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2019-2020
End of Year
Procedures

2019-2020 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 28, 2020.
- 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. Coins, currency and checks must be deposited within 2 business days throughout the summer according to the 2020 Summer Pony schedule.
 - D. 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 30th, submit a SAF-4 form, Interfund Transfer, to accounting by May 28, 2020.
 - E. Payment Requests for good or services provided during FY 2019-2020 are due to SAF accounts payable June 23, 2020.
 - F. Account balances from FY 0 roll forward to FY 1 approximately July 8, 2020. *Contact accounting for information regarding account codes changes effective July 1, 2020.*
 - G. Payment Request, BUS-9 form, for the first FY 1 check run is due July 21, 2020.

2. Campus Activity Fund 461

- A. SAF-5 transfers from SAF 865 to Campus Activity Fund 461 must be received in the Accounting office no later than May 28, 2020.
- B. 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 15, 2020.
- C. 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 30th, submit either an online Budget Change Request or a BUS-2 form to the Budget office by **May 15, 2020**.

- D. For Region 20 *Automated Purchase Requisitions* follow timelines in section 4B.
- E. Submit receiving reports, invoices, etc. to Accounts Payable by June 24, 2020 for the final check run from FY 0.
- F. Outstanding purchase orders in FY 0 will be cancelled July 1, 2020 and not carried forward to fiscal year 2020-2021.
- G. Budget balances from FY 0 roll forward to FY 1 approximately July 8, 2020.
- H. First accounts payable check run for FY 1 budget codes is July 22, 2020.

3. *Student Attendance Incentive Fund 173/ Campus Supplemental Resources Fund 470*

- A. Student Attendance Incentive funds (sub-object 11) - “account balances” roll forward to Fund 173 FY 1 according to guidelines below:
 - 1. Maximum amount to be carried forward to FY 1 will be \$5 per student in membership.
 - 2. Fund 173 FY 0 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 1 local budget.

Submit all receiving reports to the Accounts Payable Office or Federal Programs Department, if indicated, by funding source at 141 Lavaca Street 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, 461, and 470 (excluding fund 164)*

Region 20 Automated *Purchase Requisitions*, using local funds 1XX, 461, and 470 (excluding fund 164) must be entered into the requisition system by campuses and departments and have final program approval using the following schedule.

| Requisition Activity | Deadline |
|-------------------------------------------|--------------|
| Enter automated purchase requisition | May 15, 2020 |
| Requisition processed into Purchase Order | May 22, 2020 |

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 26, 2020, OR THIS ORDER IS CANCELLED.”**

C. *Purchase Requisitions, using fund 164 and funds 211, 214, 215, 216, 245, 255, 263, and 287.*

Campuses/departments using **fund 164 and fund 211, 214, 215, 216, 245, 255, 263, and 287** must enter requisitions into the system as per the Grant Timelines (Appendix B). Requisitions must be complete and in approvable form (correct budget codes, allowable items, proper documentation/ “shopping carts”, etc.). Requisitions that are incomplete or incorrect will be disapproved. **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 and 470, 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 2020-2021. PO’s will be cancelled by the Accounting Department after the last FY 2020 check run on June 24, 2020.

5. *Non-Purchase Order Charges using local funds 1XX, 461 and 470 (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 0 budget code to cover the charges anticipated through June 30, 2020. Otherwise, submit an Online Budget Change Requests or BUS-2 for Local Funds 1XX, 461 and 470 by **May 15, 2020** to cover existing and/or possible overdrafts.

6. *AB-17s, Travel/Mileage Reimbursements*

AB-17s for Athletic Officials, Employee Reimbursement for Travel 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 29, 2020 must be reconciled and turned in to Student Activity by June 12, 2020. Any advances for student travel that takes place after May 29, 2020 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 29, 2020 must be submitted for processing to the Accounts Payable Department for processing by June 12, 2020. Trips scheduled May 29, 2020 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 fund 211, 212, 214, 215, **216, 245, 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 5th, requires the full payment of outstanding amounts due to the district for tips/taxes by June 30th. The same date applies for missing receipts or other documentation.
- B. P-card purchases made on or through June 30, 2020 belong in FY 0, will appear on the July 6th statement. Receipts and documentation must be received by accounting by the due date indicated on the e-mail containing the July 6th 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 6th statement, submit an online Budget Change Request or a BUS-2 form to the Budget office by May 15, 2020.

