INDEPENDENT SCHOOLS FUNDING SYSTEM
Scope Summary (as of June 12, 2019)

1. **SCHOOL LEVEL DATA MANAGEMENT**
   a. Import Student Level Data
   b. Manage Student Level Data at school level
   c. Manage FTE Audit

2. **GRANT ADMINISTRATION**
   a. Manage Grant and Grant Funding Cycles
   b. Import and Manage Grant Rates (Operating Costs, FN, PS Per Pupil)
   c. Manage Accounting Parameters for payment to be processed in the Common Disbursement System (CDS)
   d. Manage Funding Statement Footnote Comments

3. **GRANT FUNDING MANAGEMENT**
   a. Create/Manage Grant Funding (by selecting a Grant Type and a Funding Period, and review School Funding Details, i.e. school FTEs, rates to be applied)
   b. Calculate the Grant Funding Total (for all eligible schools or selected school authority)
   c. Review/Adjust Grant Funding FTEs and Financial Details (generated from steps a & b by data export in Excel or other report format)
   d. Generate payment request for approval (by automatic notification to designated approval authority in Independent School Branch)
   e. Generate Payment Request for CDS (financial files will be created and attached to an email submitted automatically to generic mailbox)
   f. Review/Update footnote and email template for the Funding Statements
   g. Submit School Authorities the Funding Statements (All or selected SA)

4. **EVALUATION AND MONITORING**
   a. Review Schools
   b. Schedule Inspections
   c. Define Exception Schools
   d. Export to FileMaker Application
   e. Reporting

5. **REPORTING AND DASHBOARDS**
   a. **Produce Detailed Reports and Dashboards**
      - Funding Reports by School/Authority/Grant Type
      - Per Student Operating Cost report

- User role and Access Summary Report
- Audit Trail Report
    b. Create Customized Reports

6. **SYSTEM SETUP**
    a. **User Access Control**
        - User Profile and Access Privileges,
        - User Roles definitions and Application Functions Assignments
    b. Contacts Information (i.e. Approval Authority in Independent School Branch, generic mailbox for CDS, ISFS contact…etc.)
    c. **System Administration**
        - Reference Types
        - Manage Constants
        - Application Functions
        - Automatic Email Templates

ESTIMATED PROJECT BREAKDOWN

School Level Data Management	10%	
FTE Audit Data Management	5%	15%
Grant Setup and Administration	10%	
Grant Funding Management	40%	50%
Evaluation and Monitoring	10%	10%
Reporting and Dashboards	15%	
System Setup & Administration	10%	25%
		100%