



Charter Schools Program (CSP) Grant
The Balancing Act of Compliance
Managing the Right Variables (Part II)

WELCOME CSP GRANT RECIPIENTS

October 17th & 18th, 2018



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

www.FLDOE.org

The Balancing Act of Compliance Managing the Right Variables (Part II)

AGENDA:

- ❖ Expenditures
- ❖ Reporting
 - Reimbursements to districts
 - Actual expenditures to FLCSP
- ❖ Budget Amendments
- ❖ Inventory
- ❖ Grant Completion Process
- ❖ Questions and Answers

Authority Disclaimer

- In accordance with the Code of Federal Regulations, 2 CFR§200.302, all grant recipients must have as part of their internal controls, financial management systems in place that include written procedures for ensuring all expenditures conform to the terms and conditions of the grant as well as the Uniform Guidance Cost Principles.

The Charter Schools program office must ensure all CSP sub-recipients have an internal financial management system that maintains adequate records and account of CSP funds.

FEATURES:

- Subgrantees and Notifications
- Resources
- Budgets
- Expenditure Reports
- Inventory Reports

Charter Schools Project Tracking Leon | Sign out

Subgrantees Notifications Tickets Resources Profile

ABC-2 Sample Charter School
Manage Budgets and Reports

Menu Overview Basic Information Required Documents Budgets Reports

Planning (4/8/2016 - 10/7/2017)

Budget Created: 1/19/2017, Projected Amount: \$4,600.00, Type: Initial, Status: Approved [Export](#)

3/1/2017 Final Report	Approved
4/1/2017 Final Report	Approved
5/1/2017 Final Report	Approved

Implementation (10/8/2017 - 4/9/2019)

Budget Created: 1/13/2017, Projected Amount: \$225,000.00, Type: Initial, Status: Approved [Export](#)

3/1/2017 Expenditure Report	Approved
4/1/2017 Expenditure Report	Approved

Function Code: 5100-Basic (FEFP K-12) Price per item: \$185.00 Budget amount: \$1,850.00

Object Code: 642-Noncapitalized Furniture, Fixtures, and Equipment Quantity: 10

Narrative: Classroom printers Remaining balance: \$1,180.00

Quantity Purchased: 2 Expended Amount Per Item: \$185.00 Current expenditure: \$370.00

Comments:

Inventory for Current Expenditure:

Item	Status	Location	Tag Number
642-Noncapitalized	Ordered	To be specified wher	2013-061-000000547
642-Noncapitalized	Ordered	To be specified wher	2013-061-000000547

http://preview.flcsp.org/District/Main Subgrantees Leon | Sign out

Charter Schools Project Tracking

Subgrantees Notifications Tickets Resources Profile

Subgrantees

Search by Name: or by CSP-ID:

Status:

1 - 6 of 6

School	CSP_ID	Phase	Total	Released
ABC-2 Sample Charter School	9999-000	Implementation	\$500,000.00	\$329,600.00
ABC_Demo Charter School	9999-123	Planning	\$500,000.00	\$25,000.00

ABC-2 Sample Charter School
Inventory Reports

Menu Overview Basic Information Required Documents Budgets Reports

[7/1/2017 Report](#)

Notifications

[Remove all notifications](#)

http://preview.flcsp.org/District/Documents/List/339 Required Documents Leon | Sign out

Charter Schools Project Tracking

Subgrantees Notifications Tickets Resources Profile

ABC-2 Sample Charter School
Required Documents

Menu Overview Basic Information Required Documents Budgets Reports

Planning Documents Status

Governing Board Membership List Date Created: 8/26/2017; Date approved: 8/26/2017	Approved	Download Submitted File
Non-Profit Documentation Date Created: 8/29/2017; Date approved: 8/29/2017	Approved	Download Submitted File
GEPA Plan Date Created: 1/19/2017; Date approved: 1/19/2017	Approved	Download Submitted File
Management Organization (MO) Questionnaire Date Created: 7/13/2017; Date approved: 7/13/2017	Approved	Download Submitted File

Implementation Documents Status

Charter Contract Date Created: 2/1/2017; Date approved: 2/1/2017	Approved	Download Submitted File
Signed Lease	Approved	Download Submitted File

http://preview.flcsp.org/District/Inventory/ViewReport/2/subgranteeId:339 Inventory Report 7/1/2017 Leon | Sign out

Charter Schools Project Tracking

Subgrantees Notifications Tickets Resources Profile

ABC-2 Sample Charter School
Inventory Report 7/1/2017

Overview Basic Information Required Documents Budgets Reports

Object Code	Object Code	Tag Number	Location	Status	Budget Narrative
3-Basic (P K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2013-061-000002317	Classroom 1	In Use	Non-Capitalized Furniture, Fixtures and E... [More]
3-Basic (P K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2013-061-000002318	classroom 2	In Use	Non-Capitalized Furniture, Fixtures and E... [More]
3-Basic (P K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2013-061-000002319	To be specified when in use	Ordered	Non-Capitalized Furniture, Fixtures and E... [More]
3-Basic (P K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2013-061-000002320	To be specified when in use	Ordered	Non-Capitalized Furniture, Fixtures and E... [More]
3-Basic (P K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2013-061-000002321	To be specified when in use	Ordered	Non-Capitalized Furniture, Fixtures and E... [More]
3-Basic (P K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2013-061-000002322	To be specified when in use	Ordered	Non-Capitalized Furniture, Fixtures and E... [More]



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Expenditures

Costs consistent with the approved budget(s) and the objectives of the CSP program.

