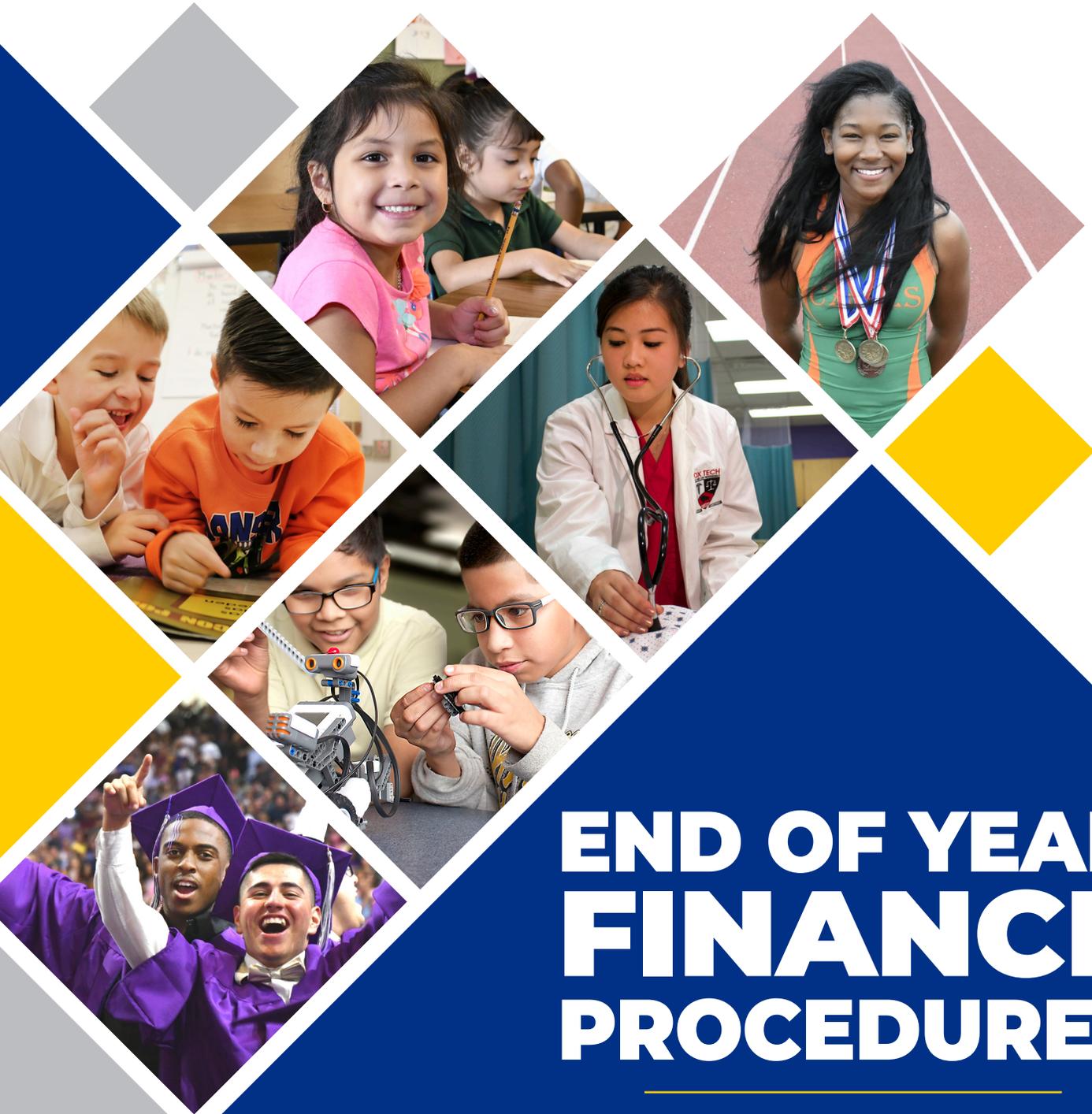




**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT**



# END OF YEAR FINANCE PROCEDURES

**2021 - 2022 SCHOOL YEAR**

San Antonio Independent School District  
514 W. Quincy St. | San Antonio | Bexar County, TX 78212

**WWW.SAISD.NET**

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**2021 - 2022**  
**End of Year**  
**Procedures**

# ***2021-2022 END-OF-YEAR FINANCE PROCEDURES***

## ***Budget/Finance Items***

### ***1. Student Activity Fund 865***

- A. Principals should ensure the collection of NSF checks and fees incurred during the school year are finalized by May 27, 2022.
- B. Principals are reminded to ensure compliance with Student Activity Reporting Procedures on completion of Club Reports. **Refer to Student Activity Manual page 36, item 9**, “At least three times per year (August, December and April)” the Principal shall require each sponsor to sign the report with a statement acknowledging their agreement with the account balances. The Principal should sign for those accounts without sponsors.

#### Fundraiser Documents

- Submit all Fundraiser Documents when fundraisers are completed.
  - Fundraisers completed at the end of the year should be finalized with an income and expense summary before sponsors are released for the summer.
- C. Monies deposited to account code 2123 from athletic tickets sales must be cleared by May 27, 2022 by submitting a form, ACTG DWS (District Wide Services), to the accounting office.
  - D. Coins, currency and checks must be deposited within 2 business days throughout the summer according to the 2022 Summer Pony schedule provided by the District’s Print Shop.
  - E. Account codes for a Payment Request Form BUS-9 must have sufficient monies in the account to process payment. If account code is overspent and/or additional expenditures are anticipated by June 30<sup>th</sup>, submit a SAF-4 form, Interfund Transfer, to accounting by May 27, 2022.
  - F. Payment Requests, BUS-9 form, for good or services provided during FY 2021-2022 are due to SAF accounts payable June 21, 2022 for the final check run from FY 2.
  - G. Payment Request, BUS-9 form, for the first FY 3 check run is due July 19, 2022.

### ***2. Campus Activity Fund 461***

- A. A non-purchase order request for goods or services provided by *SAISD* departments such as for print shop—code 6299; postage—6399; fieldtrips—6494; and police officers—6121.05 should be submitted to departments no later than May 2, 2022 so that each department may submit expenditures from the 2021-2022 budget.
- B. A budget code must have sufficient monies in the account to record expenditures. If a budget is overspent and/or additional expenditures are anticipated by June 30<sup>th</sup>, submit an online Budget Change Request the Budget office by **April 7, 2022**.

