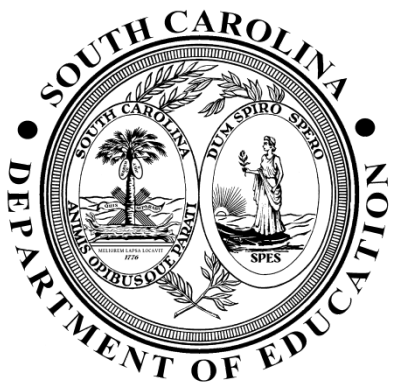




South Carolina Department of Education Update

SCASBO 2021 FALL CONFERENCE
Renewing Relationships for the New Normal
November 4, 2021

Molly M. Spearman – State Superintendent of Education

Budget Statistics

FY 21-22	Projected FY 22-23
RFA's Revised Est. BSC -\$3,140	RFA's Est. BSC - \$3,316
Base Student Cost- \$2,516 <i>currently funded</i>	Requested BSC- \$2,546
WPU Prior year 135- 967,666.59	Projected WPU- 994,393
FY 21 Average SC Teacher Salary-\$53,185	
FY 22 Est. Avg. SE Teacher Salary- \$54,695	Projected FY 23 SE Teacher Salary- \$55,898

Revenue Projections

The Board of Economic Advisors (BEA) meets on November 10, 2021 to consider a revised GF revenue estimate for FY 22 and adopt a preliminary GF estimate for FY 23.

FY 23 Budget Request

- State Aid to Classrooms: \$226,343,614
 - Increased per pupil (BSC) by \$30
 - Increase teacher salaries by 2% using same methodology as prior years.
 - Increase the SMSS step increase for years 0-5

Budget Request Continued

- Instructional Materials:
 - \$20,000,000 (Recurring); \$80,000,000 (Non-Recurring)
 - Instructional materials includes both print and digital access for social studies and science.

Budget Request Continued

- Bus Driver Salary Increase: \$4,297,076 (Recurring)
 - Salary Increase of 5%
- School Effectiveness and VirtualSC:
 - \$5,403,760 (Recurring); 20 FTEs

Budget Request Continued

- Aid to Districts:
 - \$10,000,000 (Non-recurring)
- Bus Lease/Purchase:
 - \$12,000,000 (Recurring)

Budget Request Continued

- Capital Funding for Disadvantaged Schools:
 - \$75,000,000 (Non-recurring)
- Regional Technology and Broadband Support:
 - \$600,000 (Recurring); 6 FTEs

Budget Request Continued

- Student Information System:
 - \$3,200,000 (Recurring)
- Innovative Career and Technology Programming:
 - \$5,000,000 (Recurring)

Budget Request Continued

- SCDE Grants Committee:
 - \$5,000,000 (Recurring)
- Teacher Supplies:
 - \$610,500 (Recurring)
 - To sustain the \$275 per teacher
- Federal Budget Authority:
 - \$1,500,000,000
 - Enables the SCDE to make ESSER payments to districts

Additional Information

- Aid to Districts- 3597
 - Allocations may increase in December after IDEA MOE determination
- Aid to Districts- 3597G
 - Payments will be made after Maintenance of Equity determination
 - Guidance on Maintenance of Equity will be provided in November

Additional Information

National Board state supplement funds based on the annual Provisions of the General Appropriations Act for Fiscal Year 2022 has changed. **The updated NBC proviso 1A.62 reinstates the supplement program for new applicants and extends supplement eligibility for current NBCT's.** To be eligible for the supplement, NBCT's must maintain a valid National Board Certificate, and be employed in a supplement eligible position (non-administrative, school-based position). NBC supplements are adjusted on a pro rata basis for the teacher's FTE and days employed.

Contact Melanie Cooper for additional information: mcooper@ed.sc.gov

Questions ?