Manage Budgets and Reports

Implementation (6/23/2017 - 6/22/2019)

Budget Archive

Budget Archive (9/12/2018 2:08:29 PM) - Created: 8/15/2017, Projected Amount: \$494,861.00, Type: Initial, Status: Approved

Export

Budget Archive (9/17/2018 2:53:27 PM) - Created: 8/15/2017, Projected Amount: \$494,861.00, Type: AMD #1, Status: Approved

Export

Current Budget

Created: 6/28/2018, Projected Amount: \$500,000.00, Type: AMD #2, Status: Approved

Export

10/1/2017 Expenditure Report	Approved
11/1/2017 Expenditure Report	Approved
12/1/2017 Expenditure Report	Approved
1/1/2018 Expenditure Report	Approved
2/1/2018 Expenditure Report	Approved

BUDGET – FLCSP.ORG

FLCSP.org – Budget Tool

~ Reported Expenditures ~

\$0.00

Comments:

Function Code:

5100-Basic (FEFP K-12)

Price per item:

\$24,231.41

Budget

amount:

\$24,231.41

Object Code:

510-Supplies

Narrative:

Kraft Paper, PE consumables, Workbook manipulatives, 3D printer filaments, art supplies, science supplies. [AMD #1 Original budget \$27,985.00. Actual total \$24,231.41. Decrease \$3,753.57]

Remaining

balance:

\$0.00

Expended Amount:

\$451.73

Current

expenditure:

\$451.73

Comments:

3D printer filaments (16)

Budget Totals

Released: \$500,000.00

Reported: \$499,344.84 ✓

Function Code:

5100-Basic (FEFP K-12)

Price per item:

\$55,117.01

Budget

amount:



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Reporting

Regular and systematic tasks/activities required to monitor the compliance of the CSP program.

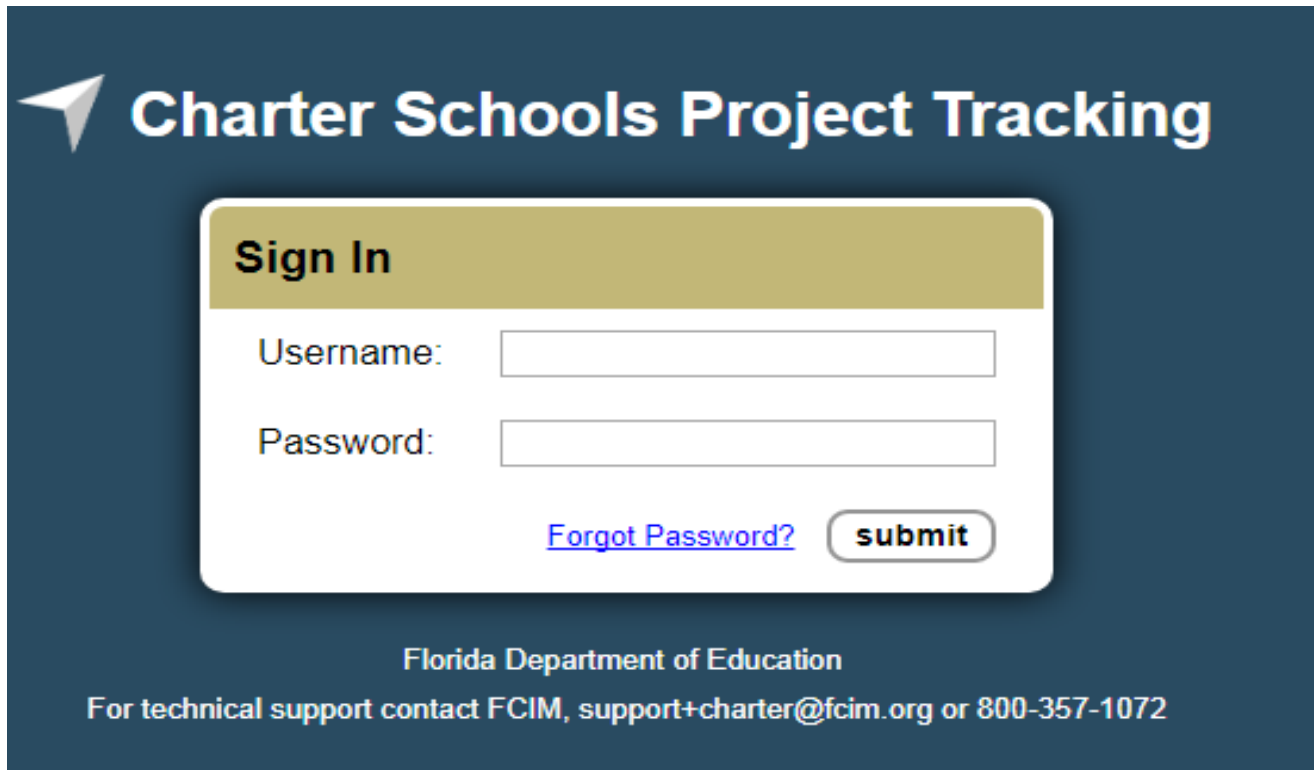
- Reimbursements to districts
- Actual expenditures to FLCSP

Required Reports

- [Itemized Expenditure Report](#) -- Report of all itemized expenditures made utilizing CSP Grant Funds. IER reports are reported monthly by the end of the month.
- [Inventory Report](#) – Itemized record of all CSP purchased equipment and property with 600 object codes acquired through the grant. Inventory reports are reported Semi-annually in January and July.

