TRANSFERS IN AND OUT

AASBO - FEBRUARY 2025

PRESENTER: DANIELLE POPE, CSFO – ST. CLAIR COUNTY SCHOOLS

AGENDA

THE BASICS

COMMUNICATION

BEST PRACTICES

RESOURCES

WHAT ARE TRANSFERS IN AND OUT?

Transfers in and out are a way to code transactions to separate them from normal revenue or expense.

They occur when the original revenue or expense has already been recognized in a fund, but the resources need to be moved internally to a different fund.

Some transfers require a check or ACH to be processed while some do not. This will depend on the organization of your bank and accounting records.

Transfers in: indicated by using class 4 and function codes 9210 through 9243

Transfers out: indicated by using class 5, function code 9910, and object codes 920, 922, 923, or 924

Extracurricular Trip Mile Charges: Revenue is indicated by using function code 8995 or 8996; Expenditures are indicated by using object code 391

STATE OF ALABAMA
DEPARTMENT OF EDUCATION
LEA Financial System
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances
All Governmental Fund Types and Expendable Trust Funds
For Fiscal Year Ended September 30, 2024

058 - St Clair County Schools	11	12	13	14	32
	GOVERNMENTAL				FIDUCIARY
	General	Special Revenue	Debt Service	Capital Projects	Expendable Trust
Revenues					
State Sources	$83,862,616.95	$1,225.00	$315,156.64	$3,910,106.43	$0.00
Federal Sources	$1,420.00	$16,019,667.06	$0.00	$0.00	$0.00
Local Sources	$21,993,155.07	$6,174,750.96	$8,233,298.37	$3,310,435.86	$978,032.12
Other Sources	$131,792.64	$234,837.08	$0.00	$0.00	$0.00
Total Revenues:	**$105,988,984.66**	**$22,430,480.10**	**$8,548,455.01**	**$7,220,542.29**	**$978,032.12**
Expenditures					
Instructional Services	$51,571,634.35	$6,799,100.51	$0.00	$0.00	$386,621.40
Instructional Support Services	$16,144,243.48	$3,011,739.92	$0.00	$0.00	$278,781.80
Operation & Maintenance Services	$10,052,571.78	$548,478.06	$0.00	$1,170,585.25	$19,071.64
Auxiliary Services	$5,879,504.40	$7,177,164.92	$0.00	$257,696.00	$7,044.95
General Administrative Services	$3,155,939.69	$1,046,507.90	$0.00	$0.00	$0.00
Capital Outlay	$3,374,348.41	$2,307,653.83	$0.00	$24,468,266.10	$0.00
Debt Service	$0.00	$0.00	$5,991,210.16	$1,910,918.10	$0.00
Other Expenditures	$3,333,935.09	$2,542,876.78	$0.00	$157,299.23	$321,475.57
Total Expenditures:	**$93,512,177.20**	**$23,433,521.92**	**$5,991,210.16**	**$27,964,764.68**	**$1,012,995.36**
Other Fund Sources (Uses)					
Other Fund Sources:	$1,537,006.84	$1,197,316.07	$0.00	$39,578,103.05	$26,112.61
Other Fund Uses:	$980,029.34	$1,216,213.68	$0.00	$0.00	$55,562.26
Total Other Fund Sources (Uses):	**$556,977.50**	**($18,897.61)**	**$0.00**	**$39,578,103.05**	**($29,449.65)**
Excess Revenues and Other Sources Over (Under) Expenditures and Other Fund Uses:	**$13,033,784.96**	**($1,021,939.43)**	**$2,557,244.85**	**$18,833,880.66**	**($64,412.89)**
Beginning Fund Balance - October 1:	**$23,230,661.10**	**$6,348,282.38**	**$3,999,390.54**	**$81,211,646.16**	**$801,564.39**
Ending Fund Balance - September 30:	**$36,264,446.06**	**$5,326,342.95**	**$6,556,635.39**	**$100,045,526.82**	**$737,151.50**

BEGINNING WITH THE END IN MIND:

Q: How are transfers in and out accounted for on the financial statements?

A: They are a component of the "Other Fund Sources & Uses" Section. They are NOT included in the Revenue or Expenditure Section.

- The audited financial statements are a better illustration of how transfers in and out are separated from normal revenue and expense.
- Transfers in and out are reflected in the statement. They will not impact your final fund balance because they cancel each other out.

Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
For the Year Ended September 30, 2023

	General Fund	Special Revenue Fund	Capital Projects Fund	Other Governmental Fund	Total Governmental Funds
Revenues					
State	$ 75,219,540.42	$	$ 3,529,157.56	$ 315,351.44	$ 79,064,049.42
Federal	507,143.61	16,444,368.29			16,951,511.90
Local	19,915,907.79	7,388,478.24	1,849,746.12	4,169,878.13	33,324,010.28
Other	138,941.17	225,181.76			364,122.93
Total Revenues	95,781,532.99	24,058,028.29	5,378,903.68	4,485,229.57	129,703,694.53
Expenditures					
Current:					
Instruction	50,114,620.11	8,617,103.81			58,731,723.92
Instructional Support	13,438,155.57	2,978,682.24			16,416,837.81
Operation and Maintenance	9,715,585.48	481,408.70	498,862.50		10,695,856.68
Auxiliary Services:					
Student Transportation Services	5,394,341.69	331,454.36			5,725,796.05
Food Services		7,406,272.52			7,406,272.52
General Administrative and Central Support	3,016,040.13	1,066,445.54	727,176.10		4,809,661.77
Other	3,152,131.24	2,321,420.04			5,473,551.28
Capital Outlay	1,430,103.03	2,574,143.30	5,531,981.36		9,536,227.69
Debt Service:					
Principal Retirement			1,598,333.33	1,284,155.70	2,882,489.03
Interest and Fiscal Charges			190,624.19	1,709,566.76	1,900,190.95
Total Expenditures	86,260,977.25	25,776,930.51	8,546,977.48	2,993,722.46	123,578,607.70
Excess (Deficiency) of Revenues Over Expenditures	9,520,555.74	(1,718,902.22)	(3,168,073.80)	1,491,507.11	6,125,086.83
Other Financing Sources (Uses)					
Indirect Cost	1,204,921.34				1,204,921.34
Long-Term Debt Issued			58,885,000.00		58,885,000.00
Premiums on Long-Term Debt Issued			1,844,581.15		1,844,581.15
Transfers In	949,417.17	1,841,298.17			2,790,715.34
Other Financing Sources	834.50				834.50
Sale of Capital Assets	10,746.00				10,746.00
Transfers Out	(1,841,298.17)	(945,438.68)	(3,978.49)		(2,790,715.34)
Total Other Financing Sources (Uses)	324,620.84	895,859.49	60,725,602.66		61,946,082.99
Net Changes in Fund Balances	9,845,176.58	(823,042.73)	57,557,528.86	1,491,507.11	68,071,169.82
Fund Balances - Beginning of Year	5,441,291.82	7,700,339.95	23,654,117.30	2,507,883.43	39,303,632.50
Fund Balances - End of Year	$ 15,286,468.40	$ 6,877,297.22	$ 81,211,646.16	$ 3,999,390.54	$ 107,374,802.32

The accompanying Notes to the Financial Statements are an integral part of this statement.

A CAUTIONARY TALE

Look at the most current "GPFS Desk Review" throughout the year and make sure you will not be surprised at year end.

