TITLE I PURCHASING & COMPLIANCE

Federal and State Education Programs (FSEP) 2018-2019

OBJECTIVES

Overview of Title I Purchasing & Compliance Title I Cheat Sheet

Title I Audits

- Types of audits
- Common findings
- Helpful tips to avoid paybacks
- FSEP Resources



Title I Cheat Sheet 2018-2019





Revised 7-18-18

When submitting a sequest to reconcile accounts or purchasing items using Title I funds, a 395A page of 395A Modification page that specifically describes the purchase must accompany your request or it will nor be processed. The holder of the plan is usually the Frincipal and/or the Title I Designee at your school. They can provide the documents needed to complex your request. The cut-off date for all requests to reconcile accounts or purchase items with Title I funds in \$MMAY 5, 2019 %.

The Title I Program Cheat Sheet for 2018-2019

Ghost Card

Schools will be required to enter another program other than 75046 to pay for 50% of the <u>monthly</u> copier charges. (BUL-6515.1) When reconciling Toshiba copier charges, use commitment item 550002.

Travel Card

When reconciling the taxel card through the SAP system for contract bus services and/ or conference expenses (airface, lodging, gg), make sure to attach SPSA / SPSA modification page specifically describing the conference attended, appeared 10.32.1 travel form, receipt/ invoice for expenditure, conference for

Imprest- claims must be in no later than May 5th

The following are the only allowable Thit I expenditures when using a school's Impeers account. Impeers claims will <u>only</u> be accepted through the Impeers Claim System in SAF. Submit Thie I Impeers claims separately from other programs. These expenditures must be specifically described in the school's SFSA. Failure to a much all required documents will delay your claim. (REF-1706.4)

- <u>Admission Fees to approved educational activities (350005)</u>- (REF-2111.1)
 375A plan page, itemized society/invoice with location
- <u>Conference Registration Fees to Title I (52002)</u> -illowed conferences for mult (BUL-5323.2) and passes (BUL-6748.0)
 375A plan page, opproved 10.12.2 merel form, conference registration receipt/invoice, conference flyer with dates
- <u>Contract Bus Services -to locations approved by LAUSD (380012)</u> (BUL-1321.1)
 SPSA plan page, approved 34-EH-57 erodent field trip form, hemized receipt/invoke with location
- <u>Supplemental Interactional Materials (430030) fac</u> itoms described in the Program and Budger Handbook p. 32
 SPSA plan page, itemized receipt/invoice

P-Card- purchases with the P-card must be made no later than May 5th

These expenditures must be specifically described in the school's SPSA. Other expenditures, not named below, charged to the school's Peard, even if they are allowed by Thie I and in the SPSA, could be subject to payback. (SUL-ASIL) To assist with the approval of P-Card reconciliations and potential audits, it is recommended that the school provide a specific description in the "Extras" tab of the items putchased/name of the conference/curricular trip destination.

The only P-Card expenditures that can be reconciled with Title I funds are:

- Admission Focs to approved locations (550005) ... (REF-2111.1)
- SPSA plan page, itemized seesigt/invoice with location
- <u>Conference Registration Fees (320062)</u> -dlowed conferences for suff (BUL-3525.2) and parents (BUL-6745.0)
 SF5A plan page, approved 10.12.2 morel form, conference registration seeing/invoice, conference five with datasets
- <u>Supplemental Instructional Materials (43000)</u> for items described in the Program and Budger Handbook p. 32
 SP3A plan page, itemiced secolpt/invoice
- Contract Eus Services -to locations approved by LAUSD (350012) (BUL-1521.1)
 SP5A plan page, opproved 34-EH-57 endern field utp form, itemized seesing/invoice with location
- <u>Software License Maimenance (350020)</u> for concruit of licenses ending by June 30th of the current school year
 375A plan page, itemized seesity/invoice
- Other Books (420010) PD Books, Reference menorials for erudent (thesaurus, pieture dictionaries), Books for the school library
 SPSA plan page, seesing/ invoice library all books purchased

Expenditure Transfer Requests into Title I 78046

Ficase include SFSA plan page and itemized eccept/ invoice. If expenditure transfer is for travel-confetence, include 10.12.1 travel form as well. (BUL-5400.0) If the expenditure will move from another program to Title I, please email a copy of the document to the expenditure will move from Title I to another program, please email a copy of the document to Marileo Valencia at marileo, valencia figurad.