Charter Schools Project Tracking System - (www.FLCSP.org)

- Budget Tool



Charter Schools Project Tracking

Sign In

Username:

Password:

[Forgot Password?](#)

Florida Department of Education
For technical support contact FCIM, support+charter@fcim.org or 800-357-1072

Charter Schools Project Tracking System - (www.FLCSP.org)

- Home

Home | Contact Information | Documents | Resources | **Budgets** | Tickets | Reports

Home

Task	Status
1. Contact Information	Complete
2. Required Documents for Implementation	11/11 uploaded, 11/11 approved
3. Budgets	Planning budget is approved. Implementation budget #2 is approved.
4. Expenditure Reports	Report for 5/1/2017 is approved. Next report due on 6/1/2017
5. Inventory Reports	Next inventory report is due on 1/1/2018
6. Site Visit	N/A

Manage Budget Item – Quantity X Price from Approved Budget

- Manage Budget Item

Function Code:		Object Code:		Total
5100 -- Basic (FEFP K-12)		642 -- Noncapitalized Furniture, Fixtures, and Equipment		Amount:
				\$33,500.00
Quantity/FTE	Title	Narrative	Amount/Per	
1	Noncapitalized Furniture, Fixtures, and Equipment	Teacher Chair	48	
10	Noncapitalized Furniture, Fixtures, and Equipment	Classroom printers	185	
10	Noncapitalized Furniture, Fixtures, and Equipment	Document cameras	525	
200	Noncapitalized Furniture, Fixtures, and Equipment	Student chairs	32	
172	Noncapitalized Furniture, Fixtures, and Equipment	Student desks	116	

Budget Totals

Projected Amount: \$100,000.00

Available Amount: \$0.00

Manage Expenditure and Inventory

Function Code: 5100-Basic (FEFP K-12)	Price per item: \$32.00	Budget amount: \$6,400.00	
Object Code: 642-Noncapitalized Furniture, Fixtures, and Equipment	Quantity: 200		
Narrative: Student chairs		Remaining balance: \$6,400.00	
Quantity Purchased: 0	Expended Amount Per Item: \$0.00	Current expenditure: \$0.00	
Comments:			
Inventory for Current Expenditure:			
Item	Status	Location	Tag Number
Report expenditure & inventory			

Budget Totals

Released: \$100,000.00

Reported: \$25,375.00

Manage Expenditure and Inventory

Charter Schools Project Tracking ABC-2 Sample Charter School | [Sign out](#)

Home | Contact Information | Documents | Resources | Budgets | Tickets | Reports | Implementation Timeline

Manage Expenditure and Inventory

Function Code: 5100-Basic (FEFP K-12)	Price per item: \$48.00	Budget amount: \$48.00
Object Code: 642-Noncapitalized Furniture, Fixtures, and Equipment	Quantity: 1	
Narrative: Teacher Chair		Remaining balance: \$48.00
Quantity Purchased: 0	Expended Amount Per Item: \$0	Current expenditure: \$0.00

Comments:

Inventory for Current Expenditure: **Need System Generated Tag Number (format: CSP_ID+primary key)?**

Item	Status	Location	Tag Number	Delete
<input type="button" value="Save"/> <input type="button" value="Cancel"/>				

Inventory for Previous Expenditures

Item	Status	Location	Tag Number
------	--------	----------	------------

Manage Expenditure and Inventory

Function Code:
5100-Basic (FEFP K-12)

Object Code:
642-Noncapitalized Furniture, Fixtures, and Equipment

Narrative:
Classroom printers

Quantity Purchased:
3

Comments:
Purchase 3 at lower cost of \$100.

Price per item:
\$185.00

Budget amount:
\$1,850.00

Quantity:
10

Expended Amount Per Item:
\$100.00

Remaining balance:
\$1,550.00

Current expenditure:
\$300.00

Budget Totals

Released: \$100,000.00

Reported: \$37,400.00

Inventory for Current Expenditure:

Item	Status	Location	Tag Number
642-Noncapitalized Fur	Ordered ▼	To be specified when in	2013-061-0000004804
642-Noncapitalized Fur	Ordered ▼	To be specified when in	2013-061-0000004805
642-Noncapitalized Fur	Ordered ▼	To be specified when in	2013-061-0000004806

Report expenditure & inventory

Approved
Budget
Section

School
Expended
–
Quantity
and Price

Manage Expenditure and Inventory

Function Code: 5100-Basic (FEFP K-12)	Price per item: \$48.00	Budget amount: \$48.00	
Object Code: 642-Noncapitalized Furniture, Fixtures, and Equipment	Quantity: 1		
Narrative: Teacher Chair			
Quantity Purchased: 1	Expended Amount Per Item: \$75.00	Remaining balance: \$-27.00 Current expenditure: \$75.00	
Comments:			
Inventory for Current Expenditure:			
Item	Status	Location	Tag Number
642-Noncapitalized Furn	Ordered ▾	To be specified when in	2013-061-0000006070
Report expenditure & inventory			

Budget Totals

Released: \$100,000.00

Reported: \$37,475.00

School expended over budget by \$27.00. 56% Non Compliant.