8. Budget Change Requests

Online Budget Change Requests and BUS-2s, for local funds 1XX, 461 and 470 (excluding Fund 164), must be received by the Planning and Budget Office by **May 15, 2020**. Over spent budget codes through June 30 are non-compliant according to TEA guidelines. Submit a Budget Change Request (BCR) to correct deficiency.

9. Fiscal Year Start Date

The new fiscal year 2020-2021 starts July 1, 2020. The budget for the new fiscal year 2020-2021 will be available for use on or about July 1, 2020.

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.

| Staff Responsible | Requirement | Due Date |
|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Special Ed Teacher (ACE, PPCD, BSC, SOLE) OTs, PTs, Speech Therapists | All SHARS tickets have been billed. Contact Regina Wessling, District Facilitator for Medicaid Programs for any questions@554-8560 or at rwessling@saisd.net . | May 28, 2020 |
| Special Ed Teacher (ACE, PPCD, BSC, SOLE) OTs, PTs, Speech Therapists | Secure parent signature on the one-time Medicaid Consent form, scan or fax Attn: Regina Wessling.@ rwessling@saisd.net | May 28, 2020 |

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> |
|--------------------|------------------------------|
| 2016-2017 | End of School Year 2019-2020 |
| 2017-2018 | End of School Year 2020-2021 |
| 2018-2019 | End of School Year 2021-2022 |
| 2019-2020 | End of School Year 2022-2023 |

- D. RETAIN ON CAMPUS FOR 7 YEARS AND THEN DESTROY:
- RtI 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> |
|--------------------|------------------------------|
| 2012-2013 | End of School Year 2019-2020 |
| 2013-2014 | End of School Year 2020-2021 |
| 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 |

- 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 May 29, 2020.

Payroll Checks

15. Issuance of Checks

- A. **Regular checks** - The June 2020 pay date for monthly employees is **June 24, 2020**. 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, 2020** for TRS purposes, who work up through June 15, 2020, will receive their **regularly** scheduled paycheck on **May 27, 2020**. In addition, the final paycheck for any balance owed will be dated **June 15, 2020** 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, 2020, **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, 2020** for TRS purposes, will receive their regularly scheduled paycheck dated **May 29, 2020**. In addition, the final paycheck for any balance owed will be dated **June 04, 2020** 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 04, 2020, 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, 2020 for Monthly and May 29, 2020 for Bi-Weekly employees**). While the final pay dates for retirees will be **June 4, 2020** for Biweekly employees and **June 15, 2020** 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 **2019-2020** school year will be **June 12, 2020**. Ensure all days worked are reported and turned in by the required due date of **June 2, 2020**.

