

ALBUQUERQUE PUBLIC SCHOOLS

GRANT MANAGEMENT

CHARTER SCHOOL PROCEDURES MANUAL



June 2014

# Table of Contents

Beginning of Year	3
<u>Planning Allocations</u>	3
<u>Program Planning (Proposal Writing)</u>	3
<u>Beginning budgets</u>	3
During the year	5
<u>Allocation Changes</u>	5
Award Adjustment Letters	5
BAR process	6
Proposal Changes	6
<u>Compliance</u>	6
Monitor OBMS for BAR's	6
MOE for Special Ed	6
Backup Documentation	8
Program Proposals	8
Purchases	8
Inventory	9
Non-allowable Purchases	10
Travel Reimbursements	10
Spending Ideas for Parent Involvement	10
Supplement not Supplant	11
Time and Effort	12
Audit	15
Helpful Links	15
<u>Request for Reimbursements</u>	15
OBMS Entry & Monitoring	15
Backup Documentation	16
Financial Tips	16
Deadlines	17
End of Year	18
<u>Final Request for Reimbursement</u>	18
Specific deadlines for SY 13-14	18
Contact Information	18
<u>Grant Staff</u>	19
Technicians	19
Specialists	19
Other Staff	19
<u>Program Staff</u>	20
Main Contact by grant	

# Beginning of Year

## Planning Allocations

During budget planning season (approximately March-May) individual planning letters will be emailed to the business manager and the principal. Use these amounts to complete the next step of program planning-proposal writing for each fund.

## Program Planning (Proposal Writing)

Each fund requires a plan of spending. Work with the appropriate APS program office (see contact section in this manual) to prepare the proposal. A copy of the proposal is to be emailed to the appropriate grant management technician (see contact section in this manual). As changes to the proposal happen throughout the year, an updated copy of the proposal is to be sent to the grant management technician.

## Beginning Budgets

Once the allocation has been received and the proposal written, prepare a budget that reflects the spending requirements for the proposal. This budget is to be loaded into OBMS as part of the beginning of the year budget process. This is NOT done through the BAR section of OBMS, but rather is done in the budget section of OBMS.

When entering budgets for funds that run through APS grant management, use revenue code 41924 unless otherwise directed in the specific award letter.

Sample beginning allocation letter:



May 3, 2013

158  
ABC Charter  
123 Main Street  
Albuquerque, NM 87109

Dear Business Manager,

Please accept this letter as your FY 2013-2014 Planning allocation notice from APS for the accounts and amounts listed below. You will need to use these amounts in your beginning/approved budget in OBMS. I have confirmed with the OBMS folks at POD that the system will NOT create your beginning budget. You will need to enter these awards in OBMS. **PLEASE BE SURE TO USE REVENUE CODE 41924 FOR ALL FUNDS LISTED BELOW**

All cash requests for reimbursement of funds will be processed through OBMS/APS. Please use this letter as any backup documentation that PED may require.

24106 IDEA B.....\$ 9,000

Thank you!

*Teresa Scott*

Teresa Scott  
Director, Grant Management  
505-880-3777  
scott\_teresa@aps.edu

# During the Year

## Allocation Changes

### *Award Adjustment Letters*

As adjustments happen throughout the year, separate award letters will be emailed to the business manager and principal indicating the change. Types of changes include, increases, decreases, carryover and new awards

### Sample adjustment letter:



ALBUQUERQUE PUBLIC SCHOOLS

*Expect Great Things!*

Winston Brooks  
SUPERINTENDENT

May 3, 2013

1799-158  
ABC Charter  
123 Main Street  
Albuquerque, NM 87109

Dear Business Manager,

Please accept this letter as your award adjustment for FY 2013-2014 notice from APS for the accounts and amounts listed below. Please follow the BAR entry process in the Albuquerque Public Schools, Grant Management, Charter School Procedures Manual to establish your BAR in OBMS.

All cash requests for reimbursement of funds will be processed through OBMS/APS as outlined in the APS-GM-Charter School Procedures Manual.

Attach this letter as any backup documentation that PED or any other agency may require.

