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## ***Financial Record Keeping Requirements***

### ***Communication of Federal award requirements to subrecipients:***

The SELPA (Tulare County Office of Education) will notify each subrecipient of program funds in writing of the Federal award requirements at the time of the annual estimate of income.

### ***Responsibilities of monitoring subrecipients:***

The SELPA Administrator or designee will monitor the subrecipient's activities to provide assurance that the subrecipient administers Federal awards in compliance with Federal requirements. Monitoring of subrecipients will include:

- Annual sample of expenditures
- Annual review of audit reports
- Site visits by the SELPA Administrator or designated staff
- Review of annual Labor Distribution Reports verifying staff assigned to special education program funds work in special education programs
- Review annual samplings of expenditures of participating subrecipients and match expenditures to program

### ***Process and procedures for monitoring:***

The SELPA Administrator (Tulare County Office of Education) and/or designated staff will review annual reports submitted by the subrecipient, perform random site visits to the subrecipient of program funds to annually review financial and programmatic records, and observe operations. In addition, annual sample audit reports of subrecipients will be reviewed to verify appropriate expenditure of program funds. All monitoring of subrecipients will be documented.

### ***Methodology for resolving finding of subrecipient non-compliance or weaknesses in internal control:***

Upon a finding indicating the subrecipient's non-compliance or weakness in internal control, the SELPA Administrator will send written notification to the

subrecipient, to which the subrecipient must submit to the SELPA Administrator a written corrective action plan within 30 days of notification.

***Requirements for and processing of subrecipient audits, including appropriate adjustment of pass-through entity's accounts:***

The SELPA Administrator and/or designated staff will document, review and evaluate audit findings, and collect documentation monitoring subrecipients of program funds. All documentation regarding the monitoring of subrecipients' program funds will be maintained at the Tulare County Office of Education, Special Services, in compliance with Federal regulations governing the Individual with Disabilities Education Act Programs, Part B, Local Assistance Entitlements (84.027) and Federal Preschool (84.173). This documentation will include annual sample auditing, random site visits, sampling of expenditures, non-compliance issues and notification, and corrective action plans of subrecipients of program funds.

**References:** EC 56195.7(i), 56205(a)(12)(D)(ii)(IV)