

Recent Monitoring Findings

- ▶ Please double check and make sure that the correct function and column is used when moving time from one fund source to another such as SSBG to SSBG State. Along with that we are still seeing Staff time moved between fund sources with different eligibility requirements without the worker modifying and signing their daysheet. – the LBLs provide a “reference sheet” to the counties that shows what may and may not be moved between fund sources as well as what moves require daysheet changes, it’s a great tool to refer to (may not be all inclusive) and of course the SIS manual and Fiscal Manual are always great tools to be used **often!**
- ▶ Over and under reporting of costs are being found due to expenditures and revenues found on the general ledger not being reconciled to invoices and receipts as well as the payroll register and what is reported in TEC and the salary/fringe on the general ledger are not being balanced.
- ▶ The Percentage of Time report still needs to be reviewed and compared to what is imported into TEC from SIS – time can be dropped during this process – and no error or warning is given by TEC.
- ▶ Remember to make sure you are using the correct and most current Indirect Cost Plan.
- ▶ Excel spreadsheets are wonderful tools (almost a necessity) for developing costs for the 1571 unless....formulas and links are deleted or changed. Be very careful when using spreadsheets as costs are being under and/or over reported. Check your formulas and links on a regular basis!