

Title I Fiscal Reminders

- All districts must have a Title I authorized representative to oversee the Title I program. This individual should be an educator, must be approved in school board minutes, and is the person responsible for signing all Title I invoices and reports. It is extremely important for the Title I authorized representative and business manager to work together to complete all fiscal related reports and forms.
- School districts **MUST** maintain a **separate** budget for the Title I ARRA funds, as there are specific reporting requirements for the Title I ARRA funds. Districts cannot combine the regular Title I funds and ARRA funds into one account.
- Title I funds are paid to school districts on a reimbursement basis. Therefore, only funds actually spent can be claimed for reimbursement on a Request for Funds form.
- All districts need to use the most current version of the Request for Funds form. Several forms were combined so that one form is used by all school districts for all federal programs.
- The dates of the reporting and expenditures on the Request for Funds form should be the actual dates in which expenditures were incurred.
- All expenditures must fall within the grant award period from July 1 through June 30 of any given year. Districts cannot obligate funds before July 1 and then pay for them after July or August. All bills must be paid at the end of the year, before the Final Financial Report is submitted.
- Each time you do a Budget Revision on STARS and revise your budget, you must also revise your business manager's records so both figures match.
- It is imperative that the ledger sheets kept at the school district's fiscal office match the approved budget on file in the state Title I office. The state Title I office may request a copy of your accounting ledger if we have concerns on any of your submitted financial documents.
- If you submit a Budget Revision to the state Title I office, you must provide a description of why the revision is needed in the space provided on the form.
- Once school personnel receive an email from Mary Neigum indicating that the Budget Revision has been approved, it is imperative that you print a copy for your files. Once you submit another Budget Revision, the prior one is no longer available for review.
- Indirect costs cannot be claimed for reimbursement until the end of the fiscal year. Indirect costs are only paid on actual expenditures minus any dollars spent on equipment and minus the amount of funds remaining on the unobligated line.
- Object code 300 is the fiscal accounting process and is labeled as Purchased Professional and Technical Services. This code is to be used any time funds will be used to purchase a service such as paying a consultant to do a presentation or paying a company, such as NWEA, to provide technical assistance. If you are paying a vendor with federal funds, it is crucial to have a contract agreement with that vendor which shows exactly how the funds will be used in order to demonstrate that the services are appropriate for the program.
- School districts can only provide educators with a stipend during non-work hours; otherwise, it is considered double dipping. A stipend to attend after-hours functions, to work on their own time, or attend events during weekends or summertime is appropriate. Schools cannot provide a stipend if staff are already being paid for their time, for example to attend the Title I fall conference.
- The purpose of Title I is to assist schools in providing additional services to struggling students. The majority of a school's Title I funding must be used to assist students, most often in the form of teacher salaries/benefits. If student needs are being met, schools may consider budgeting funds for other purposes (travel, supplies, equipment, etc.) as long as each line item does not exceed 10% of the approved budget.
- Title I funds can only be used on Title I program activities in a targeted assistance school. This means that anything purchased with Title I funds should be used by Title I students and stored in the Title I room.
- If you have any fiscal questions, you may contact Mary Neigum, Title I fiscal officer, at mneigum@nd.gov or (701) 328-2281 or Laurie Matzke, Title I director, at lmatzke@nd.gov or (701) 328-2284.