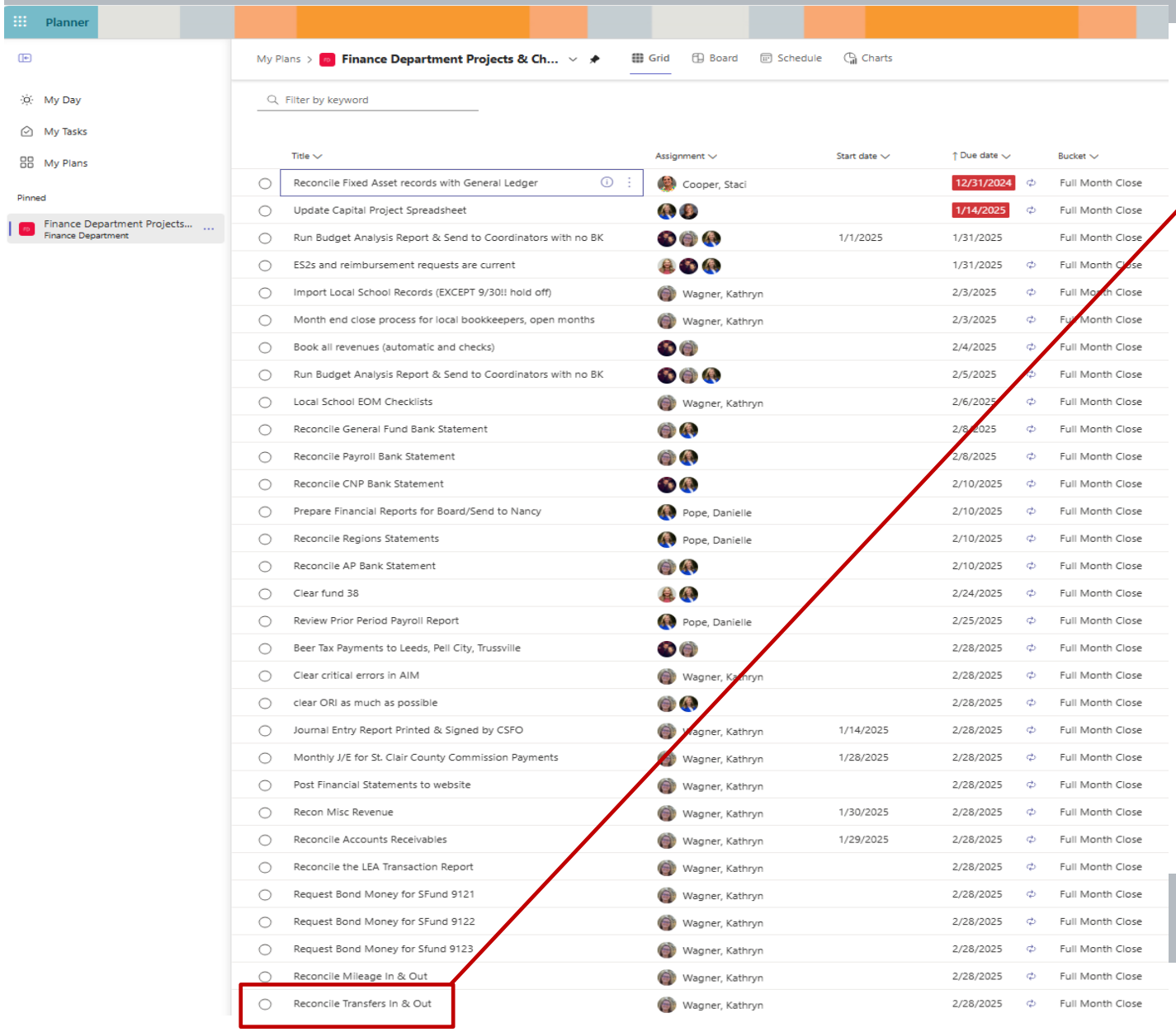
The "GPFS Desk Review" can be found in the ALSDE CSFO Microsoft Teams and the LEA ACCOUNTING section of the ALSDE website under "Financial Statements".

On the FY 2024 desk review, number 13 and 104 were worded as follows:

13. Do Fund Transfers In (XX-4-9210 thru 9243) equal Fund Transfers Out (XX-5-9910-920,922,923,924)?

104. Is revenue posted for Extracurricular Trip Mile Charges (8995) and nonfunded route Transportation mile charges (8996) equal to the expenditures coded to object code 391?

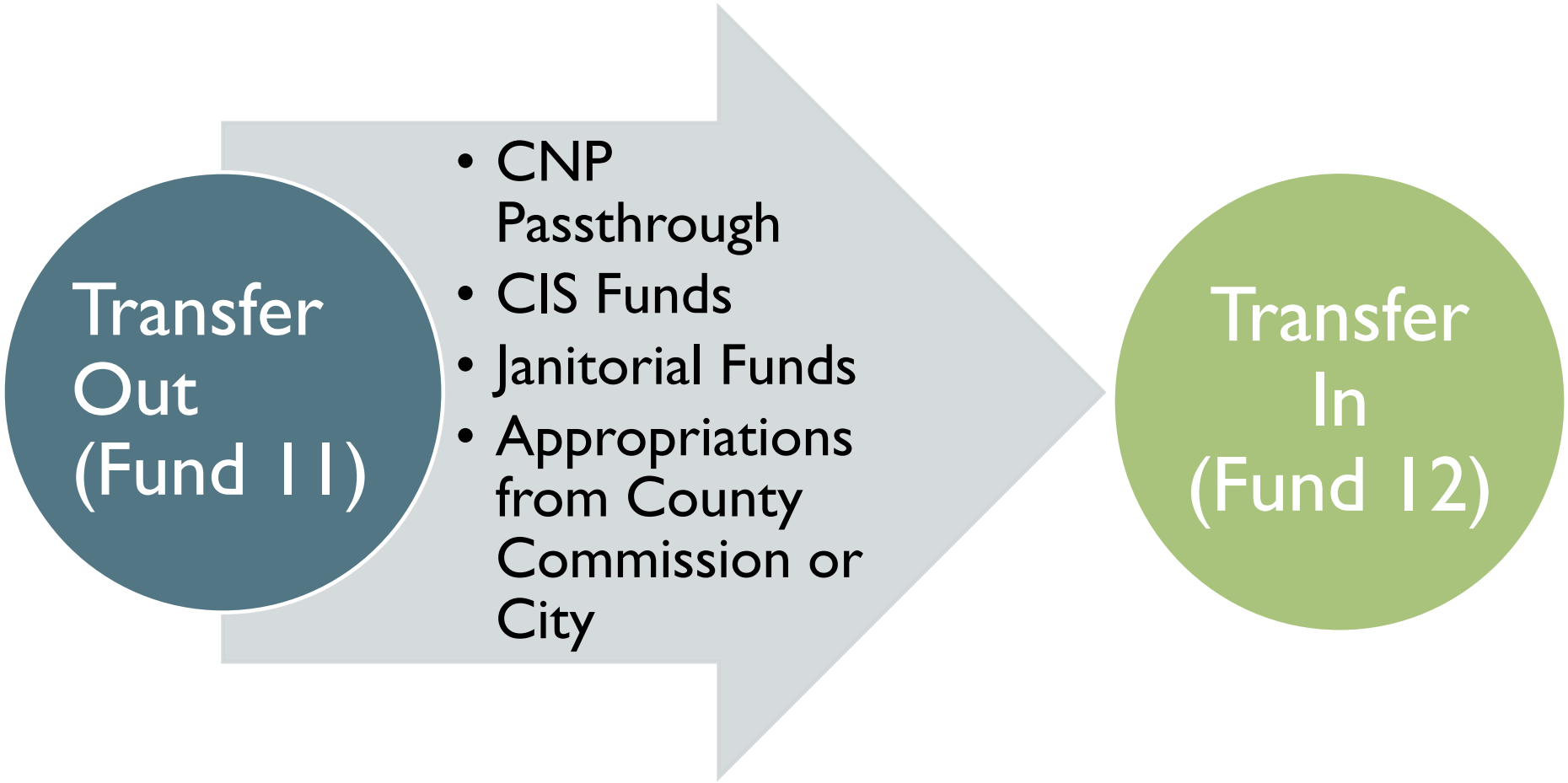
USE THE DESK REVIEW TO CREATE OR REFINE YOUR MONTHLY TO DO LIST



- Make sure that you include "reconcile transfers in and out" on your monthly departmental or personal checklist.
- Whether you use a shared spreadsheet or an online platform such as Microsoft Planner or Google Tasks, it will save time and minimize future problems if this task is completed monthly.

