## PROCEDURES FOR FILING FORM SF-230 REPORT OF ACTUAL EXPENDITURES – AUXILIARY SERVICES YEAR 2

PURPOSE Form SF-230 is provided for each participating public school

district to report actual expenditures for the Auxiliary Services

programs, textbooks and services.

PREPARATION Form SF-230 shall be completed after the actual program

expenditures have been identified following the close of the fiscal

year for which funding was received.

FILING PROCEDURE Each public school district that has expended all of the auxiliary funds at the close of the second year of the biennium shall file Form SF-230 electronically through the ODE School Finance Payment System (SFPS) on or before July 30 after the close of the fiscal year.

Each public school district that has an unencumbered and unexpended balance of funds at the close of the second year of the biennium shall return those funds by warrant payable to the Treasurer, State of Ohio, to the office of the Area Coordinator on or before July 30 following the close of the fiscal year.

Encumbered auxiliary funds must be expended no later than November 15 following the close of the fiscal year, at which time Form SF-230 is due in the Area Coordinator's office along with a warrant payable to the Treasurer, State of Ohio, for any remaining unexpended auxiliary funds.

LETTERS OF EXTENSION

Each public school district **not** able to file Form SF-230 by November 15 shall request, in writing, an extension for filing Form SF-230 of not more than thirty (30) days from the Area Coordinator. The Area Coordinator shall send a written approval granting an extension for up to thirty (30) days upon receipt of the written request.

Each public school district **not** able to file Form SF-230 by December 15 shall request, in writing, an extension for filing Form SF-230 of not more than thirty (30) days from the director of ODE Finance and Management Services. Upon approval, the director will notify the public school district treasurer of the extension in writing and will send a copy to the Area Coordinator.

Each public school district shall continue to make subsequent requests for extensions of thirty (30) days from the director of Finance and Management Services who will review the request(s) and notify the public school district treasurer in writing whether the request(s) has/have been approved. A copy of the director's reply will be forwarded to the Area Coordinator.