Manage Expenditure and Inventory

Function Code:
5100-Basic (FEFP K-12)

Price per item:
\$32.00

Budget amount:
\$6,400.00

Object Code:
642-Noncapitalized Furniture, Fixtures, and Equipment

Quantity:
200

Narrative:
Student chairs

Quantity Purchased:
300

Expended Amount Per Item:
\$25.00

Current expenditure:
\$7,500.00

Remaining balance:
\$-1,100.00

Comments:
Purchased more at lower price per item. [School's comment]

Inventory for Current Expenditure:

Item	Status	Location	Tag Number
642-Noncapitalized Fur	Ordered ▼	To be specified when in	2013-061-0000006957
642-Noncapitalized Fur	Ordered ▼	To be specified when in	2013-061-0000006958
642-Noncapitalized Fur	Ordered ▼	To be specified when in	2013-061-0000006959

Budget Totals

Released: \$100,000.00

Reported: \$32,875.00

School purchased more than approved quantity. Non Compliant.

Manage Expenditure and Inventory

www.flcsp.org says:
This expenditure exceeds 10% projected budget amount: \$100,000.00

Charter Schools Project

Sample Charter School | [Sign out](#)

Home | Contact Information | Documents | Resources | Budgets | Tickets | Reports | Implementation Timeline

Manage Expenditure and Inventory

Function Code: 5100-Basic (FEFP K-12) **Price per item:** \$116.00 **Budget amount:** \$19,952.00
Object Code: 642-Noncapitalized Furniture, Fixtures, and Equipment **Quantity:** 172
Narrative: Student desks **Remaining balance:** \$16,168.00
Quantity Purchased: 344 **Expended Amount Per Item:** \$116 **Current expenditure:** \$3,784.00
Comments:

Inventory for Current Expenditure: Need System Generated Tag Number (format: CSP_ID+primary key)?

Item	Status	Location	Tag Number	Delete
642-Noncapitalized Furniture,	Ordered ▾		TobeGeneratedBySystem	✖
642-Noncapitalized Furniture,	Ordered ▾		TobeGeneratedBySystem	✖

Manage Expenditure and Inventory

Function Code:
5100-Basic (FEFP K-12)

Price per item:
\$50,000.00

Budget amount:
\$50,000.00

Object Code:
520-Textbooks

Narrative:
Textbooks: Student Language Arts, Science, Math & Social Studies textbooks (4 subjects) for \$125.00 X 100 students = \$50,000.

Expended Amount:
\$0.00

Remaining balance:
\$50,000.00
Current expenditure:
\$0.00

Comments:

Report expenditure

Budget Totals

Released: \$100,000.00

Reported: \$37,475.00

Manage Expenditure and Inventory

Manage Expenditure and Inventory

Function Code: 5100-Basic (FEFP K-12)	Price per item: \$50,000.00	Budget amount: \$50,000.00
Object Code: 520-Textbooks		
Narrative: Textbooks: Student Language Arts, Science, Math & Social Studies textbooks (4 subjects) for \$125.00 X 100 students = \$50,000.		Remaining balance: \$37,500.00
	Expended Amount: \$12500	Current expenditure: \$12,500.00
Comments: Language Arts books purchased at \$12,500.		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

School only expends \$12,500 of the \$50,000 maximum and inserts note. Additional expenditures can be reported in a future report.

Itemized Expenditure Report (IER)

Manage Expenditure and Inventory

Back to List

Note - any current expenditures that are above 10% of the total for all of the same function and object codes are displayed in red.

Report Date: 4/1/2017

Function Code:	Price per item:	Budget amount:
5100-Basic (FEFP K-12)	\$50.00	\$2,000.00
Object Code:	Quantity:	
642-Noncapitalized Furniture, Fixtures, and Equipment	40	
Narrative:	Remaining balance:	
Non-Capitalized Furniture, Fixtures and Equipment Cases for student tables	\$0.00	
Quantity Purchased:	Expended Amount Per Item:	Current expenditure:
15	50	\$750.00

Comments:

Inventory for Current Expenditure:

Item	Status	Location	Tag Number
642-Noncapitalized Fun	In Use ▾	Classroom 1	2013-061-0000002317
642-Noncapitalized Fun	In Use ▾	classroom 2	2013-061-0000002318
642-Noncapitalized Fun	Ordered ▾	To be specified when in	2013-061-0000002319
642-Noncapitalized Fun	Ordered ▾	To be specified when in	2013-061-0000002320

Budget Totals

Released: \$225,000.00

Reported: \$225,000.00



Charter Schools Project Tracking ABC-2 Sample Charter School | [Sign out](#)

Home | Contact Information | Documents | Resources | Budgets | Tickets | Reports | Implementation Timeline

Manage Expenditure and Inventory

[Back to List](#)
Note - any current expenditures that are above 10% of the total for all of the same function and object codes are displayed in red.