Appendices

Appendix A.
EOY Procedures
Checklist

2019-2020 END-OF-YEAR FINANCE PROCEDURES CHECKLIST

| Budget/Finance | | | | | |
|-----------------------|----------------------------------|---------------------------|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------|
| | Title/Activity | Person Responsible | Requirement | Due Date | Initial |
| 1. | Student Activity Fund 865 | | | | |
| | A. | | Finalize collection of NSF checks and fees incurred during the school year. | May 28, 2020 | |
| | B. | | Student Activity Funds Club Report must be reconciled and signed. | See SAF Manual, item 9, page 36 | |
| | C. | | Monies must be deposited in a timely manner throughout the summer. | According to 2020 Summer Pony Schedule | |
| | D. | | SAF-4 form for Interfund transfers in accounting. | May 28, 2020 | |
| | E. | | Payment Request, BUS-9 form, is due in SAF Accounts Payable for the last FY 0 check run. | June 23, 2020 | |
| | F. | | Account balances from FY 0 roll forward to FY 1. | July 08, 2020 | |
| | G. | | Payment Request, BUS-9 form, due in SAF for the first FY 1 check run. | July 21, 2020 | |
| 2. | Campus Activity Fund 461 | | | | |
| | A. | | SAF-5 Form for transfers from SAF #865 to Campus Activity Fund 461 due in accounting. | May 28, 2020 | |
| | B. | | Submit non-purchase order requests for SAISD supplies or services for print shop, postage, fieldtrips and police officers. | May 15, 2020 | |
| | C. | | Submit online Budget Change request or BUS-2 to the Budget office for overspent budget codes. | May 15, 2020 | |
| | D. | | For Region 20 <i>Automated Purchase Requisitions</i> follow timelines in section 5 B. | Refer to narrative page 3 | |
| | E. | | Final check run from FY 0. | June 24, 2020 | |
| | F. | | Outstanding Purchase Orders in FY 0 will be cancelled and <u>not</u> carried forward for FY 2020-2021. | July 01, 2020 | |
| | G. | | Budget balances from FY 0 roll forward to FY 1 | July 08, 2020 | |
| | H. | | First accounts payable check run for FY 1 budget codes | July 22, 2020 | |

2019-2020 END-OF-YEAR FINANCE PROCEDURES CHECKLIST

| Budget/Finance | | | | | |
|-----------------------|--------------------------------------------------------------------------------------|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|----------------|
| | Title/Activity | Person Responsible | Requirement | Due Date | Initial |
| 3. | Student Attendance Incentive Fund 173/ Campus Supplemental Resources Fund 470 | | | | |
| | A. | | Account balances roll forward to Fund 173 FY 1 | Refer to Narrative page 2 | |
| | A1. | | Allowable amount to carry forward for Fund 173 | Refer to Narrative page 2 | |
| | A2. and 3B. | | Outstanding Purchase Orders for Fund 173 and Campus Supplemental Resources | Refer to Narrative page 2 | |
| 4. | Purchase Orders | | | | |
| | A. | | All outstanding purchase orders with items received 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. | | Purchase Requisition – Local Funds-1XX (excluding fund 164) and Fund 461 For Inputting and Final Program Approver Deadline | May 8, 2020 May 15, 2020 | |
| | C. | | For Federal Programs: Fund 164 and Funds 211, 214, 215, 216, 245, 255, 263, and 287, Refer to Appendix B | According to 2019-2020 Grant Timelines for Federal Programs, Fund 164, and Other Federal, State and Private Awards. | |
| | D. | | Other Special Revenue Funds not itemized in C above (2XX, 3XX, 4XX) excluding Fund 461 Refer to Appendix B | According to 2019-2020 Grant Timelines for Federal Programs, Fund 164, and Other Federal, State and Private Awards | |
| | E. | | Local Funds- 1XX (Including Fund 470) outstanding Purchase Orders will not be carried forward to 2019-2020. | Refer to Narrative page 4 | |

2019-2020 END-OF-YEAR FINANCE PROCEDURES CHECKLIST

| Budget/Finance | | | | | |
|-----------------------|------------------------------------------------------------|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|----------------|
| | Title/Activity | Person Responsible | Requirement | Due Date | Initial |
| 5. | Non-Purchase Order Charges | | | | |
| | | | 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 or BUS-2 form for account codes over spent or anticipated to be overspent by June 30 th . | May 15, 2020 | |
| 6. | AB-17s- For Officials, Travel/Mileage | | | | |
| | A. | | AB-17s Student Travel Advance Requests | June 12, 2020 | |
| | B. | | AB-17s Employee Reimbursements | June 12, 2020 | |
| 7. | Purchasing Card (P-card) Receipts and Documentation | | | | |
| | A. | | P-card statement prior to June 5th | June 30, 2020 | |
| | B. | | P-cards purchases on or before June 30th | Refer to Narrative page 4 | |
| | C. | | Submit an online Budget Change Request or BUS-2 form for account codes over spent or anticipated to be overspent by June 30 th . | May 15, 2020 | |
| 8. | Budget Change Requests | | | | |
| | A. | | Online BCR's and BUS-2's for Local Funds- 1XX [Excluding Fund 164] and Fund 461 | May 15, 2020 | |
| | B. | | BCR's for Federal Programs, Fund 164 and Other Federal, State and Private Awards. | According to 2019-2020 Grant Timelines for Federal Programs, Fund 164, and Other Federal, State and Private Awards | |
| 9. | Fiscal Year Start | | | | |
| | | | Start of Fiscal Year for 2020-2021 | July 1, 2020 | |