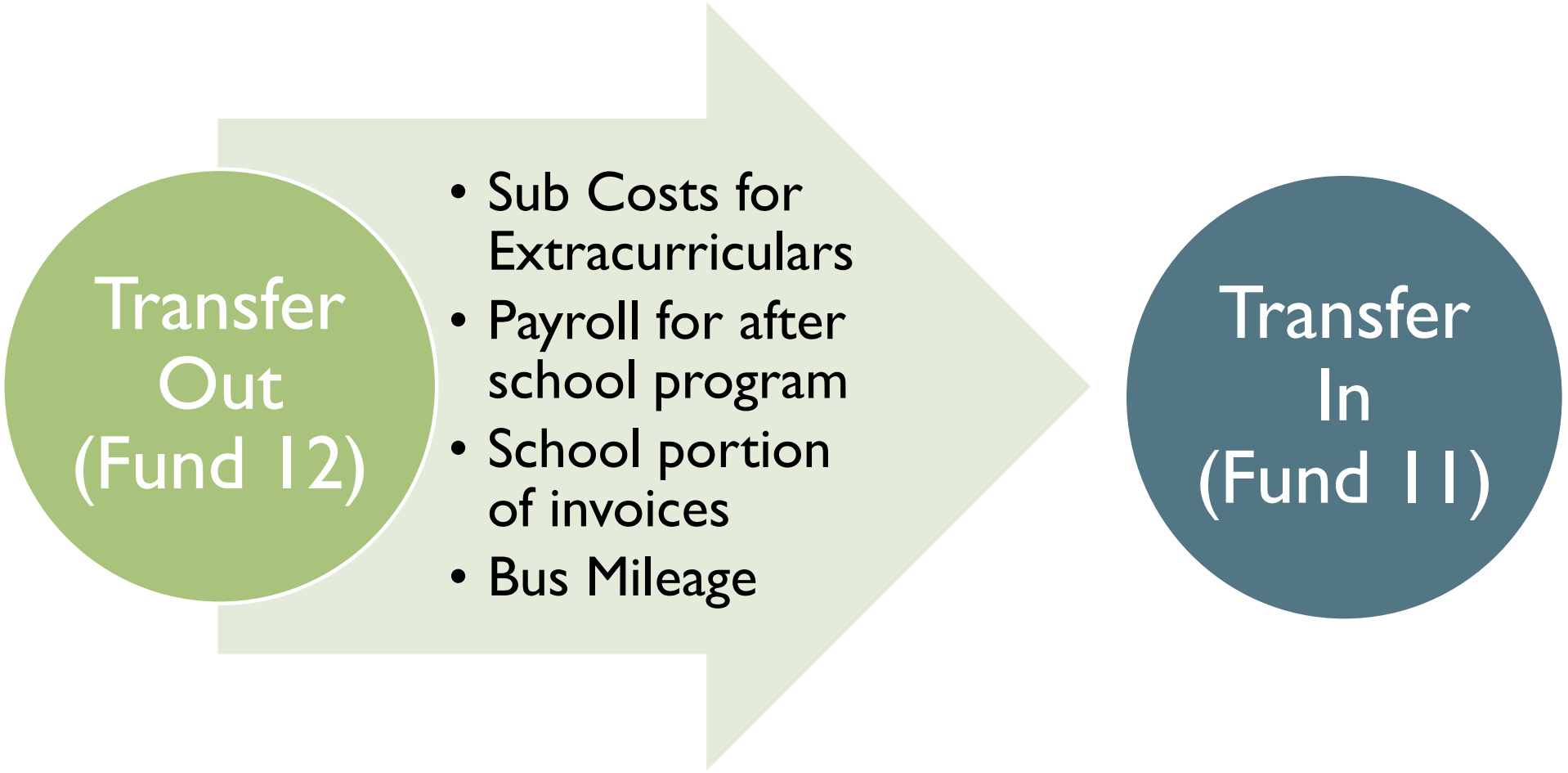
EXAMPLES OF TRANSFERS IN AND OUT

FUND 11 TO FUND 12



EXAMPLES OF TRANSFERS IN AND OUT

FUND 12 TO FUND 11



CONSIDERATIONS

Are your accounting records centralized or decentralized?

- If your books are centralized, transfers in and out are accounted for with journal entries, but it is still important to develop a process and communicate to prevent extra work.
- This presentation assumes that your school system accounting records are decentralized, thus requiring checks or ACH to and from the board of education and local schools.

Good communication is
the bridge between
confusion and clarity.
Nat Turner
quotefancy

PROCESSES TO IMPROVE COMMUNICATION

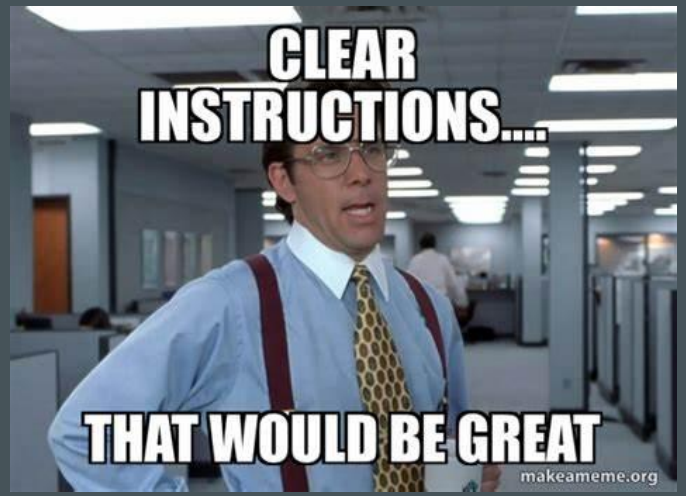
Transfers from the Board of Education to Schools:

- When sending a payment to a local school using a physical check, use a coversheet that includes the G/L account you wish the local bookkeeper to book the deposit to.
- If you use ACH, make sure you implement a process to communicate.
  - Nextgen can automatically send an email to the ACH recipient that includes a statement with the ACH number, invoice description, and amount they are receiving.
  - Consider following up with an email from someone in the finance office and include the G/L that the bookkeeper should use when booking the revenue.

Transfers from Schools to the Board of Education:

- Develop a checklist and payment submission procedure that works for your school system.
- Develop a reference sheet for the types of payment that schools use most often as a coding guide for local school bookkeepers.
- Example on following slide.

EXAMPLE OF REFERENCE SHEET LANGUAGE FOR BOOKKEEPERS



BOOKKEEPERS:

If you are for Payroll or Edstream you will always use g/l #:

XXXX-X2-5-9910-923-XXXX-7X01-0-9700-0000

If you you are paying for bus mileage, you will always use g/l #:

XXXX-X2-5-4150-391-XXXX-7X01-0-4X00-0000

You will use Program Code 4400 for School Sponsored **Activities**

You will use Program Code 4500 for School Sponsored **Athletics**

If you are receipting an ACH or Check from the BOE, you will always use g/l #:

XXXX-X2-4-9230-000-XXXX-7X01-0-0000-XXXX

A member of the finance department will send you an email whenever we are sending money with the g/l number that needs to be used. If you receive funds from the BOE and you have not gotten an email, please email us before posting in NextGen.

Anytime you are transferring funds in your local school books, you will always use g/l #:

XXXX-X2-5-9910-920-XXXX-7X01-0-9700-0000 (expense)

XXXX-X2-4-9210-000-XXXX-7X01-0-0000-0000 (revenue)

BEST PRACTICES – TAKING PREVENTATIVE MEASURES

Set a monthly deadline for payments submitted from local schools to the central office to prevent a transfer out in one month with no matching transfer in.

(If you are using physical checks, your deadline will need to be early enough for checks to be processed and deposited.)

If you have not already started using ACH at the school level, consider implementing ACH. This will give bookkeepers more time to submit payments to central office since it eliminates the need to get a physical check to the central office and deposit it in a timely manner.

BEST PRACTICES – TAKING PREVENTATIVE MEASURES

At year end, consider pulling a G/L in local school records to reconcile to central office records before exporting and importing.

Develop a process to enable bookkeepers to self check before submitting their month end packet. See example on next slide.

EXAMPLE OF MONTH END CHECKLIST FOR BOOKKEEPERS

LOCAL SCHOOL ACCOUNTING
END OF MONTH CHECKLIST

SCHOOL: _____ **CCTR**_____**MONTH**_____

- ☐ **Print previous month reconciliation report showing balanced?** _____**(before recon)** **Include in current end of month file**
- ☐ **Bank Statement** ☐ Signed by Principal
- ☐ **Bank Reconciliation** ☐ Signed by Principal ☐ Include J/E listing
- ☐ **Principal's Report** ☐ Signed by Principal ☐ Negative Balance Accts_____
- ☐ **Verification Report** **(All areas are correct/in balance)**
- ☐ **Balance Change Cash (function 0115)**
- ☐ **Pull detailed journal entry report (function 0350 & 0360) Balance must be zero**
- ☐ **Pull trial balance report-Make sure no balance in A/P (function 0251)**
- ☐ **General Ledger Reports I & II** – By Source of Funds

☐ **# I – Inventory Control**
→ FUND 12-32
→ OBJ CODE 491-599
→ S FUNDS 7101-7501

If you DO have fixed assets, please include copies of the following when emailing Staci:
→ **Fixed Asset Inventory Sheet (completed)**
→ **Check Stub**
→ **Invoice**
→ **Purchase Order**
→ **Packing Slip**

☐ **Inventory Control Documentation**
☐ **Email Staci Cooper to let her know if you DO/DO NOT have fixed asset items at staci.cooper@sccboe.org**

An Inventory Control Tag will be issued & returned for items on the Fixed Asset Inventory Sheet.

