

Math Science Partnership Financial Monitoring Visit Guide

The following Objectives are listed on the “Math Science Partnership Monitoring Visit Summary”. Answers to the questions stated after each objective serve as the evidence for scoring the monitoring visit summary.

Objective 1

Review the effectiveness of the subgrantee’s policies, controls and systems in place to ensure that SCDE and USDE policies and regulations are followed.

*Financial support functions and internal controls for subgrantee are in place and organized.
Funds designated for the grant award are maintained in a separate account.*

1. How are the financial support functions for subgrantee organized, e.g., are they centralized or decentralized?
 - a. Who is responsible for what?
2. When and how are expenses charged to the grant?
3. At what frequency are financial reports distributed within the organization?
4. How are expenses charged to the appropriate account?
5. When needed, how are amendments requested and processed by the finance office?
6. What is the procedure for verifying that the cost is an accurate reflection of the value received?
7. Are over expenditures and/or over commitments allowed?
 - a. Under what conditions, and within what parameters or limits are they allowed?
 - b. How is this process administered?
8. If not permitted, how are over expenditures and over commitments prevented?
9. When an expense is made how is it charged back to the grant account?
10. How do you reconcile expenses with the claims for reimbursement?
11. How do you ensure that non-eligible expenses are not charged to the grant account?
12. NOTE: Do sampled expenditure reports agree with the general ledger?
13. NOTE: Are original receipts in place for selected and monitored expenditures?
14. In the case of equipment, do you verify that the equipment purchased corresponds to that specified in the budget? If an inventory is required can you confirm that the item is tagged and in the inventory system? How do you verify the use of the inventory for the eligible program?

Roles and responsibilities related to finance are clearly defined with responsibility for payment separate from responsibility for purchasing

15. Describe how the information system supporting finance activities is organized

16. Who verifies that expenses charged to a grant account are directly related to the grant and that they are for the purpose for which the grant was awarded?
17. Who ensures that expenses are eligible and in compliance with agency guidelines and that they are supported by the appropriate supporting documentation?

Only the project director or his/her delegate through written delegation authorizes expenditures to the grant account

18. What is the approval process for claims
 - a. Is the signature of the project director obtained prior to the expenditure?
 - b. How are signing authorities established and followed?

Any change in grant and award holders' status is reported to SCDE expeditiously

19. What process is in place to report changes in status after the grant is awarded or terminated?
20. Budget amendments: Who tracks the budget and ensures that prior approval of expense deviation is approved?

Objective 2

Review the expenditures of the program to ensure that expenditures were made in accordance with SCDE and USDE policies, regulations and guidelines

Salaries related to project management do not exceed 10% of the grant award.

21. How do you ensure that salaries are within allowable limits?

Travel reimbursements for each trip are produced on a separate claim

Travel and subsistence expense transactions comply with subgrantee's guidelines and include all the appropriate supporting document

22. What is the procedure for travel claims?
23. What documentation is required for travel claims?

Subgrantee ensures that non-eligible travel expenses are not charged to the grant account

24. How do you ensure that non-eligible expenses are not charged to the grant account?

Expenditure reports for travel reimbursement agree with the general ledger

25. NOTE: Actually check a sampling of travel reimbursements – Are original receipts in place for selected and monitored travel expenditures?

Objective 3

Assess if subgrantee has the human and capital resources necessary to properly and effectively manage the award.

Subgrantee has physical space necessary to manage the grant

26. NOTE: Assess through observation

Subgrantee has an organizational infrastructure in place to properly and effectively manage the grant

27. What is the process in place for the management of the grant?

28. Explain what support is provided to the subgrantee in the application process

29. Describe the certification procedure for research involving animals, human subjects and/or biohazards

a. How do you ensure that funds are only released once certification has been obtained?

b. What procedure is followed when a new certification requirement emerges during the grant period (i.e., not identified at the time of application)?

Subgrantee has a capital assets inventory system specifically related to the grant award

30. How do you keep track of purchased equipment to ensure compliance with USDE guidelines?

31. How is your capital inventory managed?

Subgrantee ensures that equipment purchased with grant funds is used for teacher training and not for student use

32. How do you ensure that equipment is being used for the purpose designed in the grant?

Roles and responsibilities are clearly defined to those involved in the management funds related to the grant award

33. Describe the subgrantee's views on the roles and responsibilities of the grant holder in the management of funds related to the grant award.

Roles and responsibilities are clearly defined to those involved in the management of the initiatives and programs related to the grant award

34. Describe the subgrantee's views on the roles and responsibilities of the grant holder in the management of initiatives and programs related to the grant award.

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