Grants Update

CRF, ARC, LEAP, Additional Cost Per Meal

- Fund 217 (CRF, ARC, LEAP), Revenue 3995
- Not to be Reported on the SEFA
- JE Revenue from 4973 to 3995 (ARC, LEAP, CRF Per-Pupil)
- In addition, any unspent CRF Per-Pupil Funds will need to be included on the Due To Schedules for Fiscal Year end 2022
- Districts have until September 30, 2021 to spend CRF Funds
- Additional Cost Per Meal – Keep in subfund 601, but move to Revenue 3995

CRF – Per Pupil Reporting Dates

- Quarter 1 FY22 - (Expenditures from 7/1/2020 – September 30, 2021)
 - Submit **Final** Report by **11/15/2021**
- **Reminder** – No Claims in GAPS for CRF – Only the Quarterly Reporting

CRF Per-Pupil Reporting Requirements

When submitting CRF reports, include:

- The LEA System Generated Financial Reports
 - Budget Report
 - Detail Printout of Transactions
- Copies of Check Requests/ Vouchers, PO's, and Invoices
- Send Reports to grantsaccounting@ed.sc.gov

CRF Per-Pupil Reporting Requirements

- **The Reporting Template is Available at:**
- SCDE Website
 - Finance
 - Grants Accounting
 - Forms and Reports

ESSER Reporting Requirements

- **CARES**
- Fund 220
- Revenue 4975

- **ESSER II**
- Fund 225
- Revenue 4977

- **ESSER III**
- Fund 218
- Revenue 4974

ESSER Reporting Requirements

- Template Available
 - **SCDE ESSER** web page
 - Reporting and Monitoring
 - <https://ed.sc.gov/policy/federal-education-programs/esser-funding-information/>
- Send the completed spreadsheet to: grantsaccounting@ed.sc.gov
- No backup documentation required to be submitted with Claim or Quarterly Report

ESSER Reporting Requirement

- Report Dates are Determined by the Claims Submitted in GAPS During the Quarter
- Claims in GAPS are due as well as Quarterly Reporting
- Adhere to the Normal Deadlines for Claims
- **Reporting** Deadlines are different (Refer to the next slide)

ESSER Reporting Due Dates

Expenditure Period	Claims Period	Report Due	Final Claim Due
7/1 – 9/30	7/1/ - 9/30; 10/1 - 11/15	10/5	11/15
10/1 – 12/31	10/1 – 12/31; 1/1 - 2/15	1/5	2/15
1/1 - 3/31	1/1 – 3/31, 4/1 – 5/15	4/5	5/15
4/1 – 6/30	4/1 – 6/30; 7/1 – 8/15	7/5	8/15
			10/5

ESSER Reporting Due Dates

Fiscal Quarter	Expenditure Amount		Date Submitted To SCDE	Report on by Date
[Q1]	\$8,141.89		11/13/2020 2:04:16 PM	1/5/2021
[Q1]	\$3,868.56		11/13/2020 2:04:16 PM	1/5/2021
[Q1]	\$1,139.67		11/13/2020 2:04:16 PM	1/5/2021
[Q1]	\$75,872.36		11/13/2020 2:04:16 PM	1/5/2021
[Q1]	\$65,931.50		11/13/2020 2:04:16 PM	1/5/2021
TOTAL	\$154,953.98			
[Q2]	\$28,580.06		1/15/2021 10:56:13 AM	4/5/2021
[Q2]	\$6,709.82		1/15/2021 10:56:13 AM	4/5/2021
[Q2]	\$277.82		1/15/2021 10:56:13 AM	4/5/2021
[Q2]	\$94.55		1/15/2021 10:56:13 AM	4/5/2021
[Q2]	\$10,629.58		1/15/2021 10:56:13 AM	4/5/2021
[Q2]	\$2,326.76		1/15/2021 10:56:13 AM	4/5/2021
[Q2]	\$13,813.25		1/15/2021 10:56:13 AM	4/5/2021

ESSER Reporting Due Dates

GAPS

- Admin Tab
 - Reports
 - Expenditure Report
 - Grant
 - » Sub Recipient
 - Expenditure Detail
 - Export to EXCEL

