation of that search?

**Supplies/Materials (2 CFR 200.314):**

1. Describe your process for determining if an expenditure is an allowable cost.

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2. Describe your process for purchasing and receiving items. Who has approval authority? How are invoices and purchase orders approved? Is there adequate separation of duties?
  
3. What documentation do you keep on file for supplies and materials ordered and received?
  
4. Are supplies/materials purchased specifically for federal grants, charged directly to the corresponding grant accounts in the general ledger?
  
5. How do you ensure that supplies/materials purchased are used for only federal programs?
  
6. Do you utilize Procurement (Credit) cards?  
  
If so, please describe controls and processes in place.

**Purchased (Contracted) Services (2 CFR 200.459):**

1. Describe your process for procuring contracted services.
  
2. What documentation do you keep on file for contracted services when services are rendered and paid?
  
3. According to Uniform Grant Guidance, **Section 200.326**, the Local Education Agency's contracts must contain the applicable provisions described in **Appendix II to Part 200 – Contract Provisions for non-Federal Entity Contracts under Federal Awards**. Do contracts include:
  - a. Signed by both parties? **Yes/No**
  - b. Defined scope of services? **Yes/No**
  - c. Defined compensation? **Yes/No**
  - d. Termination provisions (**Appendix II, Part 200(B) - not necessary for contracts < \$10,000**)? **Yes/No**
  - e. Duration of contract? **Yes/No**
  
4. Do you conduct criminal background checks on contracted personnel? How is it documented?

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**Other transactions (conferences (2 CFR 200.472), travel (2 CFR 200.474), etc.):**

1. Describe your process for procuring travel for conferences. Do you require a travel pre-approval form?
  
2. How do you ensure that these activities are related to the federal grants?
  
3. Do you maintain agenda and sign-in sheets for in-house professional development training sessions and parent involvement activities?

**Equipment Purchases (2 CFR 200.313):**

For this purpose, **equipment** has been defined as "non-consumable items with a life expectancy of more than one year and with a value that equals or exceeds \$100.00."

1. Describe your process for purchasing equipment.
  
2. Describe how your inventory listing is maintained.
  
3. How often do you conduct an inventory of equipment (**2 CFR 200.313(d)(2)**)? When was the last inventory?

Provide a separate complete list of **all** inventory items currently in use regardless of year purchased with federal funds (**2 CFR 200.313(d)(1)**).

4. For equipment purchases, provide supporting documentation. The inventory list must include:
  - a. Description
  - b. Serial Number or other identification number
  - c. Source of funding
  - d. Title Holder
  - e. Acquisition date
  - f. Cost
  - g. Percentage of Federal participation
  - h. Location
  - i. Use and condition
  - j. \*Any ultimate disposition dates

\*In accordance with 2 CFR 200.334 disposed of equipment should remain on the inventory list for a period of three years after date of disposition. This paragraph in regulation however is overruled by Section 81.31(c) Measure of Recovery of the General Education Provisions Act (GEPA) wherein a recipient that made an unallowable expenditure or otherwise failed to discharge its obligation to account for properly for funds shall return an amount that Excludes any amount expended in a manner not authorized by law more than FIVE years before the recipient received the notice of a disallowance decision pursuant to Section 81.34. Therefore, equipment items purchased with Federal funds at \$100 or more with a useful life of greater than one year should remain on the inventory list for five years after date of disposition.

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**Payroll / Personnel (2 CFR 200.430-431):**

1. Describe your process for ensuring that staff charged to the federal grants are qualified for their positions (categories) funded by Title programs.

2. When are certifications/licenses obtained?

How are they maintained?

Do you conduct periodic checks to see if certifications / licenses are still current? **Yes/No**

3. Describe your process to ensure criminal background checks are conducted on school personnel.
4. Describe your process for ensuring time and effort documentation is on file for employees charged to the grant **(2 CFR 200.430(i))**.
5. Describe your process for ensuring that teachers and paraprofessionals paid with Federal funds are paid wages comparable to program staff paid through general funds.