

Area: Fiscal Systems

Subject: FS27 – Contract Control Process

Reference: Agreement for Delegation of Activities

Policy: Delegate Agencies are to submit to Stanislaus County Office of Education reports as stated on Agreement for Delegation of Activities.

Procedure:

1. Assigned C/FS department staff member(s) will complete the Contract Control Checklist within one week after each report is due to SCOE.
2. If the report is received, it is logged on the electronic Contract Control Checklist, located on the H Street network path G:\Contract Control\ (Program Year)\MHS\Contract Control Checklist.xls, and processed.
3. If there is a fiscal report missing, the assigned Data Department staff member will contact the appropriate delegate staff member to notify him/her of the missing report and log the call on the contact sheet.
- 3a. If there is a program report missing, the SCOE team leader will contact the delegate director to notify him/her of the missing report and log the call on the contact sheet.
4. Contract Control Checklist will be available for review by C/FS staff on a read only basis. Assigned staff will have restricted permission to update file. Office Supervisor will print an updated Contract Control Checklist and ensure it is filed in each Delegate Program binder on a quarterly basis.
5. If the fiscal report is not received within 5 working days, the Project Accounting Supervisor will call the Program Director to notify him/her of the missing report and log the call on the contact sheet.
6. If the report is received, it is logged and processed, the same as in step 2 above.
7. If the fiscal report is not received within 5 working days, the Data Director will write a letter to the program director with copy to program director's supervisor and to SCOE Delegate Services Director.
- 7a. If the program report is not received within 5 working days, the Delegate Services Director will write a letter to the program director with copy to program director's supervisor and to SCOE Division Administrator/Assistant Superintendent.
8. If the report is received, it is logged and processed, the same as in step 2 above.
9. If either the fiscal or the program report is not received within 5 working days, the Division Administrator will contact the Superintendent/ Executive Director to determine a resolution.
10. If the report is received, it is logged and processed.
11. If reports are repeatedly late, the Division Administrator will send to the delegate's Superintendent/Executive Director a warning letter to determine the next actions or terminate contract.

Supervised by: Delegate Services Director and Data Director

Performed by: Assigned C/FS Staff

Forms needed: Contract Control Checklist and Contact Sheet

Frequency: As needed