



TIME & EFFORT POLICY

Purpose

Federal regulation requires that any salaries and benefits changed to federal awards must be based on documentation that reflects the actual time spent by the employee on activities being charged to those programs. To comply with these federal regulations Bonneville Academy has implemented the following procedure.

PROCEDURE

1. Documentation of activities will be completed monthly for individuals being compensated from more than one federal grant.
2. Semi- annual certification will be used to report time and effort for a single cost objective.
3. All documentation will be submitted on Bonneville Academy time and effort forms and will include supervisor signatures with direct knowledge of the work being performed.
4. Time and effort forms will reflect an after-the-fact distribution of the actual activity; and account for the total activity for which each employee is compensated.
5. Monthly documentation will be submitted by December 31 and again at the end of the school year.
6. Documentation will be reviewed for accuracy.
7. All time and effort documentation will be filed at the administrative office
8. At least quarterly, time and effort reports will be reconciled with actual costs and adjustments made as needed.
9. At least annually, Bonneville Academy will make any adjustments necessary to align payroll expenditures with reported time and effort.
10. Time and effort compliance training will be provided annually at the beginning of the school year. Additional training will be provided to all new employees at the time of hire.

Bonneville Academy policy requires that school funding methodology reflects a Title I neutral stance. This methodology ensures that State and local funds allocated to Title I schools are not reduced based on the school receiving Title I, Part A funds. Compliance with this regulation will be monitored through the annual USBE fiscal audits.

Bonneville Academy Maintenance of Effort

Bonneville Academy will comply with federal Maintenance of Effort requirements, ESSA Sections 118(a) and 8521, through the proper and consistent allocation of State and local funding efforts from year to year. Compliance with this requirement will be monitored through the annual USBE fiscal audits.

Bonneville Academy Set Aside Funds Tracking

Bonneville Academy accounts for all Title I set aside funds in accordance with GAAP. Documentation of expenses are reviewed for accuracy on a monthly basis and traced through the general ledger. Actual expenditures are compared to budgeted amounts on a bi-annual basis with adjustments being made as needed.

