



**STAMFORD PUBLIC SCHOOLS
OFFICE of GRANTS AND FUNDED PROGRAMS**

GRANTS BUDGET and EXPENDITURE TIMELINE

SEND ONLY FORMS THAT ARE FUNDED THROUGH GRANTS TO OUR OFFICE

WHAT?	WHEN?
Kronos Staff and Funding Form	Two (2) weeks – before program starts. Staff <u>MUST NOT</u> begin working until Kronos cards are received and/or re-activated. <u>All programs must end on May 23, 2014.</u>
Explanation of Grant Funds (Budget breakdown)	<u>On or before October 31</u>
Extra Service Vouchers 2013-2014 rates <ul style="list-style-type: none"> ▪ Curriculum rate = \$36.65 ▪ Direct Service w/students = \$42.75 	Submit no later than 15 days after the end of the prior month. Examples: <ul style="list-style-type: none"> • work done 9/1 – 9/30 must be submitted no later than 10/15; • work done 10/1-10/15 must be submitted no later than 11/15
Conference Forms	Submit 30 days prior to attendance for approval
Contracts and Consultants	Submit 20 school days prior to services rendered for approval
Travel Reimbursement Form	Submit form no later than 30 days after the conference attendance ; no later than June 30 for attendance in June
Invoice	Submit form no later than 30 days of purchase ; no later than June 30 for purchases in June. All expenditures MUST be entered into HTE by April 11th.
Substitute Request Form	Submit at least 10 school days prior to date of requested coverage
Tutor Request Form	Submit on an ongoing as needed basis
Budget Revisions	NO LATER THAN March 31
Expend all Grants	All expenditures MUST be entered into HTE by <u>April 11th</u>

All unexpended funds will revert to the District unless a written, approved definitive plan is in place.