Comment from FDOE: **School needs to update.**

Report Date: 5/1/2017 [Mark as Final](#) [Submit for review](#) [Export Inventory Label](#)

Function Code: 5100-Basic (FEFP K-12)	Budget Totals
Object Code: 510-Supplies	
Narrative: Supplies for PE Class: 4 Flag F cones)	

Confirm request x

Are you sure you want to submit the report?

[Yes](#) [No](#)

Comments: [Report expenditure](#)

Released: \$100,000.00
Reported: \$49,975.00

Manage Budgets and Reports

Manage Budgets and Reports

Planning (4/8/2016 - 10/7/2017)

Budget		Export
Created: 1/19/2017, Projected Amount: \$4,600.00, Type: Initial, Status: Approved		
3/1/2017 Final Report		Approved
4/1/2017 Final Report		Approved
5/1/2017 Final Report		Approved

Implementation (10/8/2017 - 4/9/2019)

Budget		Export
Created: 1/31/2017, Projected Amount: \$225,000.00, Type: Initial, Status: Approved		
3/1/2017 Expenditure Report		Approved
4/1/2017 Expenditure Report		Approved
5/1/2017 Expenditure Report		Approved

Current Budget		Export
Created: 2/3/2017, Projected Amount: \$100,000.00, Type: AMD #1, Status: Approved		
4/1/2017 Expenditure Report		Approved
5/1/2017 Expenditure Report		Not Submitted



School has opened report or entered expenditures but has not submitted for review.

Manage Budgets and Reports

Manage Budgets and Reports

Planning (4/8/2016 - 10/7/2017)

Budget		Export
Created: 1/19/2017, Projected Amount: \$4,600.00, Type: Initial, Status: Approved		
3/1/2017 Final Report		Approved
4/1/2017 Final Report		Approved
5/1/2017 Final Report		Approved

Implementation (10/8/2017 - 4/9/2019)

Budget		Export
Created: 1/31/2017, Projected Amount: \$225,000.00, Type: Initial, Status: Approved		
3/1/2017 Expenditure Report		Approved
4/1/2017 Expenditure Report		Approved
5/1/2017 Expenditure Report		Approved

Current Budget		
Created: 2/3/2017, Projected Amount: \$100,000.00, Type: AMD #1, Status: Not Submitted		
4/1/2017 Expenditure Report		Approved
5/1/2017 Expenditure Report		Submitted



School has submitted expenditures for review.

Required Reports

Charter Schools Project Tracking ABC-2 Sample Charter School | [Sign out](#)

Home | Contact Information | Documents | Resources | Budgets | Tickets | Reports | Implementation Timeline

Manage Budgets and Reports

Planning (4/8/2016 - 10/7/2017)

Budget		Export
Created: 1/19/2017, Projected Amount: \$4,600.00 , Type: Initial , Status: Approved		
3/1/2017 Final Report		Approved
4/1/2017 Final Report		Approved
5/1/2017 Final Report		Approved

Implementation (10/8/2017 - 4/9/2019)

Budget		Export
Created: 1/31/2017, Projected Amount: \$225,000.00 , Type: Initial , Status: Approved		
3/1/2017 Expenditure Report		Approved
4/1/2017 Expenditure Report		Approved
5/1/2017 Expenditure Report		Approved

Current Budget	
Created: 2/3/2017, Projected Amount: \$100,000.00 , Type: AMD #1 , Status: Not Submitted	
4/1/2017 Expenditure Report	Approved
5/1/2017 Expenditure Report	Not Approved

School's expenditure report is "Not Approved". The school can make corrections/updates.

Accessing Reports within www.flcsp.org

Charter Schools Project Tracking ABC-2 Sample Charter School | [Sign out](#)

[Home](#) | [Contact Information](#) | [Documents](#) | [Resources](#) | [Budgets](#) | [Tickets](#) | **[Reports](#)** | [Implementation Timeline](#)

Reports

- Inventory Reports
- Export Inventory Labels
- Export for Reimbursement Requests

Export Expenditure or Inventory Data

Export Expenditure or Inventory Data:

Phase:

Export Type:

Data to Include:

Exported IER

Florida Department of Education Itemized Expenditure Report													FAIN#: U282A1100
Charter School Name: Central High School (Bay County)				District: Bay				School CSP ID: 2016-419					
Contact Name: Lovett Lovett			Phone Number: 850-215-0770			E-Mail Address: carla.lovett@palmabayprep.org							
Approved Budget Amount: \$415,907.00			Project Number: 030-2982A-6C001			TAPS Number: 16C044							
Project Start Date: 4/8/2016			Project Ending Date: 4/7/2018			Report Date: 9/24/2018					Report #:		
Project Phase: Implementation													
Function Code	Object Code	Vendor	Title	Narrative	Quantity Ordered	Payment Date	Check Number or Payment ID	Payment Amount	Invoice Date(s)	Invoice Number	CSP Budget Amount	Expenditure Report Date	
5100	360		Rentals	Software license, 3 years. Curriculum supplementary materials package for Math, Science, English, and Social Studies. 50 licenses X \$55 each for 2 years (prorated).				\$5,362.50			\$5,500.00	12/1/2016	
5100	360		Rentals	Software license, 3 years. Curriculum package for primary learning system. (Online program. 100 licenses X \$125 each for 2 years (prorated).				\$23,750.00			\$25,000.00	12/1/2016	
5100	642		Noncapitalized Furniture, Fixtures, and Equipment	Folding chair cart for testing [AMD#4]	2			\$550.00			\$550.00	4/7/2018	
5100	642		Noncapitalized Furniture, Fixtures, and Equipment	Student center tables [AMD#4]	7			\$5,418.00			\$5,418.00	4/7/2018	
5100	642		Noncapitalized Furniture, Fixtures, and Equipment	Padded folding chairs for testing [AMD#4]	60			\$1,818.60			\$2,400.00	4/7/2018	
7200	790		Miscellaneous	Indirect Cost Bay County Schools 3.6% attend = \$1431.00				\$1,909.00			\$1,909.00	4/7/2018	
7300	330		Travel	[AMD #4 \$1431 - \$1291 (cost reduction) = \$140.00				\$140.00			\$140.00	4/7/2018	
Total:											\$459,983.21		

