

**Chris L. Nicastro, Ph.D.**  
Commissioner of Education



205 Jefferson Street  
P.O. Box 480  
Jefferson City, MO 65102-0480  
<http://dese.mo.gov>

## Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

September 24, 2009

FROM: Roger Dorson

TO: School Business Officials

SUBJECT: Expenditure Document of Stabilization Funds & CMIA

The U.S. Department of Education office administering the American Recovery and Reinvestment Act Stabilization grants has issued a statement that "Employees whose salaries are supported with funds under the State Fiscal Stabilization Fund (SFSF) program are not required to maintain time and effort records. However, an LEA must maintain records demonstrating how its SFSF funds are spent." This also means that the single funding certification is not required for employees whose salaries are supported by the SFSF in your district's Basic Formula.

In addition, the Cash Management Improvement Act (CMIA) requires districts to demonstrate when receiving federal funds that they have either already spent the funds or will spend the funds within three days of receipt.

Districts and charter schools received their first allocation of SFSF money on September 21, 2009. To be in compliance with the CMIA requirements, either a Journal Voucher (JV) tying the SFSF funds to July through September 21, 2009 expenditures must be completed by the end of the day on September 24, 2009, or the SFSF money should be noted as expended on your accounting records for purchases made from September 21, 2009 through September 24, 2009. If either the JV or the expenditures are not completed by September 24, 2009, then the district or charter school must have a mechanism to calculate interest due back to the federal government for those days in excess of the three day window.

We appreciate your efforts to accurately account for the expenditure of all of the district's revenue and particularly all federal revenue.