Claims Deadlines

Expenditure Dates

Claims Deadlines

- | | |
|-----------------------------------|----------------|
| • Quarter 1 (7/1 – 9/30) | - Due by 11/15 |
| • Quarter 2 (10/1 – 12/31) | - Due by 2/15 |
| • Quarter 3 (1/1 – 3/31) | - Due by 5/15 |
| • Quarter 4 (4/1 – 6/30) | - Due by 8/15 |
-
- State Grants in GAPS – Earlier Final Claim Deadline
 - Refer to GAN

GAPS Updates

GAPS Role Descriptions

Three Roles are Needed in GAPS

- **Grant Coordinator** – Enters Budget and Budget Amendments
- **Sub Recipient Finance** – Approves Budgets, Amendments, and Enters Expenditures
- **Finance Approver** – Approves Expenditures

GAPS Reminders

- **Check Roles in GAPS** – Assure Someone is Assigned to Enter Claim (**Sub Recipient Finance**), and to Approve Claim (**Finance Approver**)
- **Check your Claim Submission** - Assure the Claim has Been *Submitted to SCDE Finance*

To Access Grants Accounting Staff Listing

Contact Information:

- SCDE Website
 - Finance
 - Grants Accounting
 - Grants Accounting Assignment List

Grants Accounting Staff

- **Sequoyah Burden** – Grants Accounting Manager - sburden@ed.sc.gov
- **AiLisa Evans** – Title IV, Title II, Title I N&D, English Language - aaevans@ed.sc.gov
- **Brittany Riley** – Title I, CATE, REAP - briley@ed.sc.gov
- **Freddie Williamson** – IDEA, Migrant Education - flwilliamson@ed.sc.gov

Grants Accounting Staff

- **Pearlie Gantt** – School Improvement, Charter, 21st Century, EEDA - pjgantt@ed.sc.gov
- **Heather Snelgrove** - Fresh Fruits and Vegetables, Child Nutrition Breakfast and Lunch, School Food Equipment - hsnelgrove@ed.sc.gov
- **Kermit Hines** - CARES, ESSER II, ESSER III - kmhines@ed.sc.gov
- **Becky Behles** - Migrant, State Assessment - rmbehles@ed.sc.gov

Financial Services Updates

Important Dates

45th Day Pupil Accounting

- **October 25, 2021 – November 12, 2021**

135th Day Pupil Accounting

- **March 23, 2022 – April 8, 2022**

December 1, 2021

- **Audits, In\$ite, and ESSA Financial Transparency Report**

45 Day Verification

- Review extracted reports and confirm data matches on the Financial Services webpage, the District Superintendent or designee must sign the PowerSchool extract reports and email them to Melanie Cooper, mcooper@ed.sc.gov by November 12, 2021.
- Upload the Academic Assistance Add-On weightings file provided by ORDA. (Wyatt Cothran)
- Ensure your district has uploaded the latest SEI file (September)

FY 2020-21 Administrative Cost Reporting

- Districts are to Post the **Administrative Cost Report** to the District Website no Later than 60 days After the December 1, Audit Submission Deadline
- Reference In\$ite Crosswalk on our Website
- Provide **Daniel Haven** (dbhaven@ed.sc.gov) with a Copy of the Report or a Link to the Report on Your Website.

SC Educator Reminders

- Purchased Service Teacher – **Position Code 46**
- District Payroll Teacher – **Position Codes 03-09**
- State Funded Reading/Literacy Coach must be **Coded as 87** in order to receive funding

Contacts for Data Collection and SC Educator

- **Melanie Cooper, Financial Services Manager**
803-734-8135
mcooper@ed.sc.gov
- **Michael Scheele, Fiscal Analyst III – EIA**
803-734-8145
MScheele@ed.sc.gov
- **Desiree Williams, Fiscal Analyst III – EFA/SC EDUCATOR**
803-734-8393
dawilliams@ed.sc.gov

SCDE – Finance – Other Information

Important School District Memorandums

- Sent Weekly via email
- Email List Obtained from Agency's District and Entity Information Management (DEIM) System
- Email List is Pulled from the System Each Week.
- Your District's Web Access Coordinator (WAC) Should Ensure the District's Personnel List is Up to Date

