

Allowable Costs for Federal Funds

The business manager, superintendent and special services director will determine how federal grant funds will be spent during the budget process. The district will use federal funds for salary and benefit costs when possible. During the budget process, the district will review costs to ensure they are necessary, reasonable, allocable, and consistent with district and federal award policies, regulations, and procedures.

To determine that costs meet these principles, the following criteria must be met:

- The cost must meet a program objective and need.
- The cost must not exceed normal amounts or those incurred by a “prudent” person.

All expenditures must be adequately documented. The business office will maintain payroll documents, employee contracts and payment vouchers.

Federal expenditures and revenues are to be tracked with an appropriate account code within the district’s accounting software and accounting reports will be maintained in the business office.

(DISCUSSION DATE: 5/24/21)

(FIRST READING: 6/14/21)

(ADOPTION DATE: 6/28/21)