Shopping Cart- orders must be in no later than May 5th and must be reconciled by June 30th

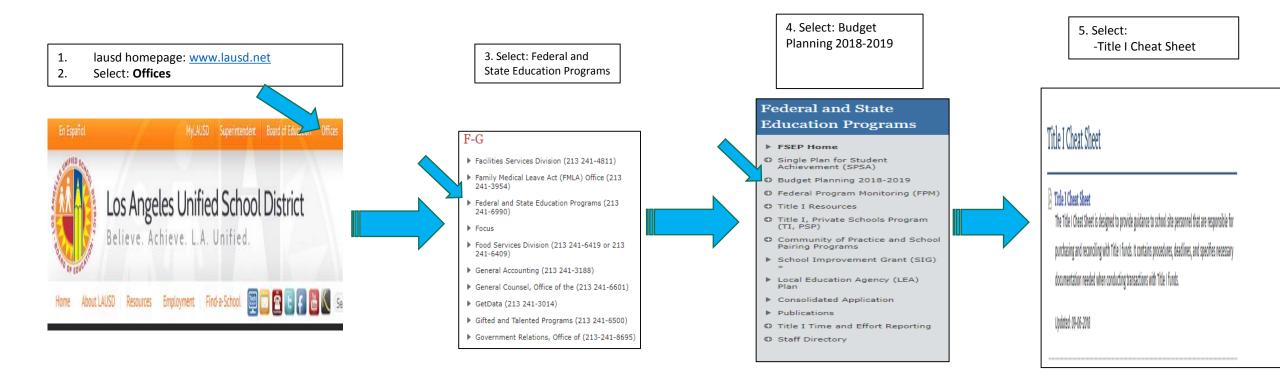
Title I Shapping Carts will require documentation to be attached to the order, including a SPSA page/SPSA Modification page and quote that geodifically states the items being purchased. Some items amy require additional documentation [see balow]. If all required documentation is not included, your complete order will be rejected. All items listed below will require an additional approver (LD Title I Coordinator or Central Office Title I Approver). If you have additional questions, contact your LD Title I Coordinator. (SUL-851.7.1)

<u> </u>					
Commitment Item	Commitment Description for Title I Purposes	Description for Title I			
420010	Other Books additional descentation could colorit for glassics in its persistent	PD Books, reference materials for challent (theraurus, fathers dictionaries), books for the colocal blowsy			
430001*	General Supplies-Technology and \$550 induling and signing and site analogo starger	Itome Less than 5500 Exemple technik het av net lætted av Leptep, Netherke, Gode, Gode, Z-Readen, Projetten, Goging Calender, Determer Readen, Clauren Freder, Chemeinske, Rykensk, Fred Lack, Aggin TV, Plack Deter/Menory Cords, Speaken/Hackhaves			
430003	M&O Supplies-Custodial supplies for Title I Interventions - 91 pr states pr interactive anim (addited descentative restat adm) also(()er/ir interactive property)	Commodé rapples (talét paper, talét sust cases, rasp, paper tanét, tradé kapi) and in connection with Title I Internetion program contex			
430010	Supplemental Instructional Materials (SIM) induity for the perturn of gluan forces for as in its errort sized party and white Sawa Wardow down	Materials that registrant the instructional program (ZLA, such, https://mail.useau.com/articles/program/articles/ 2016 on specific to be classes address of suctoation. Zonegolar to take decreme Warey backs; registranted publisher worklocks; such as such are of a such sector, generalization, success hits (solid); instructional video: ch DVTD; (solid); and, works (program have Fere, advectional video: ch DVTD; (solid); such articles/ such program haves Fere, advectional video: ch DVTD; (solid);			
440001×	Non-Cap Equipment https://www.1999.com/16999 (nebulay tao, skypig and the secility single)	Irems berneen 5500 and 54,999 Zuemple techés ket en net limité in lepipe, éwkiepe, Seét, Z-melen, jogistim, évannet neém, printer			
520002	Travel/Conference Attendance additional documentation module colonic conglicul 12.12.3 secul form, conference for acht date	Pands for all sequence including transf. The surfacess must be an integral just of the cloff professional development/parent incolumnent activities elemented in the IPIA, (kg, COSA, CASE, AVID, workshop, etc.)			
560006	Maintenance of Equipment siege neut is 150/50 with general finds	Funds to pay for reparts and maintenance of Tells I spatparent and to support instructional and/ or preferitonal development attaction such as computers, reparts, etc.			
560011	Rental of Equipment singue must be split 20/22 with prevel famile	Funds for a local agreement for instructional equipment			
580005	Admission Focs a Divis gynad haden	Funds to juy for administrative technic for approval analysis corritalise tops. The SPLA must spatficully describe the nucl for this time.			
580012	Construct Bus Services additional descentation makels admit a magical 36-50-67 fell wij from	Funds for district approach charter or pricate wheel has composite			
5800200	Software Licenses Maintenance Received of License for an instrument similar	Funds to just for maintaining internet-based software linears and jushingtons that copylement the core instructional program			
580030	Prof. Services Contract-Inst. additional documentation model MOU or motion, gʻapplindar	Funds for contrasts with firms freedoing instructional frequence/ services. Identify the name of the company(4).			

