

REGULAR ORPHANAGE TUITION SECTION 18-3 SUMMER COST CLAIM INSTRUCTIONS

GENERAL INFORMATION

Section 18-3 of the School Code [105 ILCS 5/18-3] provides for the reimbursement to school districts of the cost of the summer term program. Summer term claims are reimbursed based on the actual costs for providing services to eligible students who attend summer programs. Reimbursement is guaranteed at 100%.

This claim is restricted to pupils housed in Orphanages, Children's Homes, Detention Centers and/or Penal Institutions who attend either the regular classes of the district or are educated in regular education classes on site. Orphanages and Children's Homes must accept children from the state at large. Children residing in foster family homes are not eligible. Claims for Exceptional Children who have Individualized Education Programs (IEPs) are to be filed with the Division of Funding and Disbursement Services, Illinois State Board of Education under Section 14-7.03 of the School Code on an individual student basis. Students living at residential alcohol or drug treatment facilities are not to be claimed for reimbursement under the Orphanage Act, but will be claimed under Section 18-8.05 of the School Code.

DEADLINES

All summer term claims must be received at the Illinois State Board of Education on or before November 1 of each year unless the statutory deadline falls on a weekend. In that instance claims must be received by Monday. No exceptions can be granted for late claims.

After the summer term claims are reviewed for accuracy, a single payment for the full amount of the summer term expenditures will be vouchered and sent to the Office of the Comptroller no later than December 15 each year.

These instructions must be followed to complete a summer term cost claim for students who are served in a program that is provided solely on the premises of the facility where they reside or is otherwise physically separate (i.e. detention or correctional center) or for students who receive services not provided to other students in a regular school attendance center.

SPECIFIC INSTRUCTIONS **(ISBE Form 54-37 AS)**

SUMMER TERM COST REPORT

1. Enter the Region-County-District-Type Code for the district.
2. Enter the District Name.
3. Enter the Contact Person that can be contacted to answer questions regarding the summer term cost claim.
4. Enter the Telephone Number where the Contact Person can be reached.
5. Enter the total amount requested for each function/object code on Lines 1 – 27. Enter the total on Line 30. Each amount must foot to the detail expenditure breakdown. Expenditure amounts should be in whole dollar amounts only, no decimal points or commas.

SUMMER TERM COST REPORT – EXPENDITURE BREAKDOWN

All expenditures must be sufficiently and adequately described for each function and object. Please refer to the “**DETAILED FUNCTION DESCRIPTORS AND SUB-CATEGORIES**” located at the end of these instructions that will assist you in properly classifying expenditures in their correct functions and objects.

IMPORTANT: *All expenditures reported must be easily identifiable and properly allocated for the summer term program only.* Supporting documentation must be retained locally and made available to Illinois State Board of Education auditors upon request to support the allocation salaries and benefits costs for district staff involved with the summer term program including:

- official time and effort worksheets for summer term employees,
- salary rates that match to personnel records for summer term employees; and,
- verification that salaries and benefits of employees chargeable to more than one program are correctly allocated and supported by appropriate time distribution records with no overlap of reimbursement between programs.

Approved expenditures may relate to the following:

1. Salaries and other fixed costs for approved full- and part-time certified personnel necessary for performing summer term activities.
2. Salaries and other fixed costs for approved supportive and clerical staff necessary for the program activities.
3. Equipment, materials, and supplies necessary for program activities. (Note: *All materials and supplies exceeding \$1,000 in total and all equipment exceeding \$500 per unit must be itemized on the budget detail page.*)
4. Custodial services and utilities directly attributable to the summer term program.
5. Subcontracts for services that cannot be provided by the continuing staff.
6. Travel expenses for personnel to carry out program functions (expenses must be paid in accordance with local policies).
7. Maintenance and repair of equipment purchased with program funds.
8. Administrative and clerical staff costs that are reasonable based upon the scope of the project. As with teacher salaries and benefits, costs must be properly allocated to the summer term program and may be claimed as a direct cost (e.g. Functions 2300 and 2400). However, if an indirect cost rate and amount are utilized then general or school administrative costs should not be claimed.
9. Other items properly chargeable to the operation of the program. If in doubt, please contact the Division of Funding and Disbursement Services for clarification.

FUNCTION	DESCRIPTORS & SUB-CATEGORIES
3000	<p><u>Community Services:</u> Services provided by the LEA for the community as a whole or some segment of the community, such as community recreation programs, civic organization activities, public libraries, programs of custody and child care, welfare services, nonpublic school pupil services and home/school services.</p> <ul style="list-style-type: none"> -Direction of Community Services -Community Recreation Services -Civic Services -Public Library Services -Custody and Child Care Services -Welfare Activities Services -Nonpublic School Pupils' Services -Home/School Services -Parent Activities -Other Community Services
4000**	<p><u>Payments to Other Districts and Governmental Units:</u> Payments to LEAs, generally for tuition, transportation and all other services rendered to pupils residing in the paying LEA. Where a nonoperating district pays an operating district for the education of pupils, the nonoperating district records such payments here. Flow-through funds - where payment is received by an LEA and a portion is transferred to one or more other LEAs - use object 600. (Expenditures in this function are not counted in state expenditure totals.)</p> <ul style="list-style-type: none"> -Payments for Regular Programs -Payments for Special Education Programs -Payments to University/College programs -Payments for Career & Technical Ed Programs -Payments for Community College Programs -Other Payments to Governmental Units
5000	<p><u>Debt Services:</u> Servicing of the debts of an LEA.</p> <ul style="list-style-type: none"> -Debt Services - Interest -Debt Services - Bond Principal Retire. -Debt Services - Lease/Purchase Principal Retired -Debt Services- Other

