General Record Checklist for Special Education - Personnel (3110) Audit

1. The district’s work papers and supporting documentation that show how the claim was prepared.
2. Payroll detail by name.
3. The Teachers’ Retirement System report for the year being audited.
4. Time sheets and/or Invoice billings for Teacher Aides and Homebound/Hospital Teachers.
5. District Directory or list that shows employee assignments.
6. Job Descriptions for split-funded positions.
7. Summer School Calendar.
8. Summer School Contracts.
9. Final Expenditure Reports for Federal Funds and Other State Funded programs used to pay salaries for personnel listed on the claim.

Technical Assistance regarding the Special Education - Personnel Claim should be directed to the Funding & Disbursements Division at 217/782-5256.