

750 – Time and Effort Standards Policy



George Washington Academy will ensure compliance in time and effort reporting for grant funding by creating a policy and procedures, per R277-113-(5), having them board approved, and posted to the school's website, per R277-113-(6). Documentation is required for all personnel paid with Federal and as required non-Federal funds. The documentation requirement will follow 2 CFR 200.430. Documentation of these expenses shall:

1. Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated.
2. Be incorporated into official records.
3. Comply with established accounting policies and practices of George Washington Academy (GWA).
4. Reasonably reflect total activity for which the employee is compensated, not to exceed 100 percent.
5. Reasonably support the distribution of the employee's salary or wages among specific activities or cost objective(s), if the employee works on more than one objective or activity. The distribution will be reflected as a percentage for each activity of the employee's total time, not to exceed 100 percent. An employee may be funded via multiple sources, but only have one cost objective.
6. Budget estimates will be compared to actuals and updated as needed for accuracy of records. Budget estimates do not qualify as complete support.

See accompanying Procedure 750 – Time and Effort Standard Procedure at gwacademy.org/Procedures