

## Topic

### Financial Transfer Worksheet

## Introduction

Welcome to the Financial Transfer Worksheet! It is important to remember that under ESSA districts can now transfer 100% of Title IIA and IVA funds into any of the other Titles, so long as they receive an allocation from that Title.

A few things to remember before starting to complete the Transfer page:

- 1) If you have non-public schools in your district that you have completed the consultation process because transferring funds will have an impact on the equitable services for the non-public.
- 2) Any transfers done should reflect an identified need in your CNA
- 3) When you choose to transfer funds, you would submit invoices under the Title in which you transferred the money TO. When you received the funds, you would receive them under the Title in which they had been transferred TO and then you need to then transfer them to the original Title. This process is cleaner on the application side and more difficult on the bookkeeping side of things.

## Content

On this page you will see that under the blue header row is row (a) which contains the district allocations for each of the Titles as noted by each column.

In row (b) you will notice that the boxes for Title IA, ID, III, V, and Total are blacked out and that only IIA, and IVA are available. Title IIA and IVA are the only Titles from which you can transfer funds OUT of. If a district chooses to transfer funds out of Title IIA and/or Title IVA they would complete row (b) for where they wish to transfer funds TO with the amounts for each new Title.

In this example we will be transferring \$3,000.00 from Title IVA to Title IA based on our needs identified in our CNA. To do this we go to row (b) and the Title IVA column. In the box labeled IA I will put in the \$3,000.00 to make the transfer and then click the Post / Update button at the bottom. That's it.

Once you have completed row (b) for any and all transfers, you will click the Post / Update button at the bottom of the page and it will auto-calculate rows (c), (d), and (e), where row (e) reflects the new totals available under each Title for projects.

## Closing

“This concludes this guidance material on the Financial Transfer Worksheet page. For additional questions, please reach out to your assigned ESEA Federal Programs Regional Team Member.”