



Part 273-Education Contracts
under Johnson-O'Malley Act
Reporting Requirements

273.47 Recordkeeping



273.47 Recordkeeping

- ❖ A contractor will be required to maintain a recordkeeping system which will allow the Bureau to meet its legal records program requirements under the Federal Records Act (44 U.S.C. 3101 et seq.) Such a record system shall:
 - (a) Fully reflect all financial transactions involving the receipt and expenditure of funds



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- ❖ (a) (Cont'd)
- ❖ Provided under the contract in a manner which will provide accurate, current and complete disclosure of financial status; correlation with budget or allowable cost schedules; and clear audit facilitating data.



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- ❖ (b) Reflect the amounts and sources of funds other than Bureau contract funds which may be included in the operation of the contract.
- ❖ (c) Provide for the creation, maintenance and safeguarding of records of lasting value, including those involving individual rights, such as permanent records and transcripts.



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- ❖ (d) Provide for the orderly retirement of permanent records in accordance with General Records Schedules and the Bureau Records Control Schedule, when there is no established system set up by the State, school district, or Indian corporation.



273.48 Audit and inspection.

- ❖ (a) During the term of a contract under this part and for three years after the project or undertaking is completed, the Comptroller General and the Secretary, or any of their duly authorized representatives, shall have access, for audit and examination purposes, to any of the contractor's books, documents, papers, and records which, in their opinion..



273.48 Audit and inspection.

- ❖ (a) (Cont'd)
- ❖ ..may be related or pertinent to the contract or any subcontract.
- ❖ (b) The contractor will be responsible for maintaining all documents such as invoices, purchase orders, canceled checks, balance sheets and all other records relating to financial transactions in a manner which..



273.48 Audit and inspection.

❖ (b)(Cont'd)

❖ ..will facilitate auditing. The contractor will be responsible for maintaining files of correspondence and other documents relating to the administration of the contract properly separated from general records or cross-referenced to general files.



273.48 Audit and inspection.

- ❖ (c) The contractor receiving funds under this part shall be responsible for contract compliance.
- ❖ (d) The records involved in any claim or expenditure that has been questioned shall be further maintained until final determination has been made on the questioned expenditures.



273.48 Audit and inspection.

- ❖ (e) All contracts, non-confidential records concerning all students served by the program, reports, budgets, budget estimates, plans, and other documents pertaining to preceding and current year administration of the contract program shall be made available by the contractor and local school officials to each member of the Indian...



273.48 Audit and inspection.

- ❖ (e) (Cont'd)
- ❖ ...Education Committee and to members of the public upon request. The contractor or local school official shall provide, free of charge, single copies of such documents upon request.



273.50 Annual reporting.

- ❖ (a) A contractor under this part shall make a detailed annual report to the approving official before *September 15** of each year and covering the previous school year. The report shall include, but not limited to, an accounting of the amounts and purposes for which the contract funds were expended, information on the conduct of the program..



273.50 Annual reporting.

- ❖ (a) (Cont'd)
- ❖ ..a quantitative evaluation of the effectiveness of the contract program in meeting the stated objectives contained in the applicant's educational plans, and a complete accounting of actual receipts at the end of the contract period.



273.50 Annual reporting.

- ❖ (b) In addition to the yearly reporting requirement given in paragraph (a) of this section, the contractor shall furnish other contracted-related reports when and as required by the Area Director or Commissioner.



273.50 Annual reporting.

- ❖ (c) A contractor under this part shall send copies of the reports required by paragraphs (a) and (b) of this section to the Indian Education Committee(s) and to the tribe(s) under the contract at the same time as the reports are sent to the Bureau.