2019-2020 END-OF-YEAR FINANCE PROCEDURES CHECKLIST

| Student Health Records | | | | | |
|-------------------------------|-----------------------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------|
| | Title/Activity | Person Responsible | Requirement | Due Date | Initial |
| 10. | Medicaid/SHARS | | | | |
| | | | See Student Records, Special Education End-of-Year Checklist, for SHARS notations | Refer to Narrative page 5 | |
| 11. | Student Health Services | | | | |
| | | Campus Nurse | Complete checklist and submit to Student Health Services. (refer to End of Year Procedures Attachment K distributed by the Office of Administration) | May 28, 2020 | |
| 12. | Medications | | | | |
| | | Campus Nurse | Return student medication to the parent/guardian at the end of the last day of school. | May 27, 2020 | |
| 13. | Special Equipment/Supplies | | | | |
| | | Campus Nurse | Return supplies/equipment of special needs students to parent/guardian at the end of the last day of school. | May 27, 2020 | |
| 14. | Transportation | | | | |
| | A. | | To arrange appropriate transportation See Special Education Management System (SEMS) | Refer to Narrative page 7 | |
| | B. | | See Special Education End-of-Year Checklist for new transportation form | Refer to Narrative page 7 | |
| | C. | | Submit Parent Private Reimbursement documents | May 29, 2020 | |

| Payroll Checks | | | | | |
|-----------------------|---------------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|---------|
| | Title/Activity | Person Responsible | Requirement | Due Date | Initial |
| 15. | Issuance of Checks | | | | |
| | A. | | Regular monthly checks issued. | June 24, 2020 | |
| | B. | | Monthly Employees Retiring effective May 31, 2020 - final checks issued. | May 27, 2020 June 15, 2020 | |
| | C. | | Biweekly Employees Retiring effective May 31, 2020 – final checks issued. | May 29, 2020 June 04, 2020 | |
| | D. | | All Supplemental Pay Earned and due to those employees who are Retiring effective May 31, 2020, should be submitted for payment on the Retirees last regularly scheduled pay date. | Bi-Weekly May 29, 2020 Monthly May 27, 2020 | |
| | E. | | Campus based Substitutes - Final Check for 2019-2020 School Year | June 12, 2020 | |