Grant Name	UCOA Fund Code	Planning Allocation	Final Allocation	Current OBMS Approved Budget	BAR Adjustment Amount
IDEAB	24106	\$ 9,000	\$ 12,000	\$ 9,000	\$ 3,000

**If you have any questions, please feel free to contact me.**

**Thank you!**

Sincerely,

*Teresa Scott*

Teresa Scott, Director  
Grant Management Department  
PO Box 25704  
Albuquerque, NM 87125-0704  
(p) 505-880-3777  
(f) 505-830-1141

## *BAR Process*

1. Charter receives an award from PED that states that the district has to budget the funds on the Charter's behalf, or Charter receives a letter from APS.
2. Charter is to notify APS Grant Management (GM) immediately with a copy of the award if PED indicates that it runs through the district.
3. APS will submit the award letter through our normal board process.
4. Charter should also submit the award through its own governing council process for approval.
5. Once APS receives board approval, Grant Management staff will enter a budget adjustment request (BAR) into OBMS for PED approval.
6. Once PED approves the APS-BAR, OBMS will automatically generate the BAR for the charter with the revenue side already entered.
7. Charter enters expense line budgets and submits the BAR to PED with its council approval date.
8. PED approves/denies BAR.

❖ **Notify Ryan Short with ANY questions on your BAR's, including voiding BEFORE submitting or voiding them.**

## *Proposal Changes*

Any and all changes to the scope of work within a grant must have prior approval through the APS Program office for the corresponding grant. Using the list in this manual under contacts, notify the appropriate department and submit any required paperwork. A copy of the approved changes is to be copied to Grant Management.

## **Compliance**

### *Monitor OBMS for BAR's*

Consistently monitor OBMS for Budget Adjustment Requests which need processing. Many schools are not completing or submitting BAR's. And many are failing to provide backup. It is imperative that all BAR's be completed and submitted with proper back up. It is the Charter's Business Manager's responsibility to monitor OBMS for outstanding items. At any time that a BAR was created by the grant management department and there are questions or concerns or you disagree with the BAR amount, please contact our office.

### *MOE for Special Ed*

The NM Public Education Department is holding APS responsible for assuring that all charters under its jurisdiction meet the maintenance of effort federal requirement. APS will periodically provide you a copy of our analysis of your expenditures for special education personnel from operational funds for the current year compared to your expenses and encumbrances for the current year for special education personnel from operational funds. This analysis will show that your school did or did not meet the maintenance of effort federal requirement.

If your school is not in compliance, your school may become compliant if you can demonstrate that you meet one or more of the legal exceptions.

If your school is out of compliance at any time, requests for reimbursement under IDEA will be on hold by APS until such time that compliance is met.

We have provided below the pertinent parts of the federal regulations, for your convenience:

#### **Sec. 300.203 Maintenance of effort.**

(a) General. Except as provided in Sec. Sec. 300.204 and 300.205, funds provided to an LEA under Part B of the Act must not be used to reduce the level of expenditures for the education of children with disabilities made by the LEA from local funds below the level of those expenditures for the preceding fiscal year.

(b) Standard. (1) Except as provided in paragraph (b)(2) of this section, the SEA must determine that an LEA complies with paragraph (a) of this section for purposes of establishing the LEA's eligibility for an award for a fiscal year if the LEA budgets, for the education of children with disabilities, at least the same total or per capita amount from either of the following sources as the LEA spent for that purpose from the same source for the most recent prior year for which information is available:

(i) Local funds only.

(ii) The combination of State and local funds.

(2) An LEA that relies on paragraph (b)(1)(i) of this section for any fiscal year must ensure that the amount of local funds it budgets for the education of children with disabilities in that year is at least the same, either in total or per capita, as the amount it spent for that purpose in the most recent fiscal year for which information is available and the standard in paragraph (b)(1)(i) of this section was used to establish its compliance with this section.

(3) The SEA may not consider any expenditures made from funds provided by the Federal Government for which the SEA is required to account to the Federal Government or for which the LEA is required to account to the Federal Government directly or through the SEA in determining an LEA's compliance with the requirement in paragraph (a) of this section.

**Sec. 300.204 Exception to maintenance of effort.**

Notwithstanding the restriction in Sec. 300.203(a), an LEA may reduce the level of expenditures by the LEA under Part B of the Act below the level of those expenditures for the preceding fiscal year if the reduction is attributable to any of the following:

(a) The voluntary departure, by retirement or otherwise, or departure for just cause, of special education or related services personnel.

(b) A decrease in the enrollment of children with disabilities.

(c) The termination of the obligation of the agency, consistent with this part, to provide a program of special education to a particular child with a disability that is an exceptionally costly program, as determined by the SEA, because the child--

(1) Has left the jurisdiction of the agency;

(2) Has reached the age at which the obligation of the agency to provide FAPE to the child has terminated; or

(3) No longer needs the program of special education.

(d) The termination of costly expenditures for long-term purchases, such as the acquisition of equipment or the construction of school facilities.

(e) The assumption of cost by the high cost fund operated by the SEA under Sec. 300.704(c).

