

HELPFUL INFORMATION ABOUT LEGISLATIVE SUPPLY MONEY

If you have questions or need assistance with legislative supply money, please contact Lisa LeStarge, administrative assistant to John Larsen, at 801-567-8120 or lisa.lestarge@jordandistrict.org.

A. Beginning of the School Year

1. Administrative assistants/principals will receive new legislative envelopes for distribution to teachers.
2. The Record of Receipts side of the envelope is to be used by the teacher to record supply expenditures throughout the year. Once recorded, the receipts should be kept in the envelope. The employee name, school year, current year new funds, and carry-over amounts can be filled out by either the administrative assistant before distribution or by the teacher. (See paragraph C.5. regarding carry-over funds.)
3. Printed on the opposite side of the envelope are the Guidelines for teachers to follow when making supply purchases.
4. On approximately September 25, a deposit of legislative supply money will be made to the account each teacher has on record with the Payroll Department.
5. The day following the deposit of supply money, two reports will be generated and sent to administrative assistants/principals with a cover memo. One report lists the employee' names and amount of legislative money each received. The second is the FTE report which lists names, steps, FTE percentages and job descriptions. The reports should be compared to verify that all individuals listed on the FTE report received legislative money. These reports should be kept for reference throughout the year. Please compare the FTE report with the disbursement report— if a teacher is NOT listed on the FTE report, but received a disbursement, they may be assigned to an additional school. You will need to communicate with the other location to determine which school will be responsible to collect the legislative envelope. The entire deposit amount, from both locations, should be added together and noted on the legislative envelope.
6. About November 1, after the Human Resources Department has finished entering all new hires, transfers, etc., an updated FTE report will be generated and sent to administrative assistants/principals. The new report may have changes such as new hires, transfers, resignations, or increases/decreases in FTE percentages. The following paragraphs explain how to address these changes.
7. If the November FTE report shows an increase in a school's total FTE as a result of a new hire (additional FTE), the new teacher may be entitled to receive legislative supply funds. If supply funds are needed, please call or email Lisa to ensure that an NPO has been prepared and submitted to Accounting. An envelope should also be issued to the teacher.
8. If the November FTE report shows an increase in a specific teacher's FTE percentage, for example from .5 to 1.0 FTE, please review the reason for the increase to determine whether the teacher is entitled to receive additional legislative supply funds. If the person is entitled to additional funds, please call or email Lisa to insure that an NPO has been prepared and submitted to Accounting. Please also keep a record of who received additional money so on May 1, when the envelopes are turned in, you can verify receipts have been submitted for the correct amount.
9. If the November FTE report shows a decrease in a teacher's FTE percentage, for example, from 1.0 FTE to .5 FTE, nothing needs to be done—the teacher can use all of the funds for the purchase of supplies. If the employee prefers to return the excess funds, they may do so. (Follow the procedures in paragraph B.4.)

B. Throughout the School Year

1. If a teacher resigns during the year, his/her envelope should be turned in (prior to leaving) to the administrative assistant with the Record of Receipts information completed (receipts inside) and signed where indicated at the bottom of the form. The envelope is kept at the school and added to the envelopes that will be turned in on May 1.
2. If a teacher resigns during the school year and did not turn in their legislative envelope before leaving, the administrative assistant or principal should contact the teacher and ask for the return of the envelope and any remaining funds.
3. If all of the funds were spent, the supplies should remain at the school (see item 3 of the Guidelines).
4. If a portion of the funds were spent, the supplies should remain at the school and the unused funds returned to the District. The school may keep the unused supply funds to be used at the principal's discretion. The return of the funds can be accomplished in several ways:
 - a. Via a deduction from the employee's final paycheck (see paragraph D. for information about requesting payroll deductions).
 - b. The resigning teacher can either write a personal check payable to the school (not JSD) or provide a cash reimbursement. A regular deposit should be made and credited to the following account number: 21 R __* 2000 1920 999. *Three-digit school location number.

- c. Some resigning teachers have requested to write a personal check payable to his/her replacement for the remaining funds. This method is acceptable, but if used, note the information on the resigning teacher's envelope and also on the envelope provided to the new teacher.

5. If none of the funds were spent, please follow the instructions in paragraph B.4. for the return of the funds.

C. End of the School Year

1. Envelopes should be turned in to the school's administrative assistant by May 1.
2. Check the envelopes to ensure the bottom portion of the Record of Receipts has been completed by the teacher with the total of all receipts, the payroll deduction or carry-over amount, if needed, and the teacher's signature. If the principal approved a carry-over amount, the principal should also sign the envelope. Please note: If a teacher has an amount remaining at the end of the year of \$5 or less, no payroll deduction or return of the funds is necessary.
3. For those teachers needing a payroll deduction to return unused funds, send an email to the director of Payroll by the deadline for the May or June payroll. (See paragraph D.)
4. For those teachers who received principal approval for a carry-over amount, a record should be kept by the administrative assistant of teacher names and carry-over amounts. When envelopes are issued in August for the new school year, a teacher's carry-over amount should be added to the allocation for the new school year.
5. If a teacher transfers to another school within the District and requests to use unspent supply funds to purchase supplies at the new school, they may do so ONLY with the current principal's approval. If approved, the administrative assistant at the current school should inform the administrative assistant at the teacher's new school of the dollar amount of the carry-over so it can be added to the supply funds issued at the beginning of the next school year. If the principal does not approve it, then a payroll deduction will be needed or a personal check written (see paragraph B.4).
6. After envelopes are collected on May 1, they should be kept together and available in the event the auditors choose to audit legislative money. The envelopes should be kept at the school for a period of four (4) years. At the end of each four-year period, the oldest envelopes may be discarded.

D. Information about Payroll Deductions for Legislative Supply Funds

To request a payroll deduction, please send an email to Sarah Palmer, director of Payroll, at: sarah.palmer@jordandistrict.org. If you have multiple employees that need payroll deductions, please create an Excel spreadsheet with the information and email it to Sarah. Please provide Sarah with the following information:

- 1) Employee's name
- 2) School location
- 3) Amount of the deduction
- 4) An explanation about the need for the payroll deduction

To ensure a deduction is made in the current school year, please provide the information to Sarah by May 10 for the May 25 paycheck, and no later than June 10 for the June 25 paycheck.

E. Miscellaneous Information

1. **District Warehouse and Office Depot Purchases.** If a teacher asks to have supplies purchased from the Warehouse or Office Depot and would like to apply the purchase to their legislative money allotment, they should reimburse the school using a personal check or cash for the cost of the supplies. The reimbursement check/cash should then be deposited to the school account used to purchase the items.
2. **Teachers Assigned to Two Schools.** In instances where one teacher is assigned to work in two schools, the legislative envelope will be distributed by, and returned to, the administrative assistant at the teacher's home school. When the legislative supply money distribution is made in September, it will be deposited to the teacher's account in two payments equaling the total amount they are entitled to receive.
3. **Answering Questions about Dollar Amounts Received.** If a teacher asks to know the dollar amount of legislative funds received or to verify they received the funds, this information can be found on the Skyward report entitled: "Legislative Disbursements" which is sent to administrative assistants at the end of September. The teacher can also find the information by logging into *Skyward/Employee Access*, clicking on "*Employee Information*" and "*Accounts Payable Payments*," and searching for the September allocation. Legislative supply payments are never included as part of a payroll check.

[If you have a recommendation for additional information that would be helpful to all administrative assistants, please contact Lisa.]