



# SOUTH CAROLINA DEPARTMENT OF EDUCATION

## CHIEF FINANCE OFFICE - MARCH 2024 - ISSUE 9



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

### Office of Finance Contacts

**Financial Services** – Melanie Cooper (803-734-8135), 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)

### New Mileage Rate

The General Appropriations Act provides for mileage reimbursements at the standard business mileage rate established by the Internal Revenue Service (IRS). The IRS mileage reimbursement rate is 67 cents per mile for business travel taken on or after January 1, 2024.

The same proviso in the General Appropriations Act also directs a reimbursement of 4 cents per mile less than the standard business mileage rate when an employee chooses to use his or her personal vehicle when a state-provided long-term lease vehicle or state-contract rental car is reasonably available. This rate will change to 63 cents per mile for reimbursement for business travel taken on or after January 1, 2024.

## **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 for 2023.

## **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**

Always keep us informed of finance personnel changes through the fiscal year. Notify Kim Moss, at [kmoss@ed.sc.gov](mailto:kmoss@ed.sc.gov), as changes occur and resubmit the [District Business Officials' Contact Form](#) to revise your changes.

**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 13<sup>th</sup> 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 House Ways and Means Committee Budget Projections](#)

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

[135 Day Data Verification Memo](#)

[Spring SCASBO Conference PowerPoint Presentation](#)

[Revenue per Pupil Report by School District Fiscal Year 2023-24](#)

[InSite LEA Guidance and Reporting Tool](#)

[Noncompetitive Procurements with Federal Funds](#)

[District Business Officials' Contact Form](#)

[ESSA Guidelines](#)

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

## FINANCIAL SERVICES

### New or Updated Payments for March

Revenue Code	Sub fund	Description
3135	935	Reading Coaches
3160C	100	Bus Driver Sled Check
3502	302	ADEPT
3532	332	National Board Certification
3535	335	Reading Coaches
3567	367	CPR Instruction
3571	371	CSI & Priority
3670	970	School Safety Upgrades

### **Revenue Code 3567 - CPR Instruction**

Pursuant to The Comprehensive Health Education Act [§59-32-10(A)], each South Carolina district is required to provide students instruction in cardiopulmonary resuscitation (CPR) and awareness of the use of automated external defibrillators at least once during the entire four years of grades nine through twelve. Funds were allocated to assist schools in meeting this requirement through a provision in the budget:

1A.70. (SDE-EIA: Instructional Materials) Of the funds appropriated for Instructional Materials, \$250,000 shall be used to assist individual schools and/or districts to implement Ronald Rouse's Law requiring high school students to receive non-credentialed CPR instruction in health education class. Funds may be used to purchase, replace, and maintain equipment and training materials. Priority shall go to schools and districts determined high-need. High-need may be determined by using a district's Index of Taxpaying Ability. Based on the Index of Taxpaying Ability, your district is being provided funds. The distribution can be used to purchase full training kits and allows for some additional supplies (e.g., instructor materials, student manuals, replacement valves, face shields, mats, masks, etc.).

Revenue code 3567 and sub-fund 367 have been set up for districts to receive funds for Proviso 1A.70. The title for revenue 3567 is CPR Instruction. CPR instruction funds will be released with your March monthly district payments on the 22nd.

### **Pupil Accounting Dates**

The 135-day membership collection will open on March 25, 2024, and close April 16, 2024. Please reference [memo dated March 19](#) for more information.

### **Medicaid Match**

March EIA payments include the district withheld Medicaid match for February.

### **In\$ite and ESSA Reporting**

Refer to the email sent Wednesday, October 11, 2023, regarding submission of In\$ite and ESSA reporting. The reporting tool is designed to analyze three-digit fund, function, and object codes along with the School Identification Numbers (SIDN's) provided by the SCDE. ESSA guidelines and the reporting tool to include membership data for the 22-23 school year were shared with you as attachments in the October 11, 2023, email. Please share with appropriate staff in your district along with your charter schools. The deadline to submit In\$ite and ESSA data was December 1, 2023. Please email ALL completed templates to Michael Scheele at [mscheele@ed.sc.gov](mailto:mscheele@ed.sc.gov).

## **GRANTS ACCOUNTING**

### **Contact Information for Grants Accounting Staff**

Please use email address group, [grantsaccounting@ed.sc.gov](mailto: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](mailto: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 – H63020350924  
Grant Name – Arts  
Sub Grant Name – 24 Arts in Education – EAAP  
Sub Grant End Date – 5/30/2024  
Final Claims Due/Final Report Date – 06/16/2024

Grant Number – H63020350924  
Grant Name – Arts  
Sub Grant Name – 24 Arts in Education – DAP  
Sub Grant End Date – 5/30/2024  
Final Claims Due/Final Report Date – 06/16/2024

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

## **Office of Health and Nutrition - Year to Date Financials for School Year (SY) 2022-23**

Just a friendly reminder that all Final Audited YTD Financials for SY 2022-23 should be submitted in SCAPS by January 31 of each year. Please complete your financials on the revised SLP4 form. ***All financials are to be entered into SCAPS, must match your audited figures, and entered no later than January 31, 2024.***

Please remember that all SLP4 forms must be completed to ***include the Operating Balances and must have all required signatures.***

Please submit your [SLP4 form](#) via email to Heather Snelgrove at [hsnelgrove@ed.sc.gov](mailto:hsnelgrove@ed.sc.gov).

## **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 10<sup>th</sup> of each month for prior month claims. Claims are approved by the 15<sup>th</sup> of the month and paid on the 15<sup>th</sup> of the month.

## **Noncompetitive Procurements with Federal Funds**

Reference email dated August 4, 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.

## **Payments to Counties**

Payment to County Reports are posted on our website. External auditors should be assigned a role to view all reports in GAPS.

## **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.

## **FY24 Amendment Deadlines**

All budget amendments and/or new budgets for all grants expenditures that will be incurred on or before June 30, 2024, must be entered into GAPS no later than June 30, 2024, unless an earlier deadline is referenced on the GAN. No budget amendments or new budgets will be allowed entry into GAPS from July 1, 2024, through August 15, 2024. 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.

### **Final Claims Deadline**

Expenditure claims submitted to the SCDE 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.** Claims must be in the status "Submitted to SCDE Finance" by August 15 to meet the deadline. Please run and monitor reports frequently to help assure status of budget amendments and claims. Earlier final claims deadlines on GANs must be honored. Consult your GAN for earlier reporting deadlines.

### **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 3 - due May 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.

### **Quarterly Claims Due Dates**



## **ESSER Quarterly Report**

The next ESSER quarterly reporting date is April 5, 2024 (for claims submitted from January 1, 2024 - March 31, 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](mailto: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**

## **FY 2022-23 Annual Audit Guide**

The FY 2022-23 SCDE Annual Audit Guide was distributed via e-mail to independent auditors who are on the OAS auditor distribution list. If your district's auditor did not receive the e-mail, please contact us at [auditingervices@ed.sc.gov](mailto:auditingervices@ed.sc.gov).

## **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](#)

### **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**

March 22  
April 22  
May 22  
June 21

### **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.

December 1

2022-23 Audits, In\$ite, and ESSA  
Financial Transparency Report

March 25 - April 16

135th Day Pupil Accounting  
Collection Period

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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