FY14 TO FY15 DE-OBLIGATION PROCESS FOR ESI SCHOOLS

In an effort to promote efficient usage of funds across the ESI community, schools will be required to complete the de-obligation process at the end of SY 14. This process is designed to ensure that ESI schools will have access to the funds needed to implement Year 3 programming at the school’s desired timeline. When schools do not release funds, it hurts the entire ESI community. SY 15 is the final year of ESI and unused funds from Year 2 will not be available for disbursement to schools until late in the spring semester of 2015. As this period coincides with the end of the grant initiative, ESI schools that do not complete the de-obligation process and leave unused funds scheduled in Galaxy after June 27th will forfeit use of those funds in Year 3.

Important Deadlines for ESI schools:

1. **3/14/14** – Modifications to existing grant budgets will close. Modifications will only be allowed after this date for the purpose of creating an unanticipated vacancy, creating or modifying per session allocations, and setting up a new grant budget or increasing funding to an existing one (you will have 2 weeks to schedule new funding).

2. **4/11/14** – Last day to make OTPS purchases.

3. **5/16/14** – First round of the rollover process (De-obligation modification). Rollable balances in Galaxy should be un-scheduled (placed in lump sum).

4. **6/9/14** – Second and final opportunity to identify rollable balances. Rollable balances in Galaxy should be un-scheduled (placed in lump sum). After this date, remaining unscheduled funds will be removed from Galaxy. Once you’ve unscheduled the funds, send Charisse an email indicating how much you would like withdrawn from Galaxy.

5. **6/27/14** – Last day for modifications to existing per session jobs. No further budget changes to FY’14 will be allowed.

6. **6/27/14** – Last day to submit receipts/invoices for FY 14 expenses charged to FPS lines.

Questions?
Please contact Charisse Taylor, Associate Director at ctaylor21@schools.nyc.gov or 212-356-3759.