



School Administrative Assistant Meeting

**Purchasing & Compliance
and
Time & Effort**

Presenters:

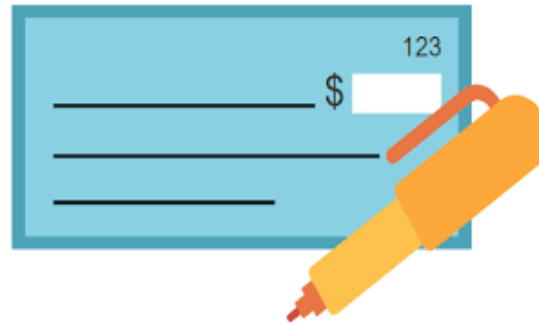
José A. Jarquín

&

Angel Covarrubias

Objective #1

- Learn the guidelines of using Title I program funding



Objective #2

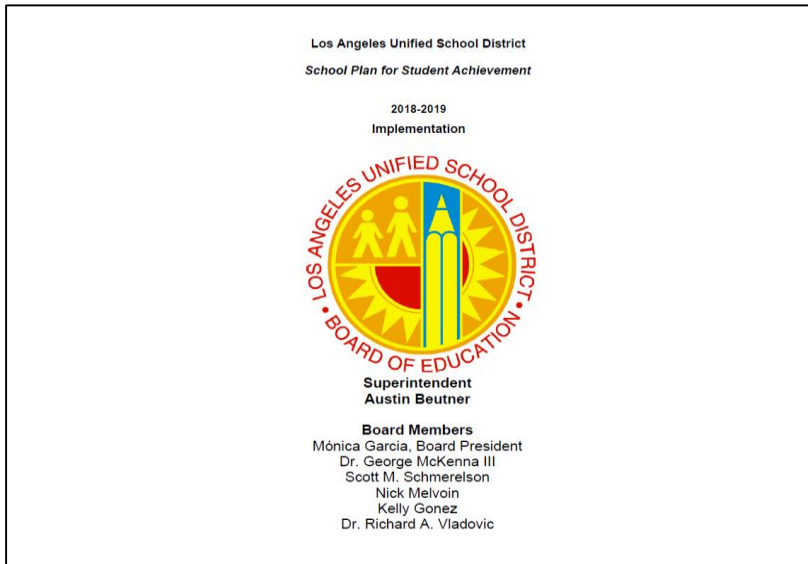
- Share resources to properly complete the January – June, 2019 time and effort documentation



What is the SPSA?

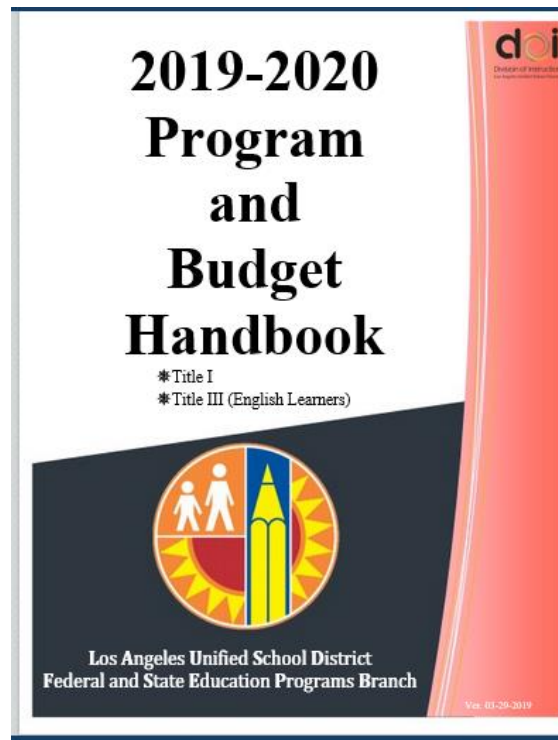
- School Plan for Student Achievement (SPSA)

SPSA



- Annual plan developed, written, and evaluated by School Site Council
- How the school will use its funds aligned to the goals aimed at improving academic performance and student achievement



Title I Allowable Costs



Great resource and tool to help you learn the policies and procedures for using Title I funds.

