

**PERKINS FINANCE WORKSHEET**

**FISCAL YEAR 2012**

**District/PS Institution:** \_\_\_\_\_ **Reviewed By:** \_\_\_\_\_

**Perkins Grant:** \_\_\_\_\_ **Date of Review:** \_\_\_\_\_

**Records Management -- Documentation is on file locally that verifies the following requirements for the records related to the Perkins grant**

Item	Recommended Documentation	Compliance	
		Yes	No
Perkins grant is separated from other funding sources (separate accounting code)	Accounting records (financial reports, ledgers, accounts)		
Perkins expenditures can be traced back to a source document	Requisitions, purchase orders, invoices		
Perkins financial records show the district/institution spent the Federal funds within 3 days of receipt as required by the Cash Management Improvement Act (CMIA)	Accounting records (financial reports, ledgers, accounts)		

**Records Management Comments:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Allowable Costs -- Documentation is on file locally that verifies the following requirements for the allowability of costs paid from the Perkins grant**

Item	Recommended Documentation	Compliance	
		Yes	No
Perkins funds are spent according to the approved plan, budget and final expenditure report (FER)	Accounting records (financial reports, ledgers, accounts)		
Perkins funds are obligated and expended during the period of availability	Accounting records (financial reports, ledgers, accounts)		
Perkins funds are expended for allowable activities	Accounting records (financial reports, ledgers, accounts)		
Perkins funds are used to supplement and not supplant non-federal funds	Accounting records (financial reports, ledgers, accounts)		
Perkins funds used for program administration do not exceed 5% of the total Perkins expenditures	Accounting records (financial reports, ledgers, accounts)		

**Allowable Costs Comments:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Time and Effort Reporting -- Documentation is on file locally that verifies the following requirements for employees paid from the Perkins grant**

Item	Recommended Documentation	Compliance	
		Yes	No
Employees who work on multiple cost objectives and are paid from Perkins funds and other funds prepare monthly time sheets to support charges to the grant as required per OMB A-87 ( <b>Districts</b> )	Monthly time sheets on file		
Employees who work solely on a single cost objective and are paid from Perkins funds prepare semi-annual time certifications to support charges to the grant as required per OMB A-87 ( <b>Districts</b> )	Semi-annual time certifications on file		
Employees paid from Perkins funds prepare time and effort reports to support charges to the grant as required per OMB A-21 ( <b>PS Institutions</b> )	Time and effort reports on file		

Stipends and extra-duty pay are supported by a signed written agreement between the employee and the school district that indicates the extra work to be performed, the date(s) of performance, and the amount to be paid to the employee. In addition, the employee prepares time and effort documentation as required by OMB A-21 and A-87.	Signed written agreement; monthly/hourly time sheets or time certification		
Job descriptions of employees paid from Perkins funds are on file	Job descriptions on file		
<b>Time and Effort Reporting Comments:</b>			
<b>Equipment -- Documentation is on file locally that verifies the following requirements for the purchase of equipment with an acquisition cost of \$1,000 or more</b>			
Item	Recommended Documentation	Compliance Yes No	
Equipment purchases are consistent with the budget and approved by the Department	Accounting records (financial reports, ledgers, accounts); equipment inventory records		
Perkins equipment records are maintained and up-to-date	Equipment inventory records		
Perkins equipment records include the following:	Equipment inventory records		
(1) Description of the equipment			
(2) Serial number, model number, or other identification number			
(3) Funding source of equipment			
(4) Acquisition date and cost			
(5) Percentage of Federal participation in the cost of the equipment			
(6) Location, use and condition of the equipment			
(7) Ultimate disposition data (date of disposal and sale price)			
Perkins equipment is located on-site and used for its intended purpose	Equipment inventory records; on-site physical verification		
Controls/safeguards are in place to prevent loss, damage or theft to Perkins equipment	Interviews		
Physical inventory of Perkins equipment is conducted and results documented in the equipment records at least once every two years	Interviews; equipment inventory records		
<b>Equipment Comments:</b>			
<b>Miscellaneous -- Documentation is on file locally that verifies the following requirements for miscellaneous items associated with the Perkins grant</b>			
Item	Recommended Documentation	Compliance Yes No	
Nine required uses of funds in Section 135 of the Perkins Act have been addressed	Interviews; accounting records (financial reports, ledgers, accounts)		

(1) Strengthen academic, career and technical skills of students through integration of academics			
(2) Link career and technical programs at the secondary level and at the postsecondary level			
(3) Provide students with experience in and understanding of all aspects of an industry			
(4) Develop, improve, or expand the use of technology in career and technical programs			
(5) Provide professional development programs for teachers, administrators, and counselors			
(6) Evaluate career and technical programs and assess how special populations are being served			
(7) Initiate, improve, expand, and modernize quality career and technical programs			
(8) Provide services and activities that are of sufficient size, scope, and quality to be effective			
(9) Provide activities to prepare special populations that will lead to self-sufficiency			
Consortium requirements in Sections 131 and 132 of the Perkins Act have been met	Interviews; signed written consortium agreement; accounting records (financial reports, ledgers, accounts)		
Postsecondary Pell grant data is collected and reported accurately	Interviews; enrollment reports		
<b>Miscellaneous Comments:</b>			
<b>Reviewer Comments:</b>			