



BULLETIN

SUBJECT: 2019-2020 Carryover **2019-20 NO. BS - 33**

TO: Principals and Office Managers

DATE: April 7, 2020

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Director, Budget & Fiscal Rose F. Ramos
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PURPOSE:

The purpose of this memorandum is to provide carryover policies for fiscal year 2019-20

GUIDELINES:

Current year funds are intended to benefit current year students.

Instructional materials and other school allocations are intended to provide resources and services for a school's student population in the year of allocation.

Expenditures must always be recorded in the fiscal year the goods or services are received.

I. To guide schools and offices with regards to cut-off dates for ordering, please refer to 2019-20 NO. BS-29, "2019-2020 Year-End Closing Timelines", dated February 14, 2020.

II. "Received Online", as used in this memorandum, is to record the receipt of materials and/or services in Escape. Upon receipt of materials or services, it is of extreme importance that school site and department staff enter and post the "Received Online" in Escape to ensure that expenditures are charged in the fiscal year they are received. "Received Online" should only be processed upon actual delivery of materials or services. Processing of "Received Online" prior to actual delivery is a violation of District policy and may result in a

Therefore, if an order is placed late in the fiscal year, schools should allow sufficient time for the delivery of goods and services, as well as the posting of the "Received Online" no later than June 30, 2020.

III. ACCOUNTS WITH LESS THAN FULL CARRYOVER OR NO CARRYOVER

The maximum carryover for Title I (Resource 3010) is 10% of the final allocation per school. School sites are expected to spend their current allocation on their current students.

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