### *Backup Documentation*

The charter school is required to follow state and federal laws for maintaining documentation. The documents are to be held by the charter. If documentation is requested by APS, the Charter will be required to present copies for our review. Upon occasion, we may need to see originals, at which time; we will travel to the location of the documents with a Charter staff member to allow access. Please familiarize yourself with the statutes concerning documentation retention as cited in the Manual of Procedures-Public Schools Accounting and Budgeting. The Manual can be found on the PED website at: <http://ped.state.nm.us/div/fin/school.budget/PSAB/index.html>.

### *Program Proposals*

Compliance on the program level will be handled by each individual program department by grant (see contact section of this manual).

### *Purchases*

All purchases must follow the procurement codes. Some guidance for procurement can also be found in the Manual of Procedures-Public Schools Accounting and Budgeting. The Manual can be found on the PED website at: <http://ped.state.nm.us/div/fin/school.budget/PSAB/index.html>.

Basic Section 13-1-125 of the NM Procurement Code Guidelines are:

Goods:

- ≤ \$20,000: best obtainable price
- \$20,000 to \$59,999.99: Three written quotes

Professional Services:

- ≤ \$20,000: best obtainable price
- \$20,000 to \$59,999.99: Three written Quotes
- ≥ \$60,000: Bids & RFP for Goods and services

## *Inventory*

Tangible equipment and other assets purchased with Federal funds that flow through APS are the property of APS. All inventory items must also follow the guidelines set forth in the Manual of Procedures-Public Schools Accounting and Budgeting. The Manual can be found on the PED website at: <http://ped.state.nm.us/div/fin/school.budget/PSAB/index.html>.

### ***Fixed Assets/Equipment***

- personal (movable) property w/estimated life ≥1 year
- Retains original shape
- Non-expendable (best to repair not replace)
- Significant investment of money
  - PED ≥ \$5,000 (grants use this figure)
  - APS ≥ \$1,000 (grants are still inventoried)

### ***Equipment Purchased with Federal Funds***

- ✚ When Federal funds through the district are used to purchase equipment consider:
  - Equipment purchased with Federal funds is the property of the district.
  - Equipment may be housed and used in schools/sites where children are served by the specific federal funding source.
  - Federally purchased equipment must be noted on a district maintained equipment inventory.
  - The equipment inventory must include a notation indicating the building/location of the equipment. This includes equipment in participating charter schools and private schools.
- ✚ When federal equipment must be relocated, sold or determined to be obsolete consider:
  - When federally funded equipment is housed in a building that is no longer receiving that federal funding, that equipment must be moved to a location that is served with those federal funds.
  - Obsolete equipment should be marked as such, disposed of according to district policy and the equipment inventory should note the date of the process.
  - Records should be maintained for five years after any transfer/disposal of equipment from the federal program.

### *Non-Allowable Purchases*

This is **NOT** a comprehensive list!

- ✚ No food, except for through parental involvement-reasonable and necessary rules apply, RfR must be accompanied by agenda and sign in sheet.
- ✚ No food, except for during professional development travel. This is on a reimbursement basis and the RfR must be accompanied by the receipts.
- ✚ No Gift Certificates-NO Exceptions
- ✚ No Flowers, plants etc. for incentives
- ✚ No physical Education equipment or supplies unless specifically allowed in a specific grant.
- ✚ No Differentials for endorsements etc.

### *Travel Reimbursements*

Travel reimbursements CANNOT be split between partial actuals and partial reimbursement. This is established in the NM Per Diem and Mileage Act

