

# FEDERAL FISCAL COMPLIANCE

*Code DDA-R Issued DRAFT/24*

To ensure compliance with all federal requirements and state and local laws, the superintendent is authorized to establish administrative procedures that district staff should follow in administering federal grant awards.

## **Administrative Procedures**

Administrative procedures should be maintained so that they are available to staff at all times and should be structured by subject to aid employees in locating information relevant to their inquiry.

### *Format*

Each procedure should include step-by-step instructions to complete a task within a process. An effective procedure will likely include who performs the procedure, what steps are performed, when the steps are performed, and how the steps are performed. A typical procedure may include the following subsections:

- purpose
- authority
- staff responsibilities
- definitions
- procedures
- reports
- maintain and update procedures
- approval

### *Adoption*

To ensure all procedures reflect the most up-to-date information available, each procedure should be labeled with an implementation date, any modification dates, and be signed by the superintendent or his or her designee.

Issued ^