

Have you Ever Game (20-30 minutes): Carryover Reporting

1) Have you ever completed the Title I Carryover Percentage Certification report?

a. When would you have to fill this out?

- i. When you have more than 15% of Title I funds left after June 30th of the initial grant year

b. What is the due date?

- i. By October 15th

c. What information do you put into the form?

- i. You can report expenses from July 1 through September 30 to try and get the balance below the 15% mark
- ii. You can also report an obligated funds as of September 30 but not yet paid out

d. What are the potential outcomes?

- i. You can request a waiver once every three (3) years
- ii. If you get below the 15% mark you get to keep all of your funds
- iii. If you cannot get below the 15% mark you will create a separate district project and the difference between your current balance and the 15% will be set aside and the state reallocates those funds for summer school projects

2) Have you ever completed the Private School Carryover Reconciliation?

a. When would you have to fill this out?

- i. When you have a private school in your district that accepts federal funds

b. What is the due date?

- i. October 15th

c. What are the potential outcomes?

- i. The private school has an extenuating circumstance and can continue using the funds
- ii. The private school releases the funds to other private schools in the district (or back to the public district if there are no other private schools)
- iii. The private school and the public district agree to send the funds back to USDE

3) Have you ever submitted your End of Year Report on time?

a. When is the due date for the End of Year Report?

- i. January 15th

4) Have you ever submitted an invoice with a billing period ending December 31st

a. Why is this important?

- i. December 31st lines up with the End of Year Report timeline that is needed to ensure that the reimbursement system matches up with what is being reported

b. What is the billing period that the End of Year Report covers?

- i. July 1st through December 31st

5) Have you ever sat with your business manager and/or ESEA coordinator and compared year end balances?

a. Why is this important?

- i. To ensure that the expenses that are reported match up with what has been invoiced for and that invoicing is up-to-date

- 6) **Have you ever submitted an End of Year Report where the ending balances matched the reimbursement system?**
a. Guess what happens if they don't? 😬
- 7) **Have you ever had an invoice kicked back because the End of Year Report was not done OR your billing period extended past the December 31st date?**

END OF YEAR REPORT ESSENTIALS:

Due Date: January 15th (not April 15th)

Period: July 1st through December 31st

Based on project carried forward / created in the Performance Report

Verify your ending budget totals for each title with your business manager (aka the Reimbursement System)

Ensure that all invoicing is up to date through December 31st (including an invoice with an ending billing period date of 12/31)

Any invoices for expenses after January 1st will not be approved until this has been completed 😞