



CONSORTIUM  
OF FLORIDA EDUCATION  
FOUNDATIONS

# SDEF Matching Grant Program Spot Check Training

**February 25, 2025**



# MG Fiscal Accountability Policy

- Originally adopted by Consortium membership January 2013
- Includes:
  - LEFs over \$100k in revenue must submit financial audit
  - LEFs under \$100k in revenue must adopt fiscal policies if requesting exemption from audit requirement
  - Annual expenditures “spot check”
    - One project from 20% of program participants
    - Random selection from those not spot checked in the past five years

# Spot Check Requirement

- Review of expenditures (both state and private dollars) of your project
- Check receipts against final budget



# Allowable Expenditures

- Salaries and Benefits DIRECTLY related to program implementation
- Classroom Materials
- Travel
- Program Supplies
- Computer Software & Hardware
- Other Equipment (not computers)
- Printing
- Tuition/Training/Conferences
- Admission Fees
- Room Rental Fees
- Internet Service\*
- Telephone Service\*
- Postage\*
- iPads, iPods, Nooks, Kindles

*\*Only percentage of total cost directly related to program.*

# Unallowable Expenditures

- Percent of General Administrative Expenses
  - Salaries/Benefits/Prof. Contract Workers for grant management
  - Indirect Office Expenses (Internet Service, Telephone Service, etc. not related to grant management)
- Food/Beverage/Entertainment
- Support of Interscholastic Athletics
- Capital Improvements
- Decorative Items
- Awards/incentives
- Fund Raising
- Pre-award costs
- PDAs/cell phones
- Repairs and maintenance
- Out-of-state travel without prior permission

# Spot Check Requirement

The screenshot shows a web browser window with the URL <https://fcef.simplyrq.com/form9/nomination/default.asp>. The page title is "Matching Grant Final Report". A navigation bar includes a "View Final Reports" button. The main heading is "Matching Grant Final Report - Durai, Vimitha-admin". Below the heading, instructions state: "Please read all questions carefully and answer as completely as possible. Required information is marked with an orange asterisk and must be completed in order for your report to be considered. Your report must be 'Submitted as Final' by 11:59pm (EDT) on March 31, 2025." Action buttons include "Save as DRAFT", "Submit as FINAL", and "Admin Save". A navigation menu contains: Applicant, Detailed Project Information, Outcome Measures, Budget, Uploads, Agreements, and Spot Check Uploads. A red arrow points to the "Spot Check Uploads" tab. Below the menu, a note reads: "Do NOT fill this out unless you have been identified as one of this year's spot check members." A section titled "Additional Spot Check Uploads" contains the following text: "Hello, your project was chosen for this time period's spot check. Please review the Spot Check Webinar Training located in the Matching Grant Resources box located on the right side of the screen. Then use the Excel documents that were resent out in June 2024 and upload these Excel budget summaries and the receipts that go with them. It contains all of these categories:" followed by a bulleted list: "Salaries" and "Professional Contracted Workers".



# Spot Check Requirements

Be sure to name each one separately to correspond with the file upload name. All receipts must be submitted separately, in one document per category.

1. Salaries & Benefits
  2. Professional Contracted Workers
  3. Travel
  4. Program Supplies
  5. Other equipment
  6. Tuition
  7. Rental Fees
  8. Food and Awards
- Etc. so that your entire budget is accounted for.

The screenshot shows a web browser window with the URL <https://fcef.simplyrq.com/form9/nomination/default.asp>. The page title is "Matching Grant Final Report". The form contains several sections, each with a "Choose File" button and the text "No file chosen". A large blue arrow points to the "Choose File" button for the "Total 23-24 Project Budget" section. Smaller blue arrows point to the "Choose File" buttons for the following sections: "Salaries", "Professional Contracted Workers", "Travel", "Program Supplies", "Computer Software", "Computer Hardware", and "Equipment (Not Computers)".

with a budget below \$100,000. Thank you!

