

Key Focus Areas for Learn and Serve



Basics of Financial Management

- Accounting System with Detailed Chart of Accounts
- Proper Documentation of Expenditures
- Appropriate Time and Activity Reporting
- Procedures to Ensure Costs are Allowable
- Written Allocation Plan
- Regular Review of Budget to Actual Expenses
- Strong Internal Controls
- Written Policies and Procedures
- Risk Based Monitoring

Common Audit Findings

- Programs claim staff costs based on budget amounts and not actual time spent on the grant
- Match is not sufficiently documented
- Grantees claim match for costs not in the approved budget.
- Grantees/programs are not reconciling their general ledger to the FFR
- Grantees have inadequate financial management systems which does not track costs by grant budget line item

Common Questions

- **Consultant Rates**
 - Maximum not a standard – justification of rate
 - Not including expenses
 - Need a written agreement
 - Scope of services
 - Payment
 - Deliverables
- **Program working with fiscal staff**
 - Collaboration

Common Questions

- Documentation of match
 - Common forms of match
 - Indirect cost rate
 - Subs
 - Donation vs. qualified match
- Sub-recipient monitoring and reporting
 - Plan to monitor (limited by funding)
 - Risk-based assessment
 - On site monitoring is not required