

ATTACHMENT A: LISTING OF MODULE TOPICS
FOR THE NATIONWIDE WORKSHOPS
FISCAL OFFICER TRAINING (FOT) FOR 2006 (AS OF 12-20-05)
(from February 21 to April 27, 2006)

Module 1: Role of the Fiscal Officer in Title IV Aid Program Administration:

- Explain the role of fiscal officers;
- Discuss the institution's roles and responsibilities;
- Identify the institution's internal control functions;
- Present program integrity and compliance issues; and
- Acquaint fiscal officers with the resources for institutions to administer the Title IV aid programs.

Module 2: Overpayments and Withdrawal Issues:

- Differentiate between institutional refunds and the Return of Title IV aid (R2T4);
- Identify key principles to apply to the calculation of withdrawals under R2T4; and
- Describe how to resolve overpayments of Title IV aid.

Module 3: Cash Needs, Disbursement Rules, and Reporting:

- Discuss prior-year recoveries and charges;
- Cover the disbursement of Title IV aid funds; and
- Describe the use of credit balances and the escheating of Title IV aid funds.

Module 4: Reconciliation of Title IV Funds:

- Present monthly reconciliation in both the Federal Pell Grant and Campus-based Aid Programs; and
- Review other reconciliation issues.

Module 5: Issues in Campus-based Program Management and Accounting:

- Describe the allocation and release of Title IV aid funds;
- Explain the transfer of funds in the Federal Perkins Loan and Federal Work Study (FWS) Programs;
- Define the carry forward/carry back procedures for both the Federal Supplemental Educational Opportunity Grant Programs and the FWS Programs;
- Cover accounting issues in the Campus-based Programs, including how to report the document numbers of these Programs in ED's Grants and Payments System (GAPS) and determine close out amounts and negative balances in GAPS; and
- Summarize record keeping and program integrity issues in the Title IV aid programs.