

SOUTH CAROLINA DEPARTMENT OF EDUCATION



CHIEF FINANCE OFFICE

JULY 2019 – 2020

Issue 1

Please submit information and requested data to the Financial Services Section at the following email address: financesvcs@ed.sc.gov.

JULY 2019 - A monthly update from the State Department of Education's (SCDE) Office of Finance to local school district business officials. If you have any questions about information in this issue, contact, Laura Showe at 803-734-8885, Nick Michael at 803-734-8145, Diane House at 734-8128, or Melissa Myers at 803-734-8453.

New or Updated Payments for July

Revenue Code	Subfund	Description
0720A	200	Medicaid FY 18-19
3127	937	Student Health & Fitness - PE
3160	100	Bus Driver Salary
3160C	100	Driver SLED Check
3162	100	Bus Driver Worker's Comp.
3180	100	State Aid to Classrooms-Fringe
3181	100	Retiree Insurance
3187	917	Teacher Supply
3193	919	Apple Tags
3577	377	Teacher Supply
3597	397	Aid to Districts

CFO UPDATE

Welcome New Staff Member

The Office of Finance is excited to announce that Laura Showe has taken the position of Director of Finance for the SCDE. Ms. Showe has more than 25 years of professional accounting experience. She formerly worked in the Comptroller General's Office

and earlier in her career served as the Assistant Finance Director for the County of Horry. You can contact Ms. Showe at (803) 734-8885 or by email, lshowe@ed.sc.gov.

Office of Finance Contacts

Financial Services – Nick Michael, Melanie Cooper, and Desiree Williams

Grants Accounting – Diane House

General Budget and Finance Questions – Nancy Williams, Laura Showe, and Nick Michael

Meal Rate Increase

Proviso 117.20(A) of the 2019-2020 General Appropriations Act increased the meal allowance ceiling to \$35 per day within South Carolina and \$50 for travel outside of South Carolina. The breakdown in meals is as follows:

In-State:
\$8.00 – Breakfast
\$10.00 – Lunch
\$17.00 - Dinner

Out of State:
\$10.00 – Breakfast
\$15.00 – Lunch
\$25.00 – Dinner

Memo regarding the meal allowance ceiling increase will be posted on the Comptroller General's Office website.

Recently Posted Correspondence/Data

[Funding Flexibility Form for FY 19-20](#)

Recently Posted Correspondence/Data - continued

[Fiscal Year 2019 – 2020 Financial Requirements – Prior 135 Day State Aid to Classrooms](#)

[EFA Payments to Other Entities – July](#)

[Apple Tag List – Fourth Quarter 2019](#)

[Memo – District Finance Signature Authority – FY 19-20](#)

[Form – District Finance Signature Authority – FY 19-20](#)

[Fiscal Year 2019 Federal Grant Close Out](#)

[Fiscal Year 2019-2020 Budget Projections – Final](#)

[Fiscal Year 2019-2020 EFA Financial Requirements – Final](#)

[Fiscal Year 2019-2020 State Minimum Teacher Salary Schedule - Final](#)

[Fiscal Year 2018-2019 EFA Financial Requirements – Final - Uncapped](#)

[Fiscal Year 2018-2019 Other Entities Financial Requirements - Final](#)

[Assurance Form for Meeting the Requirements to Employ Retired Individuals – School Year 2019 - 2020](#)

Proviso Billing Rate

The daily rate for FY 2019-20 is \$4.15.

FINANCIAL SERVICES

Teacher Supplies

Teacher supplies will be funded at \$275 for certified and noncertified teachers.

Funding Flexibility Form and Procedures for FY 19-20

The [flexibility form](#) and [procedures](#) for FY 19-20 has been posted to Finance's web page.

State Aid to Classrooms – EFA

The FY'20 Base Student Cost is \$2,489.

State Aid to Classrooms – Teacher Salary and Teacher Supply Deadline

In an effort to begin funding the Teacher Salary portion of State Aids to Classroom prior to the 135-day PCS update in May, we are asking that all PCS staff records be updated by November 30 so funds may be allocated in the December EIA and other non-EFA payment. Failure to update PCS records will result in a delay of this revenue allocation and may place a financial burden on your district until the end of year update. Additionally, updating staff records by this deadline will help in the reconciliation process of teacher supply funding for the December payment. Please contact Nick with any questions.

Education Related Provisos for Fiscal Year 2019-2020

Education Provisos - Fiscal Year 2019- 2020

Updates for PCS Users

The 2019-20 PCS User Manual, Position Code list and PCS User Access form can be found at the following links:

[PCS User Manual – FY 19-20](#)

[PCS User Access Form and Position Code List](#)

GRANTS ACCOUNTING

Expenditure Submission Deadline

Expenditure claims in GAPS for any expenditures from July 1, 2018 through June 30, 2019, **received after Thursday, August 15, 2019, will not be paid. This deadline will be strictly enforced.** Expenditure claims in GAPS must be in the status of "Submitted to SCDE Finance" by August 15, to meet the deadline. Refer to memo dated May 21, 2019 that was emailed to district superintendents and school business officials.

Expenditure Submission Deadline - continued

Please make sure your Finance Approver has approved your claims by August 15. If your grant has an **earlier** Final Report Date listed on your GAN, then that is the date you must have all your expenditure claims submitted to SCDE Finance in order to be paid. If your grant has a Final Report Date listed on your GAN later than August 15, then you still must submit your expenditure claims for all expenditures through June 30, 2019, by August 15. You may then submit any expenditure claims from July 1, 2019, through the end of your grant by the Final Report Date listed on your GAN.

