

Agreed-Upon Procedures for CSP Funding

1. Obtain a copy of the CSP grant award, inclusive of any amendments.
2. Obtain the detail of expenditures incurred for the period under review relating to the CSP grant and reconcile the total expenditures incurred to the CSP grant revenue recorded by the charter school in its general ledger and investigate the differences.
3. Ascertain if school exercised flexibilities allowed by the US Department of Education under the Every Student Succeeds Act (ESSA) for minor facility repairs, necessary renovations, and one-time transportation cost and if so, obtain evidence that guidelines and instructions were followed in accordance with Part III of the RFP.
4. Compare the approved CSP budget to the actual expenditures incurred and investigate any differences greater than 10% of the total budget.
5. Select a sample of expenditures from the detail expenditures incurred during the period based on the criteria set forth below:
 - a. Payroll - Select 10 items or 10% of the total number of payroll items charged to the CSP grant, whichever is less.
 - b. Other expenses – Select 10 items or 10% of the total number of items charged to the CSP grant, whichever is less.

And determine the following:

- i. The expenditure is in accordance with the purpose of the grant and that pre-opening expenditures are charged to the pre-opening periods. (See non-regulatory guidance on the CSP grant at <http://www2.ed.gov/programs/charter/nonregulatory-guidance.html>)
 - ii. the expenditure was charged to the proper budget category.
 - iii. the expenditure was charged to the appropriate fiscal period.
6. Obtain Request for Funds forms (RF 1) submitted to the Department during the period under review.
 - a. Trace the amounts reported in the RF1 to the listing of expenditures and determine if any discrepancies.
 - b. If items have not yet been requested for reimbursement, inquire of responsible charter school officials as to the plan for requesting reimbursement, and determine if a receivable is recorded within its general ledger, if appropriate.
 - c. If RF 1 forms include amounts for cash advances (Cash Expenditures Anticipated During Next Month), determine if the total of the funds expended in the month subsequent to the date of the request is equal to or exceeds the amount requested.