



## FLORIDA SCHOOL RECOGNITION PROGRAM GUIDELINES

### General Information

The Florida School Recognition Program was created to provide financial awards to public schools that:

1. Received a school grade of "A"; or
2. Improved at least one letter grade over the previous year; or
3. Improved more than one letter grade and sustained the improvement the following year.

Each recognized school will receive \$100 per full-time equivalent (FTE) student based on last year's enrollment. The funds will be placed in an account at the district level and will be immediately available when the school's staff and school advisory council (SAC) decide how to use the award money. The guidelines for reaching the decision are developed at the school level. Determining a step-by-step procedure ahead of time will help expedite this process.

**Charter District Status:** Please note that we are no longer a Charter School District. Therefore, School Recognition funds may no longer be deposited into your internal accounts.

### Principles for Use of Funds

Certain policies and procedures must be followed when using School Recognition Funds. The School recognition awards must be used for the following:

1. Non recurring bonuses to the faculty and staff; or
2. Non recurring expenditures for educational equipment or materials; or
3. Temporary personnel for the school to assist in maintaining and improving student performance.

The schools staff and SAC must decide to spend these funds on any combination of these three options. Once the School Recognition plan is voted on and approved, a copy of the SAC meeting minutes must be submitted to Heather Knight in the Finance Department. If the school's staff and the SAC cannot reach an agreement by **February 1, 2019**, the awards must be equally distributed to all classroom teachers currently teaching in the school.

### Procedures for Proper Reporting of Funds

1. **Non-recurring Bonus:** Use the attached payroll worksheet, "School Recognition A-plus calcs-19", to calculate bonus amounts and the attached payroll invoice, "School Recognition Payroll Invoice FY19", to record all School Recognition bonuses. When you enter the bonus amount on the payroll invoice, it will automatically calculate the benefits for you. The total bonus amounts should be recorded under the applicable salary string lines on the budget amendment form. A list of account strings is provided on the last page for reference. For example: A Teacher would be paid under the string line 110-5000-127-org-101-1039. The district portion of FICA would be paid under the string line 110-5000-221-org-101-1039. Completed payroll invoices and a copy of the Budget Amendment must be submitted to the Finance Department.

### EXAMPLES USING \$1,000 SALARY BONUS

\$1,000 payment to employee before taxes:	Payment based on total \$1,000 budgeted:																				
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The amount listed on the payroll invoice will be \$1000.

In this example, the \$1000 bonus is recorded in the object 1x7 account. (Refer to the account string reference sheet for the exact account.) The \$76.50 benefit is recorded in the object 221 account.

These amounts would be included under the corresponding account strings on your budget amendment worksheet.

15% Federal Income Tax (FIT)  
Actual FIT withheld will vary depending on tax tables.  
Enter different amounts in the shaded area (see instructions).

Page 1

**Description:**  
Florida School Recognition Program

**Revenues:**

Estimated Revenue	Account			Center			Amount Received	Project / Funding Description	Finance Use Only RR#	
	Fund	Funct	Obj	Orgn	Unit	Proj				
25,000.00	110	0000	000	800	000	1038				
Leave the From Account Side Blank							Fill in the appropriate "TO" account below			

**Appropriations:**

	Account			Center				Account			Center		
	Fund	Funct	Obj	Orgn	Unit	Proj		Fund	Funct	Obj	Orgn	Unit	Proj
\$1000								110	5000	127	800	101	1038
								110	5000	157	800	101	1038
								110	7900	167	800	101	1038
\$76.50								110	5000	221	800	101	1038
								110	7900	221	800	101	1038
								110	7300	511	800	101	1038
								110	5101	511	800	101	1038
								110	5102	511	800	101	1038
25,000.00	Subtotal												

2. **Non-recurring Expenditures:** When recording non-recurring expenditures for educational equipment or materials to assist in maintaining and improving student performance, you must follow the county budget guidelines for recording the proper account strings, changing only the project number to #1039.
3. **Temporary personnel:** If temporary personnel are hired for the school to assist in maintaining and improving student performance, contact Michelle Golden in the Budget Department. She will provide the position codes and the total package price, including all associated benefits (i.e. health insurance), for these individuals.

Description	Account String
Teachers	110-5000-127-ORG-101-1039
	110-5000-221-ORG-101-1039
Paraprofessionals	110-5000-157-ORG-101-1039
	110-5000-221-ORG-101-1039
Media	110-6200-137-ORG-101-1039
	110-6200-221-ORG-101-1039
Guidance	110-6120-137-ORG-101-1039
	110-6120-221-ORG-101-1039
Administrators	110-7300-117-ORG-101-1039
	110-7300-221-ORG-101-1039
Extended Day	110-9100-167-ORG-101-1039
	110-9100-221-ORG-101-1039
Campus Advisors	110-7900-167-ORG-101-1039
	110-7900-221-ORG-101-1039
School Way Café	110-7700-167-ORG-101-1039
	110-7700-221-ORG-101-1039
Clerical	110-7300-167-ORG-101-1039
	110-7300-221-ORG-101-1039
Nurses	110-6130-167-ORG-614-1039
	110-6130-221-ORG-614-1039
Fac. Maint. Tech.	110-7900-167-ORG-101-1039
	110-7900-221-ORG-101-1039
Media Clerks	110-6200-167-ORG-101-1039
	110-6200-221-ORG-101-1039
Guidance Clerks	110-6120-167-ORG-101-1039
	110-6120-221-ORG-101-1039
Bus Drivers	110-7800-167-ORG-101-1039
	110-7800-221-ORG-101-1039
Sub Teachers	110-5000-127-ORG-101-1039
	110-5000-221-ORG-101-1039