

CSP Grant Subrecipient Instructions for Submitting Monthly Expenditure Reports

The instructions for completing a monthly expenditure report are below. All CSP grant recipients must enter grant expenditures in the Charter Schools Project Tracking System (www.flcsp.org) no later than the first day of each month. Monthly reporting of expenditures is a compliance requirement. The Department retains authority to terminate, with written notice, a project that does not demonstrate progress toward opening and operating a high-quality charter school.

1. Log in to FLCSP (www.flcsp.org) using the username and password.
2. Select the expenditure report notification link.



Task	Status
1. Contact Information	Complete
2. Required Documents	8/8 uploaded, 8/8 approved
3. Budgets	Implementation budget is approved.
4. Expenditure Reports	Report for 10/1/2019 is approved. Next report due on 11/1/2019
5. Inventory Reports	Next inventory report is due on 1/1/2020
6. Site Visit	N/A

3. On the Manage Budgets and Report page, under Current Budget, select New Report.



Current Budget	
Created: 3/7/2019, Projected Amount: \$549,946.00, Type: Initial, Status: Approved	
9/1/2019 Expenditure Report	Approved
10/1/2019 Expenditure Report	Approved
New Report	

4. To report an expenditure, locate the item and select the Report Expenditure button.

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: 11/1/2019 Mark as Final Submit for review Export Inventory Label

Function Code: 5100-Basic (FEFP K-12)	Price per item: \$3,300.00	Budget amount: \$3,300.00
Object Code: 360-Rentals		
Narrative: Instructional software for reading to provide current events reading content at various grade levels for students. Annual site license.	Expended Amount: \$0.00	Remaining balance: \$2,080.00 Current expenditure: \$0.00
Comments:		

Report expenditure

Budget Totals

Released: \$506,245.00

Reported: \$377,495.52

For items assigned a 600 object code, select Report Expenditure & Inventory.

Function Code: 5100-Basic (FEFP K-12)	Price per item: \$127.00	Budget amount: \$2,032.00
Object Code: 642-Noncapitalized Furniture, Fixtures, and Equipment	Quantity: 16	
Narrative: History Map #034: Underground Railroad 1860 (11 at \$127); History Map \$131: The Early Crusades, 1096-1212 (5 at \$127)	Quantity Purchased: 0	Remaining balance: \$2,032.00 Current expenditure: \$0.00
	Expended Amount Per Item: \$0.00	
Comments:		
Inventory for Current Expenditure:		
Item	Status	Location
		Tag Number

Report expenditure & inventory

On the following page, enter the quantity purchased, expended amount per item, status and location. A system generated tag number will be assigned. To assign a custom tag number, deselect Need System Generated Tag Number and enter the custom tag number.

Manage Expenditure and Inventory

Function Code: 5100-Basic (FEFP K-12) Price per item: \$127.00 Budget amount: \$2,032.00
 Object Code: 642-Noncapitalized Furniture, Fixtures, and Equipment Quantity: 16
 Narrative: History Map #034: Underground Railroad 1860 (11 at \$127); History Map \$131: The Early Crusades, 1096-1212 (5 at \$127) Remaining balance: \$782.00
 Quantity Purchased: 10 Expended Amount Per Item: \$125 Current expenditure: \$1,250.00

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	✖
642-Noncapitalized Furniture	Ordered ▼		TobeGeneratedBySystem	✖
642-Noncapitalized Furniture	Ordered ▼		TobeGeneratedBySystem	✖
642-Noncapitalized Furniture	Ordered ▼		TobeGeneratedBySystem	✖
642-Noncapitalized Furniture	Ordered ▼		TobeGeneratedBySystem	✖
642-Noncapitalized Furniture	Ordered ▼		TobeGeneratedBySystem	✖
642-Noncapitalized Furniture	Ordered ▼		TobeGeneratedBySystem	✖
642-Noncapitalized Furniture	Ordered ▼		TobeGeneratedBySystem	✖
642-Noncapitalized Furniture	Ordered ▼		TobeGeneratedBySystem	✖

Save Cancel

- When all expenditures have been entered, select Submit for Review. Do not select Mark as Final, unless the grant phase has ended and the final expenditure report is being submitted.

Manage Expenditure and Inventory

Back to List
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Report Date: 11/1/2019

Function Code:	Price per item:	Budget amount:
5100-Basic (FEFP K-12)	\$3,300.00	\$3,300.00
Object Code:		
360-Rentals		
Narrative:		Remaining balance:
Instructional software for reading to provide current events reading content at various grade levels for students. Annual site license.		\$2,080.00
	Expended Amount:	Current expenditure:
	\$0.00	\$0.00

Comments:

Budget Totals

Released: \$506,245.00

Reported: \$377,495.52