



SOUTH CAROLINA DEPARTMENT OF EDUCATION

CHIEF FINANCE OFFICE -JUNE 2024 - ISSUE 12



SOUTH CAROLINA DEPARTMENT OF EDUCATION

Chief Finance Office Newsletter

[Visit Our Website](#)

The Chief Finance Office seeks to keep our stakeholders informed on news and highlights with our monthly newsletter. For additional information, please visit our website using the link below.

[Chief Finance Office Website](#)

CFO UPDATE

Reminder - South Carolina Department of Education Has a New Location

The new address for the agency is listed below:

SC Department of Education
Office of Finance
428 Wholesale Lane, Third Floor
WEST COLUMBIA SC 29172-3171

Phone numbers and email addresses for Finance staff members will remain the same.

Office of Finance Contacts

Financial Services – Josh Byers (803-734-8885), Michael Scheele (803-734-8145)
Grants Accounting – Sequoyah Williams (803-734-8488)
Fiscal Practices – Daniel Haven (803-734-0721)
General Budget and Finance Questions – Melanie Cooper (803-734-8135), Kendra Hunt (803-734-8108)

Office of Auditing Services Contact

Hershula Davis (803-734-6022)

Phishing Scam

Please refer to [memo](#) dated February 27, 2024, providing general tips to help prevent falling victim to a security threat. If you believe you are a victim of a potential scam, **contact your local law enforcement office first**. The local law enforcement office will determine if a police report should be completed and will contact the SC Law Enforcement Division (SLED) Computer Crimes Unit.

School District Website Requirements

Please reference [memo](#) dated November 28, 2023, from Valerie Byrd regarding School District Website Requirements.

Education Provisos for Fiscal Year 2023-24

Proviso Billing Rate

The daily rate for FY 2023-24 is \$4.19. No change from last year.

District Business Officials' Contact List

In the near future, you will receive a district business officials' contact form to indicate your desire to receive finance-related emails and news from the Office of Finance for Fiscal Year 2024 - 2025.

Always keep us informed of finance personnel changes through the fiscal year. Notify Kim Moss, at kmoss@ed.sc.gov, as changes occur.

Also make sure that your district is updating staff information through the SCDE Member Center – District & Entity Information Management (DEIM). This is important in that the entire agency uses DEIMS to create address labels and email lists to contact selected district staff members.

School District Credit Cards Transparency

Excerpt from Proviso 1.24.

“Each school district must also maintain on its internet website a **copy of each monthly statement for all of the credit cards maintained** by the entity, including credit cards issued to its officers or employees for official use. The credit card number on each statement must be redacted prior to posting on the internet website. Each credit card statement must be posted not later than the thirtieth day after the first date that any portion of the balance due as shown on the statement is paid.”

Note: For all credit cards maintained by school districts:

- A copy of each monthly credit card statement must be posted via the school district website.
- Each statement must contain redacted (removed) credit card numbers prior to the school district website.
- Redacted credit card statements must be posted no later than the 13th day after the date that any portion of the balance is due as shown on the statement is paid.
- District must comply with the language of Proviso 1.24. to meet school district website requirements for transparency.

The [Comptroller General's](#) guidance recommends that monthly reports be available for public viewing and downloading for a minimum of three (3) years.

For more information regarding School District Website Requirements visit the [SCDE Website](#).

Recently Posted Correspondence/Data

[Fiscal Year 2024-25 Senate Finance Budget Projections](#)

[Fiscal Year 2024 Federal Close Out Memo](#)

[Teacher of the Year 2023-24 Finalist Payments](#)

[Fiscal Year 2024-25 Teacher Minimum Salary Schedule - Draft](#)

[Procedures for Requirements to Employ Retired Individuals for School Year 2024 - 25](#)

[In\\$ite LEA Guidance and Reporting Tool](#)

[Noncompetitive Procurements with Federal Funds](#)

[ESSA Guidelines](#)

[Funding Flexibility Fiscal Year 2023-24](#)

FINANCIAL SERVICES

New or Updated Payments for June

Revenue Code	Sub fund	Description
1930	800	Special Needs Transportation
3156	956	Adult Ed - GF
3350	100	RTF Payments
3519	319	Grade 10 Assessments
3519A	319	College Entrance Exams
3519C	319	IB Exams
3532	332	National Board Certification
3556	356	Adult Ed – EIA
3599C	399	Personalized Learning PD
3699	969	Adult Ed - MISC

Deadline for Updating PCS Staff Records

SC Educator will close at 5:00 p.m. on Sunday, June 30, 2024. Please make sure your district's PCS staff records are updated accordingly (actual number of days worked, termination date/reason and salary). Once SC Educator officially closes for the 2023-2024 school year, updates will no longer be able to be made.