Wouldn't it be nice if there was a document which contained much of this information in a convenient place.....

Title I Cheat Sheet

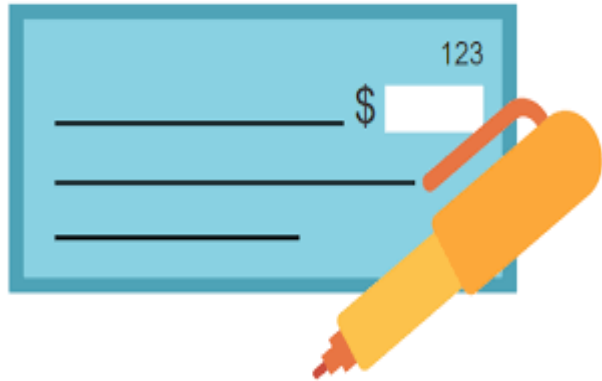
 The Title I Program Cheat Sheet for 2018-2019 
<p>When submitting a request to reconcile accounts or purchasing items using Title I funds, a SPFA page or SPFA Modification page that specifically describes the purchase must accompany your request or it will not be processed. The holder of the plan is usually the Principal and/or the Title I Designee at your school. They can provide the documents needed to complete your request. The cut-off date for all requests to reconcile accounts or purchase items with Title I funds is ★ May 5, 2019 ★.</p>
<p>Ghost Card</p> <p>Schools will be required to enter another program other than 75046 to pay for 50% of the <u>monthly</u> copier charges. (BUL-6518.1) When reconciling Toshiba copier charges, use commitment item 580002.</p>
<p>Travel Card</p> <p>When reconciling the travel card through the SAF system for contract bus services and/ or conference expenses (airfare, lodging, etc), make sure to attach SPFA / SPFA modification page specifically describing the conference attended, approved 10.12.1 travel form, receipt/ invoice for expenditure, conference flyer with dates.</p>
<p>Imprest- claims must be in no later than May 5th</p> <p>The following are the only allowable Title I expenditures when using a school's Imprest account. Imprest claims will <u>only</u> be accepted through the Imprest Claim System in SAF. Submit Title I Imprest claims separately from other programs. <i>These expenditures must be specifically described in the school's SPFA. Failure to attach all required documents will delay your claim.</i> (REF-1706.4)</p> <ul style="list-style-type: none">- Admission Fees to approved educational activities (580005)- (REF-2111.1)<ul style="list-style-type: none">- SPFA plan page, itemized receipt/invoice with location- Conference Registration Fees to Title I (520002) -allowed conferences for staff (BUL-5525.2) and parents (BUL-6748.1)<ul style="list-style-type: none">- SPFA plan page, approved 10.12.2 travel form, conference registration receipt/invoice, conference flyer with dates- Contract Bus Services -to locations approved by LAUSD (580012) - (BUL-1521.1)<ul style="list-style-type: none">- SPFA plan page, approved 34-EH-57 student field trip form, itemized receipt/invoice with location- Supplemental Instructional Materials (430010) - for items described in the Program and Budget Handbook p. 32<ul style="list-style-type: none">- SPFA plan page, itemized receipt/invoice
<p>P-Card- purchases with the P-card must be made no later than May 5th</p> <p><i>These expenditures must be specifically described in the school's SPFA. Other expenditures, not named below, charged to the school's P-card, even if they are allowed by Title I and in the SPFA, could be subject to payback. (BUL-6518.1) To assist with the approval of P-Card reconciliations and potential audits, it is recommended that the school provide a specific description in the "Extras" tab of the items purchased/name of the conference/ curricular trip destination.</i></p> <p>The only P-Card expenditures that can be reconciled with Title I funds are:</p> <ul style="list-style-type: none">- Admission Fees to approved locations (580005)- (REF-2111.1)<ul style="list-style-type: none">- SPFA plan page, itemized receipt/invoice with location- Conference Registration Fees (520002) -allowed conferences for staff (BUL-5525.2) and parents (BUL-6748.1)<ul style="list-style-type: none">- SPFA plan page, approved 10.12.2 travel form, conference registration receipt/invoice, conference flyer with dates- Supplemental Instructional Materials (430010) - for items described in the Program and Budget Handbook p. 32<ul style="list-style-type: none">- SPFA plan page, itemized receipt/invoice- Contract Bus Services -to locations approved by LAUSD (580012) - (BUL-1521.1)<ul style="list-style-type: none">- SPFA plan page, approved 34-EH-57 student field trip form, itemized receipt/invoice with location- Software License Maintenance (580020) - for renewal of licenses ending by June 30th of the current school year<ul style="list-style-type: none">- SPFA plan page, itemized receipt/invoice- Other Books (420010) - FD Books, Reference materials for student (thesaurus, picture dictionaries), Books for the school library<ul style="list-style-type: none">- SPFA plan page, receipt/ invoice listing all books purchased
<p>For assistance, contact FSEP at 213-241-6990 or your local district Title I Coordinator</p> <p>Revised 9-6-18</p>

