

2023-2024 SY Delaware Department of Education (DDOE) Federal Compliance Monitoring

Subject: FFY 2022 Property Records

Status

☐ Compliant
☐ Non-Compliant

LEA:

LEA Contact:

DDOE Reviewer:

Program Reviewed: ☐ IDEA 619 ☐ IDEA 611

Date of Review:

Review Type:

☐ On-site Review
☐ Desk Audit Review

Legislation/Regulation Authority:

2 CFR §200.313 (d)

(1) Property records must be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the project costs, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

(2) A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

(3) A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated.

(4) Adequate maintenance procedures to keep the property in good condition

(5) If the non-Federal entity is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return

2 CFR §200.439 (b)(1) capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the Federal agency or pass-through entity.

Focus of Monitoring:

Ensure that proper procedures, documentation and controls for managing equipment whether acquired in whole or in part under a Federal award, are in place to prevent loss, damage, or theft of the property.

Required Federal Compliance Items	Acceptable Evidence	Compliance			Comments/Corrective Action Required/ DDOE Action Taken	Corrective Action Due Date
		Yes	No	N/A		
<p>1. LEA has written policies/procedures in place to ensure:</p> <ul style="list-style-type: none"> a) Maintenance of property (inventory) records including all required components b) Physical inventory is conducted at least once every two years; c) Implementation of control systems to prevent loss, damage, or theft (including specific examples such as sign-out sheets, locked cabinets, inventory cycles, loss records, etc.); and d) Maintenance of condition of property e) Process for selling or disposing of property (Note: In the State of Delaware, all property, whether it is federal or state owned, must be disposed of through the Delaware Office of Management and Budget's Government Support Services, Surplus Services Office). 	<p>Written policies/ procedures including all required elements</p> <p>*If providing copy of a manual, LEA must indicate applicable page #</p>					
<p>2. Property (Inventory) records for approved equipment expenditures (items that cost over \$5,000 per unit and have a useful life of over one year), for use in Public and Private Schools, are in place and include the following components:</p> <ul style="list-style-type: none"> a) A description of the equipment b) A serial # or other id # c) Funding source (including the FAIN) d) Who holds the title e) Acquisition date and cost f) Percentage of federal funds g) Location, use and condition of equipment h) Any ultimate disposition data (including date of disposal and sale price) i) Date of last physical inventory taken (must be within last two years) 	<p>Property (Inventory) record(s) including all required elements aligned to approved capital budget or amendment</p> <p>**If the LEA has no record of purchasing equipment with IDEA funds, that cost over \$5,000 per unit & has a useful life of over 1 year, the LEA's policies/procedures must indicate that should a purchase be made, inventory records will be maintained and include all of the above.</p>					