Reading Coach

FY24 Reading Coach funding increased to \$58,440.81 for a 1.0 FTE.

Reminder - Funding Flexibility Form is Due June 30, 2024

If applicable, the Fiscal Year 2023-2024 Funding Flexibility Form is due to the Financial Services Section by June 30, 2024. Email your completed form to jrbymers@ed.sc.gov.

GRANTS ACCOUNTING

Contact Information for Grants Accounting Staff

Please use email address group, grantsaccounting@ed.sc.gov for quick responses to your questions and concerns. The [grants accountant assignment list](#) provides additional contact information and specific details related to the grant.

Reminder - Health and Nutrition Programs Staffing Change

Please be reminded that Melanie Pompey, Grants Accounting Section, is responsible for internal reporting to assist upper management associated with USDA programs. She also assists with the implementation of the Summer Feeding Schools Program software; and monitors budgets for grants under the Office of Health and Nutrition. You may reach Melanie by email at mspompey@ed.sc.gov or by phone (803) 734-8197. Melanie should be contacted for all questions regarding payment of claims.

Sub Grant End Dates and Final Claims Due/Final Report Dates

Grant Number – H63010101024
Grant Name – Adult Education – State Administered
Sub Grant Name – 24 Adult Education (243)
Sub Grant End Date – 6/30/2024
Final Claims Due/Final Report Date – 09/30/2024

Grant Number – H63010101024
Grant Name – Adult Education – State Administered
Sub Grant Name – 24 Adult Education – Institutionalized
Sub Grant End Date – 6/30/2024
Final Claims Due/Final Report Date – 09/30/2024

Grant Number – H63010101024
Grant Name – Adult Education – State Administered
Sub Grant Name – 24 Family Literacy
Sub Grant End Date – 6/30/2024
Final Claims Due/Final Report Date – 09/30/2024

Grant Number – H63010101024
Grant Name – Adult Education – State Administered
Sub Grant Name – 24 Adult Education - Civics
Sub Grant End Date – 6/30/2024
Final Claims Due/Final Report Date – 09/30/2024

Report and Claim Form for School Food Service Programs (SLP-4 Form)

[SLP-4 form](#) has been linked on the Grants Accounting Section's web page.

SCAPS – Food Service Claims

Food Service Claims in SCAPS are due by the 10th of each month for prior month claims. Claims are approved by the 15th of the month and paid on the 15th of the month.

Noncompetitive Procurements with Federal Funds

Reference email dated August 4, 2023, providing guidance for noncompetitive procurements with federal funds. Please reach out to the appropriate SCDE program office in order to seek authorization for a noncompetitive procurement under a subaward issued by the SCDE.

Each SCDE program office that manages subawards will have a form that can be completed with approval from the requestor, business official, procurement official, and the applicable program office. This should be approved before obligating funds.

Procurement Exemptions - Federal Funds

Subrecipients cannot use Federal Funds for noncompetitive purchases. This means you may not use existing exemption lists when federal funds are utilized. Districts must follow 2 CFR 200.320(c), which states that, "There are specific circumstances in which noncompetitive procurement can be used." Details from SCDE Program Offices will follow soon. This is not a change to regulations but must be implemented if it's not already in place in your district.

Refunds

All refunds/checks submitted to the SCDE, Office of Finance, must have detailed supporting documentation. Please use the [Expenditure Refund Request Form](#) on our web page to provide details of refund/checks.

Please do not just send a check. If the check does not have sufficient supporting documentation, it prolongs the refund process.

Information from the Office of Federal and State Accountability Regarding Grant Amendments and Expenditures

For all subgrant expenditures incurred on or before June 30, 2024

- Amendments should be entered into GAPS by June 30.
- No amendment will be allowed entry into GAPS from July 1, 2024, through August 15, 2024.

The amendment deadline this year for GEMS is June 16.

The GAPS amendment deadline is June 30.

Amendment requests/new budgets for expenditures occurring on July 1, 2024, or after can be entered into GEMS and GAPS beginning August 16, 2024.

Expenditure claims submitted to SCDE Finance after August 15, 2024, for expenditures from July 1, 2023, through June 30, 2024, will not be paid. Deadline will be strictly enforced.