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 2019-2020**

| | DEADLINE 1 | DEADLINE 2 | DEADLINE 3 | DEADLINE 4 TYPE I GRANTS ONLY |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | PRINCIPAL / DEPARTMENT HEAD REQUISITION DEADLINE | PURCHASE ORDER DEADLINE | DELIVERY DEADLINE | SUMMER SCHOOL (ORG 699), LIMITED PD TRAVEL AND SUMMER ACTIVITY DEADLINES |
| GRANT TYPE | FOR ALL GOODS, CONTRACTED SERVICES & MOST TRAVEL. INCLUDING: TECHNOLOGY RELATED, ALL SUPPLIES, PRINT SHOP ORDERS, POSTAGE, WAREHOUSE. ALSO OFFICE DEPOT, GATEWAY, SCHOOL SPECIALTIES & LAKESHORE EXCEPTION: SUMMMER SCHOOL RELATED (699) & PD TRAVEL | 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 | PRINCIPAL / DEPARTMENT HEAD REQUISITION DEADLINE: 04/09/20 (Quality Control Worksheet & back-up for FPD must be complete & error-free*) PURCHASE ORDER DEADLINE: 05/01/20 DELIVERY DEADLINE: 05/22/20 SUPPLEMENTAL PAY DEADLINE: 07/26/20 |
| TYPE I GRANT FUNDS | 01/31/20 (Quality Control Worksheet & back-up for FPD must be complete & error-free*) | 02/14/20 | 03/06/20 | |
| | TYPE I GRANTS INCLUDE FUNDS: 164-0, 209-9, 210-9, 211-0, 212-0, 214-0, 215-0, 216-0, 224-0 (Campus), 225-0 (Campus), 243-0, 244-0, 255-0, 263-0, 280-0, 284-0, 287-0, 288-8, 290-0, 389-9, 480-0, 482-0, 497-8, 497-0, 499-0 | | | |
| TYPE II GRANT FUNDS | 05/01/20 | 05/15/20 | 05/29/20 | |
| | TYPE II GRANTS INCLUDE FUNDS: 206-0, 218-0, 219-9, 220-0, 221-0, 223-0, 257-0, 259-8, 260-8, 260-0, 265-0, 381-0, 385-0, 386-0 (Campus), 429-0, 459-0, 490-0 | | | |
| TYPE III GRANT FUNDS | 08/07/20 | 08/21/20 | 09/04/20 | |
| | TYPE III GRANTS INCLUDE FUNDS: 204-9, 289-9, 478-0, 486-0 | | | |
| TYPE IV GRANTS | TYPE IV DEADLINES IF APPLICABLE DURING THIS TERM, WILL BE SENT DIRECTLY TO GRANT DIRECTORS | | | |

OTHER CRITICAL DEADLINES

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

For supplemental pay up to the last month of grant award, related to tutoring, afterschool programs, etc..., send approved supplemental pay forms to Federal 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 Funds Management.

Two months prior to grant end date, Grant Directors must notify HR 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 grant program?
- 4) Is the expense necessary to accomplish the goals and objectives of grant program?
- 5) Is the expense allocable to the grant program?

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

*** Applicable to Federal Programs Department (FPD) funds including Funds 211, 214, 215, 216, 245, 255, 263 & 287 as well as Fund 164**

