

A Quick Reference Guide for Federal Program Audits

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1	Items that may be requested during an audit	MSBA policy, procedure or form to consult
2	Allowability procedure	Procedure DJFA-AP1, Federal Programs and Projects - Managing Federal Funds (Allowable Expenses)
3	Buy American provision	Procedure DJF-AP1, Purchasing and Policy DJFA, Federal Programs and Projects
4	Cash management procedure	Procedure DJFA-AP2, Federal Programs and Projects - Managing Federal Funds (Cash Management)
5	Clear descriptions of items to be procured	Policy DJFA, Federal Programs and Projects
6	Comparability	Policy DJFA, Federal Programs and Projects
7	Complaint procedure for federal programs	KLA, Concerns and Complaints Regarding Federal Programs
8	Conflicts of interest and gratuities , including discipline and consequences	Policy BBFA, Board Member Conflict of Interest and Financial Disclosure Policy GBCA, Staff Conflict of Interest Policy DJFA, Federal Programs and Projects
9	English learners (Lau Plan)	Form IGBH-AF1, Programs for English Learners (Lau Plan)
10	Foster care dispute resolution process	Procedure IGBE-AP1, Students in Foster Care - Dispute Resolution Process
11	Foster care transportation procedure	Procedure IGBE-AP1, Students in Foster Care - Dispute Resolution Process
12	Homeless dispute resolution process	Policy IGBCA, Programs for Homeless Students Form IGBCA-AF1, Programs for Homeless Students - Notification of Eligibility, Enrollment or Placement of Homeless Students
13	Homeless policy	Policy IGBCA, Programs for Homeless Students
14	Homeless required questions on enrollment form or on an alternate student survey	Policy IGBCA, Programs for Homeless Students Form JEC-AF1, School Admissions - Enrollment Form
15	Internet safety policy	Policy EHB, Technology Usage
16	Inventory	See procedures for tracking and using equipment
17	Parent compact	Policy IGBC, Parent and Family Involvement and Engagement
18	Parent and family engagement policy	Policy IGBC, Parent and Family Involvement and Engagement
19	Procedures for tracking and using equipment (Inventory Control)	Policy DID, Inventory Management Procedure DID-AP1, Inventory Management
20	Process used to avoid acquisition of unnecessary and duplicative items	DID, Inventory Management Procedure DID-AP1, Inventory Management

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21	Procurement procedure	Policy DJF, Purchasing Procedure DJF-AP1, Purchasing Policy DJFA, Federal Programs and Projects
22	Steps to ensure that small, minority and women's businesses enterprises and labor surplus firms are used when possible.	Policy DJFA, Federal Programs and Projects
23	Written time and effort procedure	Procedure DJFA-AP3, Federal Programs and Projects (Time and Effort)
24	Written travel policy	Policy DLCA, Travel Expenses