If you have any questions or need additional information, please call Diane House at 803-734-8128.

Quarterly Claims Submission

QUARTERLY SUBMISSION OF CLAIMS IS REQUIRED ONCE AN APPROVED BUDGET IS IN PLACE. THIS IS A KEY COMPONENT IN RISK ASSESSMENT RATING FROM GRANTS ACCOUNTING.

Reports Menu

PLEASE REVIEW BUDGET AND EXPENDITURE STATUS REPORTS TO ENSURE THAT ALL ITEMS HAVE BEEN SUBMITTED TO THE SCDE. ITEMS MUST BE SUBMITTED TO SCDE, OFFICE OF FINANCE, BEFORE PAYMENTS CAN BE PROCESSED.

Quarterly submission of claims is required once an approved budget is in place. This is a key component in risk assessment rating from Grants Accounting.

Payments to Counties

Payment to County Reports will be run in mid-August and posted to our website. External auditors should be assigned a role to view all reports in GAPS.

Grants Accounting Staff Listing

For questions regarding specific grants, please refer to the grants accounting staff listing located on the Grants Accounting Section’s web page, [Grants Accounting Staff Listing](#).

AUDITING SERVICES

Vocational Weighting Audit

The Office of Auditing Services has completed its audit of districts that claimed the 1.29 vocational weighting under EFA but did not have a recognizable CTE course code for students in school year 2017-18 based on PowerSchool data. Communication of the results of the audit to districts stated that reimbursement due from the audit would be withheld from the district’s June EFA payment. **Reimbursements due as a result of the audit were NOT withheld from the June payment as initially communicated.** Districts will be billed for the amount of reimbursement due. Upon receipt of an invoice from the SCDE Office of Finance, payment due must be made payable to the SCDE and submitted to the department.

Miscellaneous Revenue Codes and Subfunds

When allocations to school districts exceed \$500,000 from a single source of funds, a unique revenue code and subfund are assigned to those funds and guidelines for those funds will appear in the Funding Manual produced by the Office of Finance.

If total allocations do not exceed \$500,000, miscellaneous revenue codes and subfunds will be used as follows:

Source of Fund	Revenue Code	Subfund
Misc. State Restricted	3199	800 series
Misc. EIA	3599	399
Misc. State	3999	General Fund (100)
Misc. Lottery	3699	969
Misc. Federal	4999	800 series*

*District choose any subfund available for use in the 800 series

Financial Manuals

[FY 2019-2020 PCS User Manual](#)

[FY 2018-2019 Funding Manual](#)

EFA/State Funding Release Dates – 2019/2020

Student Accountability

[Student Accountability Manual 2017](#)

[FY 2017-2018 Annual Audit Guide - South Carolina Department of Education](#)

July 22	November – TBD	March 20
August 22	December – TBD	April 22
September 20	January 22	May 22
October 22	February 21	June 22

Due Dates for SCDE Reports 2019-2020

Listed below are reports required by the Office of Finance and their due dates for 2019-20. Reports listed below that are identified by a dollar sign (\$) indicate that allocations are based on the information submitted in these reports. To avoid delays in the distribution of the allocations, please ensure that all reports are received in the Chief Financial Office by the specified due date.

DUE DATE	REPORT ACTIVITY
NOVEMBER 1	DEADLINE FOR PCS STAFF UPDATES (THIS IS A DUE DATE FOR FEDERAL REPORTS AND ACCREDITATION REPORTS)
NOVEMBER 1	INITIAL MEMBERSHIP/ATTENDANCE 45 DAY REPORTING PERIOD OPENS INITIAL STUDENT ACCOUNTABILITY 45 DAY REPORTING PERIOD OPENS
NOVEMBER 19	MEMBERSHIP/ATTENDANCE CERTIFY 45 DAY REPORT (\$) STUDENT ACCOUNTABILITY CERTIFY 45 DAY REPORT (\$)
NOVEMBER 30	DEADLINE FOR PCS STAFF UPDATES (TEACHER SUPPLY FUNDING AND INITIAL STATE AID TO CLASSROOM - TEACHER SALARY FUNDING) (\$)
DECEMBER 1	2018-19 AUDITS, IN\$ITE, AND ESSA FINANCIAL TRANSPARENCY REPORT
MARCH 23	INITIAL MEMBERSHIP/ATTENDANCE 135 DAY REPORTING PERIOD OPENS INITIAL STUDENT ACCOUNTABILITY 135 DAY REPORTING PERIOD OPENS
APRIL 9	MEMBERSHIP/ATTENDANCE CERTIFY 135 DAY REPORT (\$) STUDENT ACCOUNTABILITY CERTIFY 135 DAY REPORT (\$) HOME INSTRUCTION REPORT (\$)
APRIL 30	PCS UPDATES FOR 135 DAY FUNDING (TEACHER SALARY SUPPLEMENT AND STATE AID TO CLASSROOM – TEACHER SALARY FUNDING) (\$)
JUNE 30	FINAL CHANGES TO PCS/TECHNOLOGY PROFICIENCY FOR FY 19-20
JUNE 30	FUNDING FLEXIBILITY FORM 2019-20

