



9492 West Emerald Street | Boise, ID 83704

LEA 566

FINANCIAL MANAGEMENT

7450

Federal Cash Management

Generally, Cardinal Academy receives payment from the State Department of Education on a reimbursement basis. However, if federal funds are advanced to Cardinal Academy, Cardinal Academy will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by Cardinal Academy, in accordance with the Cash Management Improvement Act.

If Cardinal Academy receives an advance in federal grant funds, Cardinal Academy will remit interest earned on the advanced payment quarterly to the federal agency. Cardinal Academy may retain interest amounts up to \$500 per year for administrative expenses.

According to guidance from the U.S. Department of Education (USDE), when calculating the interest earned on USDE grant funds, regardless of the date of obligation, interest is calculated from the date that the federal funds are drawn down from the G5 system until the date on which those funds are disbursed by Cardinal Academy.

Payment Methods

1. Reimbursements: Cardinal Academy will initially pay for federal grant expenditures using non federal funds.

The Cardinal Academy Executive Director will approve federal expenditures on a monthly basis. Upon receiving approval, the Business Manager will request reimbursement for actual expenditures incurred under the federal grants monthly. All reimbursements are based on actual disbursements and at times, on approved purchase orders. Reimbursement requests will be submitted through the Idaho state CSFGA portal.

Consistent with state and federal requirements, Cardinal Academy will maintain source documentation supporting the federal expenditures; such as invoices, timesheets, and payroll stubs; and will make such documentation available for the State Department of Education to review upon request.