☐ **# II – Trans to BOE**	**Report A**	**Report B**
→ FUND	12-32	12-32
→ FUNC	9910	4150
→ OBJ CODE	923	391
→ S FUNDS	7101-7501	7101-7501
→ PROG	9700	4400-4500

☐ **Invoice by Vendor-St. Clair Co. BOE**

→ Print Report for Paid Invoices-Current Month Only
→ Verify/Match with General Ledger Reports II – Invoice by Vendor report should equal the total of the two reports. If reports do not equal, make corrections before sending to Central Office.

- ☐ **Extract:** Extract & Reset Menu/Export Budget/Financial Data (you do not have to print this report)
- ☐ **Detailed Activity Report / Include Open Purchase Orders-print 2 copies and distribute as follows:**
  - ☐ #1 – Bookkeeper's Office for Audit Purposes-File with monthly reports
  - ☐ #2 – Activity Sponsor (Teacher, Coach Sponsor, etc.)
- ☐ **Principal's report – print 2: One for Principal and one for Bookkeeper**

Bookkeeper Signature: _____**Date:**_____

Please fill out the End of Month Checklist Submission form on Teams to submit your end of month packet. Your packet should be one PDF file that includes the checklist, Principal's report, bank statement, and recon report signed by your Principal. You will also submit your GL Report II-A, GL Report II-B, and the Invoice by Vendor Report (St. Clair County BOE) in the Teams form.

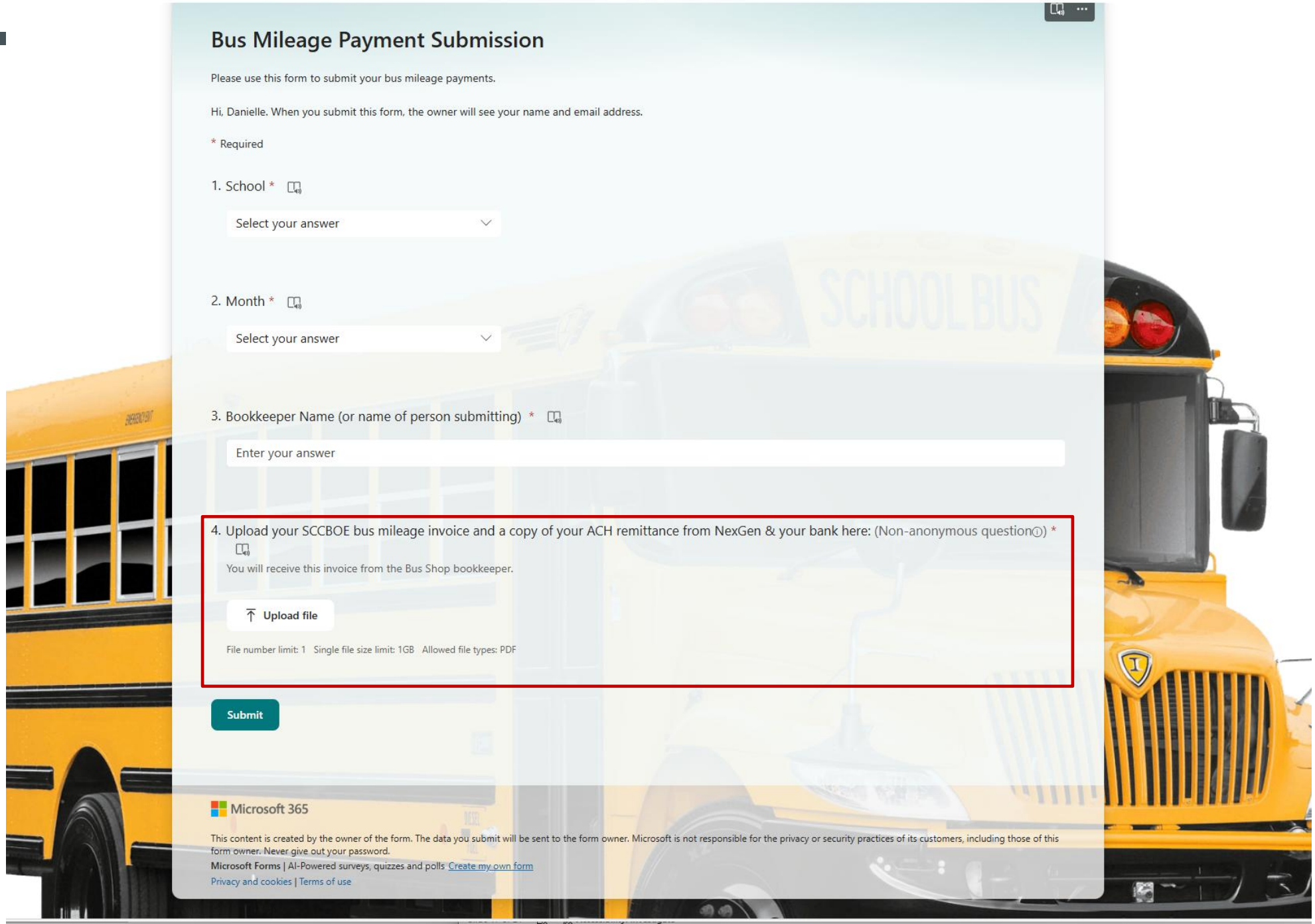
USE TOOLS TO IMPROVE COMMUNICATION AND MINIMIZE ERRORS

Consider a Microsoft Form or Google Form to streamline communication, eliminate excessive paper, and save time.

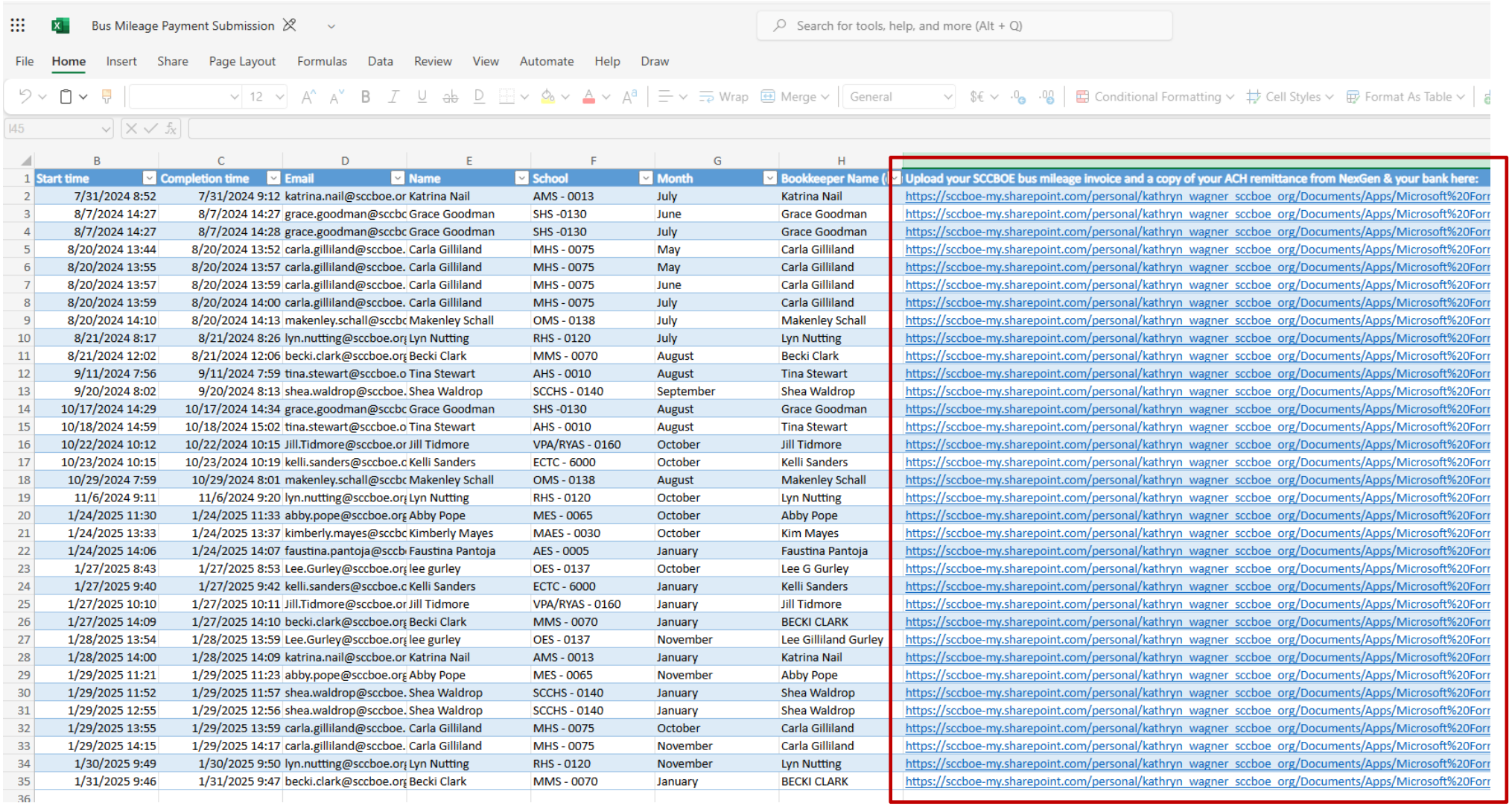
We use Microsoft Forms for:

