MEMORANDUM

TO: School District Finance Officers

FROM: Suzanne Pridgeon

DATE: November 8, 2021

SUBJECT: Preliminary Expenditure Report for 2021-22 Teacher Salary Increase Allocation

In accordance with section 1011.62(16), Florida Statutes, each school district and charter school is required to submit a salary schedule and preliminary report on the expenditure of Teacher Salary Increase Allocation (TSIA) funds by December 1, 2021. Attached to this memorandum are templates to assist school districts and charter schools in fulfilling this requirement. Please use these templates (without altering them) to complete the salary schedules and Preliminary Expenditure Report. Submit the completed reports and salary schedules through the survey link: 2021 - 2022 TSIA Preliminary Expenditure Report Survey no later than December 1, 2021, so that the Florida Department of Education (department) can submit a statewide Preliminary Expenditure Report on the planned TSIA expenditures to the governor and the Florida Legislature by February 1, 2022. Uploads are limited to Microsoft Excel format.

Each template includes instructions on how to complete its associated report and will generate an error list to review prior to report submission. Please do not submit a report if item ES on the TSIA Preliminary Expenditure Report template states that the report is not ready to be submitted. Charter schools should submit their completed TSIA final expenditure reports and salary schedules 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 summarizing 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 funds are distributed. Charter schools should coordinate this submission with their sponsoring school district.
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 Preliminary Expenditure Report, please contact Josh Bemis at Josh.Bemis@fldoe.org or 850-245-0405. If you have questions about how to submit reports through the online system, please contact Erika Fritz-Ochs at Erika.Fritz-ochs@fldoe.org.

SP/jb

Attachments: Preliminary Salary Schedule
2021-22 Charter School Preliminary Expenditure Report Template
2021-22 District Preliminary Expenditure Report Template

cc: School District Superintendents
School District Charter Schools Contacts
Mark Eggers, Assistant Deputy Commissioner
Josh Bemis, Educational Policy Director
Erika Fritz-Ochs, Educational Policy Consultant