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**MEMORANDUM**

TO: School District Finance Officers

FROM: Suzanne Pridgeon

DATE: November 8, 2021

**SUBJECT: Preliminary 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 preliminary report on the expenditure of Teacher Salary Increase Allocation (TSIA) funds by December 1, 2021. Attached to this memorandum are templates to assist school districts and charter schools in fulfilling this requirement. Please use these templates (without altering them) to complete the salary schedules and Preliminary Expenditure Report. Submit the completed reports and salary schedules through the survey link: [2021 - 2022 TSIA Preliminary Expenditure Report Survey](#) no later than December 1, 2021, so that the Florida Department of Education (department) can submit a statewide Preliminary Expenditure Report on the planned TSIA expenditures to the governor and the Florida Legislature by February 1, 2022. Uploads are limited to 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 ES on the TSIA Preliminary Expenditure Report template states that the report is not ready to be submitted. Charter schools should submit their completed TSIA final expenditure reports and salary schedules to their sponsoring school district. Districts are responsible for including all charter school reports and salary schedules in their submissions.

If a district or charter school has not yet submitted a board approved TSIA Salary Distribution Plan by the Preliminary Expenditure Report deadline (December 1, 2021), the TSIA Preliminary Expenditure Report Submission Link should be used to upload a document summarizing the district or charter school's current status and an updated timeline for submitting a board approved TSIA Salary Distribution Plan. A Preliminary Expenditure Report must be submitted immediately after a board approved TSIA Salary Distribution Plan has been submitted and TSIA funds are distributed. Charter schools should coordinate this submission with their sponsoring school district.

Suzanne Pridgeon  
Deputy Commissioner, Finance and Operations

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Additional resources and information about the TSIA is located on the department's [Teacher Salary Increase Allocation webpage](#). If you have questions about how to complete the Preliminary Expenditure Report, please contact Josh Bemis at [Josh.Bemis@fldoe.org](mailto:Josh.Bemis@fldoe.org) or 850-245-0405. If you have questions about how to submit reports through the online system, please contact Erika Fritz-Ochs at [Erika.Fritz-ochs@fldoe.org](mailto:Erika.Fritz-ochs@fldoe.org).

SP/jb

Attachments: Preliminary Salary Schedule  
2021-22 Charter School Preliminary Expenditure Report Template  
2021-22 District Preliminary Expenditure Report Template

cc: School District Superintendents  
School District Charter Schools Contacts  
Mark Eggers, Assistant Deputy Commissioner  
Josh Bemis, Educational Policy Director  
Erika Fritz-Ochs, Educational Policy Consultant