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MEMORANDUM

TO: School District Finance Officers

FROM: Suzanne Pridgeon

DATE: July 19, 2022 

SUBJECT: **Final Expenditure Report for 2021-22 Teacher Salary Increase Allocation**

In accordance with section [1011.62\(16\), Florida Statutes](#), each school district and charter school is required to submit a salary schedule and final report on the expenditure of Teacher Salary Increase Allocation (TSIA) funds by August 1, 2022. Attached to this memorandum are templates for salary schedules and TSIA 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 the reports and salary schedules at [2021-22 TSIA Final Expenditure Report Submission Survey](#) no later than August 1, 2022. Uploads are limited to the Microsoft Excel format. Each template includes instructions on how to complete its associated report and will generate an error list to review prior to report submission. Please do not submit a report if item E5 on the *TSIA Final Expenditure Report* template indicates that the report is not ready to be submitted.

Charter schools should submit their completed TSIA 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. Please note that this reporting requirement is separate from the requirement for a preliminary expenditure report, which was due December 1, 2021. All school districts and charter schools that received TSIA funds are required to submit a final expenditure report by the August 1 deadline, regardless of when or if a preliminary survey was submitted.

If you have questions on how to complete the survey, please contact Josh Bemis at Josh.Bemis@fldoe.org or 850-245-0405. If you have questions on how to submit reports through the online system, please contact Virginia Whitaker at Virginia.Whitaker@fldoe.org.

SP/jr

Attachments

cc: District Charter School Contacts
Josh Bemis, Educational Policy Director
Virginia Whitaker, Senior Program Director

Suzanne Pridgeon
Deputy Commissioner, Finance and Operations