

GRANT REPORTING REQUIREMENTS

The Nye County School District will comply with requirements of the granting agency and will ensure that all information required by the granting agency is supported by accounting or performance records and is fairly presented in accordance with program requirements. The Grant Department will establish a tracking system which reminds staff when reports are due. The Grant Administrator will possess the knowledge, skills and abilities required to prepare, review and approve reports.

The Grant Department in conjunction with the Accounting Department will review each grant on a monthly basis and clearly mark the trial balance, which will be forwarded each month to the Principal or Department Head with any comments or concerns clearly marked. The review will include identifying budget concerns, reviewing the level of expenditures, and if draw downs are occurring in a timely and appropriate manner. All reports are based on general ledger numbers. Reports are on a cash basis except at the end of the fiscal year, when they are adjusted to an accrual basis.

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NEPN/NSBA Classification:
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