Itemized Expenditure Report (IER)

Monthly Reporting

- All schools (2016, 2017, and 2018 cohorts) must submit their expenditures monthly online via the Budget Tool on www.flcsp.org



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Budget Amendments

Requests for previously approved budgets to amend budget items with a detailed description.

CSP 2-Year Budget (approved)

- Function/object codes
- Approved quantities
- Approved item totals

FLCSP Itemized Expenditure Report (IER)

- Function/object codes
- Total expended / reimbursed
- Remaining balance
- Unpurchased quantities

CSP 2-Year Budget (Approved)

Function	Object	Description	Cost Per Item	Quantity	Total Cost Year	Quantity2	Total Cost YR 2	Total Quantity	Total Cost
5100	642	Open front desk	\$ 54.00	715	\$ 38,610.00		\$ -	715	\$ 38,610.00
5100	642	4x8 porcelain steel marker board w/map rails & tray	\$ 301.00	35	\$ 10,535.00		\$ -	35	\$ 10,535.00
5100	642	4x4 porcelain steel marker board - Classrooms	\$ 190.00	70	\$ 13,300.00		\$ -	70	\$ 13,300.00
5100	642	4x6 Aluminum framed cork bulletin board - Classrooms	\$ 107.00	72	\$ 7,704.00		\$ -	72	\$ 7,704.00
5100	642	18" stack chairs - Media/Comp Lab 40, Music 42, 4th 100, 5th 75, 6-7th 162	\$ 38.00	419	\$ 15,922.00		\$ -	419	\$ 15,922.00
5100	642	Wood framed tackboards 4x6	\$ 124.00	32	\$ 3,968.00		\$ -	32	\$ 3,968.00
5100	642	Middle school science microscopes	\$ 228.00	25	\$ 5,700.00		\$ -	25	\$ 5,700.00
7300	642	Arm guest chair	\$ 118.00	13	\$ 1,534.00		\$ -	13	\$ 1,534.00
7300	642	Counterweight for lateral file	\$ 26.00	2	\$ 52.00		\$ -	2	\$ 52.00

Itemized Expenditure Report (IER) – Actual Expenditures

Function Code	Object Code	Vendor	Title	Narrative	Quantity Ordered	Payment Date	Check Number or Payment	Payment Amount	Invoice Date(s)	Invoice Number	CSP Budget	Expenditure Report Date
5100	642		Noncapitalized Furniture, Fixtures, and Equipment	4 x 4 Marker Boards [AMD #1 Original budget 70 @ 190 = \$13,300.00; Actual Cost 70 @ \$167.14 = \$11,699.80; Decrease \$1,600.20]	70			\$11,699.80			\$11,699.80	1/1/2018
5100	642		Noncapitalized Furniture, Fixtures, and Equipment	4 x 8 Marker Boards w/map rails and tray. [AMD #1 Original budget 35 @ 301 = \$10,535.00; Actual Cost 35 @ \$274.29 = \$9,600.15; Decrease \$934.85. The budget narrative state actual cost \$272.29. I had to use \$274.29 to get the decrease requested.	35			\$9,600.15			\$9,600.15	1/1/2018
5100	642		Noncapitalized Furniture, Fixtures, and Equipment	4 x 6 Cork Bulletin Boards [AMD #1 Original budget 72 @ 107 = \$7,704.00; Actual Cost 72 @ \$98.57 = \$7,097.04; Decrease \$606.96]	72			\$7,097.04			\$7,097.04	1/1/2018
5100	642		Noncapitalized Furniture, Fixtures, and Equipment	Tack Boards 4 x 6 [[AMD #1 Original budget 32 @ 124 = \$3,968.00; Actual Cost 32 @ \$112.86 = \$3,611.52; Decrease \$356.48]	32			\$3,611.52			\$3,611.52	1/1/2018
5100	642		Noncapitalized Furniture, Fixtures, and Equipment	18" Student Chairs [AMD #1 Original budget 419 @ \$38.00 = \$15,922.00. Actual cost 419 @ \$38.40 = \$16,089.60. Increase \$167.60.]	419			\$16,089.60			\$16,089.60	1/1/2018
7300	642		Noncapitalized Furniture, Fixtures, and Equipment	Arm Guest Chair [AMD #1 Original budget 13 @ \$118.00 = \$1,534.00; Actual Cost 10 @ \$118.32 = \$1,183.20; Decrease \$350.80]	10			\$1,183.20			\$1,183.20	1/1/2018
5100	642		Noncapitalized Furniture, Fixtures, and Equipment	Open Front Desk [AMD #1 Original budget 715 @ \$54.00 = \$38,610.00. Actual cost 715 @ \$55.56 = \$39,725.40. Increase \$1,115.40.]	715			\$39,725.40			\$39,725.40	1/1/2018
5100	642		Noncapitalized Furniture, Fixtures, and Equipment	Science Microscopes w/shipping [AMD #1 Original budget 25 @ \$228.00 = \$5,700.00. Actual cost 25 @ 243.83 = \$6,095.75. Increase	25			\$6,095.75			\$6,095.75	3/1/2018