* All General Supplies Technology and/ or equipment must be in place at the school site by May 5, 2019

© Start dates for all software licenses must occur no later than May 5, 2019 and end by June 30, 2019

FSEP Resources



Imprest

Admission Fees

Conference Registration Fees

Contract Bus Services

>Supplemental Instructional Materials

P-Card

Admission Fees

Conference Registration Fees

Contract Bus Services

>Supplemental Instructional Materials

Software License Maintenance

>Other Books

Shopping Cart

- Admission Fees
- **>Other Books**
- Contract Bus Services
- Supplemental Instructional Materials
- Software License Maintenance
- **Travel/Conference Attendance**

- Maintenance of Equipment
- ➢ Rental of Equipment
- General Supplies Technology
- >Non-Capitalized Equipment
- >M & O Supplies
- Professional Services Contract-Instructional

Ghost Card

>Toshiba Charges

Commitment item 580002

>Title I can only pay up to 50% of the monthly charges

Travel Card

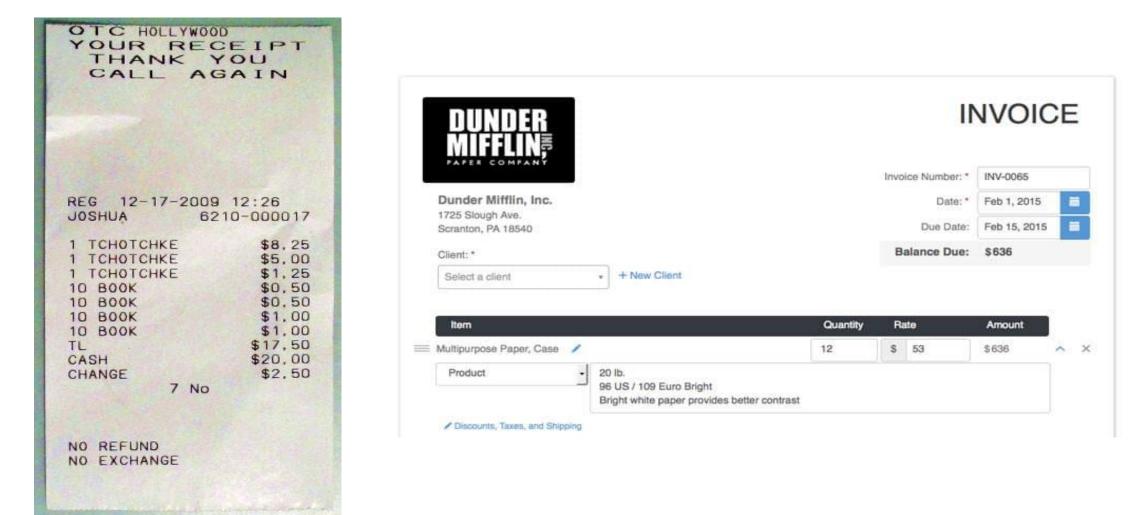
- Conference Expenses:
 - Airfare, lodging, parking, transportation, etc.
 - Itemized receipt for each travel expense required
- Contracted Bus Services:
 - Commitment Item 580012

The SPSA

All Title I expenditures must be listed in the school's approved SPSA or SPSA Modification.