- C. For Frontline *Automated Purchase Requisitions* follow timelines in section 4B.
- D. Submit receiving reports, invoices, etc. to Accounts Payable by June 21, 2022 for the final check run from FY 2.
- E. Outstanding purchase orders in FY 2 will be cancelled June 27, 2022 and not carried forward to fiscal year 2022-2023.
- F. Budget balances from FY 2 roll forward to FY 3 approximately July 12, 2022.
- G. First accounts payable check run for FY 3 budget codes is July 20, 2022.

3. ***Student Attendance Incentive Fund 173***

- A. Student Attendance Incentive funds (sub-object 11) - “account balances” roll forward to Fund 173 FY 3 according to guidelines below:
  - 1. Maximum amount to be carried forward to FY 3 will be \$5 per student in membership.
  - 2. Fund 173 FY 2 Outstanding Purchase Orders will not be carried forward.
- B. Campus Supplemental Resources (sub-object 65 and sub-object 93) – “account balances” **do not** roll forward.

4. ***Purchase Orders***

- A. Principals must ensure that Purchase Order Receiving Reports for all outstanding purchase orders are maintained at the school during the summer months. All purchase orders must be kept at a location accessible to the principal or principal's designee for authorization to pay upon receipt of all merchandise ordered. If the principal is not available and must appoint a designee, a memo should be provided to the Accounts Payable department with the designee’s name and timeframe that they are to be given signature authority. The principal’s designee must be a professional employee. Please sign, date, provide “**actual date**” of receipt of goods or services, and submit the Receiving Report copy to the Accounts Payable Department upon receipt of merchandise ordered. If a partial shipment of merchandise is received, **submit a signed and dated copy** of the Purchase Order receiving report to the Accounts Payable Department. Please be sure to write in the actual date the goods or services were received on your partials, as well as complete full payments. The receiving report must indicate the quantity received, amount to pay and the balance due. Attach packing slips, if received, to the signed Receiving Report.

Principals shall direct building Custodians to accept merchandise delivered to the school. Custodians shall notify the principal or principal's designee immediately so merchandise may be inspected and authorized for payment.

As a reminder, delivery may include items purchased with Federal Funds or Grant Funds that have defined ending dates. Failure to process in a timely manner may

result in loss of funding and require items delivered to be returned to vendor or paid with your FY 3 local budget.

Submit all receiving reports to the Accounts Payable Office, Funds Management & Special Revenue Department for SCE-Fund 164 or Federal Programs Department, if indicated, by funding source within three working days of receiving the items so that payment may be processed in a timely manner.

**B. *Automated Purchase Requisitions, using local funds 1XX and 461 (excluding fund 164)***

Frontline Automated *Purchase Requisitions*, using local funds 1XX and 461 (excluding fund 164) must be entered into the requisition system by campuses and departments and have final program approval using the following schedule.

<b>Requisition Activity</b>	<b>Deadline</b>
<b>Enter automated purchase requisition</b>	April 22, 2022
<b>Requisition processed into Purchase Order</b>	April 29, 2022

**It is the originator’s responsibility to monitor the status of pending requisitions and to follow-up with Approvers to ensure deadlines are met.** Purchase requisitions will be processed into purchase orders by the Procurement Services Department no later than the dates noted above, provided all approval action has met established timelines. Requisitions entered after the deadlines must have authorization and must have the following statement typed on each purchase order: **“ITEMS MUST BE RECEIVED ON OR BEFORE JUNE 30, 2022, OR THIS ORDER IS CANCELLED.”**

**C. *Purchase Requisitions, using fund 164 and funds 210, 211, 214, 215, 216, 255, 263, and 287.***

Campuses/departments using **fund 164 and funds 210, 211, 214, 215, 216, 255, 263, and 287** must enter requisitions into the system as per the Grant Timelines (Appendix B). Requisitions must be complete and in an approvable form (correct budget codes, allowable items, proper documentation/ “shopping carts”, etc.). Requisitions that are incomplete or incorrect will not be approved. **It is the originator’s responsibility to monitor the status of pending requisitions and to follow-up with Approvers to ensure deadlines are met.**

**D. *Purchase Requisitions, using other special revenue funds (2XX, 3XX, 4XX).***

Campuses/departments using special revenue funds (2XX, 3XX, 4XX), with the exception of fund 461, must enter requisitions into the system as per Grant Timelines (Appendix B). **It is the originator’s responsibility to monitor the status of pending requisitions and to follow-up with Approvers to ensure deadlines are met.**

- E. **Outstanding purchase orders** or projects for Local Funds 1XX and Fund 470, will NOT be carried forward to fiscal year 2022-2023. PO's will be cancelled by the Accounting Department after the last FY 2022 check run on July 20, 2022.

**5. *Non-Purchase Order Charges using local funds 1XX and 461 (excluding fund 164)***

SAISD print shop work; postage; fieldtrip transportation; fuel costs; and police officer services do not require a purchase order.

Receipt of the above charges are normally received by accounting the following month. Make sure there is sufficient funds in the FY 2 budget code to cover the charges anticipated through June 30, 2022. Otherwise, submit an Online Budget Change Request for Local Funds 1XX, 461 and 470 by **April 7, 2022** to cover existing and/or possible overdrafts.

**6. *AB-17s for Athletic Officials, Employee Reimbursement for Travel/Mileage and Student Travel Advance Requests***

**The District-wide use of AB-17s is not permissible.** The District does, on a limited basis allow, the use of an AB-17 on a prior approved basis for only specific types of payment authorizations.

- A. Advances for student travel that are scheduled and completed prior to May 27, 2022 must be reconciled and turned in to Student Activity by June 14, 2022. Any advances for student travel that takes place after May 27, 2022 should be reconciled and submitted within three (3) working days of the return date as per Student Activity guidelines.
- B. Employee travel reimbursements that are scheduled and completed prior to May 27, 2022 must be submitted for processing to the Accounts Payable Department for processing by June 7, 2022. Trips scheduled May 27, 2022 or thereafter, must be submitted for reimbursement within five (5) working days of the return date, as specified in the District travel guidelines.

All reimbursement requests utilizing Special Revenue Funds (2XX, 3XX, 4XX), including funds **210, 211, 212, 214, 215, 216, 255, 263, 287** and 461, must be submitted within five (5) working days of the return date, or by the grant ending date if sooner in accordance with funding guidelines to ensure that funding requirements are met.