Actual Expenditures applied to CSP 2-Year Budget

Function	Object	Description	Cost Per Item	YEAR 1		YEAR 2		Total Cost	AMD# 1 Q	AMD#1 Costs	AMD#1 Revised Al	AMD#1 Increase or Decrease
				Quantity	Total Cost Year 1	Quantity	Total Cost YR 2					
5100	642	Open front desk	\$ 54.00	715	\$ 38,610.00		\$ -	\$ 38,610.00	715	\$ 55.56	\$ 39,725.40	\$1,115.40
5100	642	4x8 porcelain steel marker board w/map rails & tray	\$ 301.00	35	\$ 10,535.00		\$ -	\$ 10,535.00	35	\$ 274.29	\$ 9,600.15	-\$934.85
5100	642	4x4 porcelain steel marker board - Classrooms	\$ 190.00	70	\$ 13,300.00		\$ -	\$ 13,300.00	70	\$ 167.14	\$ 11,699.80	-\$1,600.20
5100	642	4x6 Aluminum framed cork bulletin board - Classrooms	\$ 107.00	72	\$ 7,704.00		\$ -	\$ 7,704.00	72	\$ 98.57	\$ 7,097.04	-\$606.96
5100	642	18" stack chairs - Media/Comp Lab 40, Music 42, 4th 100, 5th 75, 6-7th 162	\$ 38.00	419	\$ 15,922.00		\$ -	\$ 15,922.00	419	\$ 38.40	\$ 16,089.60	\$167.60
5100	642	Wood framed tackboards 4x6	\$ 124.00	32	\$ 3,968.00		\$ -	\$ 3,968.00	32	\$ 112.86	\$ 3,611.52	-\$356.48
5100	642	Middle school science microscopes	\$ 228.00	25	\$ 5,700.00		\$ -	\$ 5,700.00	25	\$ 243.83	\$ 6,095.75	\$395.75
7300	642	Arm guest chair	\$ 118.00	13	\$ 1,534.00		\$ -	\$ 1,534.00	10	\$ 118.32	\$ 1,183.20	-\$350.80
7300	642	Counterweight for lateral file	\$ 26.00	2	\$ 52.00		\$ -	\$ 52.00	0	\$ 26.00	\$ -	-\$52.00



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Inventory

A complete physical inventory of all property must be tracked and accounted for monitoring/compliance purposes.

Required Reports

- **Itemized Expenditure Report** -- Report of all itemized expenditures made utilizing CSP Grant Funds. IER reports are reported monthly by the end of the month.
- **Inventory Report** – Itemized record of all CSP purchased equipment and property with 600 object codes acquired through the grant. Inventory reports are reported Semi-annually in January and July.

Inventory Report

Semi-annual Reporting

- Itemized record of all CSP purchased equipment and property with 600 object codes acquired through the grant.
- Schools are required to take a physical inventory of all CSP items at least two times per year (January and July).

Inventory Report

Charter Schools Project Tracking ABC-2 Sample Charter School | [Sign out](#)

Home | Contact Information | Documents | Resources | Budgets | Tickets | Reports | Implementation Timeline

Manage Inventory

To create an inventory report, approved budgets and expenditure reports that have inventory within those budgets must exist first.

Planning (4/8/2016 - 10/7/2017)

Budget Export
 Created: 1/19/2017 Amount: \$4,600.00 status: Approved

No inventory report has been created

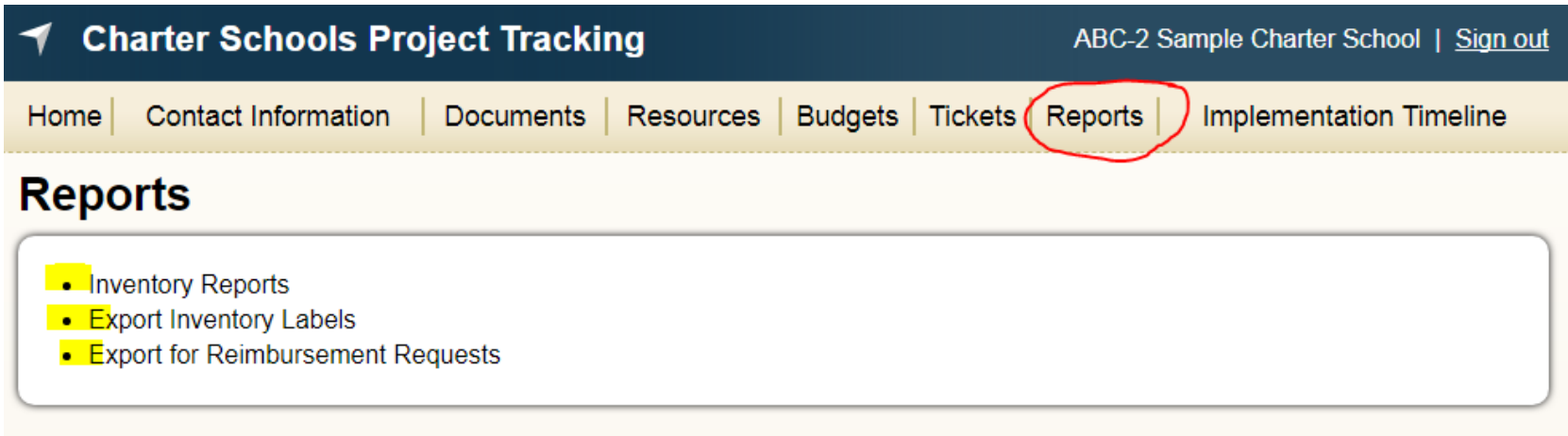
Implementation (10/8/2017 - 4/9/2019)

