



Appendix B

Compliance Checklist

Lottery/Enrollment	Reviewed by MCPSC Staff Prior to Visit	Reviewed During Site Visit	Y	N	NA	Comments
School has written policy that clearly states random selection process		X				
Applications ranked using random selection		X				
Wait list		X				
Back fills		X				
Clearly defined allowable exceptions	X					
Evidence lottery was used in current school year		X				
All students entered into MOSIS		X				
MOSIS data reviewed for accuracy		X				
Evidence students reside in eligible district		X				
Evidence student meets age eligibility		X				
Student and Employee Records			Y	N	NA	
Records stored in secure area		X				
Access restricted to only necessary personnel		X				
Records digitized	X					
FERPA policies in place	X					
Policies and Procedures			Y	N	NA	
Student handbook available	X	X				
Employee handbook available	X	X				
Parent grievance policy available	X	X				
Are any fees charged?	X					
Medication located in secure area		X				
Procedures for distribution of student medication		X				
Board/Governance Compliance			Y	N	NA	



Board members resume and background checks	X					
All board seats filled	X	X				
Board roster matches meeting attendance		X				
Compliance with MO Open Meeting Laws	X					
Board is meeting as scheduled	X					
Process for recruiting new board members		X				
Board members trained	X	X				
Evidence that board members review school finances regularly	X					Note frequency - annually, quarterly, monthly
Evidence that board members review school enrollment - current and projected	X					Note frequency - annually, quarterly, monthly
Annual budget formally adopted	X					
Board has a budget committee	X	X				
Board has a budget process, including amendments	X					
Board approves purchases over a certain amount	X					
Evidence that board members review school academic performance	X	X				Note frequency - annually, quarterly, monthly
Employee Record Compliance			Y	N	NA	
All certified & non-certified employees, including substitutes, have background checks and family registry completed, reviewed and on file	X					
All vendors & contracted employees have background checks and family registry completed, reviewed and on file	X	X				
Policy and procedure in place to verify contracted service/vendor have been subject to all appropriate criminal background checks	X	X				
All appropriate staff entered into MOSIS		X				
Finance/Accounting			Y	N	NA	
Policy on purchase orders/requisitions in place and evidence followed	X	X				
Accounts payable up to date		X				



Disbursements made by check, not cash		X				
System prevents duplication of payment		X				
System in place to review accuracy of payments		X				
Ledger (general and A/P) reconciled and restricted; audit trail in place		X				
Employee reimbursements have documentation		X				
Travel policy in place and followed		X				
Documentation in place for loans/notes		X				
Contract with provider and/or written accounting policy and accounting procedures	X					Evidence on vendor held accountable
Inventory of instructional materials	X	X				Is there a board policy?
Asset inventory	X	X				Is there a board policy?
Separate inventory of materials & equipment purchased with federal dollars		X				
Employee payroll list without duplications		X				
Payroll reconciled to general ledger, including withholdings		X				
Access to payroll check and other check stock restricted		X				
Process for changing an employee's salary require more than one person		X				
All payroll taxes filed and paid on behalf of employees		X				
Timesheets verified		X				
Credit card policies and procedures	X	X				
Check preparer prohibited from signing	X	X				
Voided checks retained and examined	X	X				
Check amount agree with supporting data	X	X				
Bank statements reconciled, on a timely basis by people now having receipt/disbursement responsibilities	X	X				
Segregation of duties regarding cash, receipts, disbursement, deposits, record keeping and reconciliation	X	X				
Cash secured	X	X				
Check and cash receipts itemized	X	X				



Deposits made as directed by board policy	X	X				
Student Attendance			Y	N	NA	
Procedures for students who arrive late		X				
Procedures for changing attendance record, including who can make the change		X				
Source documents for changes in attendance		X				
Procedures for teacher supplied attendance		X				
Attendance reports reviewed and reconciled		X				
Procedures for certifying attendance submitted to DESE		X				
Enrollment, attendance records reconciled with MOSIS		X				
Attendance procedure manual	X					
Procedures to assure students are eligible for enrollment	X					
Attendance by subgroup provided to board and leadership	X					
Procedures to capture National School Lunch and Breakfast program data	X					