

TEA Read to Succeed

PISD receives funds from the Texas Education Agency (TEA) Read to Succeed license plate program for library books. Finance processes these funds received as follows:

1. Receive letter from TEA notifying PISD of the funds received from the Read to Succeed license plate program for each school.
 - a. Attach copy of the J.P.Morgan transaction detail for the receipt of these funds into the PISD Operating Account.
 - b. Attach copy of the TEA Payment Report which includes these payments to PISD
2. Process a Funds Transfer General Journal Upload to record the receipt of these funds in the Operating Account Read to Succeed Fund 422 and move these funds to the designated campuses' Library Campus Activity Library Books expense accounts.
 - a. Read to Succeed from TEA
 - i. Debit – 422.00.1111.00.000.y.00.000
 - ii. Credit – 422.00.5829.00.ORG.y.00.000 (ORG for each campus)
 - b. Budget Read to Succeed from TEA
 - i. Debit Budget – 422.00.5829.00.ORG.y.00.000 (ORG for each campus)
 - ii. Credit Budget – 422.12.6329.00.ORG.y.00.000 (ORG for each campus)
 - c. Read to Succeed 422 to 461
 - i. Credit – 422.00.1111.00.000.y.00.000
 - ii. Debit – 422.12.6329.00.ORG.y.99.000 (ORG for each campus)
 - iii. Debit – 461.00.1111.00.ORG.y.00.300 (ORG for each campus)
 - iv. Credit – 461.12.6329.00.ORG.y.99.300 (ORG for each campus)
3. E-mail campus bookkeepers of the receipt and posting of these Read to Succeed funds in their respective Library Campus Activity Library Books expense accounts, and to notify their librarian. The campus librarians can then purchase library books from these funds.
4. Finance Accountant keeps a copy of all the above in a Read to Succeed file for each fiscal year.