

FEDERAL CASH TRANSACTION REPORTING

In calculating federal request for funds, the Jackson Public School District (JPSD) shall use the following procedures:

Using district expenditure reports, the JPSD shall record total expenditures from the beginning of the fiscal period to the current report date.

There shall be a calculation of projected short term (less than 30 days) grant expenditure needs if grant guideline allows for such projections, and there shall be documentation to support the projection made.

Using district revenue records, the JPSD shall record the total grant revenues received up to the current report date.

To calculate the request for funds, the JPSD shall add the total grant expenditures and projected short term expenditure needs and subtract the total grant revenues received and the difference of grant revenues below grant expenditures will be the amount of the cash request. If grant revenues equal or exceed grant expenditures and projected short term grant expenditures, no cash request shall be made. In no case, shall total cash requests exceed the grant award amount.

SOURCE: Jackson Public School District, Jackson Mississippi

DATE: June 14, 2004

REVIEWED

AMENDED January 18, 2022