**7. Purchasing Card (P-card) Receipts and Documentation**

- A. Any P-card statement prior to June 5<sup>th</sup>, requires the full payment of outstanding amounts due to the district for tips/taxes by June 30<sup>th</sup>. The same date applies for missing receipts or other documentation.
- B. P-card purchases made on or through June 30, 2022 belong in FY 2, will appear on the July 6<sup>th</sup> statement. Receipts and documentation must be received by accounting by the due date indicated on the e-mail containing the July 6<sup>th</sup> P-card statement.
- C. Budget codes provided for P-card purchases must have sufficient monies in the account to record expenditures. If a provided budget code is overspent and/or additional expenditures are anticipated in the July 6<sup>th</sup> statement, submit an online Budget Change Request to the Budget office by **April 7, 2022**. **Any Budget Change Requests received after April 7, 2022 will require the approval of the District CFO.**

**8. Budget Change Requests**

- A. *Online Budget Change Requests* for local funds 1XX and 461 (excluding Fund 164), must be submitted by **April 7, 2022**. Over spent budget codes through June 30 are non-compliant according to TEA guidelines. Submit a Budget Change Request (BCR) to correct deficiency.
- B. BCRs for Federal Programs, Fund 164 and Other Federal, State and Private Awards must be received by the Planning and Budget Office as per Grant Timelines (Appendix B).

**9. Fiscal Year Start Date**

The new fiscal year 2022-2023 starts July 1, 2022. The budget for the new fiscal year 2022-2023 will be available for use on or about July 1, 2022.

***Student Records***

**10. Medicaid/SHARS**

To ensure that all Medicaid billing from the SHARS program is received and recorded, the following staff members are asked to confirm that all SHARS tickets have been appropriately entered into the e-SHARS system, and that all parental consents for Medicaid billing have been submitted by the due dates as noted in the table below.

<b>Staff Responsible</b>	<b>Requirement</b>	<b>Due Date</b>
Special Ed Teacher (ACE, PPCD, BSC, SOLE) OTs, PTs, Speech Therapists	All SHARS tickets have been billed. Contact the Medicaid Programs Department for any questions. 210-554-8560.	June 3, 2022

Special Ed Teacher (ACE, PPCD, BSC, SOLE) OTs, PTs, Speech Therapists	Secure parent signature on the one-time Medicaid Consent form, upload into student eSped record.	June 3, 2022
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**11. Student Health Records**

Retain records as specified below. Each different record category shall be wrapped individually and labeled with the record form name and the date when the record/form is to be discarded.

**A. RETAIN ON CAMPUS FOR 1 YEAR AND THEN DESTROY:**

- Form E-17A                      Permission HIV/AIDS Awareness Program (Primary)
- Form E-17B                      Permission Human Body Development Education (Primary)
- Form E-17C                      Human Sexuality (Middle School)
- Form E-17D                      Human Sexuality (High School)

**B. RETAIN ON CAMPUS FOR 2 YEARS AND THEN DESTROY:**

- Correspondence to and from parents or guardians concerning student health matters
- Documentation of Child Abuse Reports

**C. RETAIN ON CAMPUS FOR 3 YEARS AND THEN DESTROY:**

- Form H-603                      Clinic Referral Slips (only those documented by Substitutes; all others should be documented in HOA)
- Form H-601                      Completed Medical Referrals
- Form H-301                      Accident Reports
- Form H-820                      Blood borne Pathogen Exposure Training Forms

<u>School Year</u>	<u>Year to be Destroyed</u>
2018-2019	End of School Year 2021-2022
2019-2020	End of School Year 2022-2023
2020-2021	End of School Year 2023-2024
2021-2022	End of School Year 2024-2025

**D. RETAIN ON CAMPUS FOR 7 YEARS AND THEN DESTROY:**

- .....                      Rtl Forms
- .....                      504 Forms
- Form H-207                      Medication Permission Request Form
- Form H-208                      Non-Prescription Medication Permission Request Form
- Form H-209                      Short Term Medication Permission Request Form
- Form H-804                      Medication Administration Record (MAR)
- Form H-213                      Special Procedure Request Form
- Form H-818                      Special Procedure Administration Record (SPAR)
- .....                      Skilled Nursing ARD Supplement Form

<u>School Year</u>	<u>Year to be Destroyed</u>
2014-2015	End of School Year 2021-2022
2015-2016	End of School Year 2022-2023

2016-2017	End of School Year 2023-2024
2017-2018	End of School Year 2024-2025
2018-2019	End of School Year 2025-2026
2019-2020	End of School Year 2026-2027
2020-2021	End of School Year 2027-2028
2021-2022	End of School Year 2024-2025

E. RETAIN ON CAMPUS UNTIL CHILD IS 21 YRS. OLD (Medicaid Requirement for SHARS billing)

Permission forms, MARS and SPARS for any service provided that is reimbursable by Medicaid. If all MARS and SPARS documentation is in HOA, no paper forms are required to be retained.

**12. Medications**

- A. Two weeks prior to the last day of school, the school nurse will notify parent/guardian to pick-up medication at the end of the last day of school using HOA Form Letter *Notice to Pick Up Medication/Medical Equipment/Supplies*.
- B. Medication remaining after the last day of school should be counted by nurse, documented on Form H-823 (Medications/Medical Equipment/Supplies Not Picked Up At End of School Year) and held for discard upon direction of Student Health Services.

**13. Special Equipment/Supplies**

- A. Two weeks prior to the last day of school, the school nurse will notify parent/guardian to pick-up remaining supplies/equipment of special needs students at the end of the last day of school using HOA Form Letter *Notice to Pick Up Medication/Medical Equipment/Supplies*.
- B. Medical equipment and supplies remaining after the last day of school should be documented by nurse on Form H-823 (Medications/Medical Equipment/Supplies Not Picked Up At End of School Year) and held for discard upon direction of Student Health Services.
- C. The nurse will return audiometer to Student Health Services Department for required recalibration according to schedule issued by the Department.

**14. Transportation**

- A. To arrange appropriate transportation, identify on the profile sheet all students needing special accommodations and transportation. Please refer to Special Education Management System (SEMS) on End of Year Procedures distributed by the Office of Administration.
- B. Turn in a new transportation form to the Transportation Department for each special education student whose ARD stated that transportation services are needed for the next school year. See Special Education End-of-Year Checklist for transportation notations on End of Year Procedures distributed by the Office of Administration.