Budget Export
 Created: 1/31/2017 Amount: \$225,000.00 status: Approved

Inventory Report 7/1/2017

New Report for 1/1/2018

Accessing Reports within www.flcsp.org



Charter Schools Project Tracking ABC-2 Sample Charter School | [Sign out](#)

[Home](#) | [Contact Information](#) | [Documents](#) | [Resources](#) | [Budgets](#) | [Tickets](#) | **[Reports](#)** | [Implementation Timeline](#)

Reports

- Inventory Reports
- Export Inventory Labels
- Export for Reimbursement Requests

Inventory Report

Charter Schools Project Tracking ABC-2 Sample Charter School | [Sign out](#)

Home | Contact Information | Documents | Resources | Budgets | Tickets | Reports | Implementation Timeline

Inventory Report

for 1/1/2018
[Back](#)

Submit **Export** **Import**

	Function Code	Object Code	Tag Number	Location	Status
Edit	5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2013-061-0000002317	Classroom 1	In Use
Edit	5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2013-061-0000002318	classroom 2	In Use
Edit	5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2013-061-0000002319	To be specified when in use	Ordered
Edit	5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2013-061-0000002320	To be specified when in use	Ordered

Inventory Report

Charter Schools Project Tracking ABC-2 Sample Charter School | [Sign out](#)

Home | Contact Information | Documents | Resources | Budgets | Tickets | Reports | Implementation Timeline

Inventory Report for 7/1/2017

Inventory Reports [Export](#)

Function Code	Object Code	Tag Number	Location	Status	Budget Narrative
5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2013-061-0000002317	Classroom 1	In Use	Non-Capitalized Furniture, Fixtures and E... [More]
5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2013-061-0000002318	classroom 2	In Use	Non-Capitalized Furniture, Fixtures and E... [More]
5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2013-061-0000002319	To be specified when in use	Ordered	Non-Capitalized Furniture, Fixtures and E... [More]
5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2013-061-0000002320	To be specified when in use	Ordered	Non-Capitalized Furniture, Fixtures and E... [More]

Exported Inventory Report

Florida Department of Education Inventory Management								FAIN#: U282A110045		
Charter School Name: ABC Sample Charter School, Inc.			District: Leon			School CSP ID: 2017-000				
Contact Name: School Leader			Phone Number: 850-555-5555			Approved Budget: \$525,000.00				
E-Mail Address: school.leader@school.org			umber: 290-2987B-00000							
Project Start Date: 5/19/2017			Project Ending Date: 5/18/2019							
Project Phase: Implementation										
Item Serial/ID#	Item Description	% of Federal Participation	Funding Source (CSP Grant Funds)	Acquisition Date	Item Cost	Item Location	Item Condition	Disposition Date (if applicable)	Inventory Report Date	Budget Narrative
2013-061-0000005770	641-Capitalized Furniture, Fixtures, and Equipment				\$1,500.00	Room 115	In Use		7/1/2018	Short Throw Projectors
2013-061-0000005771	641-Capitalized Furniture, Fixtures, and Equipment				\$1,500.00	Room 116	In Use		7/1/2018	Short Throw Projectors
2013-061-0000039189	642-Noncapitalized Furniture, Fixtures, and Equipment				\$750.00	Principal's Office	In Use		7/1/2018	Principal Laser Printer
2013-061-0000039190	642-Noncapitalized Furniture, Fixtures, and Equipment				\$750.00	Front Office Printer	In Use		7/1/2018	Central Laser Printer
2013-061-0000039191	643-Capitalized Computer Hardware				\$1,000.00	Front Office	In Use		7/1/2018	Visitor Registration Computer and Monitor



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Grant Completion Process

Sub-recipients required validation of the final cumulative reports for CSP itemized expenditures, and inventory.

- Expenditure Report
- Inventory Report
- Grant Completion Questionnaire



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Questions and Answers

Thank You for Your Participation

Charter Schools Grant Team

Adam Emerson, Charter Director

Adam.Emerson@fldoe.org

Yolanda Miranda-Hill, CSP Grant Director

Yolanda.Miranda-Hill@fldoe.org

Horace Taylor, Budget Analyst

Horace.Taylor@fldoe.org

<http://www.fldoe.org/schools/school-choice/charter-schools/charter-school-program-grant>



www.FLDOE.org

Thank you to all CSP Grant Participants

