



SOUTH CAROLINA DEPARTMENT OF EDUCATION

CHIEF FINANCE OFFICE

*January 2017-2018
Issue 7*

Please use the newly established e-mail for submitting information to Financial Services at financesvcs@ed.sc.gov.

January 2018 - 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, Michael Thom at 803-734-5081, Nick Michael at 803-734-8145, Diane House at 734-8128, or Melissa Myers at 803-734-8453.

New Payments for January

Revenue	Subfund	Description
3155	955	DSS SNAP E&T Program
3160C	100	SLED Check – School Bus Drivers
3187	917	Teacher Supply
3193	919	Apple Tags
3577	377	Teacher Supply
3589	389	IDEA MOE TIER 2

Teacher Supply Reconciliation

Your January payments reflect any additional or adjusted payment amount using the December 1 PCS information. Reports are available in PCS showing eligible staff that was funded.

NBC Teachers Newly Certified – Additional Funding

Additional funding for National Board Teachers that recently received their certificates will be included in the January payments. These teachers will be receiving the \$5,000 supplement for a period of five years.

Fringe Benefits – Revenue 3180

Fringe Benefit allocations have been updated using 45-day WPU's.



Office of Finance Contacts:

Financial Services – Nick Michael and Ann Castro

Grants Accounting – Diane House

General Budget and Finance Questions – Nancy Williams, Michael Thom, and Nick Michael

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](#).

Recently Posted Correspondence/Data

[Apple Tag List – 2nd Quarter - 2018](#)

[School Closings due to Extreme Weather - FAQ](#)

[Revenues Per Pupil Report by School District – FY 17-18](#)

[FY 2018 Revised Career and Technology Education Allocations](#)

[School Year 2017-18 Assurance Form to Employ Retired Individuals](#)

Proviso Billing Rate

The daily rate for FY 2017-18 is \$4.04.



EFA Base Student Cost

Reference Nancy’s email dated January 18, 2018, regarding EFA Base Student Cost. EFA payments have been updated based upon the 45 day student counts and the updated academic assistance weighting. Unfortunately, we had to cap base student cost by \$10 to \$2,415.

Mileage Rate

The General Appropriations Act in Proviso 117.20.J provides for mileage reimbursements at the standard business mileage rate established by the Internal Revenue Service. The IRS mileage reimbursement rate is 54.5 cents per mile for business travel taken on or after January 1, 2018.

The same proviso also directs a reimbursement rate 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 motor pool vehicle is reasonably available. This rate changed to 50.5 cents per mile for reimbursement for trips taken on or after January 1, 2018.

FY 2016-17 Administrative Cost Reporting

As a reminder, in compliance with Proviso 1.44, districts are to post their Administrative Cost Report to their website no later than 60 days after the December 1 audit submission. Please provide us with a copy of the report or a link to the report on your website.

The functions that are to be reported (across all funds) are: 223, 231, 232, 233 (exclude object 111 and 200’s) 252, 254, 257, 259, 261, 263, 264 and 266. Reference [InSite Crosswalk](#).

Reminder – Proviso 1A.84 (Aid to Districts – Technology) Requirements

As a reminder, Proviso 1A.84 requires that districts submit a technology plan to the K-12 Technology Committee for permission to expend its allocation on other technology-related uses. See paragraphs taken from proviso below:

Funds distributed to a school district may only be used for the following purposes: (1) To improve external

connections to schools, with a goal of reaching at least 100 kilobits per second, per student in each school by 2017; (2) To improve internal connections within schools, with a goal of reaching at least 1 megabit per second, per student in each school by 2017; or (3) To develop or expand one-to-one computing initiatives.

A school district that has achieved each of the above goals may submit a plan to the K-12 Technology Committee for permission to expend its allocation on other technology-related uses; such permission shall not be unreasonably withheld and the K-12 Technology Committee must permit districts to appeal any process should a district not receive approval and must provide technical assistance to districts in developing plans should the district request such.

Funds appropriated may not be used to supplant existing school district expenditures on technology. By June 30, 2018, each school district that receives funding during Fiscal Year 2017-18 must provide the K-12 Technology Committee with an itemized report on the amounts and uses of these funds, using a form developed by the Education Oversight Committee. In this report, a school district must provide information on its efforts to obtain reimbursements through the "E-Rate" Schools and Libraries Program administered by the Universal Service Administrative Company. Within its available resources, the K-12 Technology Committee shall support school districts' efforts to obtain these reimbursements.

New Revenue Codes for FY 2018

Please use the following new revenue/sub fund codes to set up accounts for new revenue and updated EFA revenue to be received for FY 18.

