Iowa Code 256C.5(4) grants the Department of Education (DE) an amount paid off the top of the school district preschool state aid for state administration and oversight of the preschool program. This allocation is necessary for the continued implementation and monitoring of the program and the Department will be accessing this funding beginning in FY12. Over the past four years, the Department has not accessed this provision as it had a specific appropriation for this purpose. That specific appropriation for the purpose ended in FY11. This is an on-behalf payment. The district will record the amount as preschool revenue with an equal amount recorded as a preschool expenditure. The amount is $33.33 per preschool budget enrollment. A spreadsheet with the amounts is attached. The deduction for the on-behalf payment will be spread throughout the ten state aid payments, September through June. This is a reduction to cash flow (state aid) sent directly to the district but does not result in general fund spending authority in excess of state aid received because it is recorded by the district as both an on-behalf revenue and expenditure. The on-behalf revenue will be recorded in source & project 3117, program 860, and the expenditure in an equal amount will be recorded in function 233X, program 860, project 3117, object 31X. Please contact Jeff Berger, jeff.berger@iowa.gov or 515.281.3968, with additional questions or concerns.

Certified Annual Report (CAR)

All districts should be working in the CAR-2011 Upload and Reports application. We are happy to see that many districts are working on this and many have already resolved any questions they have. Due to the extensive number of emails and phone calls we receive as the deadline nears, we may switch to an email only system of correspondence the last day or two prior to the deadline, so we are able to answer questions in the order received. Extensions are available for good cause. Extension requests will not be granted within 3 days of the due date of September 15. The last day to file an extension request is September 12. The maximum extension granted will be no later than September 30. Please refer to the CAR Instructions for more information about extension requests and the CAR deadline. http://educateiowa.gov/index.php?option=com_content&task=view&id=1621&Itemid=2408

Extension requests should include the specific reason(s) for which an extension is needed and should be sent by email to denise.ragias@iowa.gov. The Finance team will review the request and respond to the district.

Questions regarding the CAR upload and/or account coding may be directed to: denise.ragias@iowa.gov 515-281-4741 for assistance with the uploads, reports, and extensions; janice.evans@iowa.gov 515-281-4740 for assistance with account codes and journal entries.
School Business Alert

Application Downtime and Reporting

Last year, the DE implemented an application blackout window in order to ensure that our data systems operated at maximum capacity during peak deadlines. While this approach was successful and decreased our system slow times, a number of districts complained they could not get to closed applications during this two-week window. This year we are going to take a slightly different approach and monitor our systems closely but not shut down applications unless we experience peak volume that requires us to implement our contingency plan.

All applications will be open during the reporting deadlines in Fall 2011. However, a contingency plan will kick in if we see periods where

DE applications are not responding in a timely manner or systems are overloaded due to high volume. The following plan will be put in place in these circumstances:

◊ A message will be posted on the Edinfo DE Secure Application home page letting all users know a blackout window is in place.
◊ An email will be sent to superintendents letting them know the DE application contingency plan is in place and details (if available) of the down time.
◊ Non-essential applications will be shut down until systems are operating normally.

◊ If the system slowness is near a deadline window, the DE will wait until the deadline has passed to restore access to non-essential applications.

◊ If you are experiencing application slowness at any time during Fall reporting, it is important to let the DE know. Please provide details such as the name of the application and any error messages you receive.

◊ If you have questions or concerns contact, Jay Pennington jay.pennington@iowa.gov or 515.281.4837.

ARRA Funds Update

As of June 2011, most ARRA funds were fully disbursed to you as subrecipients. This note summarizes some details worth noting as funding disbursements are completed.

Final Date for Spending
ARRA funds in the following categories must be obligated for activity that will have occurred on or before September 30, 2011. These ARRA funds cannot be spent on any activities that occur after that date.

◊ ARRA Education Stabilization – State Aid (FY09, FY10, & FY11)
◊ ARRA Education Stabilization – Instructional Support (FY10)
◊ ARRA Education Stabilization – Professional Development (FY10)
◊ ARRA Government Services Stabilization – State Aid (FY11)
◊ ARRA Title I – Basic Grants
◊ ARRA Homeless Youth Grants
◊ ARRA IDEA Part B Grants
◊ ARRA IDEA Part B Preschool Grants
◊ ARRA IDEA Part C Grants
◊ ARRA EETT Technology Grants

Because of exceptions in the federal regulations, if you are a grant subrecipient in the following funds, the September 30, 2011, deadline does not apply:

◊ ARRA Title I – School Improvement Grants
◊ ARRA Iowa Teacher Quality Partnership Grant

Ed Jobs Fund
The Ed Jobs funding has many similarities to ARRA funding, but is technically not ARRA funding. The deadline to spend Ed Jobs funds is September 30, 2012, meaning that these funds must be spent on activities that occur on or before that date.

