



SCHOOL BOARD OF POLK COUNTY

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B & F Memo No. 11-37
Contact: Rose Louden
534-0544 or 51363

May 6, 2011

MEMORANDUM

TO: All Charter School Principals
FROM: Rose Louden, Controller
SUBJECT: 2010-2011 Cost Report

Section 1011.60 of the Florida Statutes requires that each Charter school submit an individual cost report to be input into the District cost report. I am including an attachment with an example of the cost report that will make it easier for input and interoffice mail. Although the contractual date for the Charter School cost reports is the 15th **we are requesting that they be submitted to the District office by August 08, 2011, so we can make the D.O.E. deadline.** The following procedures are required in the D.O.E. format:

- Each school will generate a report for the General Fund (operating) and five reports for the Special Revenue (grants) funds.
- Special Revenue must have separate reports for :
 - (1) Federal Projects - Fund 4
 - (2) ARRA 431 State Stabilization Fund - Fund 5
 - (3) ARRA 432 Title 1 or ARRA 432 IDEA - Fund 6
 - (4) 434 Race to the Top - Fund 8
 - (5) 435 Education Jobs Fund - Fund 9
- The Fund 1, Fund 4, Fund 5, Fund 6, Fund 8 and Fund 9 reports combined have to reconcile to the Annual Financial Report.
- The school indirect total at the top of the report should match the total of indirect under the function costs at the bottom of the report.
- The report has an input area for the excluded costs of food services and transportation.
- All cost report information including a list of expenditure accounts can be found on the D.O.E. website at <http://www.fldoe.org/fejp/redtoc.asp>.

Thank you for your assistance in complying with the cost report Statute. If you have any further questions, please feel free to contact me at (863) 534-0544