Total 23-24 Project Budget

Choose File No file chosen

Salaries

Choose File No file chosen

Professional Contracted Workers

Choose File No file chosen

Travel

Choose File No file chosen

Program Supplies

Choose File No file chosen

Computer Software

Choose File No file chosen

Computer Hardware

Choose File No file chosen

Equipment (Not Computers)

Choose File No file chosen

# Spot Check Requirement

Budget Category	Matching Grant Amount (If not applicable, enter 0)*	Private Match Amount (If not applicable, enter 0)*	Total Amount (If not applicable, enter 0)*	Description of Expenditure (If not applicable, enter N/A)*
Salaries & Benefits (employees of your foundation)*				
Professional Contracted Workers (i.e. stipend workers, trainers, work for fee etc. Includes district staff you are reimbursing for time spent on project activities.)				
Travel (out-of-state travel MUST be pre-approved)				
Program Supplies				
Program Service Fees				
Computer Software				
Computer Hardware*				
Other Equipment (not computers)*				
Printing**				
Tuition/Training/Conferences/Admission				
Room Rental Fees				
Food, Awards, etc. (ONLY paid for with Private Match funds)				
Internet and Telephone Service**				
Postage**				

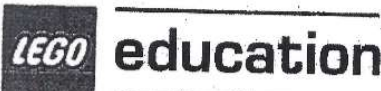
**Uploaded files correspond to final budget expenditure categories**





# Spot Check Requirement

04/02/14 12:03 PM 820-231-1339 via VSI-FAX Page 1 of 1 #380156



13569 Collections Center Drive  
Chicago, IL 60663  
Billing Inquiry 888-774-8726  
Order Inquiry 800-362-4308

Invoice 520052-2 Date 03-13-14

Purchase Order	Invoice Amount	Amount Due	Page
CHIAMPI	\$314.95	\$0.00	1

Payment Terms: Credit Card CyberSource  
Freight Terms: FOB: Origin PPD

Bill To: 61892  
POLK STATE CLG-WINTER HAVEN  
999 AVE H NE  
ATTN ACCOUNTS PAYABLE  
WINTER HAVEN, FL 33881

Ship To: 61892  
POLK STATE CLG-WINTER HAVEN  
999 AVE H NE  
MAIL STATION #24  
WINTER HAVEN, FL 33881

314.95

Ln No	Item/Part Number	Sell UM	Order Qty	Price UM	Shipped Qty	Unit Price	Extended Price
1	991750 WEDO SOFTWARE ACT PK SITE	EA	1	EA	1	299.95	299.95
NO MODIFICATIONS WITHOUT WRITTEN CHANGE ORDER RECEIVING HOURS 8-4:30 MON-FRI QUOTE PER D RHODES/ 10% DISCOUNT  Additional Charges FREIGHT 5%							15.00
Bill of Lading Information for shipment number: 2							
	Package Number	Bill of Lading Number	Carrier Name	Shipment Method			
	1	12R663160304784748	UPS	UPS Ground			

**Highlight or call-out the total amount from your invoice/receipt you are attributing to your expenditure category.**

**Notes to explain are good**



# Spot Check Requirement

Program supplies  
Event/Meeting Refreshments

Reference	Payee	Date	Amount
ER1			
ER2	Chick-fil-A	01/13/2015	
ER3	Terry Parker Senior High School	01/21/2015	
ER4	Jason's Deli	01/22/2015	
ER5	Jason's Deli	01/26/2015	
ER6	William Raines High School	01/27/2015	
ER7	Jason's Deli	01/27/2015	
ER8	Savor...Jacksonville Catering	02/04/2015	
ER9	RiverFront Cafe & Catering, Inc.	02/18/2015	
ER10	Jimmy Johns	02/19/2015	
ER11	Savor...Jacksonville Catering	03/11/2015	
ER12	RiverFront Cafe & Catering, Inc.	03/16/2015	
ER13	Panera Bread	04/15/2015	
ER14	Lake Shore Middle School	06/12/2015	
ER15	RiverFront Cafe & Catering, Inc.	06/30/2015	
ER16	RiverFront Cafe & Catering, Inc.	07/01/2014	
ER17	RiverFront Cafe & Catering, Inc.	10/06/2014	
ER18	Tidbits Restaurants, Inc.	11/12/2014	
ER19	RiverFront Cafe & Catering, Inc.	11/13/2014	

Total

## SAVOR... Jacksonville

ERI  
Invoice

Client/Organization Jacksonville Public Education	Event Date 1/31/2015 (Sat)	Telephone ( ) -	Fax ( ) -	Event # E04628
Address 245 Riverside Ave. #310		Booking Contact Aleta Turner	Site Contact Aleta Turner	Guests 400 (Act)
City, St/Prov Postal Jacksonville, FL 32202	Party Name Jacksonville Public Educat	Sales Rep Kelley Smiley	Category	

