

CARRYOVER - PPA AND GRANTS

PPA – PPA budgets are composed of two parts: Grade 70-85 and Fund 10 professional development accounts, Grade 63. PPA carryover is the amount left in these accounts at the end of a fiscal year, after all transactions have been posted. A maximum of 5% of a school's original PPA budget (amount minus any carryover from the previous year) may be carried over and given back to that location the following January.

GRANTS – Typically, agencies that award grants require that each grant be spent during a specific time period (“grant fiscal period”). Often, any awarded but unspent dollars must be forfeited or returned to the awarding agency. However, sometimes awarding agency regulations allow unexpended grant dollars to be used as part of the next year's program. Such dollars are called “carryover”.

- **Description**

After year-end accruals have been posted by the Accounting Department, per information from each location, each site's bottom line is determined. Budget Services will e-mail each location their carryover amount and request specific accounts in which to distribute the funds. Administration within each location determines distribution. **The carryover amount may only be distributed back into PPA accounts.** If no response is given as to the desired distribution, Budget Services will place all carryover funds in the general education supplies account.

The carryover amounts are not shown as transactions on [APS GL Transaction History Download XML \(M367\) reports](#). The funds become part of the budgeted amount, so you will see a change in that column only. It is important to run [APS GL Funds Available Summary \(M52\)](#) and [APS GL School Funds Available XML \(M369\) reports](#) to verify the entries.

- **Procedure**

Contact Budget Services at 303-365-5812 if your location does not receive information on PPA carryover amounts by mid-November.