



DIVISION OF ELEMENTARY & SECONDARY EDUCATION

SPECIAL EDUCATION FINANCE UNIT MONTHLY REMINDERS

Updated 1-15-20

JULY	
	Check Indistar for approved application uploaded by SEU.
	Amend VI-B budget for final allocation amount and for 10% variance.
	Pull COGNOS State/Local AFR reports. Check for MOE exceptions and MOE status.
	Check Commissioner's Memo for current year PRELIMINARY allocation awards.
	Email Request forms (equipment, bus, construction) to SPED Finance for preapproval before purchasing.
AUGUST	
	Work on closing the fiscal year with bookkeeping.
	Check the Monitoring Cycle for the current year. http://www.arkansased.gov/divisions/learning-services/special-education/monitoring-program-effectiveness/monitoring-procedures
	Review training materials on the -Special Education webpage. http://www.arkansased.gov/divisions/learning-services/special-education/funding-finance/finance-training-material
	Pull COGNOS State/Local AFR reports. Check MOE exceptions and MOE Status.
	Check Commissioner's Memo for current year PRELIMINARY allocation awards.
	Email Request forms (equipment, bus, construction) to SPED Finance for preapproval before purchasing. Check Indistar for approved documents.
SEPTEMBER	
	Check the SPED Monitoring Cycle list for due dates, if applicable.
	Review training materials on the DESE-Special Education webpage. http://www.arkansased.gov/divisions/learning-services/special-education/funding-finance/finance-training-material
	Budgets are due in the eFinance system by September 30.
	Complete AFR MOE Data form for previous year in MYSPEd before Oct. 1.
	Enter State/Local, VI-B and Medicaid budgets in the eFinance/APSCN system.
	Pull COGNOS budget reports. Check coding and budget totals.

	Pull PSPS and CCEIS/CEIS COGNOS budget reports. Check program codes, function codes and totals.
	Check Commissioner's Memo for Carryover/Cash on Hand amounts.
	Email Report forms for previous year's equipment/bus/construction purchased.
	Email Request forms (equipment, bus, construction) to SPED Finance for preapproval before purchasing. Check Indistar for approved documents.
OCTOBER	
	Oct. 2-Oct. 15: Complete the School Age AFR MOE Data form for current year in MYSPEd.
	Email Request forms (equipment, bus, construction) to SPED Finance for preapproval before purchasing. Check Indistar for approved documents.
	Email Report forms for previous year's equipment/bus/construction purchased.
	Monthly TA Calls: http://www.arkansased.gov/divisions/learning-services/special-education/monthly-calls
NOVEMBER	
	Schedule a monthly or quarterly meeting with bookkeeping to check expenditures and MOE.
	Email Request forms (equipment, bus, construction) to SPED Finance for preapproval before purchasing. Check Indistar for approved documents.
	Monthly TA calls: http://www.arkansased.gov/divisions/learning-services/special-education/monthly-calls
DECEMBER	
	Schedule a monthly or quarterly meeting with bookkeeping to check expenditures and MOE.
	Review Catastrophic training materials. http://www.arkansased.gov/divisions/learning-services/special-education/funding-finance/finance-training-material
	Catastrophic Registry opens Dec. 1.
	December 1 Child Count
	Early Childhood Survey opens Dec. 1. Due March 1. Send in copy to SPED Finance and retain copy for your records.
	Private/Home School Survey opens Dec. 1. Due Dec 15. Send in copy to SPED Finance and retain copy for your records.
	Email Request forms (equipment, bus, construction) to SPED Finance for preapproval before purchasing. Check Indistar for approved documents.
	Monthly TA calls: http://www.arkansased.gov/divisions/learning-services/special-education/monthly-calls
JANUARY	
	Schedule a monthly or quarterly meeting with bookkeeping to check expenditures and MOE.
	Continue work in the Catastrophic Registry.

	Excess Cost for previous year should be calculated after December 1 Child Count is published and kept onsite. Review Excess Cost training materials.
	Email Request forms (equipment, bus, construction) to SPED Finance for preapproval before purchasing. Check Indistar for approved documents.
	Monthly TA calls: http://www.arkansased.gov/divisions/learning-services/special-education/monthly-calls
FEBRUARY	
	Early February: Catastrophic Registry closes for student entry. Reopens for data entry at a later date.
	Check the AFR MOE Data form on A2 in MYSPED for possible Child Count loss reduction.
	Excess Cost for previous year should be calculated after December 1 Child Count is published and kept onsite. Review Excess Cost training materials.
	Email Request forms (equipment, bus, construction) to SPED Finance for preapproval before purchasing. Check Indistar for approved documents.
	Monthly TA calls: http://www.arkansased.gov/divisions/learning-services/special-education/monthly-calls
MARCH	
	Continue working in the Catastrophic Registry.
	Schedule a monthly or quarterly meeting with bookkeeping to check expenditures and MOE.
	Early Childhood Survey due March 1.
	CCEIS/CEIS Application deadline is March 30.
	Amend VI-B budget for Revised/Final allocation amount and Required CCEIS recalculation.
	Review June 1 VI-B Application training materials and forms on Indistar.
	Schedule June Application on School Board agenda.
	Check the AFR MOE Data form on A2 in MYSPED for possible Child Count loss reduction.
	Check Commissioner's Memo for FINAL-ADJUSTED current year allocation awards.
	Email Request forms (equipment, bus, construction) to SPED Finance for preapproval before purchasing. Check Indistar for approved documents.
	Monthly TA calls: http://www.arkansased.gov/divisions/learning-services/special-education/monthly-calls
APRIL	
	Catastrophic Deadline: April 1
	Finish work in the Catastrophic Registry and mail IEPs.
	Schedule a monthly or quarterly meeting with bookkeeping to check expenditures and MOE.

	Review June 1 Application training materials.
	Complete June 1 Application submission and schedule application on School board agenda
	After board approval, upload June 1 Application in Indistar.
	Check State/Local AFR for MOE Status and MOE exceptions.
	Check Commissioner's Memo for FINAL-ADJUSTED current year allocation awards.
	Amend VI-B budget for final allocation amount.
	Email Request forms (equipment, bus, construction) to SPED Finance for preapproval before purchasing. Check Indistar for approved documents.
	Monthly TA calls: http://www.arkansased.gov/divisions/learning-services/special-education/monthly-calls
MAY	
	Complete June 1 Application submission and schedule on School Board agenda
	After Board approval, upload June 1 Application in Indistar.
	Amend VI-B budget for final allocation amount and Required CCEIS recalculation.
	Check State/Local AFR for MOE Status and MOE exceptions. Enter exceptions in the AFR MOE Database in MYSPEd.
	Email Request forms (equipment, bus, construction) to SPED Finance for preapproval before purchasing. Check Indistar for approved documents.
	Monthly TA calls: http://www.arkansased.gov/divisions/learning-services/special-education/monthly-calls
JUNE	
	June 1 VI-B Application deadline
	Amend VI-B budget for final allocation amount, recalculation of Required CCEIS and for 10% variance (SPED Budget/Expenditure Comparison Report 2 in COGNOS).
	Pull State/Local AFR reports. Check for MOE exceptions and MOE status.
	Check Commissioner's Memo for State Preschool additional current year allocation awards (late June). Amend State Preschool budget total.
	Email Request forms (equipment, bus, construction) to SPED Finance for preapproval before purchasing. Check Indistar for approved documents.

****For ESY and Residential Placement reminders, please refer to the webpage. ****