District Signature Authorization Form

- **Complete the Fiscal Year 2021 – 2022 District Signature Authorization Form**
 - Report any finance personnel changes
 - Revisions to the signature authorization form should be sent to Kim Moss at kmoss@ed.sc.gov.
- Also, ensure your district is updating staff information through the SCDE Member Center – District & Entity Information Management (DEIM)

SCDE – Finance Page

<https://ed.sc.gov/finance/>

- Monthly Financial Newsletters
- Fiscal Practices Guidance
- Payment Information
- Student Data
- Contact Information

SCDE Statewide Program on Fiscal Practices Update

Fiscal Practices Summary

As of July 1, 2021 – Nine (9) Districts on Declaration

5 - Watch Status

1 - Caution Status

3 - Emergency Status

All fiscal practice information can be found on the Department's website

Factors That Lead to Current Declarations

- 2 - Non-Compliance of Minimum Fund Balance Requirement
- 3 - Repeat Audit Findings
- 1 - More than 60 Days Late with Audit Submission
- 3 – More than three Fiscal Practice declarations in a five year period

Fiscal Practices - Reminder

Important Reminder

If your district is placed on declaration for a 4th consecutive year, regardless of the previous level, the SCDE shall assign an Emergency declaration

Fiscal Practices Summary

Current Status of FY21 Audits

- Audits will be reviewed as received by the SCDE
- Deadline is December 1, 2021
- Districts will be put on fiscal declaration for submitting after January 30, 2022

Fiscal Practices Summary

Districts will be informed by the SCDE by January 30, 2022 or sooner if:

- Placed on Declaration
- Have Declaration Status Continued
- Have Declaration Status Removed

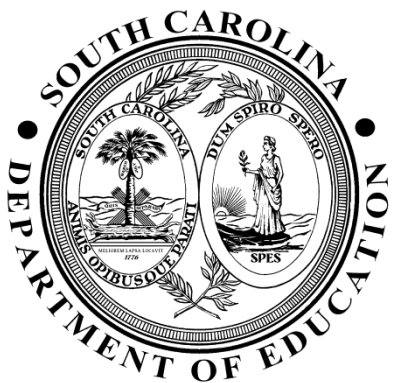
Questions ?

Fiscal Practices Contact Information

Daniel Haven, Fiscal Analyst

(803) 734-0721

dbhaven@ed.sc.gov



SCDE Office of Auditing Services Update

SCASBO 2021 FALL CONFERENCE

Renewing Relationships for the New Normal
November 4, 2021

Molly M. Spearman – State Superintendent of Education

Annual Audit Requirements

- Due date established by SC Code of Laws 59-17-100 for school districts
 - December 1 after close of the fiscal year
- SC Code of Law 59-40-50(B)(3) states that charter schools must adhere to same financial standards as other public schools
- State Board of Education Regulation 43-172 states charter schools must adhere to December 1 deadline

No Audit Extension

- During last fiscal year, the State Superintendent was granted extraordinary powers that was used to extend deadlines and waive requirements
- This flexibility expired and the State Superintendent has NO authority this year to extend the audit deadline and extend other flexibilities

No Audit Extension

- Correspondence was distributed to district superintendents on July 27, 2021 regarding the expired flexibilities

Annual Audit Requirements

- How to submit/what to submit
 - Upload the following through the LEA Audit Reporting System (LARS)
 - Full Audit Report
 - Basic Financial Statements
 - SCDE Supplemental Schedules
 - Single Audit Section
 - Schedule of Findings and Questioned Costs
 - Corrective Action Plan
 - Other required schedules, notes, etc.
 - Management Letter, not management representation letter
 - SCDE Supplemental Schedule Template
 - Data Collection Form
 - Input Supportive Information (Values must be to the hundredth place)

Audit Submission

- Template upload
 - Select the correct option (LEA, Charter, or Both)
 - If incorrect option selected, revenue and expenditures could be double counted or under reported
 - Have conversation with charter schools to inform them if their data has been blended with the sponsoring district's data

Audit Submission

- Ensure that transfers from one fund to the next net to \$0 or an error will be noted
- Ensure that whole numbers are entered in each field to avoid rounding errors

