

Grants

The Superintendent is given the authority to apply for grants on behalf of Mineral County School District through explicit authorization from the Board of Trustees. The Finance Manager, Grants Manager, Superintendent, or designee must review all grant applications prior to submission to the granting agency. It is the responsibility of the Finance Manager, Grants Manager and Superintendent to make sure that each grant fits within the financial framework and goals of the district. Grants that require matching funds or create ongoing expenditures must not in any way have an adverse or deleterious effect upon the fund from which the money will be obtained.

A separate grant file shall be kept by the Grants Manager for each grant application in addition to the files maintained in finance.

The Grants Manager is responsible for budget allocation within each individual grant and the Finance Manager is responsible for integrating the budget into the computerized accounting system.

The Grants Manager is responsible for budgetary control for purchasing and payroll.

The Finance Manager may establish purchasing cutoff dates to facilitate year end closing routines.

The Grants Manager is responsible for filing final reports with the appropriate agencies by the appropriate due dates.

END OF POLICY
