



# KANSAS STATE DEPARTMENT OF EDUCATION

FISCAL AUDITING TEAM  
Director of Fiscal Auditing 785-296-4976

## KANSAS PARENTS AS TEACHERS AUDIT GUIDE

2018-19 EXPENDITURES, audited in FY20

### PURPOSE OF AUDIT

Kansas Parents as Teachers (KPAT) is a program developed for the purpose of providing parents of children prenatal through age 72 months (6 years old) with information, assistance, resource material, guidance and learning experiences regarding parenting skills.

KSDE provides funds to districts that have applied for KPAT grants. For every state dollar received, the program must match with **50** cents of local funds. Audits are to ensure that all funds were received and that the district matched those funds.

Because 2018-19 PAT grants were funded with Children's Initiative Fund, no special conditions were required.

Local funds may be used to serve **any family with children aged prenatal to 72 months (6 years old).**

### AUDIT STEPS

The Kansas Parents As Teachers Expenditure report and grant award is available in the audit write-up. Verify expenditures listed on the Kansas Parents As Teachers Final Expenditure report. These expenditures should be found in the Parent Education Fund.

Be aware of the following special items concerning the Kansas Parents As Teachers Program:

1. Included in the audit material is the grant award amount, if this figure varies from the claimed "State Grant" amount, investigate to determine the reason for the variance.
2. Districts must match the state grant at the rate of **50%**, meaning for every \$100 of state grant the district must spend an additional **\$50**. If the district does not spend an amount equal to or greater than **50%** of the state grant, the state grant is to be reduced. For example, if the total state grant amount is \$15,000 then the total program budget must be at least \$22,500. In that example, \$15,000 is the state grant amount and \$7,500 (50% of 15,000) is the minimum required state match amount. **The 50% match applies to the total grant; programs are not required to match individual line items.**
3. For 2018-19, PAT Programs may count as local match all local expenditures that directly support the Program. For example, this may include costs such as transportation, supplies, and rental space costs that are necessary to the Program. **However, these must be actual expenditures and not in-kind.**
4. The audited state grant amount can never exceed the State Grant amount shown at the top of the page.
5. The final expenditure report for Kansas Parents As Teachers is due to School Finance on or about June 8. This means that the district may have had to make estimates of June expenses.

## **REPORTING REQUIREMENTS**

In the current USD audit write-up, find the PAT tab. The claimed amounts will be pre-loaded in the write-up. Record the audited expenditures.

The total amount in the "State Grant" column cannot exceed the original state grant amount. If the district spends more than **150%** of state grant, the overage always goes to the local match column.

In the NOTES section of the audit write-up, explain any changes made to any item above. Be specific, as this information will be critical in the event of an audit appeal.

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