Quarterly ARRA Section 1512 expenditure and jobs reporting
Quarterly reporting continues until funds are expended locally. Since funds must be obligated for activities that occur on or before September 30, 2011, reports should be submitted as final this next cycle. You still have until December 31, 2011, to liquidate these funds against the obligations.

Please contact Jeff Berger, jeff.berger@iowa.gov or 515.281.3968 with additional questions or concerns.
Physical Plant and Equipment Levy (PPEL)

In April of this year, the Department shared with districts the Declaratory Order 87 that defined “technology” and clarified the uses of PPEL money to obtain technology. The Declaratory Order is available on the web at http://educateiowa.gov/index.php?option=com_content&view=article&id=1572&Itemid=4213#AppealDecisions. Click on Appeal Decisions, under Type choose Declaratory Orders, then click Query. The Department followed with an FAQ document which responded to specific questions submitted from various districts and other sources. That document is available at http://educateiowa.gov/index.php?option=com_content&view=article&id=1424&Itemid=3003. One additional subtle change was enacted by the legislature in HF 645. The legislature amended the uses of PPEL to delete the phrase “a single unit” so that the paragraph now reads: “The purchase, lease, or lease-purchase of equipment or technology exceeding $500 in value per purchase, lease, or lease-purchase transaction. Each transaction may include multiple equipment or technology units.”

This has created a few more questions for the Department to address.

Q. Does the legislation stating “that multiple equipment or technology units may be included in each transaction” mean that bundling for technology is no longer allowed because some of the bundled costs would not have been equipment?
A. No. The new legislation does not change what the Declaratory Order stated in terms of technology may be bundled, and a bundle for this purpose means a collection of items from the same vendor related to a specific technology purchase.

Q. Does this legislation now allow bulk purchasing of equipment?
A. Yes. The legislation now allows bulk purchasing of equipment units and bulk purchasing of technology units even though those units individually might not have cost more than $500 each.

Q. Does the legislation allow bulk purchasing of supplies?
A. No. Bulk purchasing is only for items which are defined as equipment and items which are defined as technology. The legislation did not state nor imply that bulk purchasing a supply would convert it to “equipment” for purposes of PPEL. For assistance in distinguishing a supply from equipment, refer to Appendix E in the Iowa Uniform Financial Accounting Manual. Exhibit E-1 has a flowchart to easily distinguish the difference.

Districts are cautioned, for the sole purpose of moving expenditures from the general fund to the PPEL fund, from disregarding any question in the flowchart or rationalizing any question such as the district “could” repair an item if the district does not actually follow that “repair versus replacement” policy. There are subtle impacts from that decision, a few of which are listed here. Supplies are current expenditures, but equipment is a non-current expenditure. Movement from current to non-current can impact maintenance of effort calculations, not only for the local districts but also for the state in determining the amount of federal funding from ESEA/NCLB and other federal funding the Department receives to allocate to districts and AEsAs. In FY2010, Iowa maintained effort by only $4 per pupil. Districts also need to maintain effort. Movement from current to non-current expenditures can also impact indirect cost rates and indirect cost recovery bases. Non-current expenditures cannot be included in the rate calculations, which lower the rates, but also the rates cannot be applied against non-current expenditures, which further lowers the indirect cost recovery amount. A statewide movement from current to non-current can harm the ranking of the states, which in turn can be negatively interpreted by researchers and policymakers. If you have any questions or concerns contact, Su McCurdy su.mccurdy@iowa.gov or 515.281.4738.

