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## **MEMORANDUM**

**TO:** School District Finance Officers

**FROM:** Suzanne Pridgeon

**DATE:** November 18, 2022

**SUBJECT: Preliminary Expenditure Report for the 2022-23 Teacher Salary Increase Allocation**

In accordance with [section 1011.62\(14\), Florida Statutes](#), each school district and charter school is required to submit to the Florida Department of Education (department) a salary schedule and preliminary report on the expenditure of Teacher Salary Increase Allocation (TSIA) funds by December 1, 2022. Attached to this memorandum are templates for salary schedules and TSIA expenditure reports for school districts and charter schools, which should not be altered. Please complete the appropriate template and submit it through the [2022-23 TSIA Preliminary Expenditure Report Submission Survey](#) no later than December 1, 2022, so that the department can submit a statewide preliminary report on the planned TSIA expenditures to the governor and the Florida Legislature by February 1, 2023.

Each template includes instructions on how to complete its associated reports and will generate an error list prior to report submission. Please do not submit a report if item E5 on the TSIA Preliminary Expenditure Report template indicates that the report is not ready to be submitted. Charter schools should submit their completed TSIA preliminary expenditure report and salary schedule to their sponsoring school district. Districts are responsible for including all charter school reports and salary schedules in their submissions.

If a district or charter school has not yet submitted a board-approved TSIA Salary Distribution Plan by the Preliminary Expenditure Report deadline (December 1, 2021), the TSIA Preliminary Expenditure Report Submission Link should be used to upload a document specifying the district or charter school's current status and an updated timeline for submitting a board-approved TSIA Salary Distribution Plan. A Preliminary Expenditure Report must be submitted immediately after a board-approved TSIA Salary Distribution Plan has been submitted and TSIA growth funds are distributed. Charter schools should coordinate this submission with their sponsoring school district.

Suzanne Pridgeon  
Deputy Commissioner, Finance and Operations

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Additional resources and information about the TSIA is located on the department's [Teacher Salary Increase Allocation webpage](#). If you have questions about how to complete the survey, please contact Jeff Rockwell at [Jeffrey.Rockwell@fldoe.org](mailto:Jeffrey.Rockwell@fldoe.org) or 850-245-0405. If you have questions about how to submit reports through the online system, please contact Madison Wyant at [Madison.Wyant@fldoe.org](mailto:Madison.Wyant@fldoe.org).

SP/jb

Attachments

cc: District Charter School Contacts  
Mark Eggers, Division of Finance and Operations  
Josh Bemis, Office of Funding and Financial Reporting  
Jeff Rockwell, Office of Funding and Financial Reporting  
Vicki Pineda, Office of K-12 School Choice  
Virginia Whitaker, Bureau of Educator Recruitment, Development, and Retention  
Madison Wyant, Bureau of Educator Recruitment, Development, and Retention