Education Foundation Supplement	3375	100
Aid to Districts – Technology	3507	307
Career and Technology Education	3529	329
Capital Improvement Plan	3593	393

PCS User Manual and Position Code List

The 2017-18 PCS User Manual, Position Code list and PCS User Access form can be found at the following links:

[PCS User Manual - FY 17-18.](#)

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

Revised Form/Procedures - Flexibility FY 17-18

The flexibility form and procedures for FY 17-18 has been revised to include language regarding state and federal district website requirements. The updated form is available on-line at the following link: [Flexibility Procedures and Form - FY 17-18](#).

In\$ite 2016-2017

If you have not already provided your In\$ite file or general ledger for 2016-2017, please do so as soon as possible. The preferred method is via email to Nick Michael, nmichael@ed.sc.gov.

School District Website Requirements

The SCDE has created a document containing State and Federal requirements for school district websites and other public awareness resources for the 2017-18 school year. See [memo](#). Questions should be directed to Valarie Byrd, Senior Consultant, Total Quality Management Services, vbyrd@ed.sc.gov, 803-734-1434.



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.

From the Office of Federal and State Accountability

Title I supplement, not supplant requirements have changed with the Every Student Succeeds Act (ESSA). The [changes with ESSA](#) is intended to alert local education agencies (LEA) to the new requirement as they design their 2018-19 budgets and to generate discussion with LEA on implementation. It is the intent of the Office of Federal and State Accountability, Finance, and Auditing to work with stakeholders during 2017-18 in designing a reasonable monitoring system for Title I supplement, not supplant.

GAPS - Zero Expenditures Listing Is No Longer Required.

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.

GAPS Role for External Auditors

Please request that your Web Access Coordinator assign the "Grants Acct External Auditor" role to your team of external auditors when they begin your audit. This will provide them full access to the reports related to your subgrant awards in lieu of the old project masters that were mailed each year.



Science Kit Refurbishment Allocations

The 2017-18 district allocations for the refurbishment of science kits are posted on the web: [Refurbishment of Science Kits - 2017-18 Allocations](#). Please share this information with your district science coordinators and finance managers.

Caravan and Training Registration

Registration must be completed prior to the event for the OIM staff and publishers to adequately plan for the number of attendees. A separate registration form is required for each individual attending. An individual may use the same form to register for the caravan and

Caravan and Training Registration - continued

the Destiny training. To register for one of the sites listed below, please use the following link: [Caravan and Destiny Training Registration](#).

Caravan information:

LOCATION	DATE	MEETING FACILITY
Myrtle Beach	Monday, January 22	Sheraton Convention Center, 2101 North Oak Street, Myrtle Beach, SC 29577
Florence	Tuesday, January 23	Southeastern Institute of Manufacturing Technology (SiMT), 1951 Pisgah Road, Florence, SC 29501
North Charleston	Wednesday, January 24	Hilton Garden Inn, 5265 International Boulevard, North Charleston, SC 29418
Beaufort	Thursday, January 25	Holiday Inn Hotel, 2225 Boundary Street, Beaufort, SC 29902
Columbia	Friday, January 26	Saluda Shoals – River Center, 5605 Bush River Road, Columbia, SC 29212
Rock Hill	Wednesday, January 31	Baxter Hood Conference Center, 375 South Anderson Road, Rock Hill, SC
Spartanburg	Thursday, February 1	Summit Pointe Conference Center, 805 Spartan Boulevard, Spartanburg, SC
Greenville	Friday, February 2	Embassy Suites Hotel, 670 Verdae Boulevard, Greenville, SC

The agendas with specific meeting times for each location will be sent to registered participants closer to the date of the meeting and will be posted on the SCDE’s instructional materials website at <https://ed.sc.gov/finance/instructional-materials/instructional-materials-and-district-selections/> after December 15th. Districts and schools should order examination samples for the caravan areas using their normal process. For questions or additional information, please contact the OIM (803-832-8210; textbookorder@ed.sc.gov).



FY 2016-17 Annual Audit Submission

By law districts must submit audited financial statements to the SCDE no later than December 1 of each year. In some situations (e.g., catastrophic floods, hurricanes) districts have not been able to complete their audits by that date. Under Act 23, if the audits are not received by the SCDE by January 30, then the State Superintendent

must declare a fiscal caution. LEAs who have not submitted the annual audit report that was due on December 1 will receive correspondence from the State Superintendent of Education regarding the nonsubmission. Members of the School Board and legislative delegation will also be copied.