Penalties for Late Audit Submission

- Districts will receive a risk rating of medium for the Audit Submission criterion on the risk assessment for an audit report submitted after the December 1 due date but within 30 days of the due date (on or before December 31)
- Districts who submit the audit report more than 30 days after the December 1 due date will receive a risk rating of high on the Audit Submission criterion (January 1 – January 30)
- Districts that submit audit report more than 60 days late will be in a state of at least fiscal watch under the Act 23, Fiscal Practices Legislation (January 31 or later)

Schedule of Expenditures of Federal Awards

- Include required detail of Federal awards in the SEFA (2 CFR Part 200.510 (b))
 - List individual Federal programs by Federal agency. For a cluster of programs, provide the cluster name, list individual Federal programs within the cluster of programs, and provide the applicable Federal agency name.
 - **For Federal awards received as a subrecipient, the name of the pass-through entity and identifying number assigned by the pass-through entity**
 - Provide total Federal awards expended for each individual Federal program and the CFDA number or other identifying number when the CFDA information is not available. For a cluster of programs also provide the total for the cluster.
 - Include the total amount provided to subrecipients from each Federal program
 - For loan or loan guarantee programs described in 2 CFR Part 200.502, Basis for determining Federal awards expended, paragraph (b), identify in the notes to the schedule the balances outstanding at the end of the audit period. This is in addition to including the total Federal awards expended for loan or loan guarantee programs in the schedule.
 - Note whether or not the auditee elected to use the 10% de minimis cost rate for indirect costs

Corrective Action Plan

- Submit corrective action plan (CAP) for findings with the required elements
 - In addition to the auditee response to finding
 - Name of the person responsible for completing the CAP
 - Anticipated completion date
 - Plan of action to correct deficiency

OMB Data Collection Form

- Ensure language on data collection form agrees to language in the audit report
 - Material weaknesses
 - Major program
 - Amount of Federal funds expended per program

ESSER I Monitoring

- OAS is continuing to monitor school district's use of funds distributed to districts under the CARES Act (ESSER I)

ESSER I Monitoring Common Findings

- Property records do not contain required elements per 2 CFR 200.313
 - Description of the property
 - Serial number or other identification number
 - Source of funding including the FAIN
 - Who holds the title

ESSER I Monitoring Common Findings

- Property records do not contain required elements per 2 CFR 200.313
 - Acquisition date
 - Cost of the property
 - Percentage of federal participation in the project costs for the Federal award under which the property was acquired

ESSER I Monitoring Common Findings

- Property records do not contain required elements per 2 CFR 200.313
 - Location of property
 - Use and condition of property
 - Disposition data (date of disposal, sales price)

ESSER I Monitoring Common Findings

- Written policies and procedures lack required elements for federal awards such as:
 - Conflict of interest for those engaged in procuring goods and services
 - Emergency pay procedures
 - Time and effort procedures
 - Allowability of costs

ESSER I Monitoring Common Findings

- Cash management procedures do not address the timing and frequency of requests for grant reimbursements
- Incorrect object codes used to charge expenditures
- Written record retention procedures do not conform to the SCDE record retention requirement of 6 years after the close of the grant

ESSER I Monitoring Common Findings

- Employees erroneously paid (underpaid or overpaid)
- Lack of time and effort documentation
- Financial policies and procedures not being followed
 - Purchase orders not prepared
 - Lack of required approvals for payment

Other OAS Audits

- CoronaVirus Relief Funds:
 - LEAP
 - ARC

OAS External Audits

- Pre-Award Audits
- Limited Scope Audits
- State Allocation Audits
- Fiscal Practices Audits
- Forensic Audits

New Staff

- Xiao “Michelle” Chen, Fiscal Practices and State Allocations Auditor
- Peggy Scott, State Allocations Auditor

Questions ?

Office of Auditing Services

Contact Information

Melissa A. Myers, Director

(803) 734-8453

mmyers@ed.sc.gov

Hershula Davis, Audits Manager

(803) 734-6022

hdavis@ed.sc.gov

Wanda Johnson, Administrative Assistant

(803) 734-8180

wjohnson@ed.sc.gov

auditingervices@ed.sc.gov