- Payment Submissions to the BOE from Local Schools
  - Bus Mileage
  - Payroll
  - Technology Repair
  - Credit Card Payments
- End of Month Submission
- End of Fiscal Year Submission

Example of submission side of Bus Mileage Payment Microsoft Form:



Example of recipient side of Bus Mileage Payment Microsoft Form (formatted in excel automatically):



Bus Mileage Payment Submission

Search for tools, help, and more (Alt + Q)

File Home Insert Share Page Layout Formulas Data Review View Automate Help Draw

	Start time	Completion time	Email	Name	School	Month	Bookkeeper Name (i	Upload your SCCBOE bus mileage invoice and a copy of your ACH remittance from NexGen & your bank here:
2	7/31/2024 8:52	7/31/2024 9:12	katrina.nail@sccboe.or	Katrina Nail	AMS - 0013	July	Katrina Nail	https://sccboe-my.sharepoint.com/personal/kathryn_wagner_sccboe_org/Documents/Apps/Microsoft%20Forr
3	8/7/2024 14:27	8/7/2024 14:27	grace.goodman@sccbc	Grace Goodman	SHS -0130	June	Grace Goodman	https://sccboe-my.sharepoint.com/personal/kathryn_wagner_sccboe_org/Documents/Apps/Microsoft%20Forr
4	8/7/2024 14:27	8/7/2024 14:28	grace.goodman@sccbc	Grace Goodman	SHS -0130	July	Grace Goodman	https://sccboe-my.sharepoint.com/personal/kathryn_wagner_sccboe_org/Documents/Apps/Microsoft%20Forr
5	8/20/2024 13:44	8/20/2024 13:52	carla.gilliland@sccboe.	Carla Gilliland	MHS - 0075	May	Carla Gilliland	https://sccboe-my.sharepoint.com/personal/kathryn_wagner_sccboe_org/Documents/Apps/Microsoft%20Forr
6	8/20/2024 13:55	8/20/2024 13:57	carla.gilliland@sccboe.	Carla Gilliland	MHS - 0075	May	Carla Gilliland	https://sccboe-my.sharepoint.com/personal/kathryn_wagner_sccboe_org/Documents/Apps/Microsoft%20Forr
7	8/20/2024 13:57	8/20/2024 13:59	carla.gilliland@sccboe.	Carla Gilliland	MHS - 0075	June	Carla Gilliland	https://sccboe-my.sharepoint.com/personal/kathryn_wagner_sccboe_org/Documents/Apps/Microsoft%20Forr
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12	9/11/2024 7:56	9/11/2024 7:59	tina.stewart@sccboe.o	Tina Stewart	AHS - 0010	August	Tina Stewart	https://sccboe-my.sharepoint.com/personal/kathryn_wagner_sccboe_org/Documents/Apps/Microsoft%20Forr
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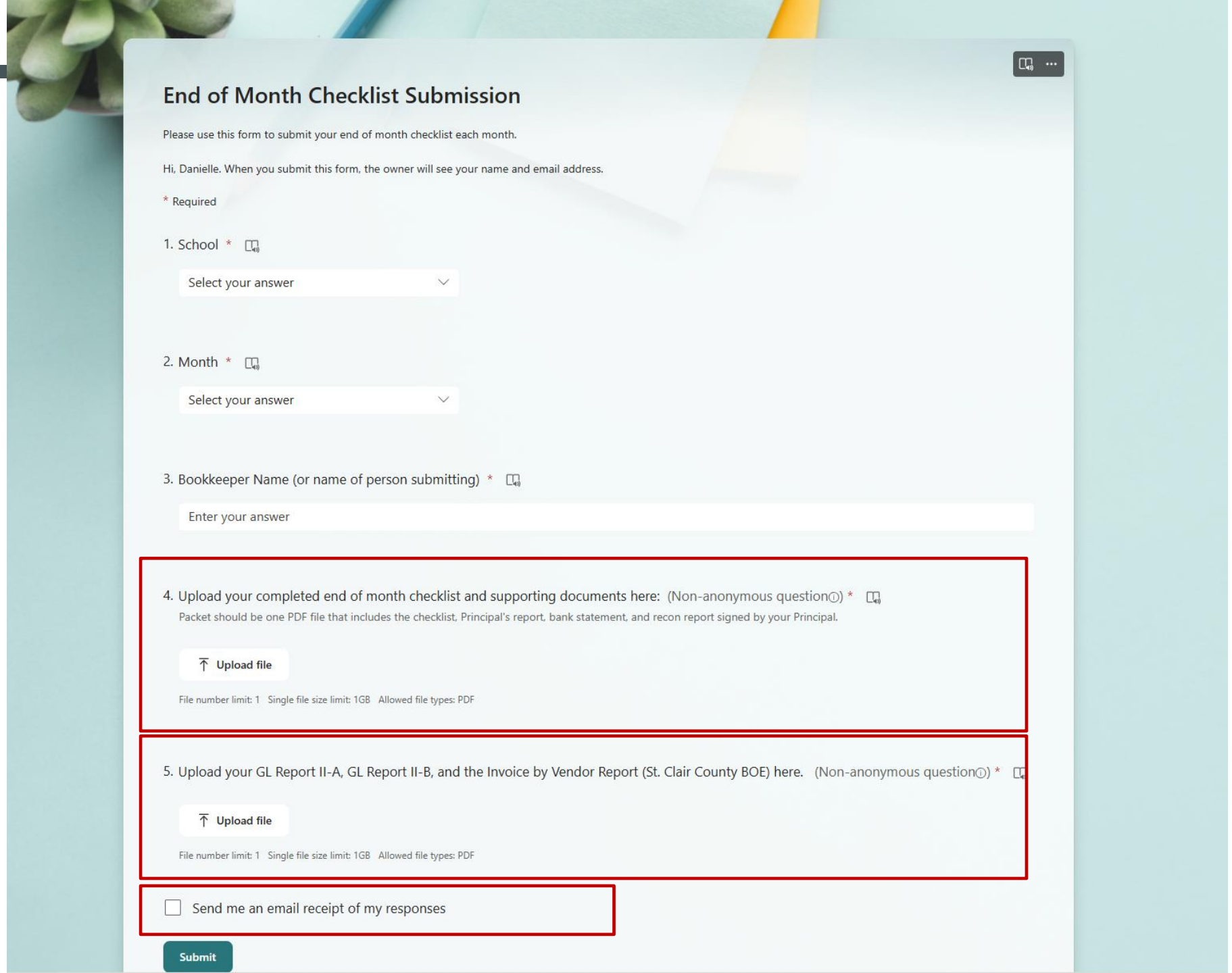
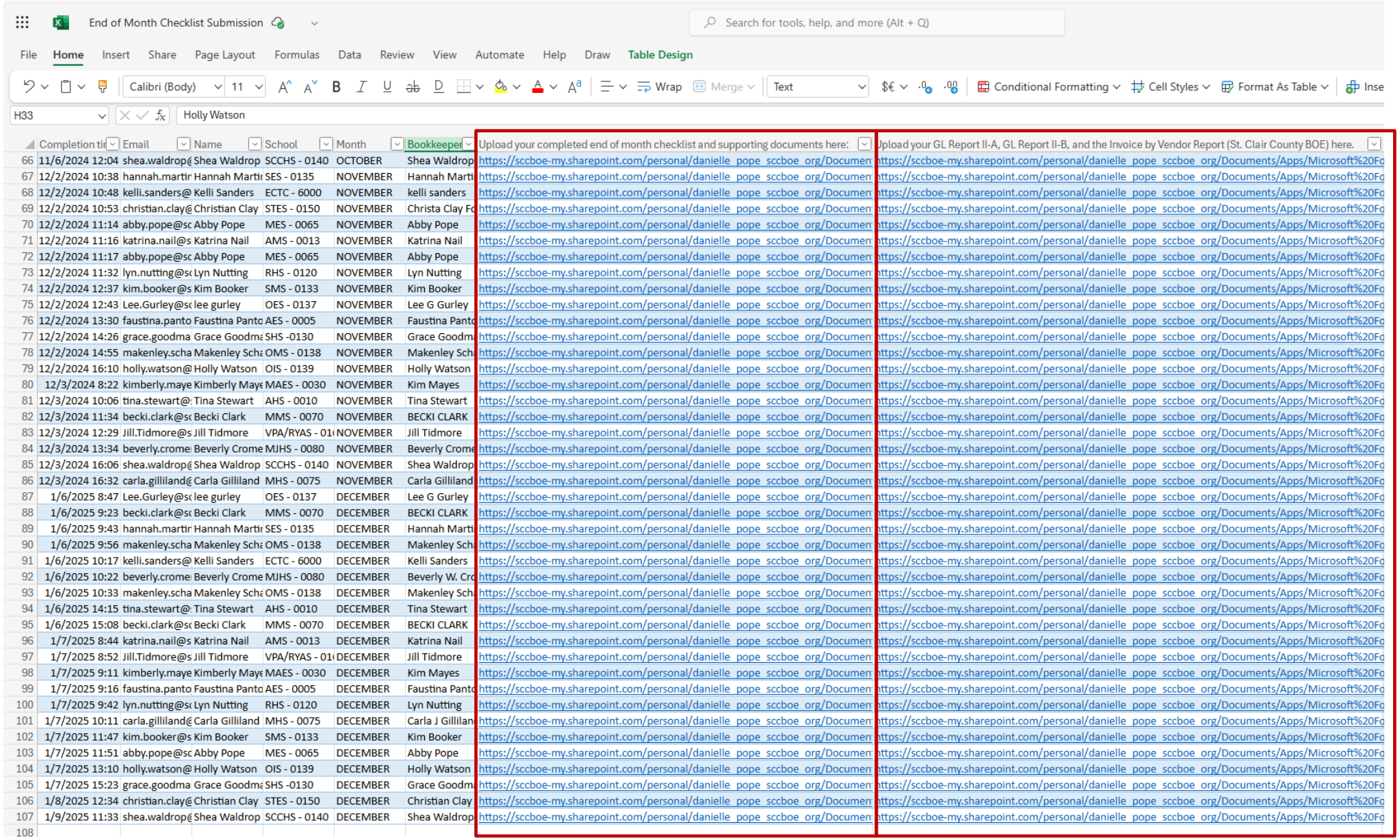
26	1/27/2025 14:09	1/27/2025 14:10	becki.clark@sccboe.org	Becki Clark	MMS - 0070	January	BECKI CLARK	https://sccboe-my.sharepoint.com/personal/kathryn_wagner_sccboe_org/Documents/Apps/Microsoft%20Forr