First quarter claims for FY25 will not be allowed entry until after August 15, 2024.

Feel free to contact your program manager should you have any questions or concerns.

15% Reminder

Districts will be expected to meet the 15% carryover for 24 Title I. Contact Jennifer Rhodes for waiver questions or concerns.

June 30 - Final Day for Grant Budget Amendments

The due date is Sunday, June 30, 2024 for any budget amendments for all grant expenditures that will be incurred on or before June 30, 2024. No amendments will be allowed for these funds from June 30, 2024, through August 15, 2024. Recipients are required to report deviations from budget and program plans and request prior approvals for budget and program plan revisions.

All budget amendments and/or new budgets for all grant expenditures that will be incurred on or before June 30, 2024, must be entered into GAPS no later than Sunday, June 30, 2024, unless an earlier deadline is referenced on the GAN. The amendment deadline allows time after amendment submission for the program office to review and will help ensure funds are available in the correct budget area for claiming by the August 15 final claims deadline. Pending amendments and unbudgeted amounts may prevent claims submission. The deadline helps assure all pending and unbudgeted amounts are cleared prior to claiming deadlines. Amendment requests for expenditures occurring on July 1, 2024, or after, can be entered into GAPS beginning August 16, 2024.

August 15 - Final Day for Expenditure Claims For Federal Grants

Expenditure claims submission deadline for June 30 expenditures is August 15. Expenditure claims submitted to the Office of Finance after August 15, 2024, for expenditures from July 1, 2023 through June 30, 2024, will not be paid. **Deadline will be strictly enforced.** Refer to [Fiscal Year 2024 Federal Grant Close Out Memo](#).

First Quarter Claims for Fiscal Year 2025

1st Quarter Claims for FY 2025 will not be allowed entry into GAPS until after August 15, 2024.

Quarterly Claims Due Dates

Quarter 4 - due August 15

The New Period of Performance guidance may dictate off-cycle final claim dates. A full 45 day claiming window may not be allowed after receipt of goods and/or services. Refer to GAN and final report date in GAPS.

State Grants in GAPS - Earlier Final Claim Deadline than Federal Awards. Refer to GAN.

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.

GAN Changes Regarding Period of Performance End Dates

For all federal subawards active (not yet liquidated) as of October 17, 2022, subrecipients will have 90 days after the Period of Performance end date to receive, pay, and claim goods and/or services obligated by the Period of Performance end date. Goods and/or services must be obligated by the end of the Period of Performance. Goods and/or services must be paid and claimed based on date of receipt of the goods and/or services. For example, a Period of Performance end of September 30, where goods and/or services obligated by September 30, and are received by September 30 should be claimed by November 15 as a 1st Quarter claim, and goods and/or services received after September 30 should be claimed by December 30 as a 2nd Quarter claim.

Subrecipients should be aware that subawards close on the 90th day after the Period of Performance end date and that ***a full 45 day claiming window may not be allowed***. Subrecipients should also ***take into consideration the Accounts Payable cycle of your entity*** in that invoices may be required submission earlier than the grant close-out date in order to be paid and claimed by that date. The extended time after Period of Performance end allows time to receive, pay, and claim. Consideration must be given for your internal processes. The grant will close on the 90th day after Period of Performance ends. Also, be aware of the off-cycle final claims dates that may occur due to Period of Performance end dates.

Final Quarterly Claim dates may not always fall on November 15, February 15, May 15, or August 15 if the Period of Performance end date dictates a different date. Refer to your GAN and to the Final Report Date in GAPS.

ESSER Quarterly Report

The next ESSER quarterly reporting date is July 5, 2024 (for claims submitted from April 1, 2024 - June 30, 2024).

There are online ESSER quarterly report forms on the ESSER webpages. See links below.

ESSER II: [ESSER II Funding Information](#)

ARP ESSER: [ARP ESSER Funding Information](#)

Districts are only being asked to report funds claimed in GAPS during the quarter. The quarter the claim reflects, no longer has any relevance to the quarterly reports. The only relevancy with the new reports is when the claim was submitted in GAPS. For example, any claim submitted between January 1, 2024, and March 1, 2024, should be reported on the April 5 report due date. Districts are required to submit a quarterly report for each grant, even if no claims for that grant were submitted during the quarter.

If there are no expenditures to report for ESSER II or III during the quarter, simply indicate on the report "0" or email scesser@ed.sc.gov stating there were no expenditures to report for the quarter.