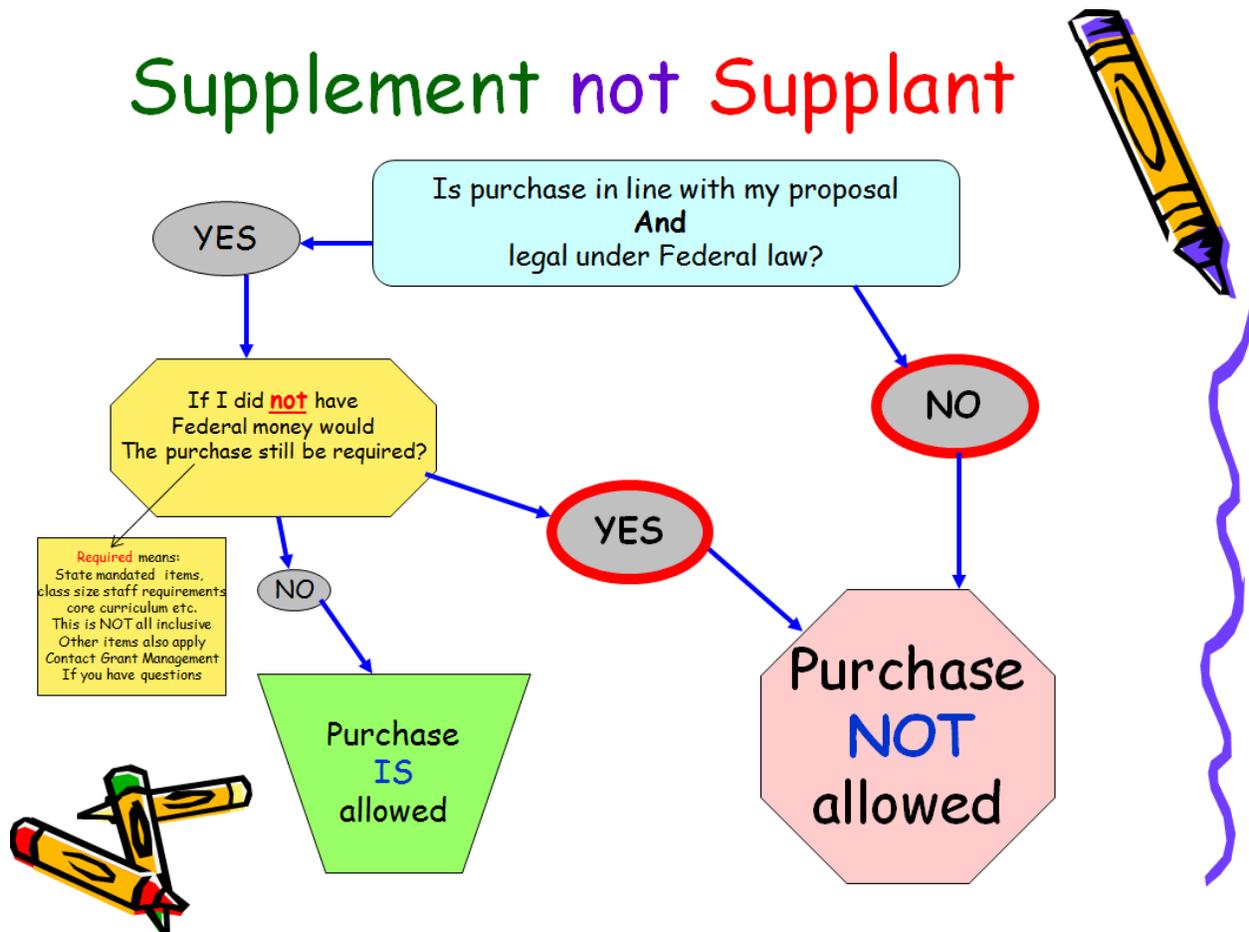
- ✚ If the school pays for the lodging, then the meals MUST be reimbursed based on actual receipts and according to the established limits.
- ✚ If the employee requests per diem, then the employee is responsible for all meals and lodging expenses.

### *Spending Ideas for Parental Involvement*

- Paper for parent newsletters and other family mailings
- Envelopes for parent newsletters and other family mailings
- Postage Stamps for parent newsletters and other family mailings
- Printing services for newsletters and other family mailings
- Stipends to staff for babysitting during planned parental involvement activities
- Curriculum for the parents/students interactions, such as books, papers, pens, rulers, etc. (reasonably priced)
- Snacks for parental involvement meetings (not full meals-RfR's MUST be accompanied by the meeting agenda and sign in sheet)

## Supplement not Supplant

All federal funds are to be supplemental in nature and are not to supplant required purchases. Use this flow chart to help determine if the use is allowable.



## Time and Effort

For employees paid with federal funds, Time and Effort for the cost objective of the funding source is required. Copies of these forms must be faxed to Grant Management on a Monthly basis (505-830-1141). Ensure all employees who are paid with federal funds signs a statement to ensure they understand the requirements for time and effort.

An example of such statement:



### Mandated Reporting for Federal Grant Funded Positions *(Script for training video)*

OMB Circular A-87 of the Federal Register requires that school districts compile time and effort reports for all salaries charged to Federal funds in order to document that work performed is directly related to the intended purpose of the Federal grant. Section H. h. (3) states that "Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employee worked solely on that program for the period covered by the certification." Additionally, section H. h. (4) states that "Where employees work on multiple activities or cost objectives, a distribution of their salaries and wages will be supported by personnel activity reports.." Failure to comply with this requirement can result in the district's loss of Federal funding. This information is collected by APS as follows:

#### For Employees Paid Partially From a Federal Grant

1. On a monthly basis your principal/department head will receive a list of employees at your site paid partially with Federal funds along with a personnel activity report form for each person on the list.
2. A personnel activity report form will be distributed to each employee on the list provided to your principal/department head.
3. Each employee will fill out the form by providing a short description of work performed for each of the dates specified on the form. (instructions are provided on the form)
4. Employees are to sign the form and return them to the principal/department head who will, in turn, sign each form and return them to the Grants Management Department by the deadline date specified on the form.