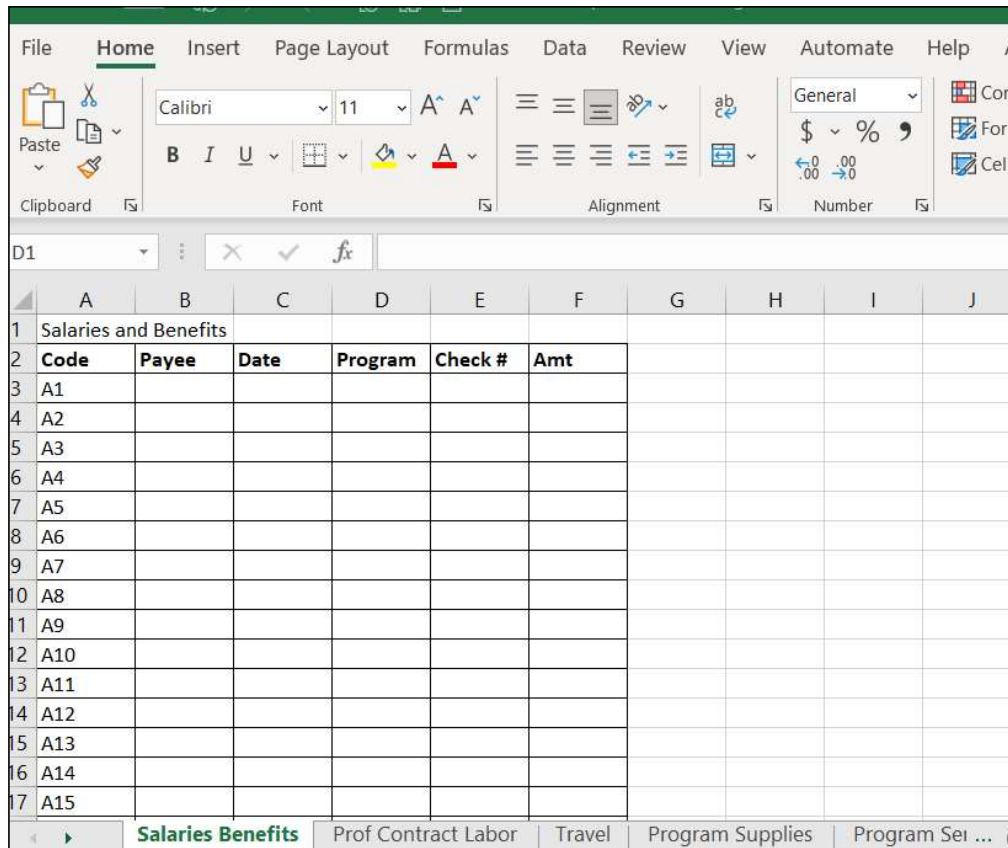
31	Freshly Brewed Regular Coffee (Per Gallon) @ 40.00	1,240.00
6	Freshly Brewed Decaffeinated Coffee (Per Gallon) @ 40.00	240.00
2	Water Stations (Per 3- Gallons) @ 35.00	70.00
3	Water Station Refills (Per 3- Gallons) @ 15.00	45.00
200	Smoked Turkey @ 16.00	3,200.00
125	Smoked Turkey (No Bacon) @ 16.00	2,000.00
75	Ultimate Roast Beef @ 16.00	1,200.00
50	Salad @ 16.00	800.00

	Subtotal	8,795.00
	Gratuity	0.00
	Service Charge	1,846.95
	Taxes	0.00
7%	Total	10,641.95

Paid 10,188.20  
Balance 453.75

PAYMENTS MADE					
Date	Payment	Method	Card Type	Card Holder	Approval
	10,188.20	Check			

# Optional Tracking



	A	B	C	D	E	F	G	H	I	J
1	Salaries and Benefits									
2	Code	Payee	Date	Program	Check #	Amt				
3	A1									
4	A2									
5	A3									
6	A4									
7	A5									
8	A6									
9	A7									
10	A8									
11	A9									
12	A10									
13	A11									
14	A12									
15	A13									
16	A14									
17	A15									

Keep track as you go,  
label the receipt to  
correspond with the code  
in column one.

It will total as you go.  
When everything is  
entered, you should  
balance back to your final  
budget.

Note the tabs at the  
bottom, every category is  
included.

