

# COMPLIANCE

## UPDATES & USEFUL TIPS

### *Creating a Culture of Compliance*

#### PROCUREMENT

##### RESOURCE UPDATES

##### ESSER II FUNDED PROJECTS

#### BUDGET

##### BUDGET MANAGEMENT TIPS



### PROCUREMENT

#### Resource Updates

The Office of Procurement is in the process of updating its guidelines, forms, and templates to better assist in the procurement of goods and services. The updated documents for solicitations are posted to the [website](#) for your use. Future updates to additional documents and the formatting of content are planned for the Procurement webpage. As always, you are encouraged to reach out to the Procurement Office prior to any procurement engagement to discuss specifications, scope of work and procurement method. Also, please review all Procurement timelines for [grants](#) and [contracts](#) to ensure timely execution.

#### ESSER II Funds

The Offices of Procurement, Grants Management, and Compliance are here to help you navigate the funding and procurement options to help make the most of your ESSER dollars to accelerate learning recovery for MS students. You can receive valuable guidance to help align program objectives with allowable activities under ESSER while complying with all applicable agency, state, and federal policy. Contact Procurement and Grants Management with any questions regarding work scope, methodology, or specifications.

### BUDGET MANAGEMENT TIPS



The MDE Budget Office will host monthly meetings with program managers to review and analyze budgets beginning this month. This is a tool that will be helpful in managing budgets to meet program objectives. Also, below are a few other tips to remember as you manage your budgets!

1. **Preparation** - When preparing your budget, consider your program's objectives, department goals, and the costs needed to function.
2. **Analysis** - Track funding sources and expenditures closely.
3. **Forecasting** - Federal and state mandates will always determine how funds are allocated and spent. Determine the impact to your program budget and plan accordingly.



#### 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/>)