

\*\* Please check off as all information has been gathered and keep this cover sheet with documentation

# Race to the Top

(Coversheet)

## PAYROLL

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### PERSONNEL/SALARIES EXPENDITURES:

For the Personnel/Salaries expenditures, we will need you to provide the following supporting documentation for the chosen individuals for further review (if not available, please explain).

*If they were a substitute or were not employed by the District/Charter during one of the chosen pay periods, please note that and provide a copy of their payroll information for the pay period in which they were employed (for substitute teachers only).*

**We will need the following documentation for the *payroll expenditure* portion of the audit:**

- For employees that are paid throughout the year from the Race to the Top grant, we need the payroll journal information for their 1<sup>st</sup>, 11<sup>th</sup>, 18<sup>th</sup>, and last pay period (depending on whether they've chosen 20 versus 26 payroll periods.)  
For employees that are not paid all year from the Race to the Top grant, we only need the payroll journal information that corresponds to the payroll expenditures that have been charged to the Race to the Top Grant.
- a copy of documentation showing the YTD salary charged to grant

Please provide a copy of the following regardless if they're a **contracted, hourly or substitute employee**:

- Teaching Certificate (please black out all SSN #s)
- Fingerprint card (please black out all SSN #s) if not on file please explain
- Employment contract
- Time and Effort documentation
- Time sheet (including substitutes)
- Notation of the percentage of their pay paid out of this grant's funds
- Notation of the percentage of their pay being paid by this grant and how that amount is calculated, as well as what other grant funds they're paid from
- If they're contracted as a consultant, documentation supporting their qualifications and a copy of their contract.***

***If the chosen pay periods do not correlate with the pay periods the employee worked, we ask that you provide the requested information for the pay period(s) in which they did actually work.***