ESSER Monitoring Document Request

Item #	Requested Item	Syncplicity Folder
Please provide the following items regardless of how your ESSER funding was used:		
1.	Detailed general ledger(s) by ESSER award (4-digit code) showing all ESSER activity in the period being monitored (This report should show individual transactions with totals by object code and will be used to select samples for testing)	FR 9.8 Financial Management
2.	Website link to written board policies or contact information for the person who can provide board policies upon request	FR 9.12 Written Policies
3.	Completed Subrecipient Monitoring Questionnaire along with any supporting documentation requested therein	FR 9.8 Financial Management
Please provide the following items only if expenditures in the various categories below were funded with ESSER (e.g., employee compensation/payroll expenditures, capital or noncapital equipment purchases, procurement of supplies, etc.)		
1.	Payroll subledger by grant code that ties, in total, to the related object codes on the general ledger. This should include all employees paid with ESSER funds during the monitoring period (if applicable). A small sample of employees will be selected from the total population on these records for time and effort review.	FR 9.10 Time and Effort Reporting
2.	Desk procedures describing your payroll processing steps (including internal controls)	FR 9.10 Time and Effort Reporting
3.	If ESSER funds were used to fund anything other than employee compensation/payroll (e.g., capital and/or noncapital equipment, supplies, electronic media, food, etc.), provide desk procedures describing your procurement steps (including internal controls)	FR 9.13 Procurement
4.	If capital equipment was purchased with ESSER funds, provide the following:	FR 9.7 Property
4a.	Desk procedures describing your process to manage/track capital property and equipment (including tagging of assets and inventory procedures)	FR 9.7 Property and Equipement
4b.	A listing of all capital property and equipment funded by ESSER as of the end of the period being monitored	FR 9.7 Property and Equipement
4c.	A listing of all capital property and equipment additions and deletions funded by ESSER that occurred during the period being monitored	FR 9.7 Property and Equipement
4d.	Desk procedures describing your capital asset disposal process	FR 9.7 Property and Equipement
5.	If noncapital equipment was purchased with ESSER funds, provide existing desk procedures, if any, describing your process for tagging/tracking noncapital walkable items and check in/out procedures for equipment distributed to staff/students	FR 9.7 Property and Equipement