- C. Parent Private Reimbursement documents are due to the Transportation Department by June 3, 2022.

## ***Payroll Checks***

### ***15. Issuance of Checks***

- A. **Regular checks** - The June 2022 pay date for monthly employees is **June 22, 2022**. The live checks and void check stubs for those employees who are off contract will be mailed to the address on file in the Payroll Office.
- B. **Retiring teachers** – Teachers, paraprofessionals and other professional employees who are retiring effective **May 31, 2022** for TRS purposes, who work up through June 15, 2022, will receive their **regularly** scheduled paycheck on **May 25, 2022**. In addition, the final paycheck for any balance owed will be dated **June 15, 2022** and will be deposited in the financial institution under the Direct to Bank or Payroll Card Program. If adjustments are required on the final check dated June 15, 2022, **the check will not be deposited in a financial institution.** Final checks requiring adjustments will be mailed to the address on file in the Payroll office.
- C. **Retiring bus drivers and food service workers** – Food service workers, food service managers, and bus drivers retiring effective **May 31, 2022** for TRS purposes, will receive their regularly scheduled paycheck dated **May 27, 2022**. In addition, the final paycheck for any balance owed will be dated **June 03, 2022** and will be deposited in the financial institution under the Direct to Bank or Payroll Card Program. If adjustments are required on the final check dated June 03, 2022, the check will not be deposited in a financial institution. Final checks requiring adjustments will be mailed to the address on file in the Payroll Office.
- D. It is important that all **supplemental pay earned and due to retirees** be paid by their last scheduled pay date (**May 27, 2022 for Monthly and May 25, 2022 for Bi-Weekly employees**). While the final pay dates for retirees will be **June 3, 2022** for Biweekly employees and **June 15, 2022** for Monthly employees, only supplemental pay received after the May pay dates should be reported. **Failure to report amounts on these scheduled pay dates will delay the retiree from receiving their annuity timely and/or the correct retirement annuity amount paid to them by TRS.**
- E. **Substitutes** – Reminder: the last pay date for campus based substitutes for the **2021-2022** school year will be **June 24, 2022**. Ensure all days worked are reported and turned in by the required due date of **June 13, 2022**.

# Appendices

**Appendix A.**  
**EOY Procedures**  
**Checklist**

## 2021-2022 END-OF-YEAR FINANCE PROCEDURES CHECKLIST

<b>Budget/Finance</b>					
	Title/Activity	Person Responsible	Requirement	Due Date	Initial
<b>1.</b>	<b>Student Activity Fund 865</b>				
	<b>A.</b>		Finalize collection of NSF checks and fees incurred during the school year.	May 27, 2022	
	<b>B.</b>		Student Activity Funds Club Report must be reconciled and signed.	See SAF Manual, item 9, page 36	
	<b>C.</b>		Monies deposited to account code <b>2123</b> form athletic tickets sales must be cleared by submitting a DWS form to accounting.	May 27, 2022	
	<b>D.</b>		Monies must be deposited in a timely manner throughout the summer.	See Summer 2022 Pony Schedule	
	<b>E.</b>		SAF-4 form for Interfund transfers in accounting.	May 27, 2022	
	<b>F.</b>		Payment Request, BUS-9 form, is due in SAF Accounts Payable for the last FY 2 check run.	June 21, 2022	
	<b>G.</b>		Payment Request, BUS-9 form, due in SAF for the first FY 3 check run.	July 19, 2022	
<b>2.</b>	<b>Campus Activity Fund 461</b>				
	<b>A.</b>		Submit non-purchase order requests for SAISD supplies or services for print shop, postage, fieldtrips, and police officers.	May 02, 2022	
	<b>B.</b>		Submit online Budget Change requests to the Budget office for overspent budget codes.	April 7, 2022	
	<b>C.</b>		For Frontline <i>Automated Purchase Requisitions</i> follow timelines in section 4 B.	Refer to narrative page 3	
	<b>D.</b>		Final check run from FY 2.	June 21, 2022	
	<b>E.</b>		Outstanding Purchase Orders in FY 2 will be cancelled and <u>not</u> carried forward for FY 2022-2023.	June 27, 2022	
	<b>F.</b>		Budget balances from FY 2 roll forward to FY 3	July 12, 2022	
	<b>G.</b>		First accounts payable check run for FY 3 budget codes	July 20, 2022	

**2021-2022 END-OF-YEAR FINANCE PROCEDURES CHECKLIST**

<b>Budget/Finance</b>					
	<b>Title/Activity</b>	<b>Person Responsible</b>	<b>Requirement</b>	<b>Due Date</b>	<b>Initial</b>
<b>3.</b>	<b>Student Attendance Incentive Fund 173</b>				
	<b>A.</b>		Account balances roll forward to Fund 173 FY 3	Refer to Narrative page 2	
	<b>A1.</b>		Allowable amount to carry forward for Fund 173	Refer to Narrative page 2	
	<b>A2. and 3B.</b>		Outstanding Purchase Orders for Fund 173 and Campus Supplemental Resources	Refer to Narrative page 2	
<b>4.</b>	<b>Purchase Orders</b>				
	<b>A.</b>		All outstanding purchase orders with items <b>received</b> for local funds-1XX (excluding fund 164) and Fund 461 signed and turned in to Accounts Payable Dept.	Refer to Narrative pages 2-3	
	<b>B.</b>		Purchase Requisition – <b>Local Funds-1XX</b> (excluding fund 164) and Fund 461 For Inputting and Final Program Approver Deadline	April 22, 2022 April 29, 2022	
	<b>C.</b>		<b>Federal Programs: Funds 164, 210, 211, 214, 215, 216, 255, 263, and 287</b> , Refer to Appendix B	According to 2021-2022 Grant Timelines for Federal Programs, Fund 164, and Other Federal, State and Private Awards.	
	<b>D.</b>		<b>Other Special Revenue Funds not itemized in C above (2XX, 3XX, 4XX) excluding Fund 461</b> Refer to Appendix B	According to 2021-2022 Grant Timelines for Federal Programs, Fund 164, and Other Federal, State and Private Awards	
	<b>E.</b>		<b>Local Funds - 1XX</b> (Including Fund 470) outstanding Purchase Orders will not be carried forward to 2022-2023.	Refer to Narrative page 4	