27	1/28/2025 13:54	1/28/2025 13:59	Lee.Gurley@sccboe.org	lee gurley	OES - 0137	November	Lee Gilliland Gurley	https://sccboe-my.sharepoint.com/personal/kathryn_wagner_sccboe_org/Documents/Apps/Microsoft%20Forr
28	1/28/2025 14:00	1/28/2025 14:09	katrina.nail@sccboe.or	Katrina Nail	AMS - 0013	January	Katrina Nail	https://sccboe-my.sharepoint.com/personal/kathryn_wagner_sccboe_org/Documents/Apps/Microsoft%20Forr
29	1/29/2025 11:21	1/29/2025 11:23	abby.pope@sccboe.org	Abby Pope	MES - 0065	November	Abby Pope	https://sccboe-my.sharepoint.com/personal/kathryn_wagner_sccboe_org/Documents/Apps/Microsoft%20Forr
30	1/29/2025 11:52	1/29/2025 11:57	shea.waldrop@sccboe.	Shea Waldrop	SCCHS - 0140	January	Shea Waldrop	https://sccboe-my.sharepoint.com/personal/kathryn_wagner_sccboe_org/Documents/Apps/Microsoft%20Forr
31	1/29/2025 12:55	1/29/2025 12:56	shea.waldrop@sccboe.	Shea Waldrop	SCCHS - 0140	January	Shea Waldrop	https://sccboe-my.sharepoint.com/personal/kathryn_wagner_sccboe_org/Documents/Apps/Microsoft%20Forr
32	1/29/2025 13:55	1/29/2025 13:59	carla.gilliland@sccboe.	Carla Gilliland	MHS - 0075	October	Carla Gilliland	https://sccboe-my.sharepoint.com/personal/kathryn_wagner_sccboe_org/Documents/Apps/Microsoft%20Forr
33	1/29/2025 14:15	1/29/2025 14:17	carla.gilliland@sccboe.	Carla Gilliland	MHS - 0075	November	Carla Gilliland	https://sccboe-my.sharepoint.com/personal/kathryn_wagner_sccboe_org/Documents/Apps/Microsoft%20Forr
34	1/30/2025 9:49	1/30/2025 9:50	lyn.nutting@sccboe.org	Lyn Nutting	RHS - 0120	November	Lyn Nutting	https://sccboe-my.sharepoint.com/personal/kathryn_wagner_sccboe_org/Documents/Apps/Microsoft%20Forr
35	1/31/2025 9:46	1/31/2025 9:47	becki.clark@sccboe.org	Becki Clark	MMS - 0070	January	BECKI CLARK	https://sccboe-my.sharepoint.com/personal/kathryn_wagner_sccboe_org/Documents/Apps/Microsoft%20Forr

Example of submission side of Month End Microsoft Form:



Example of recipient side of Month End Microsoft Form (formatted in excel automatically):



End of Month Checklist Submission

Search for tools, help, and more (Alt + Q)

File Home Insert Share Page Layout Formulas Data Review View Automate Help Draw Table Design

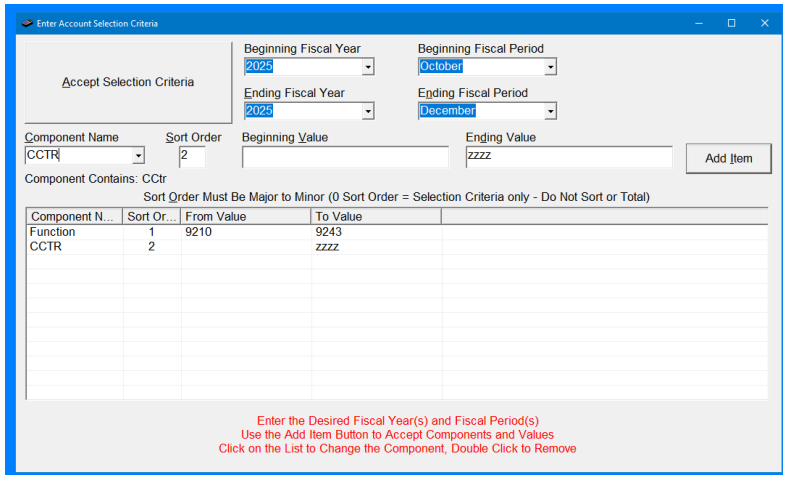
Calibri (Body) 11 Wrap Merge Text Conditional Formatting Cell Styles Format As Table

