



# CSP NEWS

NEWSLETTER OF THE FLORIDA CHARTER SCHOOLS GRANT PROGRAM

August 2010

FLORIDA DEPARTMENT OF EDUCATION

Volume 1, Issue 4

OFFICE OF INDEPENDENT EDUCATION AND PARENTAL CHOICE

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For assistance, call 850-245-0502

or email [Charterschools@fldoe.org](mailto:Charterschools@fldoe.org).

## Time to Perform Inventory

We recommend that a school-wide inventory be conducted twice a year: once at the end of the school year to identify lost or damaged items as well as those still in use, and a second time at the beginning of the school year to ensure that purchases coming in over the summer are properly recorded, labeled and stored. It is imperative to keep an accurate account of CSP-funded purchases. During site visits, inventory lists will be requested, and selected portions will be reviewed for accuracy.

Inventory may be done by hand, using count sheets and manual entry, but this method is time-consuming and not always accurate. Many schools now use bar-code readers, which require special software and an investment in the equipment to produce and read the bar-code labels. The benefits include a faster and more accurate inventory count, as the bar-code input can be directly downloaded to your computer. Bar-code readers are an allowable purchase under the CSP Grant.



Whichever method is chosen, the inventory system should document for each item: a serial number, description of the item, funding source, acquisition date, cost, room location, condition and disposition date. Please note that all items purchased with CSP funds must be used for the school—even after the grant period expires. When original equipment is no longer needed, the disposition must be completed as specified in the DOE Green Book.

## SPECIAL POINTS OF INTEREST

### 2010—2013 Grants

- Your updated budget must be submitted in order for an award letter to be processed.
- Updated budgets are under review in order to process award letters to new grant recipients.
- Upon receipt of your award letter, contact your sponsor to arrange for your funds.

### 2009—2012 Grants

- No-cost extensions have now been processed. Check project period on DOE 200 for ending date.
- If not yet in Implementation I, email your Grant Specialist for assistance.

### 2008—2011 Grants

- Time is running out. Spend down remaining funds. Document all purchases.
- Prepare your Itemized Expenditure Report (DOE 399).
- If your grant has ended, contact your Grant Specialist immediately.

## Leases and Labeling

In case of default on the lease, a landlord may try to seize the property and all items on the premises. Should this occur, it is especially important that items be accurately labeled and inventoried. Each piece of equipment purchased with CSP Grant funds should be labeled as such. For example:

Property of (Name of Charter School)

District \_\_\_\_\_

Item # \_\_\_\_\_

*Purchased with CSP Grant funds.*

*If your school uses a bar-code reader for inventory, the label will also include the bar code.*

Please contact your Grant Specialist with any questions, and be sure he or she has a signed copy of your current lease.

## Reminder Florida Charter School Conference

November 8-10, 2010  
Orlando, Florida

To register:

[www.charterschoolconference.com](http://www.charterschoolconference.com)

## RESOURCES

### Required CSP Grants

### Training Webinar

Please register now for the required [CSP Grants Training Webinar](#) scheduled for **August 11, 2010, 10 a.m. EST**. This training session will focus on developing budgets, record keeping, budget amendments, allowable expenses, grant timelines and much more.

Attendees should include the Principal/Director and at least one board member. You may also invite your management company representative.

Each individual must register independently so that we will have a clear list of attendees. Roll will be based on the attendee list as it appears on the day of the webinar. **To register**, select the link above, click "Show all meetings," and click "Register."



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