**2021-2022 END-OF-YEAR FINANCE PROCEDURES CHECKLIST**

<b>Budget/Finance</b>					
	<b>Title/Activity</b>	<b>Person Responsible</b>	<b>Requirement</b>	<b>Due Date</b>	<b>Initial</b>
<b>5.</b>	<b>Non-Purchase Order Charges</b>				
			SAISD Print Shop work, postage, fieldtrips, fuel costs, and police services charges are normally received by Accounting the following month. For the above items, if using a Local Fund (1XX) or a Fund 461 budget code, submit an online Budget Change Request for account codes over spent or anticipated to be overspent by June 30 <sup>th</sup> .	April 7, 2022	
<b>6.</b>	<b>AB-17s- For Athletic Officials, Employee Reimbursement for Travel/Mileage &amp; Student Travel Advances</b>				
	<b>A.</b>		AB-17s Student Travel Advance Requests	June 14, 2022	
	<b>B.</b>		AB-17s Employee Reimbursements	June 14, 2022	
<b>7.</b>	<b>Purchasing Card (P-card) Receipts and Documentation</b>				
	<b>A.</b>		P-card statement prior to June 5th	June 30, 2022	
	<b>B.</b>		P-cards purchases on or before June 30th	Refer to Narrative page 4	
	<b>C.</b>		Submit an online Budget Change Request for account codes over spent or anticipated to be overspent by June 30 <sup>th</sup> .	April 7, 2022	
<b>8.</b>	<b>Budget Change Requests</b>				
	<b>A.</b>		Online BCRs for Local Funds- 1XX [Excluding Fund 164] and Fund 461	April 7, 2022	
	<b>B.</b>		BCRs for Federal Programs, Fund 164 and Other Federal, State and Private Awards. Refer to Appendix B	According to 2021-2022 Grant Timelines for Federal Programs, Fund 164, and Other Federal, State and Private Awards	
<b>9.</b>	<b>Fiscal Year Start</b>				
			Start of Fiscal Year for 2022-2023	July 1, 2022	

**2021-2022 END-OF-YEAR FINANCE PROCEDURES CHECKLIST**

<b>Student Health Records</b>					
	<b>Title/Activity</b>	<b>Person Responsible</b>	<b>Requirement</b>	<b>Due Date</b>	<b>Initial</b>
<b>10.</b>	<b>Medicaid/SHARS</b>				
			See Student Records, Special Education End-of-Year Checklist, for SHARS notations	Refer to Narrative page 5	
<b>11.</b>	<b>Student Health Services</b>				
		Campus Nurse	Complete checklist and submit to Student Health Services. (Refer to End of Year Procedures Attachment K distributed by the Office of Administration)	June 3, 2022	
<b>12.</b>	<b>Medications</b>				
		Campus Nurse	Return student medication to the parent/guardian at the end of the last day of school.	June 2, 2022	
<b>13.</b>	<b>Special Equipment/Supplies</b>				
		Campus Nurse	Return supplies/equipment of special needs students to parent/guardian at the end of the last day of school.	June 2, 2022	
<b>14.</b>	<b>Transportation</b>				
	<b>A.</b>		To arrange appropriate transportation, See Special Education Management System (SEMS)	Refer to Narrative page 7	
	<b>B.</b>		See Special Education End-of-Year Checklist for new transportation form	Refer to Narrative page 7	
	<b>C.</b>		Submit Parent Private Reimbursement documents	June 3, 2022	

**2021-2022 END-OF-YEAR FINANCE PROCEDURES CHECKLIST**

<b>Payroll Checks</b>					
	<b>Title/Activity</b>	<b>Person Responsible</b>	<b>Requirement</b>	<b>Due Date</b>	<b>Initial</b>
<b>15.</b>	<b>Issuance of Checks</b>				
	<b>A.</b>		Regular monthly checks issued.	June 22, 2022	
	<b>B.</b>		Monthly Employees Retiring effective May 31, 2022 - final checks issued.	May 25, 2022 June 15, 2022	
	<b>C.</b>		Biweekly Employees Retiring effective May 31, 2022 – final checks issued.	May 27, 2022 June 03, 2022	
	<b>D.</b>		All Supplemental Pay Earned and due to those employees who are Retiring effective May 31, 2022, should be submitted for payment on the Retirees last regularly scheduled pay date.	<b>Bi-Weekly</b> May 27, 2022 <b>Monthly</b> May 25, 2022	
	<b>E.</b>		Campus based Substitutes - Final Check for 2021-2022 School Year	June 24, 2022	