#### For Employees Paid Fully From a Federal Grant

1. Each semester (semi-annually) your principal/department head will receive a list of employees at your site fully paid with Federal funds.
2. Your principal/department head will sign the form certifying that the duties performed were related solely to the intended purpose of the Federal grant and return it to the Grant Management Department by the deadline date specified on the form.

I understand that as an APS employee fully or partially paid with Federal funds, I will be required to submit monthly or semi-annual time and effort reports as required by Federal regulations and that failure or refusal to do so may result in **disciplinary action up to and including termination of employment**. Correctly answering the quiz questions certifies that I have been advised of this requirement and will comply with all Federal time and effort reporting requirements requested by the district.

Employee Signature & Date \_\_\_\_\_

More federal guidelines are outlined below:

<p><b>Why Does Time &amp; Effort Continue To Be An Audit Problem?</b></p> <ul style="list-style-type: none"> <li>• Large % of Federal Education Funds Used for Staffing</li> <li>• Staff Turnover</li> <li>• Decentralized responsibilities</li> <li>• Communication</li> <li>• Complexity of applying requirements to variety of situations</li> <li>• People don't like it</li> </ul>	
<p><b>Where Are the Requirements?</b></p> <ul style="list-style-type: none"> <li>• Time and effort reporting is required under the Federal Office of Management and Budget's Circular A-87, <i>Cost Principles for State, Local, and Indian Tribal Governments; Attachment B, Selected Items of Cost, Item 8, Compensation for Personnel Services</i></li> <li>• OMB Circular A-122, <i>Cost Principles for Non-Profit Organizations; Attachment B, <a href="http://www.whitehouse.gov/omb/rewrite/circulars/a122/a122_2004.html#b8">http://www.whitehouse.gov/omb/rewrite/circulars/a122/a122_2004.html#b8</a></i></li> </ul>	
<p><b>When Is Time and Effort Required?</b></p> <ul style="list-style-type: none"> <li>• Time and Effort reporting is required when any part of an individual's salary is: <ul style="list-style-type: none"> <li>o Charged to a federal program</li> <li>o Used as match for a federal program</li> </ul> </li> </ul>	
<p><b>What Type of Reporting is Needed? OMB A-87</b></p> <ul style="list-style-type: none"> <li>• Single cost objective → Semiannual certification</li> <li>• Multiple cost objectives → Monthly Personal Activity Reports (PARs) (Time and Effort Monthly Log)</li> </ul>	<p><b>OMB A-122</b></p> <ul style="list-style-type: none"> <li>• Monthly Personal Activity Reports (PARs) (Time and Effort Monthly Log)</li> </ul>
<p><b>What Is a "Cost Objective"?</b></p> <ul style="list-style-type: none"> <li>• A particular set of work activities for which cost data is accumulated</li> <li>• For purposes of T &amp; E reporting: Define cost objectives according to the set of work activities allowable under the terms and conditions of each funding source</li> </ul>	
<p><b>What Are Some Typical Examples of Single Cost Objectives?</b></p> <ul style="list-style-type: none"> <li>• The set of work activities allowable under: <ul style="list-style-type: none"> <li>o A single federal program (no set-asides/reserves)</li> <li>o Federal Special Education &amp; State Special Education</li> <li>o A school wide program</li> <li>o A required set-aside/reserve in a federal program</li> <li>o A federal program &amp; its state/local match</li> </ul> </li> </ul>	
<p><b>What Are Some Typical Examples of Multiple Cost Objectives?</b></p> <ul style="list-style-type: none"> <li>• The work activities of: <ul style="list-style-type: none"> <li>o A federally-funded program &amp; a state- &amp; /or locally-funded program</li> <li>o A school wide program and a program not included in the school wide program</li> </ul> </li> </ul>	
<p><b>What Is a Semi Annual Certification? (<u>Not Applicable to Non-Profit Organizations</u>)</b></p> <ul style="list-style-type: none"> <li>• Signed document stating individual(s) worked solely on activities related to single cost objective</li> <li>• Completed at least every six months</li> <li>• Signed by employee and supervisor with first-hand knowledge of work performed</li> </ul>	

