

TEXAS COUNTY PROCEDURES

Schedule of Expenditures of Federal Awards (SEFA)

1. July 1st County Clerk will provide each office with a blank SEFA form. Our policy for the recording of expenditures will be all warrants disbursed as of June 30th.
2. All Federal grant contracts will be approved by commissioners and filed with the County Clerk.
3. Matrix compliance requirements must be attached to indicate the officer is aware of the compliance requirement and communicate to the Board what the compliance requirements are. (Go to whitehouse.gov.)
4. Every receipt will be labeled as Federal funds with CFDA number noted.
 - a. Treasurer will give County Clerk a copy of all federal miscellaneous receipts.
5. Every purchase order will be labeled as Federal funds with CFDA number noted.
6. When transferring Federal funds from the Official Depository account the Federal account number will be noted on the voucher with the CFDA number.
7. By July 31st all Officers that have a Federal grant will file their SEFA (Schedule of Expenditures of Federal Awards) with the County Clerk.
8. County Clerk will compile individual SEFA into one and verify the schedule with all supporting documents.
9. The SEFA and supporting documentation will be presented and approved in open meeting and reviewed by individuals signing the SEFA attesting to its accuracy.

August 10, 2015
DATE

Wendy Johnson
COUNTY CLERK



Richard Dyer
CHAIRMAN

MEMBER

Bob H. Dyer
(MEMBER)