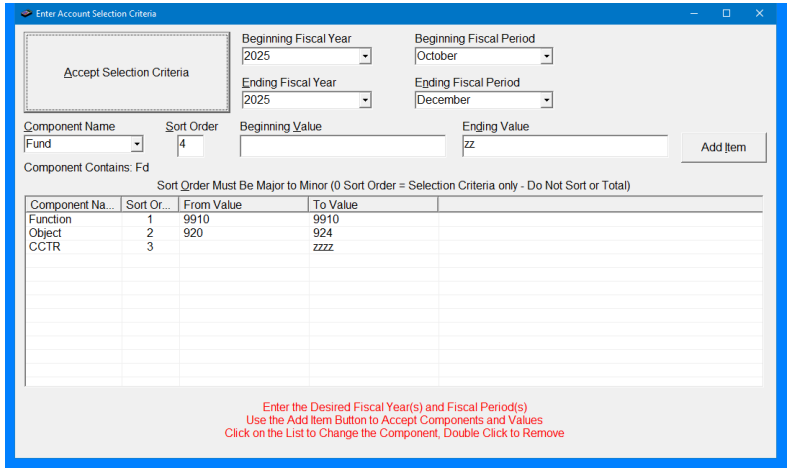
H33 Holly Watson

	Completion ti	Email	Name	School	Month	Bookkeeper	Upload your completed end of month checklist and supporting documents here:	Upload your GL Report II-A, GL Report II-B, and the Invoice by Vendor Report (St. Clair County BOE) here.
66	11/6/2024 12:04	shea.waldrop@	Shea Waldrop	SCCHS - 0140	OCTOBER	Shea Waldrop	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
67	12/2/2024 10:38	hannah.martir	Hannah Martir	SES - 0135	NOVEMBER	Hannah Marti	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
68	12/2/2024 10:48	kelli.sanders@	Kelli Sanders	ECTC - 6000	NOVEMBER	kelli sanders	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
69	12/2/2024 10:53	christian.clay@	Christian Clay	STES - 0150	NOVEMBER	Christa Clay Fo	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
70	12/2/2024 11:14	abby.pope@sc	Abby Pope	MES - 0065	NOVEMBER	Abby Pope	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
71	12/2/2024 11:16	katrina.nail@s	Katrina Nail	AMS - 0013	NOVEMBER	Katrina Nail	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
72	12/2/2024 11:17	abby.pope@sc	Abby Pope	MES - 0065	NOVEMBER	Abby Pope	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
73	12/2/2024 11:32	lyn.nutting@sc	Lyn Nutting	RHS - 0120	NOVEMBER	Lyn Nutting	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
74	12/2/2024 12:37	kim.booker@s	Kim Booker	SMS - 0133	NOVEMBER	Kim Booker	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
75	12/2/2024 12:43	Lee.Gurley@sc	lee gurley	OES - 0137	NOVEMBER	Lee G Gurley	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
76	12/2/2024 13:30	faustina.panto	Faustina Panto	AES - 0005	NOVEMBER	Faustina Panto	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
77	12/2/2024 14:26	grace.goodma	Grace Goodma	SHS -0130	NOVEMBER	Grace Goodm	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
78	12/2/2024 14:55	makenley.scha	Makenley Scha	OMS - 0138	NOVEMBER	Makenley Sch	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
79	12/2/2024 16:10	holly.watson@	Holly Watson	OIS - 0139	NOVEMBER	Holly Watson	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
80	12/3/2024 8:22	kimberly.maye	Kimberly Maye	MAES - 0030	NOVEMBER	Kim Mayes	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
81	12/3/2024 10:06	tina.stewart@	Tina Stewart	AHS - 0010	NOVEMBER	Tina Stewart	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
82	12/3/2024 11:34	becki.clark@sc	Becki Clark	MMS - 0070	NOVEMBER	BECKI CLARK	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
83	12/3/2024 12:29	Jill.Tidmore@s	Jill Tidmore	VPA/RYAS - 01	NOVEMBER	Jill Tidmore	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
84	12/3/2024 13:34	beverly.crome	Beverly Crome	MJHS - 0080	NOVEMBER	Beverly Crome	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
85	12/3/2024 16:06	shea.waldrop@	Shea Waldrop	SCCHS - 0140	NOVEMBER	Shea Waldrop	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
86	12/3/2024 16:32	carla.gilliland@	Carla Gilliland	MHS - 0075	NOVEMBER	Carla Gilliland	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
87	1/6/2025 8:47	Lee.Gurley@sc	lee gurley	OES - 0137	DECEMBER	Lee G Gurley	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
88	1/6/2025 9:23	becki.clark@sc	Becki Clark	MMS - 0070	DECEMBER	BECKI CLARK	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
89	1/6/2025 9:43	hannah.martir	Hannah Martir	SES - 0135	DECEMBER	Hannah Marti	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
90	1/6/2025 9:56	makenley.scha	Makenley Scha	OMS - 0138	DECEMBER	Makenley Sch	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
91	1/6/2025 10:17	kelli.sanders@	Kelli Sanders	ECTC - 6000	DECEMBER	Kelli Sanders	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
92	1/6/2025 10:22	beverly.crome	Beverly Crome	MJHS - 0080	DECEMBER	Beverly W. Cr	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
93	1/6/2025 10:33	makenley.scha	Makenley Scha	OMS - 0138	DECEMBER	Makenley Sch	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
94	1/6/2025 14:15	tina.stewart@	Tina Stewart	AHS - 0010	DECEMBER	Tina Stewart	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
95	1/6/2025 15:08	becki.clark@sc	Becki Clark	MMS - 0070	DECEMBER	BECKI CLARK	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
96	1/7/2025 8:44	katrina.nail@s	Katrina Nail	AMS - 0013	DECEMBER	Katrina Nail	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
97	1/7/2025 8:52	Jill.Tidmore@s	Jill Tidmore	VPA/RYAS - 01	DECEMBER	Jill Tidmore	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
98	1/7/2025 9:11	kimberly.maye	Kimberly Maye	MAES - 0030	DECEMBER	Kim Mayes	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
99	1/7/2025 9:16	faustina.panto	Faustina Panto	AES - 0005	DECEMBER	Faustina Panto	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
100	1/7/2025 9:42	lyn.nutting@sc	Lyn Nutting	RHS - 0120	DECEMBER	Lyn Nutting	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
101	1/7/2025 10:11	carla.gilliland@	Carla Gilliland	MHS - 0075	DECEMBER	Carla J Gillilan	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
102	1/7/2025 11:47	kim.booker@s	Kim Booker	SMS - 0133	DECEMBER	Kim Booker	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
103	1/7/2025 11:51	abby.pope@sc	Abby Pope	MES - 0065	DECEMBER	Abby Pope	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
104	1/7/2025 13:10	holly.watson@	Holly Watson	OIS - 0139	DECEMBER	Holly Watson	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
105	1/7/2025 15:23	grace.goodma	Grace Goodma	SHS -0130	DECEMBER	Grace Goodm	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
106	1/8/2025 12:34	christian.clay@	Christian Clay	STES - 0150	DECEMBER	Christian Clay	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
107	1/9/2025 11:33	shea.waldrop@	Shea Waldrop	SCCHS - 0140	DECEMBER	Shea Waldrop	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documen	https://sccboe-my.sharepoint.com/personal/danielle_pope_sccboe_org/Documents/Apps/Microsoft%20Fo
108								

PROCESS TO RECONCILE TRANSFERS IN AND OUT

1. Run a Detail General Ledger Report for function codes 9210 – 9243, sort by Cost Center
2. Run a Detail General Ledger Report for function code 9910, object codes 920 – 924, sort by Cost Center
3. The total ending balance on these reports should match.
4. If the amounts do not match, you will need to look at each cost center to determine the source of the difference. The source of the problem is likely either a:
   - coding error (on the local school side or central office side)
   - timing difference
5. If there is a timing difference, it will likely resolve in the following month with no journal entry required.
6. If there is a coding error, you will need to make a journal entry in either the local school records or central office records.
7. A transfer out must have a matching transfer in and vice versa.