SBRC Application

As promised, the SBRC application will be much easier this year. It will be pre-populated from data reported by districts in EASIER student records and will be found at www.edinfo.state.ia.us as usual. The district cannot complete the SBRC application until it has finished verifying its EASIER/PEACE report; however, the form is available to browse. When the EASIER/PEACE is complete, the district may file its SBRC application which is due no later than December 1. No additional work for the district except to determine how much modified allowable growth it wants, if any, and to certify the form. The application form includes increased enrollment (257.31(5)”a”), open enrollment out not on the prior year's count (282.18(9)“e”), and costs for providing limited English proficient programs beyond the four years of weightings (257.31(5))”. Completing the application and requesting modified allowable growth is entirely optional to the district. The instructions to the form are on the web at http://educateiowa.gov/index.php?option=com_content&task=view&id=1624&Itemid=2419

For questions, contact Joyce Thomsen, Joyce.Thomsen@iowa.gov, or 515.242.5612.
Changes to Regional Academy Statute and Processes

HF 645 amended language related to regional academies. Although the supplementary weighting requirements related to regional academies in 257.11(2)”d” did not change, there are changes to Chapter 261E that will have some impact on supplementary weighting. Student access to a regional academy has been expanded from grades 9-12 to grades 7-12. Multiple school districts sending students to the regional academy is still required. The types of partners working with the regional academy has expanded and the purpose of a regional academy has been further defined: to build a culture of innovation for students and community, to diversify educational and economic opportunities by engaging in learning experiences that involve students in complex, real-world projects, and to develop regional or global innovation networks.

If a district that hosts a regional academy wants to request a waiver or modification to any statutory or regulatory provisions applicable to school districts, it must submit a plan to the Department for approval and that plan must meet the criteria included in Iowa Code 261E.9.

Additionally, all districts participating in a regional academy shall enter into an agreement on how the funding generated by the supplementary weighting received by both the sending and the hosting districts shall be used. That agreement shall be submitted to the Department of Education (DE) for approval by November 1, 2011 (this delayed deadline is for the first year only and after that it will be October 1 for future years). This includes both current and new regional academies. Iowa Code also requires that the School Budget Review Committee (SBRC) must review supplementary weighting and certify such to the Department of Management. The SBRC will handle the requests for supplementary weighting in early December 2011. The regional academy host shall send a copy of that signed agreement to Jeff Berger, Deputy Director, Iowa Department of Education. Each agreement shall be accompanied by a copy of the board minutes published pursuant to Iowa Code section 279.35 showing action taken on the agreement by the board of each participating school district.

For further questions, please contact Jeff Berger, jeff.berger@iowa.gov or (515) 281-3968.

Accessing FY 11 Financial Information

Be reminded that your local auditors can access all FY11 financial payment information from the Department simply by going to the EdInfo site (edinfo.state.ia.us), typing in FY11 in the login, then on the next page type in the name of the school district in the box “Enter Headquarter Number or Name” and click “go”. If a payment does not appear on that list, it was a distribution of funds that was not managed by the Department of Education.

If you are not receiving the automated email notifying you of a deposit of funds or if you want others in your district to receive those notices, please contact Jeff Berger at jeff.berger@iowa.gov or (515) 281-3968.

Kudos

Congratulations to Su McCurdy and Janice Evans who were selected as two of five reviewers of the 2011 revision of the Financial Accounting Handbook for Local and State School Systems. The handbook, which is the basis of Iowa Uniform Financial Accounting, was updated to reflect recent GASB changes.

Data Collections Open to Districts

Special Education Supplement and Transportation Annual Report applications are now available for reporting data.

Facilities, Elections and Sales Tax Report
The Facilities, Elections and Sales Tax (formally Facilities, Bond, PPEL Elections report) is due on September 30, 2011. Most of the financial information for sales tax will be pre-populated from CAR information. Three areas to be completed on the sales tax report: Revenue Purpose Statement Summary, Levy Information, and Miscellaneous Information. The four reports for the Facilities, Elections, and Sales Tax data collection are 1) Replacement cost of educational facilities, 2) Voter-approved PPEL, 3) Bond issue elections, and 4) SAVE/SILO reporting. All four reports must be completed before certifying. This report will be released on Friday, September 9. Revised instructions are available on EdInfo for the facilities data collection to assist with completing the four reports especially the sales tax portion. For more information on this data collection, contact Gary Schwartz, gary.schwartz@iowa.gov or 515.281.4743.

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New Postings

We wanted to make you aware of a few new postings that may help with the preparation of the Certified Annual Report (CAR).

Under School Business & Finance / Accounting & Reporting / Certified Annual Report (CAR), we have recently updated and posted:
• 2010-11 Commodities – the DE’s Bureau of Nutrition, Health and Transportation Services has provided us with the amounts for each district’s commodities. If these numbers are incorrect, contact Jane.Heikenen@iowa.gov (515-281-4753) or Dean.Flaws@iowa.gov (515-281-4032). If the numbers are adjusted, they will contact us so we may adjust the CAR tables.