<p><b>What Is a Monthly Personal Activity Report (PAR)?</b></p> <ul style="list-style-type: none"> <li>• Accounts for total time/activity</li> <li>• Prepared and signed at least monthly</li> <li>• Signed by employees and supervisor with first-hand knowledge of work performed</li> <li>• Reflects actual work performed (not budgeted)</li> <li>• Consistent with supporting documentation</li> <li>• <b><u>All Non-Profit Organizations that follow OMB A-122 must complete Time and Effort certifications on a monthly basis</u></b></li> </ul>	
<p><b>What Type of Supporting Documentation Is Needed?</b></p> <ul style="list-style-type: none"> <li>• Examples include, but are not limited to: <ul style="list-style-type: none"> <li>o Class schedules</li> <li>o Number of students</li> <li>o Number of minutes</li> </ul> </li> </ul>	
<p><b>When Is a “Reconciliation” Required?</b></p> <ul style="list-style-type: none"> <li>• IF Payroll is processed based on budgeted or estimated time and activities, <b>THEN:</b> Payroll records must be compared to time and effort reports at least quarterly.</li> </ul>	
<p><b>When Is An Accounting Adjustment required?</b></p> <p><i>If the difference is 10% or more:</i> Payroll charges must be adjusted at the time of the comparison <b>AND</b> the following quarter’s estimates must be adjusted to more closely reflect actual activity.</p> <p><i>If the difference is less than 10%:</i> No action is required until the end of the year. <b>BUT</b> at year-end the 10% threshold does not apply—in the final quarter, payroll charges for the year must be adjusted to reflect actual time spent, as supported by time and effort reports.</p>	
<p><b>Who Should Sign the Reports?</b></p> <ul style="list-style-type: none"> <li>• <b>Monthly reports</b> (PARs) must be signed by the employee and supervisor having first-hand knowledge of work performed.</li> <li>• <b>Semiannual certifications</b> must be signed by employee and supervisor having first-hand knowledge of work performed.</li> </ul>	
<p><b>School wide Programs</b></p> <ul style="list-style-type: none"> <li>• A school wide plan <b>must</b> specify programs to be included</li> <li>• A school wide program is a single cost objective <ul style="list-style-type: none"> <li>o If employee works 100% on programs combined → Group or Individual <i>Semiannual certification</i></li> <li>o If employee works partially on program combined and partly on those not combined → <i>Monthly time report (PAR)</i></li> </ul> </li> </ul>	
<p><b>Supplemental Contracts, Stipends, Extra Hours</b></p> <ul style="list-style-type: none"> <li>• Primary contract and additional contracts may be considered separately</li> <li>• Time and effort may be required for primary contract but not supplemental (or vice versa)</li> </ul>	
<p><b>Other Requirements for Charging Compensation to Federal Programs</b></p> <ul style="list-style-type: none"> <li>• Reasonable and necessary</li> <li>• Compensation consistent with nonfederal activities of the district</li> <li>• Leave buy-out at termination is an indirect charge</li> <li>• Supplement, not supplant, applies to many programs</li> </ul>	
<p><b>TIPS . . . Train and Re-Train</b></p> <ul style="list-style-type: none"> <li>• Annual training in LEA</li> <li>• Explain the “why”</li> </ul> <p><b>Assign Central Responsibility</b></p> <ul style="list-style-type: none"> <li>• Ensure all reports are completed</li> </ul>	<p><b>Communicate</b></p> <ul style="list-style-type: none"> <li>• Who needs to communicate <b>what</b> changes</li> <li>• Ask For Help If Needed</li> </ul>
<p><a href="http://www.whitehouse.gov/omb/circulars/a087/a87_2004.html#8">http://www.whitehouse.gov/omb/circulars/a087/a87_2004.html#8</a> – OMB A-87</p> <p><a href="http://www.whitehouse.gov/omb/rewrite/circulars/a122/a122_2004.html#b8">http://www.whitehouse.gov/omb/rewrite/circulars/a122/a122_2004.html#b8</a> – OMB A-</p>	

## *Audit*

Charter Schools are part of the overall District Audit and therefore all transactions can and may be subject to approval by APS in accordance with the law.

## *Helpful Links*

EDGAR (Education Department General Administrative Regulations)

<http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>

OMB Circular A-87

[http://www.whitehouse.gov/sites/default/files/omb/assets/omb/fedreg/2005/083105\\_a87.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/omb/fedreg/2005/083105_a87.pdf)

OMB Circular A-133

[http://www.whitehouse.gov/omb/circulars/a133\\_compliance\\_supplement\\_2012](http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2012)

APS Grant Management

<http://www.aps.edu/finance/grant-management>

## **Request for Reimbursements**

### *OBMS Entry & Monitoring*

All reimbursements for funds flowing through the district, come through the OBMS/PED system, generated at the Charter level. The District then creates an entry for the payment in our financial system which allows us to request your reimbursement from the PED. Once the district receives the funds from PED, the district forwards the funds to the Charter. In this method, the Charter Schools do not receive reimbursement until the district does. So for example if the district requests cash on the 1<sup>st</sup> day of August and the Charter requests cash on the 5<sup>th</sup> of August, the Charter's request will not be included in the district's request from Aug 1<sup>st</sup>, but rather into the next request that is entered from the District.

