



SPECIAL EDUCATION FINANCE UNIT MONTHLY REMINDERS

Updated 4/19/24

Monthly	Things to review each month:
	Monthly Budget/AFR Totals and Compliance Sheet sent out after the monthly pull. Check to verify budget totals, including required set asides, remaining funds, and expiring funds.
	Monthly CCEIS monitoring sheet sent out after the monthly pull. For those districts that have CCEIS required or carryover amounts: Check the CCEIS budgets and remaining funds totals.
	Watch for emails containing 3-month snapshots, TA, or professional development opportunities.
	Schedule a monthly (or quarterly) meeting with bookkeeping to check expenditures and MOE.
	Email Request forms to SPED Finance for preapproval before purchasing. Equipment \$5,000 or over, all construction/playground and bus must be pre-approved.
	After purchase and receiving equipment/bus/construction, please email the Report forms to your SPED finance contact.
	Review training materials. https://dese.ade.arkansas.gov/Offices/special-education/funding-and-finance/finance-training-material
JULY	
1-31	Pull COGNOS State/Local AFR reports for previous fiscal year. Check for MOE exceptions and MOE status.
	Watch for Commissioner’s Memo for current year PRELIMINARY allocation awards.
19	ESY Part I reimbursement and Superintendent Certification due in MySped.
	Check the Monitoring Cycle for the current year. https://dese.ade.arkansas.gov/Offices/special-education/monitoring-and-program-effectiveness/monitoring-procedures
AUGUST	
1-31	Pull COGNOS State/Local AFR reports for previous fiscal year. Check for MOE exceptions and MOE status.
	LEA Monthly TA Call: Preliminary Budget. Division of Elementary and Secondary Education - Offices - Special Education - Monthly Calls (arkansas.gov)
SEPTEMBER	
1-30	Pull COGNOS budget reports including PSPS and CCEIS/CEIS. Check program codes, function codes and totals.
	Check Commissioner’s Memo for Carryover/Cash on Hand amounts.
15	ESY Part II reimbursement and Superintendent Certification due in MySped.
30	All budgets are due in the eFinance System.
	LEA Monthly TA Call: Preliminary Budget. Division of Elementary and Secondary Education - Offices - Special Education - Monthly Calls (arkansas.gov)
OCTOBER	
13	JDC Superintendent Certification due (if applicable).
15	School Age AFR MOE Data form for previous year in MYSPED Deadline.
31	Complete the School Age AFR MOE Data form for current year in MYSPED. Please make sure contact information is current. Enter exceptions in the School Age AFR MOE Data form in MYSPED.
NOVEMBER	
17	Residential Superintendent Certifications are due.
	For LEA Supervisor Reimbursement, verify LEA Supervisor is listed in eSchool along with their licensure codes.

	LEA Monthly TA Call: High-Cost Occurrence Registry and LEA Supervisor Reimbursement. Division of Elementary and Secondary Education - Offices - Special Education - Monthly Calls (arkansas.gov)
DECEMBER	
1	December 1 Child Count due.
	High-Cost Occurrence Registry opens for student entry.
15	Private/Home School Survey due. Email a copy with your District name and LEA number on it to spedfinance.indistar@ade.arkansas.gov and retain a copy for your records.
	Cycle 4 data due – including coding for LEA Supervisor funding.
JANUARY	
12	Residential Superintendent Certifications are due (if applicable).
19	JDC Superintendent Certification due (if applicable).
	LEA Monthly TA Call: June 1 Budget Application: Division of Elementary and Secondary Education - Offices - Special Education - Monthly Calls (arkansas.gov)
FEBRUARY	
6	High-Cost Occurrence Registry closes for student entry. Reopens for data entry at a later date.
	LEA Monthly TA Call: Final Allocations and June 1 Budget Application. Division of Elementary and Secondary Education - Offices - Special Education - Monthly Calls (arkansas.gov)
MARCH	
1-31	Check the School Age AFR MOE Data form on A2 in MYSPEd for possible Child Count loss reduction.
31	CCEIS/CEIS Application Deadline.
	Watch for Commissioner’s Memo for current year final allocation awards.
APRIL	
1	High-Cost Occurrence Deadline.
12	JDC and Residential Superintendent Certifications due (if applicable).
MAY	
1	Equitable Services Consultation form due. Upload in Indistar.
1-31	Amend all budgets for final allocation amounts and required CCEIS recalculation.
JUNE	
7	Final Allocations Due: Amend all budgets and required CCEIS recalculations. Use SPED Budget/Expenditure Comparison Report II in COGNOS to review for 10% variances. Email your SPED Finance contact that your final allocations are completed.
	Check State/Local AFR for MOE Status and MOE exceptions.
14	JDC and Residential Superintendent Certifications due (if applicable).
28	AR App Due and uploaded in Indistar: <ul style="list-style-type: none"> • AR App workbook • Assurances and GEPA statement. (Must be school board approved prior to the due date) • SPED MOE worksheet
30	Salary and Benefits must be moved before the end of the month.