Accessing FY 11 Financial Information

Be reminded that your local auditors can access all FY11 financial payment information from the Department simply by going to the EdInfo site (edinfo.state.ia.us), typing in FY11 in the login, then on the next page type in the name of the school district in the box “Enter Headquarter Number or Name” and click “go”. If a payment does not appear on that list, it was a distribution of funds that was not managed by the Department of Education.

If you are not receiving the automated email notifying you of a deposit of funds or if you want others in your district to receive those notices, please contact Jeff Berger at jeff.berger@iowa.gov or (515) 281-3968.

Fund Interest

Please be reminded that you cannot accrue interest on federal funding. If you are earning interest on these funds, here is the previous information related to interest on these funds:

Per 34 CFR Subtitle A (7-1-03 Edition) Section 80.21(i) Authority: 20 U.S.C. 3474; OMB Circular A-102, interest earned on Federal advances deposited in interest bearing accounts shall be remitted annually to the US Department of Health and Human Services, Payment Management System, Rockville, MD 20852. Please note the CFDA number to which the interest earned applies. On each CFDA number, if the amount of interest earned is $100 or less annually, that amount may be retained by the recipient for administrative expense.
School Business Alert

School Business Official (SBO) Authorization

Beginning July 1, 2012, each district must have an authorized school business official (SBO). This person is identified as one who performs, supervises and is responsible for the overall financial operations of the local school board. Each district will identify the person(s) who meet these requirements, or could potentially meet these requirements, by June 30, 2012. These individuals may “grandfather” and receive the SBO authorization by completing the required procedure through the Board of Educational Examiners (BOEE).

The BOEE has posted the application that must be completed for those people who have been determined by their districts to be the district’s SBO. The application for the School Business Official (SBO) is now on the BOEE’s web site (http://www.boee.iowa.gov/) under Apply for a License. If you open the application you will see:
- The applicants checklist
- The application for the authorization
  - Note that Section II must be signed by the district superintendent
  - Note the July 1, 2012, deadline
- The renewal requirements are included with the application.

- The authorization is valid for three years from July 1, 2012, plus the number of days to the end of their birth month
- Everyone granted this authorization must meet the renewal requirements prior to the expiration date
- Note the waiver conditions at the bottom

Filing with the BOEE consists of an application, signing a waiver, fingerprinting, and paying a fee. Methods by which to fingerprint (in preferred order):
- At the BOEE (Grimes Building – 3rd floor) by appointment, cost is $52. Call 515-281-3245 to make appointment.
- At the Fall 2011 and Spring 2012 IASBO conferences. Cost is $65.
- Request a fingerprinting packet from BOEE (515-281-3245) or online at the following link: http://www.boee.iowa.gov FPPktReq.html. Get fingerprinting done by local authorities. Cost is $65 to BOEE plus additional local cost for fingerprinting. This method takes the longest to process.

Although by law, an SBO that “grandfathers” has until June 30, 2012, to file for an authorization, the recommended latest filing date is May 1, 2012. If a district does not have an authorized SBO in place on July 1, 2012, the BOEE can file a complaint of unethical practice against the superintendent’s license for not having a valid, authorized SBO.
ARRA Funds Update

As of June 2011, most American Recovery and Reinvestment Act (ARRA) funds were fully disbursed to a subrecipients. This note summarizes some details worth noting as funding disbursements are completed.

Final Date for Spending ARRA funds in the following categories must be obligated for activity that will have occurred on or before September 30, 2011. These ARRA funds cannot be spent on any activities that occur after that date.

ARRA Education Stabilization – State Aid (FY09, FY10, & FY11)
ARRA Education Stabilization – Instructional Support (FY10)
ARRA Education Stabilization – Professional Development (FY10)
ARRA Government Services Stabilization – State Aid (FY11)
ARRA Title I – Basic Grants
ARRA Title I – School Improvement Grants
ARRA Iowa Teacher Quality Partnership Grant
Ed Jobs Fund
The Ed Jobs funding has many similarities to ARRA funding, but is technically not ARRA funding. The deadline to spend Ed Jobs funds is September 30, 2012, meaning that these funds must be spent on activities that occur on or before that date.

Quarterly ARRA Section 1512 expenditure and jobs reporting
Quarterly reporting continues until funds are expended locally. The last fund disbursements occurred in mid-June, 2011. This means as soon as you fully expend these funds and mark a report as 100 percent expended, you will not get that report back.