**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
GRANT AWARD ROSTER
FISCAL YEAR 2019-2020**

| FM STAFF | FUND NO# | TYPE | FUND NAME | FUND BEGINS | FUND ENDS | DIRECTOR | ALTERNATE CONTACT |
|----------|----------|------|----------------------------------------------------------------------------------|-------------|-----------|----------------------|---------------------------------|
| N/A | 164-0 | I | STATE COMPENSATORY FUND | 07/01/19 | 06/30/20 | RAUL CASTILLEJA | ROSE MEDINA |
| LV | 209-9 | I | 2018-2020 SCHOOL TRANSFORMATION FUND-IMPLEMENTATION - LOWELL ACADEMY | 07/09/18 | 07/31/20 | MOHAMMED CHOUDHURY | JOHN STRELCHUN |
| LV | 210-9 | I | 2018-2020 SCHOOL TRANSFORMATION FUND-IMPLEMENTATION - POE MS | 07/09/18 | 07/31/20 | MOHAMMED CHOUDHURY | JOHN STRELCHUN |
| LV | 211-0 | I | TITLE I, PART A - IMPROVING BASIC PROGRAMS | 07/01/19 | 09/30/20 | RAUL CASTILLEJA | ROSE MEDINA |
| LV | 212-0 | I | TITLE I, PART C MIGRANT | 07/01/19 | 09/30/20 | DR. OLIVIA HERNANDEZ | RAUL CASTILLEJA |
| LV | 214-0 | I | TITLE III, PART A IMMIGRANT | 07/01/19 | 09/30/20 | DR. OLIVIA HERNANDEZ | RAUL CASTILLEJA |
| LV | 215-0 | I | TITLE I, PART D- SUBPT 2 -DELINQUENT PROGRAMS | 07/01/19 | 09/30/20 | MICHAEL JORDAN | RAUL CASTILLEJA |
| LV | 216-0 | I | TITLE IV, PART A- SUBPT 1 - SSAEP-STUDENT SUPPORT AND ACADEMIC ENRICHMENTS GRANT | 07/01/19 | 09/30/20 | RAUL CASTILLEJA | ROSE MEDINA |
| PDL | 224-0 | I | IDEA-B FORMULA | 07/01/19 | 09/30/20 | BETH JONES | ROSIE ALVARADO |
| PDL | 225-0 | I | IDEA-B PRESCHOOL | 07/01/19 | 09/30/20 | BETH JONES | ROSIE ALVARADO |
| PDL | 243-0 | I | 2019-2020 PERKINS RESERVE | 07/01/18 | 08/31/20 | JOHNNY VAHALIK | JOHN STRELCHUN |
| PDL | 244-0 | I | CARL D. PERKINS BASIC FORMULA GRANT | 07/01/19 | 08/15/20 | JOHNNY VAHALIK | JOHN STRELCHUN |
| PDL | 245-0 | | TITLE I 1003 (A) SCHOOL IMPROVEMENT | 10/24/19 | 09/30/20 | PATTI SALZMANN | TBD |
| LV | 255-0 | I | TITLE II, PART A SUPPORTING EFFECTIVE INSTRUCTION | 07/01/19 | 09/30/20 | RAUL CASTILLEJA | ROSE MEDINA |
| LV | 263-0 | I | TITLE III, PART A - ELA | 07/01/19 | 09/30/20 | DR. OLIVIA HERNANDEZ | RAUL CASTILLEJA |
| PDL | 280-0 | I | TEXAS TITLE I PRIORITY SCHOOLS CYCLE 5 YR 4 - MILLER ES | 08/01/19 | 07/31/20 | PATTI SALZMANN | TBD |
| PDL | 284-0 | I | TEXAS TITLE I PRIORITY SCHOOLS CYCLE 5 YR 4 - STEWART ES | 08/01/19 | 07/31/20 | PATTI SALZMANN | TBD |
| LV | 287-0 | I | ESEA-CONSOLIDATED ADMINISTRATION FUND | 07/01/19 | 09/30/20 | RAUL CASTILLEJA | ROSE MEDINA |
| PC | 288-8 | I | CLEAN GREEN YELLOW SCHOOL BUS MACHINES-US EPA | 01/01/18 | 03/31/19 | NATHAN GRAF | MIGUEL FLORES JOHN STRELCHUN |
