HALEYVILLE CITY SCHOOLS
COMPLIANCE ASSISTANCE PLAN
FEDERAL PROGRAMS

OCTOBER

- Review previous year final expenditures
- Note any unexpected funds as of 9/30
- Work on new year remaining budget or application edits from the SDE
- Work closely with the Parent Center on parental involvement/ Parent Visitation Day
- Monitor expenditure reports

NOVEMBER

- Receive /request copy of final report of actual federal expenditures
- Visit schools to check implementation of Federally funded programs
- Meet with various committees and check progress of plans
- Monitor expenditure reports

DECEMBER

- Begin plans/work on draft of budget amendment
- Work on carryover funds
- Review purchase order requests to ensure goods are being received, inventoried, and used
- Complete and submit reports that are due
- Monitor expenditure reports

JANUARY

- Review 1st qtr, Oct-Dec. actual expenditures
- Visit schools and do walk-throughs
- Review e-Gap document and needs assessment
- If necessary, submit January budget amendment
- Complete and submit reports that are due
- Visit schools in conjunction with Parent Day
- Monitor purchase orders

FEBRUARY

- Resolve any amendment edits
- Begin assisting schools on completing the State Self-assessment instrument
- Monitor expenditure reports

MARCH

- Resolve any remaining amendment edits
- Review any open purchase orders, check with vendors
- Meet with committee on CIP and monitor progress
- Monitor expenditure reports

APRIL

- Review 2nd qtr, Oct-Dec. actual expenditures
- Plan and work on draft of June's final amendment
- Work with schools on pre-planning next year's budget
- Follow-up on checking for completion of current year's plan
- Check, complete and submit any reports due to the SDE
- Review budget actual variance
- Monitor purchase orders

MAY

- Complete needs assessment
- Meet with advisory committee
- Check on progress of LEA self-assessment
- Review staff needs through end of fiscal year and to cover beginning of school year (Aug-Sept)
- Coordinate with finance personnel on any budget changes
- Check with schools, make sure they are expending as budgeted

JUNE

- Submit current year final amendment June 15 deadline
- Submit LEA Self-Assessment by June 15
- Work on draft of new year application and next year budget worksheets
- Meet with advisory committee/CIP committee
- Work on evaluations of programs

JULY

- Work on new year's application and budget
- Give CFO the latest draft of budget to incorporate into the Proposed Budget Hearings document
- Review 3rd qtr expenditures
- Monitor expenditure reports

AUGUST

- Meet with school personnel and provide wit h current information on all Federal Programs/document meetings
- Meet with advisory committee on final budget
- Submit new year's application and budget
- Check current year purchase orders
- Meet with CIP
- Visit schools, check for needs
- Monitor expenditures/meet with administrators on budgets

SEPTEMBER

- Correct any new year budget or application edits from the SDE
- Make certain applications can be programmatically approved by Oct. 1
- Check, complete and submit any reports due to the SDE
- Monitor expenditures/meet with administrators about current and future budgets