

INSTRUCTIONS FOR COMPLETING
MONTHLY SUMMARY OF FEDERAL FUNDS (ES-2 FORM)

1. Submit one original with signature of Superintendent no later than five (5) days after the beginning of each calendar month to assure receipt of funds needed for that month. ES-2's received after the tenth of the month may not be processed in time to insure receipt of funds for that month. The ES-2 must be submitted each month whether cash is needed or not giving the present status of each fiscal year budget for the affected programs.

2. Address to: Alabama State Department of Education
 Office of Financial Management
 LEA Accounting
 Room 5141 Gordon Persons Building
 P O Box 302101
 Montgomery, AL 36130-2101

3. In order for all requests to have a uniform appearance and to make sure that calculations are correct, please do not change the format or formulas when preparing a request. Be careful not to delete or write over cells containing dashes because they have been formulated to make automatic calculations.

4. Estimates of anticipated disbursements should be carefully made in order to avoid excessive cash balances. Cash should be requested only for disbursements paid during the prior month for which receipts were insufficient and/or estimated disbursements that will be paid during the month in which cash will be received. Do not request cash to cover purchase orders unless you plan to pay invoices for them in the current month. Funds cannot be advanced when excessive cash balances are on hand in any fiscal year for any program.