**Appendix B.**  
**Grant Timeline**  
**Reminders**

**THIS IS HANDOUT #1 ---- SHADING BELOW CORRELATES TO GRANT ROSTER (HANDOUT #2)**

**GRANT TIMELINES  
FOR FEDERAL PROGRAMS, FUND 164  
OTHER FEDERAL, STATE AND PRIVATE AWARDS  
ACADEMIC YEAR 2021-2022**

	<b>DEADLINE 1</b>	<b>DEADLINE 2</b>	<b>DEADLINE 3</b>	<b>DEADLINE 4 TYPE I GRANTS ONLY</b>
	<b>PRINCIPAL / DEPARTMENT HEAD REQUISITION DEADLINE</b>	<b>PURCHASE ORDER DEADLINE</b>	<b>DELIVERY DEADLINE</b>	<b>SUMMER SCHOOL/INTERSESSION (ORG 699), LIMITED PD TRAVEL AND SUMMER ACTIVIITY DEADLINES</b>
<b>GRANT TYPE</b>	FOR ALL GOODS, CONTRACTED SERVICES & MOST TRAVEL. INCLUDING: TECHNOLOGY RELATED, ALL SUPPLIES, PRINT SHOP ORDERS, POSTAGE, WAREHOUSE. ALSO OFFICE DEPOT, GATEWAY, SCHOOL SPECIALTIES & LAKESHORE <b>EXCEPTION to Deadline 1: SUMMMER SCHOOL RELATED Org (699) &amp; PD TRAVEL</b>	THIS PURCHASE ORDER DEADLINE IS FOR ALL REQUISITIONS THAT MET THE PREVIOUS DEADLINE	THIS DELIVERY DEADLINE IS FOR ALL GOODS AND SERVICES INCLUDING OFFICE DEPOT, GATEWAY, SCHOOL SPECIALTIES & LAKESHORE THAT MET THE PREVIOUS PO DEADLINE	<b>PRINCIPAL / DEPARTMENT HEAD REQUISITION DEADLINE: 04/11/22 (Quality Control Worksheet &amp; back-up for FPD* must be complete &amp; require no corrections or adjustments*)</b>  <b>PURCHASE ORDER DEADLINE: 05/02/22</b>  <b>DELIVERY DEADLINE: 05/20/22</b>  <b>SUPPLEMENTAL PAY DEADLINE: 07/29/22</b>
<b>TYPE I GRANT FUNDS</b>	<b>03/31/22</b> <b>(Quality Control Worksheet &amp; back-up for FPD* must be complete &amp; require no corrections or adjustments*)</b>  <b>TYPE I GRANTS INCLUDE FUNDS: 164-2, 211-2, 214-2, 215-2, 216-2, 224-2 (Campus), 225-2 (Campus), 244-2, 255-2, 263-2, 266-0, 287-2, 315-2, 435-2, 480-2, 482-2</b>	<b>04/14/22</b>	<b>05/12/22</b>	
<b>TYPE II GRANT FUNDS</b>	<b>04/29/22</b>  <b>TYPE II GRANTS INCLUDE FUNDS: 206-2, 220-2, 221-2, 223-2, 229-1, 231-1, 265-2, 381-2, 385-2, 425-1, 429-1, 436-2, 499-2</b>	<b>05/13/22</b>	<b>05/27/22</b>	
<b>TYPE III GRANT FUNDS</b>	<b>08/08/22</b>  <b>TYPE III GRANTS INCLUDE FUNDS: 202-2, 285-0, 290-2, 478-2</b>	<b>08/22/22</b>	<b>09/06/22</b>	
<b>TYPE IV GRANTS</b>	<b>TYPE IV DEADLINES IF APPLICABLE DURING THIS TERM, WILL BE SENT DIRECTLY TO GRANT DIRECTORS</b>			

**OTHER CRITICAL DEADLINES:**

After goods and services are delivered, vendor invoices, signed receiving reports, packing slips and contract copies are due to Accounts Payable, School Improvement & Federal & State Programs in **ten(10)** workdays.

For supplemental pay up to the last month of grant award, related to tutoring, afterschool programs, etc..., send approved supplemental pay forms to School Improvement & Federal & State Programs otherwise for other non-Federal Program grants that have supplemental pay activity in the last month of grant, send original supplemental pay forms to the Payroll department and copies to the Funds Management and Special Revenue Department.

Two (2) months prior to grant end date, Grant Directors must notify Human Capital Management regarding positions that will no longer have grant funding.

**ESSENTIAL KEYS TO EFFECTIVE GRANT MANAGEMENT**

All goods must be received and services delivered in sufficient time for resources to provide substantial benefit to the population being served in the current grant period.

For eligibility of grant expenses, these questions should be sufficiently satisfied:

- 1) Is the expense identified in your Comprehensive Needs Assessment ?
- 2) Is the expense in the Campus Improvement Plan / District Improvement Plan ?
- 3) Is the expense reasonable to accomplish the goals and objectives of the grant program?
- 4) Is the expense necessary to accomplish the goals and objectives of the grant program?
- 5) Is the expense allocable to the grant program?

Federal and SCE funds must supplement—add to, enhance, expand, increase, extend—the programs and services offered with state and local funds.

\* **Applicable to School Improvement & Federal & State Programs Department funds including Funds 164, 211, 214, 215, 216, 210, 255, 263 & 287**

**THIS IS HANDOUT #2 ---- SHADING BELOW CORRELATES TO GRANT ROSTER (HANDOUT #1)**

**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT  
GRANT AWARD ROSTER  
FISCAL YEAR 2021-2022**

Fund No#	Program Year	GRANT TYPE 21-22	PEIMS /TEA No	Fund Name	Fund Begins	Fund Ends	Director/Manager	Alternative Contact 1
164		I		STATE COMPENSATORY EDUCATION	7/1/2021	6/30/2022	Eric Wicker	Julia Schneider
211-2	2022	I	211	Title I, Part A- Improving Basic Programs	7/1/2021	9/30/2022	Eric Wicker	Rose Medina
214-2	2022	I	263	Title III, Part A-Immigrant	7/1/2021	9/30/2022	Eric Wicker	
215-2	2022	I	211	TITLE I, PART D, SUBPART 2-DELINQUENT PROGRAMS	7/1/2021	9/30/2022	Michael Jordan	Eric Wicker
216-2	2022	I	289	Title IV,Part A, Subpart 1-SSAEP	7/1/2021	9/30/2022	Eric Wicker	Rose Medina
224-2	2022	I	224	IDEA-B Formula	7/1/2021	9/30/2022	Kristen Williams	Rosie Alvarado-Anaya
225-2	2022	I	225	IDEA-B Preschool	7/1/2021	9/30/2022	Kristen Williams	Rosie Alvarado-Anaya
244-2	2022	I	244	21-22 PERKINS V: STRENGTHENING CTE FOR 21ST CENTURY	7/1/2021	8/15/2022	Johnny Vahalik	John Strelchun
255-2	2022	I	255	Title II, Part A-Supporting Effective Instruction	7/1/2021	9/30/2022	Eric Wicker	Julia Schneider
263-2	2022	I	263	Title III, Part A-ELA	7/1/2021	9/30/2022	Eric Wicker	
266-0	2020	I	266	ESSER GRANT	8/21/2020	9/30/2022	John Strelchun	Eric Wicker
287-2	2022	I	211	ESEA Consolidated Administration Fund	7/1/2021	9/30/2022	Eric Wicker	Rose Medina
315-2	2022	I	315	IDEA-B DISCRETIONARY DEAF	7/1/2021	9/30/2022	Kristen Williams	Rosie Alvarado-Anaya
435-2	2022	I		State Deaf	9/1/2021	8/31/2022	Kristen Williams	Rosie Alvarado-Anaya
480-2	2022	I		Pre-K 4 SA	7/1/2021	6/30/2022	Aleida Perez	Patricia Salzmann
482-2	2022	I		Pipeline for College Success Yr 5 of 5	7/1/2021	6/30/2022	Liz Ozuna	John Strelchun
206-2	2022	II	206	2021-2022 TEXAS EDUCATION FOR HOMELESS CHILDREN & YOUTH (TEHCY)	9/1/2021	8/31/2022	Estella Garza	John Strelchun
220-2	2022	II		ADULT EDUCATION AND FAMILY LITERACY GRANT - RG 20	7/1/2021	6/30/2022	Darlene Volz	Johnny Vahalik
221-2	2022	II		ENGLISH LITERACY & CIVICS EDUCATION GRANT - RG20	7/1/2021	6/30/2022	Darlene Volz	Johnny Vahalik
223-2	2022	II	223	TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)-RG 20	7/1/2021	6/30/2022	Darlene Volz	Johnny Vahalik
229-1	2021	II	244	2020-2022 P-TECH & ICIA PLANNING & IMPLEMENTATION GRANT	3/27/2020	7/8/2022	J.Vahalik	Michelle Garcia (John Strelchun)
231-1	2021	II	255	2021-2022 TEACHER LEADERSHIP CYCLE 2	3/1/2021	7/31/2022	Leanne Hernandez	John Strelchun
265-2	2022	II	265	2021-2022 Nita M. Lowey 21st CCLC Cycle 11 Year 1	7/1/2021	7/31/2022	Lus Zoch	Rebecca Landa
381-2	2022	II	381	STATE ADULT EDUCATION - RG20	9/1/2021	6/30/2022	Darlene Volz	Johnny Vahalik
385-2	2022	II		Supplemental Services-Visually Impaired (SSVI)	9/1/2021	7/29/2022	Kristen Williams	Rosie Alvarado-Anaya
425-1	2021	II	429	2020-2022 P-TECH SUCCESS GRANT PROGRAM - Fox Tech	7/28/2020	7/8/2022	Johnny Vahalik	John Strelchun
429-1	2021	II	429	P-TECH AND ICIA PLANNING AND IMPLEMENTATION GRANT-State	3/27/2020	7/8/2022	Johnny Vahalik	John Strelchun
436-2	2022	II	436	SAN ANTONIO REGIONAL DAY SCHOOL PROGRAM FOR THE DEAF (RDSPD) SSA-TUITION	9/1/2021	8/31/2022	Dr. Kristen Williams	Rosie Alvarado-Anaya
499-2	2022	II	499	Equity-Centered Pipeline Initiative (ECPI)-Wallace Foundation	9/1/2021	8/31/2022	Leanne Hernandez	John Strelchun
202-2	2022	III	289	Equity-Centered Educator Pipeline Initiative (ECEPI)	10/1/2021	9/30/2022	LeAnne Hernandez	John Strelchun
285-0	2020	III	289	COPS OFFICE SCHOOL VIOLENCE PREVENTION PROGRAM (SVPP)	10/1/2019	9/30/2022	Nathan Graf	John Strelchun
290-2	2022	III		Campus Victim Assistance Program K-12	10/1/2021	9/30/2022	Estella Garza	John Strelchun
478-2	2022	III		AFTER SCHOOL CHALLENGE PROGRAM	10/1/2021	9/30/2022	Lus Zoch	Rebecca Landa

