

**LOCAL EDUCATIONAL AGENCY MONITORING PROTOCOL
DESK REVIEW QUESTIONNAIRE
STATE FISCAL STABILIZATION FUND PROGRAM
FY 2009 - 2010**

LEA: _____ SFSF Revenue (09/10): _____ Date Completed: _____

Completed by LEA Representative(s) (contact number):

Please respond to the following questions concerning administration of SFSF funds.

I. Fiscal Oversight of SFSF Funds

ISSUE: Whether the LEA has established appropriate policies and procedures for ensuring fiscal oversight of SFSF funds in accordance with grant application assurances.

Guiding Questions

1. What internal controls does your LEA have in place to ensure that SFSF expenditures are allowable? (*See April 2009 SFSF Guidance at III-D for information on allowable and prohibited uses of SFSF funds by LEAs.*)
2. What specific projects or activities did your LEA support with SFSF funds?
3. How does your LEA ensure that it complies with the requirements of the Cash Management Improvement Act (CMIA)?
4. What steps are you taking to ensure compliance with the cross-cutting ARRA requirements (e.g., Section 1512 reporting, Buy American, infrastructure certification)?
5. Did the district account for the SFSF funds, separately within the general fund? If no, please explain.
6. Does the revenue shown by district agree with the amount reported from CSDE shown above? If no, please explain.

Attachment I

7. Do the expenditures total to at least the amount of SFSF revenue received? If no, please explain.
8. Have all SFSF funds been spent? If no, please explain.
9. Were SFSF expenditures allowable in accordance with federal law? If no, please explain.
10. Does the school district have documentation supporting the number of jobs created/retained shown above? If no, please explain.

Evidence/Documentation (Do not submit, have available for possible on-site review)

- a. Financial management policies and procedures.
- b. Policies and procedures on compliance with CMIA requirements.
- c. Policies and procedures on compliance with cross-cutting ARRA requirements.
- d. Documentation of Jobs data.

II. Progress in Four Education Reform Areas

ISSUE: Whether the LEA is assisting the State in making progress in: (a) achieving equity in the distribution of qualified teachers; (b) improving collection and use of data; (c) enhancing the quality of its standards and assessments; and (d) supporting struggling schools.

Guiding Questions

1. How is the LEA assisting the State in making progress in each of the four reform areas?

Evidence/Documentation (Do not submit)

- a. Documentation demonstrating assistance in making progress on assurances.