# Employee Activity Report – use this NOT paystubs

SAMPLE EMPLOYEE ACTIVITY REPORT			
<b>NAME:</b>	Linda Lecht		
<b>TITLE:</b>	President		
<b>REPORTS TO:</b>	Board		
<b>MONTH:</b>	July		
<b>PROGRAM:</b>	Citi Postsecondary Success Program		
<b>ACTIVITIES FUNDED BY THE SCHOOL DISTRICT EDUCATION FOUNDATION MATCHING GRANTS PROGRAM FUNDS:</b>	<ul style="list-style-type: none"> <li>• Correspondence with OMG re: documenting CPSP in a paper to be distributed to education leaders</li> <li>• Meeting with Miami Dade College</li> <li>• Review of Program Activities</li> <li>• Working with FHI360 on information for National Website explaining our work</li> <li>• Follow up on newsletter copy</li> <li>• Review of goals for partners group to help schools</li> <li>• Recruitment activities for CPSP with ReServe, educational leaders, school staff, others</li> <li>• Review of applications for CPSP position</li> <li>• Interview of applicants for CPSP position</li> <li>• CPSP manual correspondence</li> <li>• Research on data on Miami Beach students for CPSP</li> <li>• Correspondence about education piece for The Miami Herald</li> <li>• Connected Miami Beach to new partner to help students</li> </ul>	<b>total hours before this month:</b>	0
		<b>total hours this month:</b>	26
		<b>staff cost this month:</b>	\$520
<b>By signing this form you are confirming that all of the information on this Activity Report is accurate.</b>			

[Sample of Employee Activities Report](#)



# Tracking of Technical Items

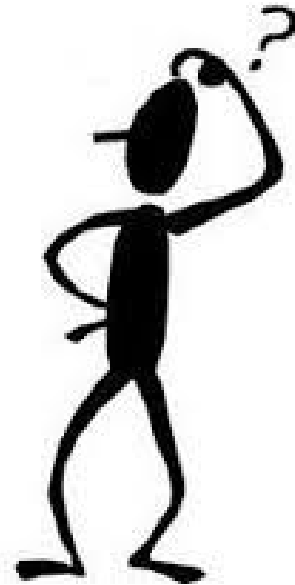
- **While formal tracking is not a requirement, we highly recommend tracking of technical items**
- **Keep Property Records of All Items Purchased**
  - **Tracking may be done through your School Districts**
  - **Tracking may also be done through the foundation with a hard-to-remove tag or label**
- **The Consortium recommends all items over \$500 with life expectancy of more than one year; the DOE recommends a policy on tracking of small, attractive items of \$1,000 or less**
- **Physical Inventory of Purchased Items:**
  - **At least every year**
  - **Investigate all discrepancies**

“Small attractive items” include:

- Tablets
- Mini-tablet media devices (iPods)
- Audio digital voice recorders
- Document cameras
- Digital microscopes
- Handheld mobile computers
- Memory storage devices
- Any digital or analog device that presents a challenge in maintaining inventory control

# Spot Check Requirement

Questions?



# Spot Check Deadline

If your project was selected for the spot check, you are required to submit your project expenditure receipts in the Consortium grants management platform with your Final Report by June 30, 2025.

County	LEF	Title	Contact
Bradford	Bradford County Education Foundation	It's Brighter in Bradford	Cheryl Canova
Charlotte	Charlotte Local Education Foundation	Providing Life-Changing Opportunities	Daniel Washington
Clay	Clay Education Foundation	Tools 4 Clay Schools	Carolyn Krall
Hamilton	Hamilton County Public Schools Foundation	Investing in Academic Excellence	Kathy Griffin
Hillsborough	Hillsborough Education Foundation	School and Classroom Enrichment Grants	Lynne Mantz/Anna Corman
Holmes	Holmes County Education Foundation	STEM Power: Elevating Teachers, Engaging Students	Emily McCann
Lee	The Foundation for Lee County Public Schools	Classroom, School & District Grants	Marshall Bower
Miami-Dade	The Education Fund	Ideas with IMPACT	Linda Lecht
Nassau	Nassau Education Foundation	Grants for Better Student Learning in the Classroom	Susan Devane
Okaloosa	Okaloosa Public Schools Foundation	Academic Growth Through Enrichment Programs	John Spolski/Debbie Tate
Osceola County	Education Foundation for Osceola County	Supplies for Success: A Gift for Teaching	Kerry Avery

Please contact Jayne if you have questions,

[jaynemoraski@cfef.net](mailto:jaynemoraski@cfef.net)

