



ARKANSAS DEPARTMENT OF EDUCATION

SPECIAL EDUCATION FINANCE UNIT MONTHLY REMINDERS

Updated 03-05-18

JULY	
	Pull COGNOS State/Local AFR reports. Check for MOE exceptions and MOE status.
	Check Indistar for approved application uploaded by SEU.
	Check Commissioner's Memo for current year PRELIMINARY allocation awards.
	Email Request forms (equipment, bus, construction) to SPED Finance for preapproval before purchasing.
	Amend VI-B budget for final allocation amount and for 10% variance.
AUGUST	
	Work on closing the fiscal year with bookkeeping.
	Pull COGNOS State/Local AFR reports. Check MOE and compare expenditure amounts to the budget total.
	Check Commissioner's Memo for current year PRELIMINARY allocation awards.
	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 ADE-Special Education webpage. http://www.arkansased.gov/divisions/learning-services/special-education/funding-finance/finance-training-material
	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.
	Enter State/Local, VI-B and Medicaid budgets in the eFinance/APSCN system.
	Review training materials on the ADE-Special Education webpage. http://www.arkansased.gov/divisions/learning-services/special-education/funding-finance/finance-training-material
	Pull COGNOS budget reports. Check coding and budget totals.
	Pull PSPS and CEIS COGNOS budget reports. Check program codes, function codes and totals.
	Email Report forms for previous year's equipment/bus/construction purchased.

	Budgets are due in the eFinance system by September 30.
	Complete AFR MOE Data form for previous year in MYSPEd before Oct. 1.
	Email Request forms (equipment, bus, construction) to SPED Finance for preapproval before purchasing. Check Indistar for approved documents.
	Check Commissioner's Memo for Carryover/Cash on Hand amounts.
OCTOBER	
	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.
	Oct. 2-Oct. 15: Complete the School Age AFR MOE Data form for current year in MYSPEd.
	Monthly TA Calls: http://www.arkansased.gov/divisions/learning-services/special-education/monthly-calls
NOVEMBER	
	Email Request forms (equipment, bus, construction) to SPED Finance for preapproval before purchasing. Check Indistar for approved documents.
	Schedule a monthly or quarterly meeting with bookkeeping to check expenditures and MOE.
	Monthly TA calls: http://www.arkansased.gov/divisions/learning-services/special-education/monthly-calls
DECEMBER	
	December 1 Child Count
	Monthly TA calls: http://www.arkansased.gov/divisions/learning-services/special-education/monthly-calls
	Early Childhood Survey opens Dec. 1.
	Private/Home School Survey opens Dec. 1.
	Catastrophic Registry opens Dec. 1.
	Review Catastrophic training materials. http://www.arkansased.gov/divisions/learning-services/special-education/funding-finance/finance-training-material
	Email Request forms (equipment, bus, construction) to SPED Finance for preapproval before purchasing. Check Indistar for approved documents.
	Schedule a monthly or quarterly meeting with bookkeeping to check expenditures and MOE.
JANUARY	
	Continue work in the Catastrophic Registry.
	Email Request forms (equipment, bus, construction) to SPED Finance for preapproval before purchasing. Check Indistar for approved documents.
	Schedule a monthly or quarterly meeting with bookkeeping to check expenditures and MOE.

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

	Check Commissioner's Memo for FINAL-ADJUSTED current year allocation awards.
	Amend VI-B budget for final allocation amount.
	Schedule a monthly or quarterly meeting with bookkeeping to check expenditures and MOE.
	Monthly TA calls: http://www.arkansased.gov/divisions/learning-services/special-education/monthly-calls
MAY	
	Complete June 1 VI-B 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 CEIS recalculation.
	Catastrophic Deadline: May 1
	Email Request forms (equipment, bus, construction) to SPED Finance for preapproval before purchasing. Check Indistar for approved documents.
	Check State/Local AFR for MOE Status and MOE exceptions. Enter exceptions in the AFR MOE Database in MYSPED.
	Monthly TA calls: http://www.arkansased.gov/divisions/learning-services/special-education/monthly-calls
JUNE	
	June 1 VI-B Application deadline
	Pull State/Local AFR reports. Check for MOE exceptions and MOE status.
	Email Request forms (equipment, bus, construction) to SPED Finance for preapproval before purchasing. Check Indistar for approved documents.
	Check Commissioner's Memo for State Preschool additional current year allocation awards (late June). Amend State Preschool budget total.
	Amend VI-B budget for final allocation amount, recalculation of Required CEIS and for 10% variance (SPED Budget/Expenditure Comparison Report 2 in COGNOS).

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