In an effort to assist Charter Schools with cash flow, APS has put into place a method in which the Charter Schools will not have to wait for APS to be reimbursed before the Charter receives their requested amount. *As long as cash flow does not become a problem for APS*, the following will be the method for reimbursement to the Charters:

1. As the Charter expends funds, they enter and submit an RfR in the OBMS system.
  - a. Charter is to attach all invoices and/or receipts for non-salary/non-benefit costs into OBMS
  - b. Charter will also attach a computer generated report of the funds which includes, Total Budget, Period to date Expenses, Year to date Expenses and Budget balance by line item.
  - c. APS will approve/deny/hold the RfR
    - i. If denied: a phone call will be made to explain
    - ii. if held: documents will be requested

2. Once approved, APS will cut a check and mail to the Charter with the reference of the Fund and RfR number as the invoice number (example 24101-001).
3. APS then receives the total reimbursement from PED to cover the check mailed to the Charter
4. Consistently monitor OBMS for RfR's which need processing or are waiting to be processed because of lack of backup documentation. Many schools are not completing or submitting RfR's. And many are failing to provide backup. It is imperative that all RfR's be completed and submitted with proper back up. It is the Charter's Business Manager's responsibility to monitor OBMS for outstanding items. At any time that an RfR has not been completed or processed and/or there are questions or concerns, please contact our office.
5. **If PED denies an RfR, APS will notify the business manager of what was denied. The Charter School must then reimburse the district for the unallowable expense. This process may create more entries for OBMS; we will work these on a case by case basis.**

### *Backup Documentation*

Charter Schools will attach all back up documentation to support the purchases, including copies of financial reports from the accounting system at each site showing year to date expense totals by line item, invoice copies, Journal entry details, receipts etc.

### *Financial Tips*

Below are some of the most frequently used cost accounts, their names, and a "sampling" of items that may be purchased using those accounts:

- **Purchased Services/Other Contract Services-#55915:**
  - Printing (i.e., APS Graphics, Kinko's, etc.)
  - Mailing reimbursement for deficiencies, reports, etc. to APS Office Services Phone/Pager bills
  - Trainers and Speakers
  - Admission Fees
  - Rental Fees (copiers, postage meters, rooms for workshops, etc.)
- **General Supplies-#56118 (consumable items that are used and replaced and generally have a unit value of less than \$50.00):**
  - Paper
  - Paperback books
  - Office supplies, i.e., pencils, paper, file folders, binders
  - Postage
  - Books and/or videos used by teachers for professional development
- **Employee Training-#53330:**
  - Registration Fees
- **Employee Travel-#53330:**
  - Airline tickets, Out-of-town mileage, Hotel, Taxi, Car Rental for trips (original line-item receipt copies must accompany RFR)
- **Small Equipment-#57332 (Non-consumable and generally repairable items, with a unit value of more than \$50.00 but less than \$5000.00):**
  - Adding machines, printers, projectors, small furniture, filing cabinets
- **Large Equipment-#57331 (Items having a unit value greater than \$5,000):**
  - Computer equipment, cameras
- **Stipends-#51300 (mainly teachers 1411 & EA's 1711) (Stipends are paid to employees working outside their contract hours):**
  - Up to \$35 per hour... flat rates cannot exceed the employee's normal hourly rate
  - Hourly Rate for EA's
- **Software- #56113**

## *Deadlines*

Typically, the funds running through the district do not carryover. It is best practice to expend (liquidate) all funds by 6/30 of each year or the ending date of the grant whichever is earlier. To ensure all reimbursements are received by your Charter in the current school year, please expend all funds no later 5/31 and have all RFR's entered into OBMS by 6/10. RFR's entered after 6/10 may not be reimbursed until the beginning of the new fiscal year.

Requests for Reimbursements are to be requested through OBMS on preferably a MONTHLY basis per fund, but no less than quarterly. [Improper backup documentation will delay payment.](#)

# End of Year

## Final Request for Reimbursement

*Specific Deadlines for 13-14 School Year:*

*For best response on expending flow through funds:*

*Expend all funds by May 30, 2014*

*Enter and submit all RfR's by June 13, 2014*

*To receive payment for deposit to your bank by June 30, 2014*

*Expend all funds by June 13, 2014*

*Enter and submit all RfR's by June 23, 2014*

*Pick up check at APS by 12:00 noon, June 27, 2014*

*All held checks will be mailed on the morning of June 30, 2014*

*RfR's entered in OBMS after June 23, 2014 will be paid out in July of 2014 and mailed*

