August 15, 2016

MEMORANDUM

TO: County and City Superintendents

FROM: Philip C. Cleveland
Interim State Superintendent of Education

RE: Request for Federal Funds (ES-2)

This memorandum is to remind you of the importance of submitting, in a timely manner, the monthly Summary of Federal Funds Reports (Form ES-2) for the month ending August 2016. This report with your original signature should be in our office by August 26, 2016, to ensure payment before the end of the fiscal year. This will apply to the ES-2 for federal funds not paid through e-GAP, except for the Career Readiness Indicators grant. Those particular funds had a July 19, 2016, deadline for reimbursement per the award.

For e-GAP funds, the requests with all LEA level approvals should also be completed by August 26, 2016. If you have an unapproved systemwide budget amendment that includes carryover, we will not be able to process the payment for carryover until after September 30, 2016.

Due to the state fiscal year closeout process and deadlines imposed by the State Comptroller’s Office, requests for funds that are received later than the deadline above may not be processed for payment until after October 1, 2016.

Your cooperation in this matter is appreciated. If you have any questions, please call your assigned accountant at (334) 242-9914.

PCC/BK/NS

cc: Chief School Financial Officers
LEA Accounting

FY16-3046