Maintaining SAM Registration to Comply with 2 CFR Part 25

All school districts must maintain an active registration in the federal System for Award Management (SAM) to receive federal funds. This includes ESSER funds, Title I funds, IDEA funds, etc. Because a district's SAM registration is only active for one year (12 months), it must be renewed annually *before it expires* so that the registration does not

lapse. A lapsed SAM registration means the SCDE cannot award or release federal funds until the district again has an active registration.

The SCDE strongly encourages school districts to set an internal control to ensure their district's SAM registration is renewed annually *before* it expires. Such a control will help mitigate the risk that the district's SAM registration will lapse which will lead to a stop in the flow of federal funds until the registration is once again active.

The following suggestions for internal controls that can help ensure your district's SAM registration does not lapse.

- Establish written procedures for staff turnover that include continuity of bank account information and key registrations including the district's SAM.gov registration. Assure that all staff is knowledgeable of and has access to these procedures.
- Define key financial duties and who is responsible for those duties.
- Segregate duties so that more than one person is responsible for completing the registration process and is aware of the registration expiration.
- Employ check-out procedures for turnover of key personnel to assure that passwords, signature authority, etc. of exiting key personnel is removed and assigned to replacement personnel.

AUDITING SERVICES

New Audits Manager

Richelle Melvin
ramelvin@ed.sc.gov
803-734-8453

Detailed Schedule of Due to Funds

Invoices were sent out for the amounts listed as being due to the SCDE in the FY 2022-2023 annual audit report. Invoices were sent to the superintendent. Please remit payment to the SCDE prior to the close of the fiscal year if you haven't already. If you received a bill and have already made payment, please send a copy of the payment record to auditingervices@ed.sc.gov. If you need a copy of the invoice, feel free to contact Jenny Padgett in the Office of Finance.

Indirect Cost Rates

Indirect cost rates have not been disseminated for Fiscal Year 2024-25 due to technology issues with the LEA Audit Reporting System (LARS). Indirect cost rates for fiscal year 2024-25 will be disseminated as soon as possible. The SCDE's technology team is working to address this technical issue.

Subrecipient Risk Assessment Scores

The Office of Auditing Services has distributed Fiscal Year 2022-23 risk assessment scores. If you have not received your risk assessment score, or if you have any questions, please contact Hershula Davis.

ESSER – Indirect Cost

ESSER funds are not subjected to the supplement, not supplant requirement. Therefore, districts may claim up to the approved unrestricted indirect cost for this program.

This is a reminder: Recoupment of indirect cost is not allowed on excluded costs. Examples of excluded costs include facility acquisition and construction costs (Function 253), food service costs (Function 256 and object 393), other charges (Function 400 series), debt service costs (Function 500 series), equipment (object 540 series), subawards in excess of \$25,000 (Function 265), and unused leave payments (object 140). This applies to all federal grant awards including ESSER federal awards.

ESSER – Unallowable Expenditures

According to ED, LEAs may not spend ESSER funds on:

- Subsidizing or offsetting executive salaries and benefits of individuals who are not LEA employees, or
- Expenditures related to state or local teacher or faculty unions or associations.

RESOURCES

Financial Manuals

- [South Carolina Educator System User Manual](#)
- [FY 2023-24 Funding Manual](#)

Student Accountability

- [Student Accountability Manual 2017](#)

Audit Guide

- [FY 2022-23 Annual Audit Guide - South Carolina Department of Education](#)

Financial Accounting Handbook

- [SCDE's Financial Accounting Handbook](#)

SC Educator System Users

- [2021-22 SC Educator System Compensation User Manual](#)
- [Position Code List for FY 23-24](#)

School District Website Requirements

Click [here](#) for school district website requirements.

Prior Finance Newsletters

Click [here](#) for prior Finance newsletters

DATES TO REMEMBER

EFA/State Funding Release Dates - 2023-24

June 21

EFA/State Funding Release Dates - 2024-25

July 22

August 22

September 20

October 22

November TBD

December TBD

January 22

February 21

March 21
April 22
May 22
June 20

Due Dates for SCDE Reports - 2023-24

Listed below are reports required by the Office of Finance and their due dates for 2023-24. Reports 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.

June 30

[Funding Flexibility Form for Fiscal Year 2023-24](#)

All students graduate prepared for success in college, careers, and citizenship. Supporting students and schools to meet the [Profile of the South Carolina Graduate](#).

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