Strategies, Actions and Tasks	school's fiscal specia	alist after completing the SF	a budget adjustment, login to Sc SA Modification.	Community Engagement	Student, Staff, Parent Communication				
ur leadership team is committed to observing classrooms and providing i kypectations for student achievement. We believe in high expectations for e support and professional development we have provided teachers, we assrooms and grade levels. Procedural Lessons, Conceptual Lessons, C	X Title I (7S046; 70S46) LOS ANGEL Title I (7E046) 2017-2018 Single Plan Title III (7T197) Inite III (7T197)		100% Attendance, Suspensions/ Expulsions & Non- Cognitive Skills	Building Parent Capacity and Partnership PD, Lesson Planning, Data Analysis					
valuate the reasoning of others. Iscussion – Discussion opportunities should occur on a regular basis and onstructive conversations. Students should participate in both partner and fective discussions should be explicitly taught and reinforced by the teac	School: Lassiter Span Academy Check reason for modification:			Social/Emotional Interventions					
Juestioning – Teachers are also expected to use high level questions during a transmission of the second se			Ghee Buttersnaps Type or Print Name of SSC Chairperson		C. Butter maps Signature of SSC Chaingerson	8/17/17 Date			
mall Group Instruction – Teachers are expected to use data in order to c his allows teachers to provide differentiated instruction on a daily basis. T n current data. rade-Level Mixing – Teachers will mix students during content area instr tervention to a data-based group of at-fix students in one of the classro	For reasons 3 or 4 abov be defunded (if applical			Ovaltine Jenkins Type or Print Name of Principal		Outfine Sentins Signature of Principal Burton Huste	<u></u>		
Intervention to a data-based group or arrisk students in the or the classic order to maximize students' academic engaged time, and minimize the rofessional development in creating positive classroom communities will structional routines and procedures will be embedded in all long and shc 4th Street Elementary will provide professional development in supportin in instructional routines and procedures in the classroom.	Goals	Focus Areas	Describe the evidence-based Strategies selected to achieve ti School's Measurable Objective(and the Action(s) the schoolwill t to implement the Strategies.	Burton Gustor Type or Print Name of Local District Director		Burton Auste Signature of Local District Director	august 21, 201		
Ready software will be used to measure instructional growth in the path o	100% Graduation	PD, Lesson Planning	Curricular trips- will be purchased		nawn Spencer of Local District Title 1 Coordinator	Signature of Local District Title I Cobridinator	cer s/w/17 Date		
in the second	ELA Mathematics EL Programs	Data Analysis Effective Classroom Instruction	is learned in the classroom. Trips wi to: Long Beach Aquarium-study of different ecosystems for science.	Type or Print Nan	e of Local District EL Coordinator	Signature of Local District EL Coordinator	Date		
udget unding Source Budget Descriptic		 Interventions Beyond the Regular school Day Building Parent 	Leonis Adobe- 4 ^{or} graders will experience California history with hands-on exhibits.	Type or Print Name	of Local District PACE Administrator	Signature of Local District PACE Administrator	Date		
CE-NCLB T1 Schools 50243 - SOFTW/ 7S046) ccus Interventions During and After the School Day and Othe		Capacity and Partnership	CA Sci. Center students will visitt Body Works Exhibit, and view the body's systems first-hand. <u>Local Colleges and Universities</u> students will earn about the differen majors available to them, discuss financial opportunities to help them	The SPSA Modification must be approved by the school's Director and, as applicable, reviewed by the appropriate Local District Program Coordinators/Administrators.					
rategies						2			

Itemized Receipt/Invoice



*A quote is required for all shopping carts prior to approval.

