

21st CCLC Required Procedures for Record Keeping

Upon an announced or unannounced site visit, ADE will request to see the following required records from the site. Records need to be kept site specific. New Fiscal Record binders are to be created and updated each fiscal year of the program. Binder cover and tabs can be accessed at:

<http://www.ade.az.gov/21stcentury/GrantGuidanceTools/>

Program At-A-Glance

- ☆ Complete the Program-At-A-Glance form using the information in your original approved grant application.
- ☆ Provide copies of a syllabus for each class offered.
- ☆ Provide a copy of the Summary of Classes report submitted in January and June.

Monthly Expenditures Spreadsheet

- ☆ Provide a **monthly** spreadsheet that **identifies** expenditures by budget line with current balance. Information on spreadsheet must show vendor name and/or employee name with dollar amount.
- ☆ Monthly Expenditure Spreadsheet should be available from the District Business Office.
- ☆ **All** expenditures must be approved in awarded grant budget **prior** to incurring expense.
- ☆ 21st CCLC Site Coordinator should keep track of all expenditures charged to the grant by budget line and be aware of current balances.

Purchase Orders/Receipts

- ☆ Provide copies of all purchase orders with dates, proper signatures and copies of itemized receipts attached.
- ☆ Provide copies of purchase orders for purchased services with a copy of the paid invoice attached that shows actual services rendered and payment. Provide a copy of any contracts for purchased professional services.
- ☆ 21st CCLC Site Coordinator should review and approve all expenditures prior to processing.

Payroll/Attendance

- ☆ Provide copies of timesheets for **each** employee paid out of the grant by pay period.
- ☆ Employee timesheets should be completely filled out including dates (month/day/year) with proper **signatures**.
- ☆ Employees paid by stipend must attach back-up documentation which shows dates, actual hours worked and services performed during time period.
- ☆ Employee timesheets should match agency hiring forms such as a Personnel Action Request Form (PAR).
- ☆ Attach copies of student attendance rosters, by class, to each **corresponding timesheet**.
- ☆ Student attendance rosters must include: Class Name, Teacher Name, Student Name and Dates of Class (month/day/year).
- ☆ Student attendance rosters must be kept **current by class**.
- ☆ For Annual Reporting purposes, student level data (SAIS) will be required for each attendee.

Time and Effort

- ☆ Provide copies of Time and Effort logs for **each** employee paid out of the grant.
- ☆ See the attached Time and Effort reporting guidelines.
- ☆ Refer to LEA auditor for additional guidance on Time and Effort reporting.