

## Federal Cash and Financial Management

ESD's financial management system and records shall be sufficient for preparing required reports and for tracing expenditures to a level that establishes funds have been used according to federal statutes, regulations, and the terms and conditions of the federal award. This is in addition to maintaining a system of funds and accounts in accordance with state law and the Accounting Manual for Educational Service Districts, published annually by the Office of the Superintendent of Public Instruction.

ESD's financial management system shall:

- Identify all federal awards received and expended, including specific information pertaining to the award: federal program name; Assistance Listing title and number; identification number and year; and name of federal and pass-through agency, if any.
- Provide for accurate, current, and complete disclosure of the results of each federal award in accordance with reporting requirements.
- Include records and supporting documentation that identify the source and application of funds for federally funded activities, including authorizations, financial obligations, unobligated balances, expenditures, assets, income and interest.
- Enable ESD to maintain effective internal controls to ensure accountability for use for authorized purposes and proper safeguarding of all funds, property and other assets acquired.
- Provide a comparison of expenditures with budget amounts for each federal award.

The Superintendent of ESD, or designee, shall implement written procedures for cash management which shall minimize the time elapsing between the transfer of funds from the US Treasury or the pass-through entity and disbursement of funds by ESD. Written procedures shall further be established for determining the allowability of costs in accordance with cost principles and the federal award terms and conditions (further reference *Board Policy 6106 Allowable Costs for Federal Programs*)

Legal References:

Code of Federal Regulations (CFR), Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements, Sections.  
CFR 200.302.  
CFR 200.305.

Adoption Date: 3-29-16

Revised: 02-23-21