

Federal Cash Management

~~All responsible The District employees~~ Employees responsible for Federal Funds, shall ~~will~~ comply with applicable methods and procedures for payment that minimize the time elapsing between the ~~District's receipt of federal funds transfer of funds~~ and ~~their~~ disbursement by the District, ~~a required by and~~ in accordance with the Cash Management Improvement Act ~~of 1990~~. Generally, the District receives payment ~~of federal funds~~ from the State Department of Education on a reimbursement basis.

However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses.

According to guidance from the U.S. Department of Education (USDE), when calculating the interest earned on USDE grant funds, regardless of the date of obligation, interest is calculated from the date that the federal funds are drawn down from the G5 system until the date on which those funds are disbursed by the District.

Payment Methods

1. Reimbursements: The District will initially charge federal grant expenditures to nonfederal funds.

The District Grant Accountant or Business Manager ~~will shall~~ request reimbursement for actual expenditures incurred under the federal grants monthly. All reimbursements are based on actual disbursements, not on obligations. Reimbursement requests ~~will shall~~ be submitted on a District form to the State Department of Education.

The Superintendent or his or her designee shall promulgate a procedure specifying any further requirements.

Consistent with state and federal requirements, the District ~~will shall~~ maintain source documentation supporting the federal expenditures; such as invoices, time sheets, and payroll stubs; and will make such documentation available for the State Department of Education to review upon request.

Reimbursements of actual expenditures do not require interest calculations.

2. Advances: To the extent the District receives advance payments of federal grant funds; the District ~~will shall~~ strive to expend the federal funds on allowable expenditures as expeditiously as possible. Specifically, the District shall attempt to expend all drawn downs of federal funds within 72 hours of receipt.

The District ~~will~~ shall hold federal advance payments in interest-bearing accounts, unless an allowable exception applies. The District ~~will~~ shall begin to calculate interest earned on cash balances once funds are deposited into the District's account.

Interest ~~will~~ shall be calculated quarterly. Total federal grant cash balances ~~will~~ shall be calculated on cash balances per grant and applying the District's average interest rate. Within 30 days of the end of the quarter, the District ~~will~~ shall remit interest earned. The District may retain up to \$500 of interest earned per year.

The Superintendent or his or her designee shall promulgate a procedure specifying the process for remitting interest.

Legal Reference:	2 CFR § 200.305	Payment
	31 CFR § 205	Rules and Procedures for Efficient Federal-State Funds Transfers
	<u>31 U.S.C. § 6503</u>	<u>Intergovernmental financing (Cash Management Improvement Act of 1990)</u>

Policy History:  
Adopted on: 7/10/17  
Revised on: