



SPECIAL POINTS OF INTEREST

All Schools

- If your 501(C)3 application is still pending, go to Sunbiz.org and file your "Articles of Incorporation as a Florida Non-Profit" immediately. Send your approval documentation to your grant specialist. No additional grant funds will be released without this documentation.
- Make sure all of CSP-funded equipment and books are labeled and inventoried. Grant specialists may request photo documentation of labeling.
- Your budgets and budget amendments must support items that are allowable, reasonable, and necessary. You must base purchases on current enrollments and registered students for next school year.

2011–2014 Grants

Schools deferred to open August 2012:

- Send charter contract and lease to grant specialists by June 1, 2012.
- Prepare Draft DOE 150/DOE 101S for Implementation I budget, and send to grant specialist by March 1.
- Send documentation for all Phase I Attachment J objectives to grant specialists by June 1, 2012.

2010–2013 Grants

- All Implementation I grants with 4/12/10 effective dates will end on 4/11/12 .
- If you have not received Imp. II funding yet, contact your specialist immediately! Send a draft DOE 150/DOE 151 to your grant specialist to request your "Implementation II funding as a budget increase to your existing Implementation I grant award."

2009–2012 Grants

- Grant ends June 30, 2012. Schools not yet in Imp. II should contact their grant specialist immediately.

Budget Amendments Tips

A Budget Amendment must be submitted to your Grants Specialist whenever the school decides to allocate its grant funds differently than originally reported. Filing requires two forms: the [DOE 150](#) describes the reason for the budget amendment, and the [DOE 151](#) shows the reallocation of funds. The amendment must be submitted during the grant phase for which the funds are awarded.

The DOE 151 requires a narrative description for each budget item by category to justify the requested Budget Amendment. You should list only the budget lines that are being amended and/or new ones being created. For each budget line to be amended, revise your narrative with updated calculations and enter the amount to be increased or decreased in the appropriate column. *The in-*

crease and decrease totals should be equal. Your Grants Specialist can assist you if you have questions.

Expense Coding

Object codes must be included on budget and expenditure reports to indicate the type of goods or services obtained as a result of a specific expenditure. Object codes and their descriptions may be found in Chapter 4 of the [Red Book](#) (*Financial and Program Cost Accounting and Reporting for Florida Schools*).

Avoid mixing object codes. Each type of goods or service should be listed as a separate entry.

Capitalized or not capitalized?

Certain items may be coded differently depending on whether a specific spending threshold has been met. Districts vary on the dollar amount set for these thresholds. Check with your district if you are uncertain whether an expenditure should be shown as a capitalized expense.

Goings On

Call for Reviewers—The Florida Department of Education is seeking reviewers for the Public Charter Schools Grant Program Request For Proposal (RFP) issued December 16, 2011. Reviewers will receive a stipend of \$70 for each completed review. If you are interested, please submit a cover letter and resume by **February 6, 2012** to charterschool-grant@fldoe.org with "Call for Reviewers, 2012-2015 RFP" in the subject line or fax them to the attention of Helen Giraitis at (850) 245-0875.

Register for the 2012 National Charter Schools Conference. The conference will be held June 19 – 22, 2012 at the Minneapolis Convention Center. For more information, go to: <http://publiccharters.org/Conference/2012/Home.aspx>. **Early registration ends February 15.**

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