**Financial Management for Grant Recipients:**

***Personnel Activity Reports (PARs)*** **Acknowledgement Form**

**2022-2023**

As the Local Education Agency (LEA) for the adult education program and/or literacy council in the state of Arkansas, acceptance of a grant from the Division of Workforce Services, Adult Education Section (DWS-AES) creates a legal obligation on the part of the grantee to use the funds in accordance with the terms of the grant and to comply with the grant’s provisions and conditions. The grantee thus assumes full responsibility for the conduct of project activities and becomes accountable for meeting Federal and state standards in the areas of financial management, internal control, and reporting to the Division of Workforce Services, Adult Education Section.

Audits, evaluations, and other reviews conducted by the DWS-AES have disclosed some common deficiencies in the administration of DWS-AES grants, specifically personnel activity reports (PARs). Personnel costs charged to grant projects were not supported by adequate documentation. Personnel activity reports should be maintained that show the actual activity of each employee, whose compensation was charged, in whole or in part, to DWS-AES grant projects.

In preparing personnel activity reports, please note the following:

* The reports must be based on an after-the-fact determination of the employee's actual activities (i.e. these cannot be estimated in advance).
* All of the employee's compensated time must be accounted for in these reports. This would include time spent on activities in addition to the DWS-AES -supported project(s), as well as leave (sick/vacation/ holiday), administrative duties, etc.
* The reports must be signed and dated by the employee and a responsible supervisory official at the end of each payroll period. *Waiting until the end of the year or a six-month period to do a mass signing of PARs is strictly prohibited*.
* Reports must coincide with one or more pay periods and be used to reconcile salary and fringe benefit costs to appropriate accounts on a regular basis (minimum monthly).

If the grantee organization is unable to meet the standards, its funding may be terminated, and the organization may be deemed ineligible to receive subsequent financial assistance or may have more oversight by the state office. Failure to maintain proper documentation could lead to questioned costs and possibly result in cost disallowances, requiring refunds to the Division of Workforce Services, Adult Education Section.

By signing below, I certify that I have read, understand and comply to agree with the applicable Federal and State requirements for grants (and cooperative agreements, when applicable) and to the prudent management of all expenditures and actions affecting the award.

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| NAME OF LOCAL EDUCATION AGENCY (LEA)  |
| PRINTED NAME AND TITLE OF AUTHORIZED LEA REPRESENTATIVE |
| SIGNATURE DATE |

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| PRINTED NAME OF ADULT EDUCATION/LITERACY COUNCIL DIRECTOR |
| SIGNATURE DATE |