EXAMPLE: COMPARE TRANSFERS IN & OUT BY COST CENTER

TRANSFERS OUT

RUN DATE: 02/03/2025
RUN TIME: 09:47AM

MCAI BUDGETARY ACCOUNTING SYSTEM
DETAIL GENERAL LEDGER REPORT
ST. CLAIR CO. BOARD OF EDUCATION
PERIOD / FISCAL YEAR : 01/2025 TO 02/2025

Page 1 of 2
GLDRPT

Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec / COMMENT	TX #	J/C	DATE	REFERENCE	BEGINNING BALANCE	DEBIT	CREDIT	ENDING BALANCE
Function 9910								
Object 920				OPERATING TRANSFERS OUT				
12-5-9910-920-0135-7101-0-9700-0000				INTERFD OPER TRA OUT-OPERAT TRANSF				
LSA Import - Cost Center 0135	65817	LSA	10/31/2024	LSA Imp-0135		30.00	0.00	
				ACCOUNT TOTAL :	0.00	30.00	0.00	30.00
				Object 920 SUBTOTAL :	0.00	30.00	0.00	30.00
Object 923				LS TRANSFER OUT				
11-5-9910-923-0135-6001-0-9700-0003				INTERFD OPER TRA OUT, LS TRANSFER O				
4175-SPRINGVILLE ELEMENTARY SCH	65547	A/P	10/25/2024	10/2024/9822		26,065.00	0.00	
				ACCOUNT TOTAL :	0.00	26,065.00	0.00	26,065.00
11-5-9910-923-0135-6001-0-9700-0004				INTERFD OPER TRA OUT, LS TRANSFER O				
4175-SPRINGVILLE ELEMENTARY SCH	65547	A/P	10/25/2024	10/2024/9822		5,213.00	0.00	
				ACCOUNT TOTAL :	0.00	5,213.00	0.00	5,213.00
11-5-9910-923-0135-6001-0-9700-0005				INTERFD OPER TRA OUT, LS TRANSFER O				
4175-SPRINGVILLE ELEMENTARY SCH	65547	A/P	10/25/2024	10/2024/9822		8,221.94	0.00	
				ACCOUNT TOTAL :	0.00	8,221.94	0.00	8,221.94
11-5-9910-923-0135-6001-0-9700-0006				INTERFD OPER TRA OUT, LS TRANSFER O				
4175-SPRINGVILLE ELEMENTARY SCH	65547	A/P	10/25/2024	10/2024/9822		5,213.00	0.00	
				ACCOUNT TOTAL :	0.00	5,213.00	0.00	5,213.00
12-5-9910-923-0135-7101-0-9700-0000				INTERFD OPER TRA OUT-LS TRANSFER OU				
LSA Import - Cost Center 0135	65817	LSA	10/31/2024	LSA Imp-0135		677.25	0.00	
LSA Import - Cost Center 0135	65817	LSA	10/31/2024	LSA Imp-0135		5,632.22	0.00	
LSA Import - Cost Center 0135	66176	LSA	11/30/2024	LSA Imp-0135		360.33	0.00	
LSA Import - Cost Center 0135	66176	LSA	11/30/2024	LSA Imp-0135		406.35	0.00	
LSA Import - Cost Center 0135	66176	LSA	11/30/2024	LSA Imp-0135		135.45	0.00	
LSA Import - Cost Center 0135	66176	LSA	11/30/2024	LSA Imp-0135		7,042.98	0.00	
LSA Import - Cost Center 0135	66176	LSA	11/30/2024	LSA Imp-0135		536.34	0.00	
LSA Import - Cost Center 0135	66176	LSA	11/30/2024	LSA Imp-0135		548.77	0.00	
LSA Import - Cost Center 0135	66176	LSA	11/30/2024	LSA Imp-0135		536.34	0.00	
				ACCOUNT TOTAL :	0.00	15,876.03	0.00	15,876.03
32-5-9910-923-0135-7501-0-9700-0000				INTERFD OPER TRA OUT-LS TRANSFER OU				
LSA Import - Cost Center 0135	66176	LSA	11/30/2024	LSA Imp-0135		203.19	0.00	
				ACCOUNT TOTAL :	0.00	203.19	0.00	203.19
				Object 923 SUBTOTAL :	0.00	60,792.16	0.00	60,792.16
				Function 9910 SUBTOTAL :	0.00	60,822.16	0.00	60,822.16

TRANSFERS IN

RUN DATE: 02/03/2025
RUN TIME: 09:50AM

MCAI BUDGETARY ACCOUNTING SYSTEM
DETAIL GENERAL LEDGER REPORT
ST. CLAIR CO. BOARD OF EDUCATION
PERIOD / FISCAL YEAR : 01/2025 TO 02/2025

Page 1 of 3
GLDRPT

Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec / COMMENT	TX #	J/C	DATE	REFERENCE	BEGINNING BALANCE	DEBIT	CREDIT	ENDING BALANCE
Function 9210								
12-4-9210-000-0135-7101-0-0000-0000				INTERFUND OPERAT TRANSFERS IN				
LSA Import - Cost Center 0135	65817	LSA	10/31/2024	LSA Imp-0135		0.00	30.00	
				ACCOUNT TOTAL :	0.00	0.00	30.00	30.00
				Function 9210 SUBTOTAL :	0.00	0.00	30.00	30.00

RUN DATE: 02/03/2025
RUN TIME: 09:50AM

MCAI BUDGETARY ACCOUNTING SYSTEM
DETAIL GENERAL LEDGER REPORT
ST. CLAIR CO. BOARD OF EDUCATION
PERIOD / FISCAL YEAR : 01/2025 TO 02/2025

Page 2 of 3
GLDRPT

Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec / COMMENT	TX #	J/C	DATE	REFERENCE	BEGINNING BALANCE	DEBIT	CREDIT	ENDING BALANCE
Function 9230								
11-4-9230-000-0135-6001-0-0000-7101				LS TRANSFER IN				
SES OCT24 PAYROLL	64952	C/R	10/04/2024	ACH#5		0.00	2,438.13	
SES NOV24 PAYROLL	65887	C/R	11/04/2024	ACH#8		0.00	3,133.12	
				ACCOUNT TOTAL :	0.00	0.00	5,571.25	5,571.25
11-4-9230-000-0135-6922-0-0000-0000				LS TRANSFER IN				
SES EDSTREAM INVOICE 10/7/2024	65499	C/R	10/22/2024	ACH#7		0.00	3,871.34	
SES EDSTREAM INVOICE 10/25/2024	65888	C/R	11/04/2024	ACH#9		0.00	6,636.63	
				ACCOUNT TOTAL :	0.00	0.00	10,507.97	10,507.97
12-4-9230-000-0135-7101-0-0000-0003				LS TRANSFER IN				
LSA Import - Cost Center 0135	65817	LSA	10/31/2024	LSA Imp-0135		0.00	26,065.00	
				ACCOUNT TOTAL :	0.00	0.00	26,065.00	26,065.00
12-4-9230-000-0135-7101-0-0000-0004				LS TRANSFER IN				
LSA Import - Cost Center 0135	65817	LSA	10/31/2024	LSA Imp-0135		0.00	5,213.00	
				ACCOUNT TOTAL :	0.00	0.00	5,213.00	5,213.00
12-4-9230-000-0135-7101-0-0000-0005				LS TRANSFER IN				
LSA Import - Cost Center 0135	65817	LSA	10/31/2024	LSA Imp-0135		0.00	8,221.94	
				ACCOUNT TOTAL :	0.00	0.00	8,221.94	8,221.94
12-4-9230-000-0135-7101-0-0000-0006				LS TRANSFER IN				
LSA Import - Cost Center 0135	65817	LSA	10/31/2024	LSA Imp-0135		0.00	5,213.00	
				ACCOUNT TOTAL :	0.00	0.00	5,213.00	5,213.00
				Function 9230 SUBTOTAL :	0.00	0.00	60,792.16	60,792.16

RUN DATE: 02/03/2025
RUN TIME: 09:50AM

MCAI BUDGETARY ACCOUNTING SYSTEM
DETAIL GENERAL LEDGER REPORT
ST. CLAIR CO. BOARD OF EDUCATION
PERIOD / FISCAL YEAR : 01/2025 TO 02/2025

Page 3 of 3
GLDRPT

Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec / COMMENT	TX #	J/C	DATE	REFERENCE	BEGINNING BALANCE	DEBIT	CREDIT	ENDING BALANCE
				GRAND TOTALS :	0.00	0.00	60,822.16	60,822.16

*** END OF REPORT ***

CONTACT ME

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