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## ED111 Cash Disbursement Reporting Procedure (ACC-P007)

Milford Public School District

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### 1.0 SCOPE:

- 1.1 This procedure describes the process in which the Grants Department requests cash disbursements for the grants on a monthly basis from the State and Federal government for the Milford Public School District.

### 2.0 RESPONSIBILITY:

- 2.1 Deputy Superintendent of Operations
- 2.2 Business Office Manager
- 2.3 Grants Manager

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

### 3.0 APPROVAL AUTHORITY:

- 3.1 Deputy Superintendent of Operations

Authorized Signature on File

Signature

Date

### 4.0 DEFINITIONS:

- 4.1 TCPLP Access to Grants Management System
- 4.2 AS400 Mainframe operating system for most funds

### 5.0 PROCEDURE:

- 5.1 The Grants Department is responsible for requesting cash disbursements from the State of CT on a monthly basis. The report is due by the 10 of each month for the next month in advance; for ex: Sept 10<sup>th</sup> report is for cash expected to be spent in October.
- 5.2 The monthly expense report must be run on the AS400 system for all Grants. This report is used to evaluate / determine the monthly expenses and the requested cash disbursement. These figures are penciled in to the worksheet copy of ED111 sent to us by State of CT.
- 5.3 With above information available, open up Internet Explorer and go to [www.csde.state.ct.us](http://www.csde.state.ct.us). Important: must be Explorer!!
  - 5.3.1 Enter user names and passwords
  - 5.3.2 Go to ED111 monthly Cash Management report section
  - 5.3.3 Enter user name and password and LOGIN
  - 5.3.4 Click on current ED111 data entry
  - 5.3.5 Enter the figures from worksheet into the online system
  - 5.3.6 Proof the figures. Be sure to save data.
  - 5.3.7 Print report
  - 5.3.8 Log out

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- 5.4 Report goes to Deputy Superintendent of Operations for review and approval prior to certifying with Superintendent's code and submitting to State of Connecticut.
- 5.5 Upon receipt of approved copy of online report, go back on Internet Explorer and
  - 5.5.1 Enter user names and passwords
  - 5.5.2 Go to ED111 monthly Cash Management report section
  - 5.5.3 Enter user name and password and LOGIN
  - 5.5.4 Click on certify
  - 5.5.5 Then enter the Superintendent's code
  - 5.5.6 Print a certified copy of the ED111report. Keep with all back up for that fiscal year in file cabinet in Grants Office.
  - 5.5.7 Log out

### 6.0 ASSOCIATED DOCUMENTS:

- 6.1 ED111 Monthly Cash Management Report from State of Connecticut
- 6.2 Grant Expense report from AS400 System
- 6.3 Cash Mgt ED111 Data Entry – not certified
- 6.4 Cash Mgt EDIII Data Entry – certified copy

### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
State Reports	Accounting Files	State Retention Schedule is used	Discard as desired	Locked Office

### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
04/26/2004	A	Initial Release
10/04/2004	B	Change title in 2.0, 3.0 and 5.0
04/25/2005	C	Change title in 2.2

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