

APPROVED APPLICATION OF ACCOUNTING PROCEDURES

The following items must be part of the accounting procedures for the local institution conducting any approved project.

TRACKING EXPENDITURES

The best method of fulfilling Perkins tracking expenditure requirements efficiently is the establishment of a separate budgeting account for Perkins grants. The guidance by the NDE school finance team encourages use of the code 6700 for Perkins-related expenditures that correspond to the Final Financial Report submitted by school districts and educational service units.

STAFF TIME

- Use POSITIVE time allocation records for staff time expenditures.
- If expenditures are for a percentage of staff time factored against salary paid, time logs or some other positive time documents indicating how time was allocated must be kept.
- If expenditures are by the hour, a log must be kept that shows the number of hours spent on the project and the rate of pay per hour.
- If expenditures are for a contract in which payment is based on a final product, the final product should be kept as evidence of time spent.

SEE SAMPLES ON NEXT PAGE.

Example #1

Pat Jones is involved in an approved career education project to revise one course that is a part of the total career education program in the school. The plan included 1/8 of Pat's time during the school year to field test the revised course. Documentation of this time during the year should be accomplished using the following chart:

September 2018 Pat Jones

Activity Day	REGULAR CONTRACT	Project	Total Hours For Date
9/3	7	1	8
9/4	3	5	8
9/5	4	4	<u>8</u>
			24

The above is an accurate accounting of the noted month's time and attendance.

Employee signature, date _____ Supervisor signature, date _____

Example #2

Kim Smith is conducting a local needs assessment during the summer for the advisory committee to utilize in the development of a long-range plan for career and technical education in the school. The needs assessment is being completed during the summer and is not a part of Kim's regular contract with the school. Documentation of this time could be accomplished using a regular time card or the following:

July 2018 Hours Worked 12 Employee: Kim Smith

Activity Day	REGULAR CONTRACT	Project	TOTAL HOURS FOR DATE		
			No.	Rate/Hour	Total Paid
7/22	-	8	8	10.00	80.00
7/23	-	<u>4</u>	<u>4</u>	10.00	<u>40.00</u>
		12	12		120.00

The above is an accurate accounting of the noted month's time and attendance.

Employee signature, date _____ Supervisor signature, date _____

Preferred Expenditure Ledger format

DATE	SOURCE VENDOR	CATEGORY	EXPLANATION	PAYMENT	CHECK #	BALANCE	CODE 100/200	CODE 300	CODE 400	CODE 600
						12,395.00				
11/13/17	Any School	Materials/Supplies	Reimburse for camcorder	1,950.37	1	10,444.63			1,950.37	
11/13/17	Any School	Materials/Supplies	Reimburse equipment (Ag System/Plasma Cutter/Triangular Ruler Set/T-Square/Drawing Board)	1,989.37	2	8,455.26			1,989.37	
11/13/17	NEB Community Foundation	Purchased Service	Partnerships for Innovation participation fee	500.00	3	7,955.26		500.00		
12/11/17	Any Vendor	Purchased Service	Consultant for Counselors Networking Session	468.75	4	7,486.51		468.75		
						7,486.51				
						TOTALS	0.00	968.75	3,939.74	0.00
						BUDGETED	0.00	1,892.00	6,703.00	3,800.00
						DIFFERENCE BETWEEN BUDGETED AND ENCUMBERED	0.00	-923.25	-2,763.26	-3,800.00

SAMPLE