

JORDAN SCHOOL DISTRICT

Intradistrict Communication

Date: April 6, 2023

To: Principals and Administrative Assistants

From: John Larsen, Business Administrator

Subject: **Legislative Supply Envelopes – Due May 1, 2023**

We thought a few reminders might be helpful as you collect legislative envelopes.

- 1) **Carry-Over of Unused Supply Funds**. Principal approval is required if a teacher would like to carry-over unused funds to the next school year. If approval is given, the principal should sign the envelope in the bottom right-hand box. The Guidelines state that “As a general rule, balances less than \$50 should be carried over to the next year.” However, carry-over amounts are at the principal’s discretion. Also, if a teacher has an amount remaining at the end of the year of \$5 or less, no return of the funds is needed.

A list of all teachers who have carry-over amounts should be kept so this information can be written on the teacher’s envelope for the 2023-24 school year and added to the amount of the current year funds. As a reminder, if a teacher with a carry-over amount transfers to a different school within the District and the principal allows the teacher to use the carry-over funds at the new school, please communicate this to the administrative assistant at the new school so they can record the information on the teacher’s envelope. If the principal does not approve the use of funds at the new school, the teacher will need to return the unused funds.

- 2) **Payroll Deductions**. For teachers not approved to carry over unused funds, a payroll deduction will be needed. The request for a payroll deduction should be sent to Sarah Palmer, director of Payroll, and can be emailed to her at: sarah.palmer@jordandistrict.org. Please provide Sarah with the employee name(s), school location, amount of the deduction, and an explanation about the need for the deduction. Please provide this information by May 10 for the May 25 paycheck or by June 10 for the June 25 paycheck.
- 3) **Principal Use of Unused Supply Funds**. Unused supply money that is returned to the District via payroll deduction or other means (check or cash) will be made available to the principal to use. After a payroll deduction is completed, the Payroll Department will provide the Accounting Department with the school location and amount and a journal entry will be done to transfer the funds to the school’s 2000 account.
- 4) **Teachers that Resign During the School Year**. If a teacher resigns during the school year, please ask for the return of his/her legislative supply envelope before they leave. If there is a balance remaining of unspent funds, this money needs to be returned to the District via a payroll deduction made before the employee receives his/her final paycheck. If your school has a check-out procedure for teachers that resign, please add the return of the envelope to the procedures to insure the legislative envelope and unused funds are returned.
- 5) **Storing Legislative Envelopes**. After collecting the envelopes on May 1, please keep them in a secure location at the school for a period of four years. The envelopes are subject to random audits by District auditors.

Thank you for your help with legislative supply money. If you have questions, please contact my administrative assistant, Lisa LeStarge, at 801-567-8120 or email: lisa.lestarge@jordandistrict.org.

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