Using Imprest, P-card, Shopping Cart in Title I

Reminders

- Before the Imprest or P-card can be reconciled, the charge will be reviewed by a Title I program reviewer to approve or reject.
- Before a purchase order can be created, shopping carts orders will be reviewed by a Title I program reviewer to approve or reject.
- Submit Title I Imprest Claims Form along with all required documents online via School Front End.
- > The item will be rejected if the necessary documents are not included.
- Title I purchases must be submitted separately from other expenditures charged to other programs.

Title I Audits

- □ Federal and State Education Programs (FSEP) will conduct internal audits of all schools that reconcile accounts using Title I funds.
 - Shopping Cart: orders are reviewed prior to approval
 - > Imprest: expenditures are reviewed during reconciliation of those funds
 - > **P-Card:** expenditures are reviewed during reconciliation of those funds
 - **Curricular trips:** trips through the Transportation Unit are reviewed before the trip is booked
 - **Conference requests:** are reviewed when they are submitted to the Travel Desk
 - > Time and Effort: documentation is reviewed two (2) times per school year
 - > Payroll expenditures: reviewed two (2) times per school year
 - > Other expenditures: reviewed two (2) times per school year
- Simpson and Simpson: the District's single auditor annually conducts reviews of the Title I programs and budgets of randomly selected schools.
- **FPM:** every two (2) years, the California Department Of Education (CDE) conducts Federal Program Monitoring (FPM), a review of the District's categorical programs including the Title I program.

Common Findings during Title I Audits for Other Expenditures

- > SPSA documentation not submitted during reconciliation of accounts
- Supplemental Instructional Materials (SIM) available through the LAUSD Warehouse not being purchased through the Warehouse
- Schools not obtaining Travel Desk Approval and Approved Travel Request Notifications (ATRNs)
 prior to paying for conference registration fees and travel related expenses (airfare, hotel, etc.)
- Items charged to the wrong funding line
 - (e.g., Software License Maintenance (SLM) instead of SIM)
- Expenditures are out of compliance with Title I regulations

(e.g., non-curricular trips, general supplies, school website maintenance, toner)

Expenditures not reconciled by the end of the school year.

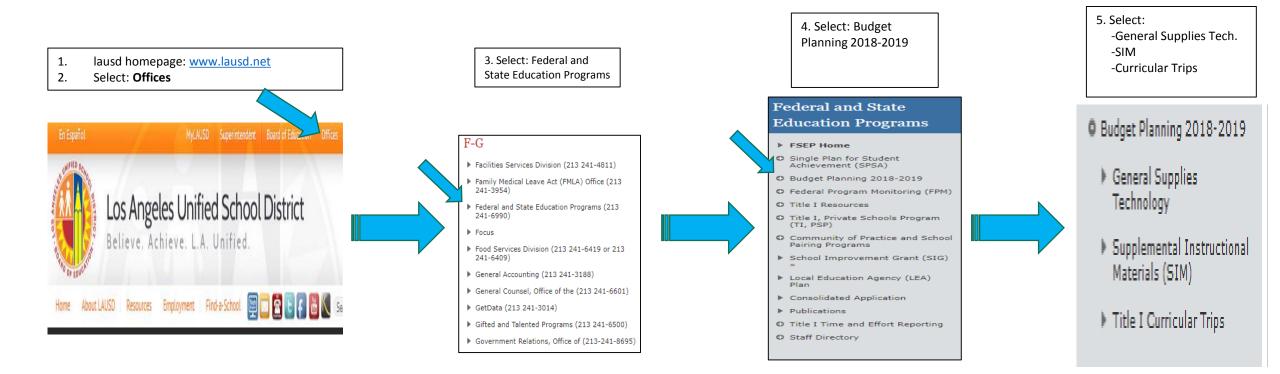
Common Findings during Title I Audits on Payroll Expenditures

- Schools not clearing payroll negatives prior to the end of the school year
 - Funds not budgeted
 - Payroll expenditures exceeding the budgeted amount
- Common Misconception: if a school has unspent funds in some of its Title I commitment lines, the school can simply offset its Title I negatives with funds from those other lines.
 - School Site Council (SSC) must approve the allocation of Title I funds