| PC | 290-0 | I | CAMPUS VICTIMS ASSISTANCE PROGRAM K-12 | 10/10/19 | 06/30/20 | DIANA CENTENO | KARINA PACHECO |
| PC | 389-9 | I | E-RATE CLASSROOM CONNECTIVITY GRANT | 05/31/18 | 05/31/20 | KENNETH THOMPSON | EVA MENDOZA |
| MR | 480-0 | I | PRE-K FOR SA (ASEP) | 07/01/19 | 06/30/20 | ALEIDA PEREZ | PATRICIA SALZMANN |
| PDL | 482-0 | I | PIPELINE FOR COLLEGE SUCCESS - YR 3 OF 5 | 07/01/19 | 06/30/20 | LIZ OZUNA | VICTORIA BUSTOS |
| LV | 497-8 | I | PROJECT LEAD THE WAY - BALL ACADEMY | 06/01/17 | 05/31/20 | GREGORY RIVERS | TBD |
| LMV | 497-0 | I | PROJECT LEAD THE WAY - BALL ACADEMY | 06/01/19 | 05/31/20 | GREGORY RIVERS | TBD |
| LMV | 499-0 | I | PROJECT LEAD THE WAY - CAST MED HIGH SCHOOL | 06/01/19 | 05/31/20 | ASHLYN BARRIENTES | MATEEN DIOP |
| LV | 206-0 | II | 2019-2020 TEXAS EDUCATION FOR HOMELESS CHILDREN & YOUTH (TEHCY) | 09/01/19 | 08/31/20 | ESTELLA GARZA | JOHN STRELCHUN |
| LV | 218-0 | II | SAISD GT VISUAL ARTS AND LEADERSHIP PROGRAM | 09/01/19 | 08/31/20 | ELIZABETH OZUNA | PATTI SALZMANN |
| LV | 219-9 | II | 2018-2020 TRANSFORMATION ZONE PLANNING CONTINUATION AND IMPLEMENTATION GRANT | 08/22/18 | 08/31/20 | MOHAMMED CHOUDHURY | JOHN STRELCHUN |
| LV | 220-0 | II | ADULT EDUCATION AND FAMILY LITERACY GRANT - RG 20 | 07/01/19 | 06/30/20 | DARLENE VOLZ | N/A |
| LV | 221-0 | II | ENGLISH LITERACY & CIVICS EDUCATION GRANT - RG20 | 07/01/19 | 06/30/20 | DARLENE VOLZ | N/A |
| LV | 223-0 | II | TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)- RG 20 | 07/01/19 | 06/30/20 | DARLENE VOLZ | N/A |
| TBD | 257-0 | II | 2019-2020 CHARTER SCHOOL PROGRAM HIGH-QUALITY REPLICATION | 07/10/19 | 08/31/20 | DELIA MCLERRAN | JOHN STRELCHUN |
| PDL | 259-8 | II | 2018-2020 PUBLIC CHARTER SCHOOL START-UP GRANT - P.F. STEWART ES | 03/15/18 | 07/31/20 | MOHAMMED CHOUDHURY | JOHN STRELCHUN |
| LV | 260-8 | II | 2017-2019 PUBLIC CHARTER SCHOOL START-UP GRANT - WASHINGTON IRVING DL ACADEMY | 03/15/18 | 07/31/20 | DR. OLIVIA HERNANDEZ | JOHN STRELCHUN |
| PC | 260-0 | II | 2019-2021 PUBLIC CHARTER SCHOOL START-UP GRANT - FENWICK ACADEMY | 08/09/19 | 02/28/21 | TAMBREY OZUNA | JOHN STRELCHUN |
| PDL | 265-0 | II | 2018-2019 21ST CCLC CYCLE 9 YEAR 4 | 08/01/19 | 07/31/20 | REBECCA LANDA | TBD |
| LV | 381-0 | II | STATE ADULT EDUCATION - RG20 | 07/01/19 | 06/30/20 | DARLENE VOLZ | N/A |
| PDL | 385-0 | II | SUPPLEMENTAL SERVICES FOR THE VISUALLY IMPAIRED | 09/01/19 | 07/31/20 | BETH JONES | ROSIE ALVARADO |
| LV | 386-0 | II | ESC-20 REGIONAL DAY SCHOOL PRGM FOR THE DEAF (RDSPD)-SSA-REGION 20 | 09/01/19 | 08/31/20 | BETH JONES | ROSIE ALVARADO |

