

State and Federal Grant Administration Policy, Fiscal Requirements and Procedures Fact Sheet

Updated: June, 2013

How to get there:

ISBE Home Page: www.isbe.net

Division & Program Areas

Funding & Disbursements

General Grant Info (Located in the Resources Box – right side of the screen)

Fiscal Policy/Procedures/Requirements

Direct link: http://www.isbe.net/funding/pdf/fiscal_procedure_handbk.pdf

Contains:

- Glossary of Acronyms and Terms
- State and Federal Grant Administration Policy
 - Project begin and end dates
 - Amendments
 - Expenditure Reporting
 - Obligations
- Requirements:
 - Equipment Policy and Deletion Requirements
 - Interest Income
 - Records Retention Requirements
- Grant Procedures (budgets, payment schedules, amendments, expenditure reporting)
- Carryover
- Excess Cash on Hand
- Indirect Costs
- Cost Allocation Plans
- Required Audits
- Time and Effort Reporting
- Function and Object Descriptors
- Return of Grant Funds
- Grants Funds Recovery Act
- Core Functions of Fiscal Agents
- Supplement vs. Supplant and Maintenance of Effort

Illinois State Board of Education
Division of Funding and Disbursement Services (E-320)
100 North First Street
Springfield, IL 62777
217/782-5256