The Title I cheat sheet details documents needed for reconciliation of Title I funds in:

- * Imprest
- * P-card
- * T-Card
- * Shopping Cart

Handout

Imprest



- Admission Fees to approved educational activities
- Conference Registration Fees to Title I
- Contract Bus Services to approved LAUSD locations
- Software License Maintenance
- Other Books

**All Reconciliations require
SPSA/Modification pages**

P-Card



- Admission Fees to approved educational activities
- Conference Registration Fees
- Supplemental Instructional Materials
- Contract Bus Services to approved LAUSD locations
- Software License Maintenance
- Other Books

All Reconciliations require SPSA/SPSA Modification pages

Travel Card



- Required Attachments
 - SPSA page/(approved) SPSA modification with specific conference mentioned
 - Approved 10.12 forms
 - Receipt/Invoice for expenditures
 - Conference Flyer with Dates
 - Approved Travel Request Notification (ATRN)
- All Reconciliations require SPSA/Modification pages**

Shopping Cart



- Other Books (submit list of books)
- General Supplies Technology (Under \$500)
- M&O Supplies for Title I Interventions
- Supplemental Instructional Supplies (SIM)
- Non-Cap Equipment (\$500-\$4,999)
- Travel/Conference Attendance

**All Reconciliations require SPSA/SPSA
Modification pages**



Shopping Cart

- Maintenance of Equipment (50/50 Funding)
- Rental of Equipment (50/50 Funding)
- Admission Fees (District approved sites)
- Contract Bus Services (District approved sites)
- Software License Maintenance(Renewal)
- Professional Services Contract Instructional

**All Reconciliations require SPSA/SPSA Modification
page**

Time and Effort

Federal Funds



Time Accounting



1. Periodic/Blanket Certification
(Attachments B and/or C)
2. Multi-funded Time Report
(Attachment D)

LEGAL DOCUMENTS

Resources

- [Bulletin-2643.8](#)
- [Multi-funded Time Reports](#)
- [FAQs](#)

Summary

- Federal and State regulations require time reporting documentation for all personnel who receive any payment from federal funds or from state categorical funds
- Following the guidelines in BUL-2643.8 will help prevent findings during audits
- Having a system in place includes identifying categorically funded employees, providing training regarding time reporting, communicating with the principal and time reporter, and keeping time reporting documents in a binder for audit purposes
- Contact your Local District Title I Coordinator if you have any questions



- All receivers must entered by the June 30th deadline
- Time Reporting Deadlines:
 - Semi-monthly June 14th
 - Classified June 20th
 - Certificated June 25th
- Toshiba: Please ensure you have a 50-50 split between Title I and General Funds on the Ghost card (a transfer of expenditures can still be completed if needed)

Next Year

General Supplies Technology

Equipment costing less than \$500 including Tax, Shipping, and other ancillary charges

Reminder:
Use Commitment item #430001

Non-Capitalized Equipment

Equipment costing \$500 to \$4,999 including Tax, Shipping, and other ancillary charges

Reminder:
Use Commitment item #440001

**Next Year all Technology must be submitted
by January 30th 2020**

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Title I Coordinators

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Thank you!