* Service Area Direction - activities associated with directing and managing a specified service area.

** New function descriptor is in effect as of July 1, 2008 (FY09) for the LEAs records. The new function descriptor will be available on the 2010 budget templates for federal and state grant programs.

DETAILED OBJECT DESCRIPTORS AND SUB-CATEGORIES

From: [Title 23 Illinois Administrative Code-Part 100](#)

Object: Service or commodity obtained as a result of a specific purpose.

OBJECT	DESCRIPTORS & SUB-CATEGORIES
100	<p><u>Salaries</u>: Amounts paid to permanent, temporary or substitute employees on the payroll of the local education agency (LEA). This includes gross salary for personal services rendered while on the payroll of the LEA.</p> <ul style="list-style-type: none"> -Regular Salaries -Temporary Salaries <li style="text-align: right;">-Overtime Salaries
200	<p><u>Employee Benefits</u>: Amounts paid by the LEA on behalf of employees; these amounts are not included in the gross salary, but are over and above.</p> <ul style="list-style-type: none"> -Retirement (Teacher Retirement, Municipal Retirement, Federal Insurance Contribution Act [FICA], Medicare Only, Insurance (Life, Medical, Dental). -Tuition Reimbursement. -In rare instances workers/unemployment compensation when purchased to protect individual employees rather than the employer. If applicable, a detailed rationale must be included in any budget detail description.
300	<p><u>Purchased Services</u>: Amounts paid for personal services rendered by personnel who are not on the payroll of the LEA and other services which the LEA may purchase. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided in order to obtain the desired results.</p> <ul style="list-style-type: none"> -Professional & Technical Services (Professional Services-Administrative, Professional Services-Instructional, Data Processing/ Statistical Services, Audit/Financial Services, Legal Services, Other Professional & Technical Services). -Property Services (Sanitation Services, Cleaning Services, Repairs & Maintenance Services, Rentals, Other Property Services). -Transportation Services (Pupil Transportation, Travel, Other Transportation Services). -Employer Insurance (Workers Compensation/Unemployment Compensation/Liability Insurance) to protect employer. -Communication -Advertising -Printing and Binding -Other Purchased Services <li style="text-align: right;">-Water/Sewer Service <li style="text-align: right;">-Software License fee <li style="text-align: right;">-On-line Services
400	<p><u>Supplies & Materials</u>: Amounts paid for material items of an expendable nature that are consumed, worn out, or deteriorated in use or items that lose their identity through fabrication or incorporation into different or more complex units or substances.</p> <ul style="list-style-type: none"> -General Supplies -Library Books -Warehouse Inventory Adjustment -Software Package <li style="text-align: right;">-Textbooks <li style="text-align: right;">-Periodicals <li style="text-align: right;">-Energy (Bottled Gas, Oil, Coal, Gasoline, Natural Gas, Electricity) <li style="text-align: right;">-Other Supplies and Materials
500	<p><u>Capital Outlay</u>: Expenditures for the acquisition of fixed assets or additions to fixed assets.</p> <ul style="list-style-type: none"> -Land -Buildings (Construction, Remodeling or Additions) -Improvements Other Than Buildings -Equipment (Initial Purchase, Replacement or Additional). Other than Transportation -Transportation Equipment -Construction in Progress -Other Capital Outlay
600**	<p><u>Other Objects</u>: Amounts paid for goods and services not otherwise classified above.</p> <ul style="list-style-type: none"> -Redemption of Principal -Housing Authority Obligations -Judgments -Miscellaneous Objects <li style="text-align: right;">-Interest <li style="text-align: right;">-Dues and Fees <li style="text-align: right;">-Transfers <li style="text-align: right;">-Student Tuition
700**	<p><u>Non-Capitalized Equipment</u>: Items that would be classified as capital assets except that they cost less than the capitalization threshold adopted by the school board but more than the \$500 minimum value established for purposes of calculating per capita costs.</p>
800**	<p><u>Termination Benefits</u>: Payments made to terminated or retiring employees as compensation for unused sick or vacation days. NOT AN ALLOWABLE COST ON GRANT BUDGETS (can be included in the indirect cost amount only).</p>

** New object descriptors are in effect as of July 1, 2008 (FY09) for the LEAs records. The new object descriptors will be available on the 2010 budget templates for federal and state grant programs.