

COMPLIANCE UPDATES AND USEFUL TIPS

CULTIVATING A CULTURE OF COMPLIANCE

Monthly updates from the MDE Office of Compliance

SEPTEMBER 2020

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This month's *Compliance Updates* provides a few reminders concerning the timely payment of invoices, fiscal planning for FY2021, the annual internal control assessment, and upcoming procurement deadlines.

Timely Invoice Payments

- ALL invoices must be paid within 45 days of receipt unless there are extenuating circumstances. See *Miss. Code Ann. § 37-7-305 (2)(3)*.

NOTE:

1. The 45-day period includes the time it will take the Department of Finance & Administration (DFA) to approve and finalize the payment.
 2. A Director's delay authorizing the payment of an invoice is not considered an extenuating circumstance.
- Information Request Slips from the Office of Accounting MUST be returned immediately with ALL requested information attached.
 - Failure to submit invoices to the Office of Accounting for payment in a timely manner will result in compliance violations.

Fiscal Planning Resources

Has your office established a plan of work for Fiscal Year 2021? Did you incorporate MDE operational processes into your work plans to ensure timely submission and completion of all FY2021 activities? Remember, helpful fiscal planning resources are posted under Resources on the Office of Budget and Planning's website and listed below. These resources can assist program offices with the creation and execution of effective work plans to ensure prudent spending of FY2021 funds.

[*Fiscal Planning: An Operational Overview \(PowerPoint Presentation\)*](#)

[*Fiscal Planning: An Operational Overview \(Webinar Recording\)*](#)

Upcoming Procurement Deadlines for Board Approval

Contract and grant awards that exceed \$50,000 along with all grant methodologies require approval by the State Board of Education (SBE). The Office of Procurement has established monthly deadline dates to guide offices in the timely submission of these Board approval items. ***The September deadline to submit items to the Office of Procurement for review and approval for the November SBE meeting is September 30, 2020.*** Please visit the Office of Procurement's website for all [contract](#) and [grant](#) timelines for Fiscal Year 2021.

Deadline Reminder: Internal Control Assessments

Several bureau directors/managers received the annual Department of Finance and Administration (DFA) Internal Control Assessment for FY2020. These assessments are due on **Friday, October 23, 2020**. Please review assessments with your Chief prior to submitting to the Office of Compliance.

REPORT FRAUD, WASTE, AND ABUSE:

To report suspected fraudulent activity, go to the MDE Home webpage and select the Report Fraud, Waste, and Abuse link. (<https://compliance.mdek12.org/Fraud/>)