**THE GRANTS BELOW HAVE UNIQUE DEADLINES, INVOLVE PAYROLL ONLY OR UNIQUE CIRCUMSTANCES.**

**DEADLINES FOR THESE FUNDS DURING THIS TERM, IF APPLICABLE, WILL BE SENT DIRECTLY TO GRANT DIRECTORS.**

205-1	2021	IV	205	HEAD START PROGRAM	2/1/2021	1/31/2022	Aleida Perez	Patricia Salzmann
233-1	2021	IV	258	2020-2021 PUBLIC CHARTER SCHOOL START-UP GRANT - FOX TECH HS	9/22/2020	2/15/2022	Jennifer Benavides	John Strelchun
234-1	2021	IV	258	2020-2021 PUBLIC CHARTER SCHOOL START-UP GRANT - RODRIGUEZ MONTESSORI ES	9/22/2020	2/15/2022	Laura Christenberry	John Strelchun
220-1	2021	IV	220	ADULT EDUCATION AND FAMILY LITERACY GRANT - RG 20	7/1/2020	2/28/2022	Darlene Volz	Johnny Vahalik
221-1	2021	IV	220	ENGLISH LITERACY & CIVICS EDUCATION GRANT - RG20	7/1/2020	2/28/2022	Darlene Volz	Johnny Vahalik
223-1	2021	IV	223	TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)-RG 20	9/1/2020	2/28/2022	Darlene Volz	Johnny Vahalik
381-1	2021	IV	381	STATE ADULT EDUCATION - RG20	9/1/2020	2/28/2022	Darlene Volz	Johnny Vahalik

000-15		IV	289	2021-2022 COVID-19 School Health Support Grant	5/1/2021	3/31/2022	Toni Thompson	John Strelchun
492-1	2021	IV	499	BLOOMBERG PHILANTHROPIES	1/1/2021	4/30/2022	John Norman	Leslie Berry
493-0	2020	IV	499	PROJECT LEAD THE WAY - WHITTIER	6/23/2020	5/31/2022	Anna Olguin	Joseph Ramos, Teacher
498-0	2020	IV	499	PROJECT LEAD THE WAY - HARRIS MS	6/1/2019	5/31/2022	Anna Olguin	Carol Velasquez
430-0	2020	IV	429	SCHOOL SAFETY AND SECURITY GRANT	1/17/2020	5/31/2022	Jose A Curiel	John Strelchun
203-1	2021	IV	289	TX. VOLKSWAGEN ENVIROMENTAL MITIGATION PGRM (TxVEMP)	10/7/2019	8/31/2022	Anthony Casanova	Nathan Graf
276-2	2022	IV	289	TEACHER INCENTIVE FUND YR 6 NO COST EXTENSION	10/1/2021	9/30/2022	Patricia Salzman	Tori Austin/Leanne Hernandez
426-2	2022	IV	429	Texas Clean Fleet Program (TCFP)	4/15/2021	4/30/2023	Willie T. Burroughs	Miguel Flores
427-1	2021	IV	429	2021-2023 EXPANSION OF DUAL CREDIT FACULTY FOR CCRSM LOI	5/24/2021	6/15/2023	Leanne Hernandez	John Strelchun
428-1	2021	IV	429	2021-2023 EXPANSION OF DUAL CREDIT FACULTY FOR CCRSM LOI	5/24/2021	6/15/2023	Leanne Hernandez	John Strelchun
258-1	2021	IV	258	2021-2023 CHARTER SCHOOL PROGRAM Grant (Subchapters C & D) - Poe MS	7/29/2021	7/31/2023	Christine Perez	John Strelchun
210-2	2022	IV	211	2021-2023 Title I, 1003 ESF-Focused Support Grant	7/8/2021	9/30/2023	Eric Wicker	John Strelchun
288-2	2022	IV	289	Innovative Approaches to Literacy (IAL) Grant	10/1/2021	9/30/2023	Rebecca Landa	John Strelchun
424-2	2022	IV	429	2021-2024 Texas COVID Learning Acceleration Supports(TCLAS-GR)	9/29/2021	5/31/2024	John Strelchun	Mary Yearwood
279-1	2021	IV	279	2021-2024 Texas COVID Learning Acceleration Supports (TCLAS-ESSER III)	9/29/2021	8/31/2024	John Strelchun	Mary Yearwood
282-1	2021	IV	282	ESSER III (ARP Act) Grant -- ARP Act, Elementary and Secondary School Emergency Relief (ESSER) III Grant	7/21/2021	9/30/2024	John Strelchun	Larry Garza
486-2	2022	IV		Everybody Belongs Grant Project	1/3/2022	1/3/2025	Beth Jones	Barbie J Parham & Ignacio Valdez
289-2	2022	IV		Scaling Up the JROTC STEM Leadership Academy: Leveraging the JROTC Network to Increase the STEM Pipeline Technical Application	9/15/2021	9/14/2025	John Strelchun	LTC Jerry Cheatom
485-7	2017	IV	429	LAW ENFORCEMENT OFFICER STANDARDS & ED	2/22/2017		Jose A Curiel	Javier Rodriguez
489-8	2018	IV	499	SPARK PROGRAM - PAGE ES, RODRIGUEZ ES & MISSION ACADEMY	12/22/2017		Willie T. Burroughs	John Strelchun