Time and Effort Requirements

The SCDE Terms and Conditions and Assurances require employees whose salary is charged in whole or in part to a federal cost objective must complete either

the monthly personnel activity report (PAR) or the semi-annual certification. Certifications are required for those whose salary is charged 100% to a federal cost objective. The PAR is required for any employee whose salary is charged less than 100% to a federal cost objective or to multiple federal cost objectives.

Time and Effort Clarification for Food Service Employees

Food Service employees are exempt from the requirement to prepare personnel activity reports or certifications. However, if the food service employee also works on another federal cost objective, the employee must complete the required time and effort reporting.

Substitute System for PAR’s

The USDE established guidance allowing an SEA to permit an LEA to use substitute documentation such as a teacher’s course schedule as adequate documentation for the time and effort of an individual who works on a predetermined schedule.

An individual documenting time and effort under the substitute system would be permitted to certify time and effort on a semiannual basis, provided the LEA's substitute system meets requirements.

In order to use the substitute system, the LEA must certify to the SEA that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Additionally, the certification must include a full disclosure of any known deficiencies with the system or

Substitute System for PAR’s (continued)

known challenges with implementing the substitute system.

To review this guidance in full along with examples of acceptable substitute system, see <http://www2.ed.gov/policy/fund/guid/gposbul/time-and-effort-reporting.html>.

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:

<u>Source of Fund</u>	<u>Revenue Code</u>	<u>Subfund</u>
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 *
*Districts choose any subfund available for use in the 800 series.		

Financial Manuals

[FY 2017-2018 PCS User Manual](#)

[FY 2017-2018 Funding Manual](#)

Accounting Handbook

[FY 2016 - 2017 Financial Accounting Handbook Updates- South Carolina Department of Education](#)

Student Accountability Manual – Revised Fall 2017

<https://ed.sc.gov/finance/financial-services/manual-handbooks-and-guidelines/student-accountability-manual/>

Audit Guide

[FY 2016-2017 Annual Audit Guide - South Carolina Department of Education](#)

EFA/State Funding Release Dates – 2017/2018

January 22	April 20
February 22	May 22
March 22	June 22

Due Dates for SCDE Reports 2017-2018

Listed below are reports required by the Office of Finance and their due dates for 2017-18. 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.

April 4	INITIAL MEMBERSHIP/ATTENDANCE 135 DAY REPORT INITIAL STUDENT ACCOUNTABILITY 135 DAY REPORT
April 30	PCS UPDATES FOR 135 DAY FUNDING (\$)
April 30	MEMBERSHIP/ATTENDANCE CERTIFY 135 DAY REPORT (\$) STUDENT ACCOUNTABILITY CERTIFY 135 DAY REPORT (\$) HOME INSTRUCTION REPORT (\$)
June 29	FINAL CHANGES TO PCS/ TECHNOLOGY PROFICIENCY FOR FY 17-18
June 29	FUNDING FLEXIBILITY FORM 2017-18



How Can You Protect Yourself from Cybercrime?

Use Strong Passwords

When creating a password, use at least 10 characters, with a combination of uppercase and lowercase letters, numbers, and symbols. Do not share your password with anyone! Change it on a regular basis, every 30-90 days.

Keep Your Inbox Safe

Enable email scanning by your anti-virus, don't trust attachments, disable automatic previewing, and never respond to email request for personal or agency account information.

Be Cautious About Links and Attachments

Be cautious about all communications you receive including those alleged to be from coworkers, friends, and family, and be careful when clicking on links in those messages. When in doubt, delete it!

Turn Off Your Computer

With the growth of high-speed Internet connections, many people will opt to leave their computers on and ready for use. The downside is that being "always on" renders computers more susceptible. Beyond firewall protection, which is designed to fend off unwanted attacks, turning the computer off effectively severs an attacker's connection—be it spyware or a botnet that employs your computer's resources to reach out to other unwitting users.

Protect Your Personal Information

Be aware of financial and sensitive information you give out. Cybercriminals will look at your social networking webpage to find information about you--remember, many of the answers to website and bank security questions can be found online, like the color of your car (remember posting that picture on Facebook of you standing in front of your car).

Review Your Financial Statements Regularly

Cybercriminals find loopholes and your accounts may get hacked through no fault of your own, so review your financial statements regularly. Contact your financial institution immediately if you see any suspicious looking activity. As South Carolina residents, we are eligible for free credit monitoring. You can sign up on the following website

<https://www.csid.com/scidprotection/>.

Kimberly S. Moss
Financial Newsletter Editor