

# **Huntingdon Special School District Procedures for Reconciliation and Closeout of Federal Funds June 2016**

Huntingdon Special School District employs the following procedures for the reconciliation and closeout of federal funds for each fiscal year:

- Reconciliation
  - The reconciliation of federal funds takes place, at a minimum quarterly and is accomplished by the appropriate federal director and the district federal bookkeeper.
  - The process requires a comparison of:
    - The appropriate federal budget; and
    - The district financial report of reimbursements and encumbrances.
  - There must be at least a 10% difference between the actual costs and budgeted distributions before an adjustment is made.
  - Annual adjustments are only made if:
    - The quarterly comparisons show the differences between budgeted amounts and actual costs are less than 10%; and
    - The budgeted estimates or other percentages happen to be revised quarterly, if necessary, to reflect changed circumstances.
  - If annual adjustments are not made, quarterly adjustments should be made.
- Closeout Procedures
  - Closeout procedures for each federal project are performed at the end of each fiscal year
  - All time and effort certifications are collected, to include semi-annual certifications, and PARS are collected by the appropriate federal director and reviewed for accuracy and appropriate signatures and dates.

- Locally funded salary documentation for those individuals who work on partial federal project payments are checked to make sure matching requirements is correct.
- The appropriate federal director and the federal bookkeeper collaborate on this process to make sure all documentation and payroll entries are correct.