**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
GRANT AWARD ROSTER
FISCAL YEAR 2019-2020**

| FM STAFF | FUND NO# | TYPE | FUND NAME | FUND BEGINS | FUND ENDS | DIRECTOR | ALTERNATE CONTACT |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------|----------------------------------------------------------------------------|-------------|-------------------|--------------------|---------------------------------|
| LV | 429-0 | II | 2019-2020 P-TECH & ICIA PLANNING GRANT | 03/01/19 | 08/31/20 | JOHNNY VAHALIK | JOHN STRELCHUN |
| PC | 459-0 | II | 2019-2020 SERVICES TO STUDENTS WITH AUTISM (NORTHSIDE ISD) | 07/01/19 | 07/31/20 | BETH JONES | SALEHA SULTAN ROSIE ALVARADO |
| PC | 490-0 | II | NETWORK PRINCIPAL NETWORK (NPI) - BLOOMBERG | 06/07/19 | 07/31/20 | MOHAMMED CHOUDHURY | TBD |
| PDL | 204-9 | III | CHANGE FOR GOOD - YR 5 OF 5 | 10/01/18 | 09/30/20 | BETH JONES | ROSIE ALVARADO |
| LV | 289-9 | III | TEXAS HURRICANE HOMELESS YOUTH | 11/02/18 | 09/18/20 | ESTELLA GARZA | JOHN STRELCHUN |
| PDL | 478-0 | III | AFTER SCHOOL CHALLENGE PROGRAM | 10/01/19 | 09/30/20 | LUS V. ZOCH | BECKY LANDA |
| LV | 486-0 | III | PROJECT SOAR - COSA (METRO HEALTH) | 10/01/19 | 09/30/20 | VICTORIA BUSTOS | DAWN KULPA |
| 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. | | | | | | | |
| MR | 205-9 | IV | HEAD START PROGRAM | 02/01/19 | 01/31/20 | ALEIDA PEREZ | PATRICIA SALZMANN |
| PDL | 256-9 | IV | 2019-2020 PRINCIPAL PREPARATION GRANT, CY 2 | 02/01/19 | 08/30/20 | JOHN STRELCHUN | TBD |
| PC | 476-0 | IV | CITY EDUCATION PARTNERS (CEP)-OGDEN ES | 07/01/19 | 06/30/20 | MOHAMMED CHOUDHURY | IXCHELLE GONZALEZ |
| TBD | 483-0 | IV | SAISD FOUNDATION - BRIGHTER SKY | TBD | TBD | TBD | TBD |
| LV | 485-7 | IV | LAW ENFORCEMENT OFFICER STANDARDS & ED | 02/22/17 | N/A | JOSE A CURIEL | JAVIER RODRIGUEZ |
| PC | 488-9 | IV | CITY EDUCATION PARTNERS (CEP)-NETWORK PRINCIPAL INITIATIVE (NPI) | 07/01/18 | 08/31/20 | MOHAMMED CHOUDHURY | JENNIFER DURAN |
| PDL | 489-8 | IV | SPARK PROGRAM - PAGE ES, RODRIGUEZ ES & MISSION ACADEMY | 12/22/17 | NO DATE SPECIFIED | KAMAL C ELHABR | JOHN STRELCHUN |
| PC | 494-9 | IV | CITY ED. PARTNERS (CEP) - NPI - CAMPUS TRANSITION (CARROLL & YWLA PRIMARY) | 11/01/18 | 02/28/20 | MOHAMMED CHOUDHURY | JENNIFER DURAN |
| PC | 495-0 | IV | CITY ED. PARTNERS (CEP) - STORM | 07/01/19 | 08/31/20 | MOHAMMED CHOUDHURY | IXCHELLE GONZALEZ |
| PDL | 496-0 | IV | CITY EDUCATION PARTNERS (CEP)-TRINITY LAB SCHOOLS | 07/01/19 | 06/30/20 | MOHAMMED CHOUDHURY | KATHY BIESER |

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 documents¹
Plan ahead for requisitions that require an RFP and/or board approval - purchases \$50,000 and above
Submit necessary BCRs
Begin to input requisitions, giving priority to technology related requisitions
Obtain appropriate number of quotes and required Quality Control Worksheet² documentation
Gather and complete all new vendor paperwork, if applicable
Prepare contractual requisitions, if applicable
Submit requisitions, Quality Control Worksheets² and backup documentation in error-free condition
Incomplete requisition packages lacking sufficient documentation 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
Approve all requisitions with Quality Control Worksheets² and backup, in error-free condition

2. Monitor Purchase Order Deadline #2

You are responsible to ensure all requisitions become purchase orders. Please remember the final PO Approver is the Purchasing Department. It is the Program's responsibility to monitor the status of purchase requisitions and to follow-up with Approvers to ensure this deadline is met. 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 it should be submitted.

3. Ensure Delivery Deadline #3 is met

You are responsible to ensure all deliveries meet the deadline to ensure all goods and services are received to give substantial benefit to students this academic year

4. Ensure Summer School Deadline #4 is met

Ensure all deliveries meet the deadline to ensure goods and services are received to give substantial benefit to summer program

¹ For funds from Federal Programs dept.: Refer to materials and resources provided during training and available in the Federal Programs website.
For funds through the Grants Department : Refer to NOGA, the RFA, General & Fiscal Guidelines, Program Guidelines, Provisions & Assurances and other regulatory guidance

² Quality Control Worksheets (QCW) apply to Federal Programs Department (FPD) funds, i.e. Title I, Part A