



Alabama 21st Century Community Learning Centers CBO Budgetary and Financial Accountability & Guidance

For the purposes of budgetary and financial accountability of Community Based Organizations (CBO's), **all** expenses incurred with the utilization of 21st CCLC funding must be well documented and maintained.

The following are examples of documentation which must be maintained and submitted to the Alabama State Department of Education (ALSDE):

- Invoices
- Receipts
- Purchase Orders
- Inventory Records
- Copies of all Payroll records
- Travel claims and expenses
- Sub-contract Agreements and payments
- Etc.

****Anything purchased or paid out 21st CCLC funding must be documentable and traceable.****

Questions pertaining to Accounting documentation should be addressed to Tina Heartsill at 334.242.9774 or theartsill@alsde.edu.