

2021-2022 CHARTER SCHOOL REIMBURSEMENT PROCESS – MEASURE N

July 1, 2021 – June 30, 2022 Deadlines

1st Qtr. (July 1 -September 30)	2nd Qtr. (October 1 -December 31)	3rd Qtr. (January 1 -March 31)	4th Qtr. (April 1 -June 30)
Due 10/29/2021	Due 1/31/2022	Due 4/29/2022	Due 6/30/2022

Documentation Due Every Quarter

1. 2021-22 Quarterly Expenditure Report

- Locate your **2021-22 Quarterly Expenditure Report** in your site's quarterly expenditure report google folder.
- Prior to submitting the first quarter report, use your site's approved 2021-22 Measure N budget to fill in Columns G & N. To complete Column N:
 - Briefly describe the types of expenditures included in each line item. If multiple items are included in the Object Code, indicate the amount of funding approved for each item. Additionally, for each staff position, indicate the Name of Staff Member, Position Title, FTE and a brief description of their role.
 - Refer to this [Sample Expenditure Report](#) for examples.
- Report exact amounts and do not round up to the nearest dollar.
- Submit a signed copy each quarter.

2. General Ledger

- Submit:
 - A copy of your official general ledger (in a spreadsheet format) that reflects all the expenditures charged to Measure N, indicating the resource code used for Measure N expenses.
 - An extraction of your general ledger including just Measure N charges
- Ensure that salaries, stipends and benefits charged to Measure N reflect the staff member's name.

3. Supporting Documentation

- Provide supporting documentation for all expenditures. Please reference the second page of this document for specific requirements by expenditure type.

Submission Process

Upload all documentation into the corresponding quarter **folder for your school** and notify Stacey at Stacey.Blankenbaker@ousd.org

After Submission to OUSD, Measure N Staff:

- Review the documents and cross reference them with your expenditure plan.
- Discuss questions and any discrepancies with you.
- Authorize the reimbursement for that quarter and notify District staff to cut your check.

This process takes approximately two weeks.

Additional Requirements & Reminders

- Sites will not be reimbursed beyond the amount approved for each line item in their Measure N approved budget. If you anticipate going over one of your approved line items please submit a budget modification form.
- Please complete all supply purchases using Measure N funds by April 29, 2022.
- Quarterly reimbursement due dates are firm. Reimbursement requests for Quarters 1, 2 and 3 must be submitted by April 22, 2022. We cannot process reimbursements for multiple quarters at the end of the fiscal year.

Supporting Documentation Required by Expenditure Type

Permissible Expenses	Supporting Documentation
Staff Positions <i>*You only need to upload the staff supporting documentation once per year in your first quarter folder</i>	<ul style="list-style-type: none"> • Job Description • Measure N Duty Statement for positions that aren't specific to Measure N and/or positions partially funded by Measure N • Contract signed by employee and authorized school representative
School Site Visits	<ul style="list-style-type: none"> • Itinerary, lodging confirmation, and flight confirmation • Receipts that accumulate to amount spent • Measure N Justification Form
Certificated Extended Contracts and/or Staff Stipends	<ul style="list-style-type: none"> • Charter Stipend / Extended Contract Form
Consultants	<ul style="list-style-type: none"> • Consultant Contract, Scope of Work and Proof of Payment • Measure N Justification Form
Meetings, Professional Development or School events on Site	<ul style="list-style-type: none"> • Agenda and sign-in sheets • Receipts that accumulate to amount spent • Measure N Justification Form
Conferences, Retreats and other Off-Site Professional Development	<ul style="list-style-type: none"> • Itinerary or Agenda documenting content of professional development • Lodging confirmation and flight confirmation • Receipts that accumulate to amount spent • Measure N Justification Form
Field Trips	<ul style="list-style-type: none"> • Field Trip Packet • Receipts that accumulate to amount spent • Measure N Justification Form
Supplies and Materials	<ul style="list-style-type: none"> • Receipts that accumulate to amount spent • Measure N Justification Form

Links to Forms - These are templates for use by all sites. Please make a copy each time you use these forms!

[Measure N Justification Form](#)

[Measure N Duty Statement](#)

[Charter Stipend / Extended Contract Form](#)

[Budget Modification Form - Single Budget Modification](#)

[Budget Modification Form - Multiple Modifications](#)