*PED deadlines effect on APS/Charter relationship: In order for the district to meet the PED deadlines it is necessary for us to establish **earlier deadlines for our Charter Schools**. We have indicated in this table, the amount of time that will ensure that APS can request reimbursement from PED on your behalf.*

Fund Type	APS Charter	District	PED Program	PED Finance
BARs	6/2/2014	6/2/2014	6/16/2014	6/27/2014
	5:00 PM	5:00 PM		
RfRs & Invoices - All funds (27xxx)	<b>7/3/2014</b>	7/7/2014	7/18/2014	7/28/2014
	5:00 PM	5:00 PM		
RfRs & Invoices - All funds (24xxx, 31xxx)	7/7/2014	7/7/2014	7/18/2014	7/28/2014
	5:00 PM	5:00 PM		
Adjustment RfR Window for 24xxx FYE 6/30/14	<b>Grant Mangement MUST receive an email with the fund number and amount you plan to request during this adjustment period <b>NO LATER</b> than <b>July 17, 2014</b></b> <b>Failure could result in loss of reimbursement for this request</b> <b>ryan.short@aps.edu or</b> <b>scott_teresa@aps.edu</b>		8/15/2014	8/29/2014
	8/1/14 - <b>8/6/14</b>	8/1/14 - 8/8/14		
	5:00 PM	5:00 PM		

# Contact Information

## Grant Staff

### *Technicians:*

Name	Email	Phone	Grants
Carmen Martinez	<a href="mailto:Martinez_car@aps.edu">Martinez_car@aps.edu</a>	880-3780	27103-Dual Credit Grant
			Other Federal, State and Local Grants
Charlene Lippert	<a href="mailto:Lippert@aps.edu">Lippert@aps.edu</a>	880-3784	24106-IDEA B
			24153-Title III English Language Learners
			25184-Indian Education Formula
			Other Federal, State and Local Grants
Gabriela Rivera	<a href="mailto:gabriela.rivera@aps.edu">gabriela.rivera@aps.edu</a>	880-3779	24101-Title I
Marie Chavez	<a href="mailto:chavez_mc@aps.edu">chavez_mc@aps.edu</a>	880-3776	24162-School Involvement
			Other Federal, State and Local Grants
Michelle Chavez	<a href="mailto:chavez_mt@aps.edu">chavez_mt@aps.edu</a>	880-3717	24154-Title II
			27155-Elementary Breakfast
			27166-K3 Plus
			Other Federal, State and Local Grants

### *Specialists:*

Name	Email	Phone	Position
Dolores Jaramillo	<a href="mailto:jaramillo_jd@aps.edu">jaramillo_jd@aps.edu</a>	880-3783	Staffing, Employee Request for Change, Payroll
Jennifer Lucero-Montoya	<a href="mailto:montoya_jl@aps.edu">montoya_jl@aps.edu</a>	880-3775	Title I Budget
Mallory Blan	<a href="mailto:mallory.blan@aps.edu">mallory.blan@aps.edu</a>	880-3782	Billing and Charter Reimbursement

### *Other Grant Management Staff:*

Name	Email	Phone	Position
Teresa Scott	<a href="mailto:scott_teresa@aps.edu">scott_teresa@aps.edu</a>	880-3777	Director
Ryan Short	<a href="mailto:ryan.short@aps.edu">ryan.short@aps.edu</a>	872-6899	Manager
Kathy Potter	<a href="mailto:potter_ka@aps.edu">potter_ka@aps.edu</a>	880-3778	Director Assistant

## Program Staff

*Main Contact by grant:*

Grant	Name	Email	Phone
24101-Title I	Frank Telge	<a href="mailto:telge@aps.edu">telge@aps.edu</a>	880-8249 x199
	Ryan Schlee	<a href="mailto:schlee@aps.edu">schlee@aps.edu</a>	880-8249 x324
24106 IDEA B	Bonnie Anderson	<a href="mailto:anderson_bonnie@aps.edu">anderson_bonnie@aps.edu</a>	855-9922
24153 Title III (English Language Learner)	Lynne Rosen	<a href="mailto:rosen@aps.edu">rosen@aps.edu</a>	881-9429 x80076
24154 Title II	TBD		
24162 Title I School Involvement	TBD		
25184 Indian Ed	Daisy Thompson	<a href="mailto:thompson_dai@aps.edu">thompson_dai@aps.edu</a>	884-6392 x80039
27103 Dual Credit	Rose-Ann McKernan	<a href="mailto:mckernan@aps.edu">mckernan@aps.edu</a>	872-6806
27166 K3 Plus	Carla Cano	<a href="mailto:cano_ca@aps.edu">cano_ca@aps.edu</a>	898-1492 x40503