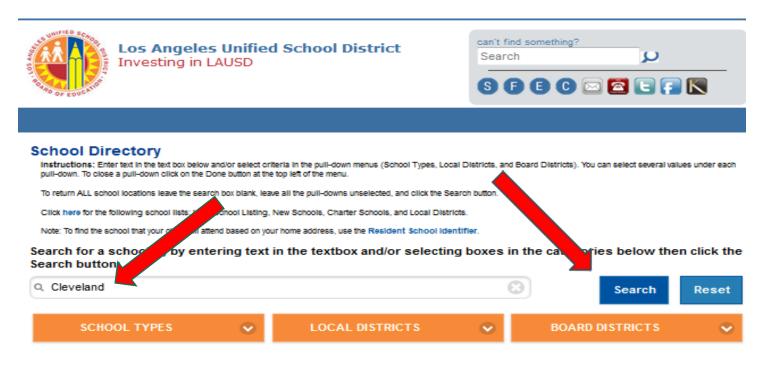
Suggestions to Help Avoid Payback

- ➢ Make sure all expenditures have been described in the school's SPSA.
- > Track expenditures using control sheets or other reliable methods.
- Schedule meetings with the school's fiscal specialist to review budgets.
- ➤ Maintain copies of the school's fully approved SPSA Modifications.
- Please do not delete or ignore emails from the LD Title I Coordinators
 - or the FSEP office.

FSEP Resources







4 Matches Found	Print Previe

School Name	Location Code	Cost Center Code	Address	Phone	Grades	School Type	Local District	Board District
Cleveland Early Education Center	8588	1858801	19031 W STRATHERN ST, RESEDA, CA 91336	818-885-3677		EARLY EDUCATION CENTER	Northwest	з
Cleveland Infant Center	9491	1949101	19031 W STRATHERN ST, RESEDA, CA 91336	818-349-8410		EARLY EDUCATION CENTER	Northwest	з
Grover Cleveland Charter High School	8590	1859001	8140 VANALDEN AVE, RESEDA, CA 91335	818-885-2300	9-12	SENIOR HIGH (REGULAR SCHOOL)	Northwest	з
Grover Cleveland Charter High	8593	1859002	8140 VANALDEN AVE, RESEDA CA 81335	818-885-2300	9-12	MAGNET CENTER ON REGULAR CAMPUS (SENIOR)	Northwest	3

Menu

Grover Cleveland Charter High School



About Our School

Principal: DUONG, CINDY K Grades: 9-12 Location Code: 8590 Cost Center Code: 1859001 Local District: Northwest Board District: 3 Board Member: Scott M Schmerelson Detailed Information Address: 8140 VANALDEN AVE, RESEDA, CA 91335 Telephone: 818-885-2300 Fax: 818-727-0964 All Legal Notices Website: lausd.k12.ca.us/Cleveland_HS

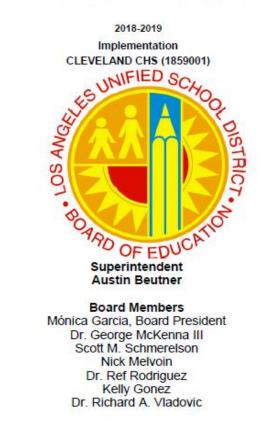
🔺 link disclaim...

School Profile	Performance Indicators				
The school calendar is: SINGLE-TRACK	SARC 🕥				
Demographics 📀	CAASPP - CDE				
Click here and select your school to view	Data Summary Sheet				
+ Athletic Reports	School Experience Survey Reports				
Student Discipline Data Reports	 Accountability School Budget Report School Spending Report School Budget Summary Report 				
 Single Plan for Student Achievemen. 					
select a fiscal year:					
	School Budget Development Report				

CLEVELAND CHS (1859001)

Los Angeles Unified School District

Single Plan for Student Achievement



Questions



Contacts

Mohamed Tantawi Federal and State Education Programs, Compliance Specialist 213-241-2553 <u>mkt3216@lausd.net</u>