Grant extended, new end date is not confirmed.

**1. Prepare for Requisition Deadline #1**

**A. Begin activities on or after Grant award start date**

Read and become familiar with required grant regulations and documents<sup>1</sup>  
Plan ahead for requisitions that require an RFP and/or board approval  
Submit necessary BCRs  
Begin to input requisitions, giving priority to technology related requisitions. Keep in mind that technology hardware and set-up for the items being purchased takes a much longer time for delivery and installation.  
Obtain appropriate number of quotes and required Quality Control Worksheet (QCW)<sup>2</sup> documentation  
Gather and complete all new vendor paperwork, if applicable  
Prepare contractual requisitions, if applicable  
Submit requisitions, accurate and complete QCW<sup>2</sup> and backup documentation  
--Incomplete requisition packages lacking sufficient documentation and/or requiring revisions are subject to disapproval and may be returned without approval

**B. Begin to plan Professional Development**

Schedule dates and times as soon as feasible  
Input requisitions for all materials and prepare contracts for upcoming program events

**C. One month before Deadline #1:**

Complete and submit all BCRs. Reminder, the program Director/Manager should monitor the status of BCRs in order to ensure they are posted with ample time to submit the requisitions.  
Approve all requisitions with Quality Control Worksheets<sup>2</sup> and backup  
--Only complete requisition packages with sufficient documentation requiring no revisions will be considered as having met the deadline

**2. Monitor Purchase Order Deadline #2**

As a reminder the final approver is the Procurement Department. The program Director/Manager should monitor and follow up with all Approvers to ensure all requisitions become purchase orders by the deadline. Also keep in mind that meeting the purchase requisition deadline does not necessarily guarantee the approval of a purchase order. The more complex a purchase is, the earlier the requisition should be submitted.

**3. Ensure Delivery Deadline #3 is met**

You are responsible for ensuring all deliveries meet the deadline to ensure all goods and services are received to substantially benefit students this academic year. As per TEA guidelines:  
In general, goods or services delivered near the end of the grant period may be viewed by TEA as not necessary to accomplish the objectives of the current grant program, but TEA will evaluate such expenditures on a case-by-case basis. Please note that a TEA monitor or an auditor may disallow those expenditures if the subgrantee is unable to do any of the following:

- Document the need for the expenditures.
- Demonstrate that program beneficiaries receive benefit from the late expenditures.
- Negate the appearance of "stockpiling" supplies or equipment. An encumbrance cannot be considered an expenditure or accounts payable until the goods have been received and the services have been rendered.

**4. Ensure Summer School/Intersession Deadline #4 is met**

Dept head is responsible for ensuring all deliveries meet the deadline to ensure all goods and services are received to substantially benefit the summer program.

<sup>1</sup> For Funds 164, 211, 214, 215, 216, 210, 255, 263 & 287, add'l materials and resources are available on the School Improvement & Federal & State Programs Department website.  
For all grants, refer to NOGA, the RFA, General & Fiscal Guidelines, Program Guidelines, Provisions & Assurances and other regulatory guidance.

<sup>2</sup> Quality Control Worksheets (QCW) apply to School Improvement & Federal & State Programs Department funds.



## MEMORANDUM

### *Office of Academics and School Leadership*

TO: All Principals

DISTRIBUTION: Campus Administrative Assistants

FROM: Patti Salzmann, Deputy Superintendent

SUBJECT: Deadline for ESSER Supplemental Funds

DATE: Monday, March 28, 2022

**ACTION  
REQUIRED by  
April 29**

To ensure federally required “substantial impact” to influence student achievement, we are establishing a deadline to procure instructional resources in a timely manner. Approved purchase orders should be issued no later than **April 29, 2022**.

Here are a few reminders that will help expedite your ESSER purchase orders and prevent possible delays:

1. **Attach** all supporting documents like a regular federally funded purchase. Remember, although the requisitions are not routed through the Federal Programs Department, ESSER funds (Fund 282) are federal funds.
2. **Include** GPS information on the requisition. **Attach** a printout of the GPS from your Campus Improvement Plan in Plan4Learning.
3. **Attach** the TEA Justification of Allowable Use of ESSER Funds to your requisition. This document was emailed to campuses when funds were provided.
4. **Field trip requisitions should include** the following additional items:
  - a. [TEA Justification Form for Educational Field Trips](#)
  - b. Field Experience Lesson Plan
  - c. Field Trip Out of School Activity Approval Form
  - d. List of students attending field trip (roster)
5. The deadline does not apply to any payroll related budget codes.

Should you have any questions regarding this memo, feel free to contact Debbie Leija, Director of Fiscal Academic Programs, via email at [dleija2@saisd.net](mailto:dleija2@saisd.net) or by phone at 210-554-2576.