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## **MEMORANDUM**

**TO:** School District Finance Officers

**FROM:** Suzanne Pridgeon

**DATE:** July 25, 2025

**SUBJECT:** Final Expenditure Report for 2024-25 Salary Increase Allocation

In accordance with section [1011.62\(14\), Florida Statutes](#), each school district and charter school is required to submit a salary schedule and final report on the expenditure of Salary Increase Allocation (SIA) funds by August 1, 2025. Attached to this memorandum are templates for salary schedules and SIA final expenditure reports for school districts and charter schools, which should not be altered. Please use these templates to complete the salary schedules and final expenditure reports, then submit them at [2024-25 SIA Final Expenditure Report Submission Survey](#) no later than August 1, 2025. Uploads are limited to Microsoft Excel format. Each template includes instructions on how to complete its associated report and will generate an error list that should be reviewed prior to report submission. Please do not submit a report if item E5 on the *SIA Final Expenditure Report* template indicates that the report is not ready to be submitted.

Charter schools should submit their completed SIA final expenditure report and salary schedule to their sponsoring school district. Districts are responsible for including all charter school reports and salary schedules in their submissions. All school districts and charter schools that received SIA funds are required to submit a final expenditure report by the August 1 deadline.

If you have questions about how to complete the expenditure report, please contact James Andrews at [James.Andrews@fldoe.org](mailto:James.Andrews@fldoe.org) or 850-245-0405. If you have questions about how to submit reports through the online system, please contact Anne Nyman at [edrecognition@fldoe.org](mailto:edrecognition@fldoe.org).

SP/ja

### Attachments

cc: School District Superintendents  
District Charter School Contacts  
Mark Eggers, Assistant Deputy Commissioner, Division of Finance and Operations  
Li Liu, Bureau Chief, School Business Services  
Josh Bemis, Educational Policy Director, Office of Funding and Financial Reporting  
Virginia Whitaker, Senior Program Director, Division of Public Schools  
James Andrews, Educational Policy Consultant, Office of Funding and Financial Reporting  
Anne Nyman, Teacher Liaison, Division of Public Schools

Suzanne Pridgeon  
Deputy Commissioner, Finance and Operations