



Administrative Procedure

Category:	Procedure:	
Fiscal Management	State and Federal Aid Eligibility Determination	
Descriptor Code:	Issued Date:	Revised Date:
AP-D-120	June 1997	August 2001

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Any State and Federal funds (whether received directly or passed through the state) received will be financially managed by the school system's Finance Department because of State and Federal reporting requirements. Other grants or sources of funding, if received by an individual school, can be accounted for in the internal school funds under the guidelines as contained in the *Internal School Uniform Accounting Policy Manual*.

Applications for any funding requiring a local match, whether cash or in-kind, or involving payroll have to be coordinated with, and reviewed by, the Finance Department. Additionally, the proposed budget for any grant not being accounted for in the internal school funds has to be reviewed by the Finance Department before submission of the application. This review will include calculation of the indirect costs to be charged to the grant for administrative services to be provided. All grants, because of their contractual nature, must also be approved by the Knox County Board of Education.

The continuation of any program, including personnel, funded by a grant is contingent upon continued receipt of the associated grant.

Questions should be directed to the Finance Department at 865-594-1679.