You may mark a report as 100 percent expended even if you don’t quite have all of the cash disbursed or bills paid. Many of you closed reports this last reporting quarter and the rest should be closed at the end of September, since the grant period expires September 30, 2011.

Local Staff Transitions and Electronic Communication from the DE
As you know, much of the Department’s communication is done via e-mail. I am very pleased that this allows us to provide timely communication and has been a cost savings to the Department.

Every attempt is made to keep the superintendent, business official, and other distribution lists up-to-date. To assure that all districts continue to receive e-mails, please update your records in EdInfo, as well as send notes back on any emails that are being sent to individuals that are no longer there.

Facilities, Elections and Sales Tax Report
In recent previous years, the Facilities, Bond, PPEL Elections report was due on July 15. This report is taking on a new look and due date, because of new legislation requiring information about Sales Tax in each district. This report will be called Facilities, Elections and Sales Tax and will be due on September 30. Most of the financial information for sales tax will be pre-populated from CAR information. For more information on this report, contact Gary Schwartz, 515-281-4743 (gary.schwartz@iowa.gov).
School Business Alert


As the Department works to implement requirements related to the School Business Official authorization and program approval process, the Department determined there was a necessary piece of the conversation missing. There was no consistent definition of the skills and knowledge required of a school business official in code or rule. Just as occurred with teachers over a decade ago, the Department will move forward with an effort to further define the skills and knowledge of a person who successfully attains the School Business Official authorization.

On October 19, 2011, the Department will hold an initial meeting with invited representatives to begin work on the creation of a set of criteria to further define the standards currently existing in statute. All stakeholder groups, including the Board of Educational Examiners, Iowa Association of School Business Officials, Iowa School Business Management Academy, Iowa School Board Association, Iowa State Education Association, the state auditor's office, and School Administrators of Iowa, have been invited to have representatives at this meeting, as well as selected superintendents and business officials from small, medium, and large districts, geographically representative of the state.

The development of these criteria is critical – the purpose of this authorization is to ensure that working business officials have the skills and knowledge necessary to be successful in the current work environment. The state will ensure that training available to school business officials aligns to and supports skill development in the areas identified as critical to job performance. The development of this set of standards and criteria will also help supervisors of school business officials engage in conversations about skill development and evaluation of performance. For additional information, contact Jeff Berger, jeff.berger@iowa.gov, 515.281.3968.

Finance Roundtable and CAR/SES Advisory Committees to Meet

The Department will convene the Finance Roundtable on the morning of October 26, 2011. An agenda for this meeting will be posted closer to the meeting date. The Finance Roundtable is a group focused on addressing issues related to school finance and funding. The primary focus of this group is to ensure good flow of information while creating a forum for addressing any issues that exist. Representation on this group is by invitation, but major stakeholder groups, as well as various school district representatives, participate in these public meetings.

The Department will also convene an ongoing group of stakeholders to address issues specific to CAR/SES implementation. This meeting will occur the afternoon of October 26. This group focuses specifically on analyzing the recent CAR/SES submission process in an attempt to continue to improve that process. This is also a group that meets by invitation, but the meeting is open.

For additional information, contact Jeff Berger, jeff.berger@iowa.gov, 515.281.3968.

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SBRC Rules Amendments Noticed

On October 4, 2011, the School Budget Review Committee (SBRC) noticed amendments for 289 Iowa Administrative Code, chapter 6. In 2010-2011, the SBRC adopted amendments to all other chapters in its rules and rescinded chapter 7 on on-time funding. The amendments to the rules will be published in the Iowa Administrative Bulletin in early November. The Bulletin may be found on this webpage: http://www.legis.state.ia.us/IAC.html

The proposed amendments strike sections that are no longer current or that merely repeated Iowa Code, add definitions, modernize the request and notification process, clarify materials to be provided and what the SBRC will review in making its decisions, changes the cash reserve levy limits to comply with changes in Iowa Code, and codifies previous policy.

Interested individuals may make written comments on the proposed amendments on or before November 22, 2011, at 4:30 p.m. Comments on the proposed amendments should be directed to Su McCurdy, Administrative Consultant, Iowa Department of Education, Second Floor, Grimes State Office Building, 400 East 14th Street and Grand Avenue, Des Moines, Iowa 50319–0146; telephone 515.281.4738; email su.mccurdy@iowa.gov; or fax 515.242.5988 to the attention of Su McCurdy.

A public hearing will be held on November 22, 2011, from 1:00 p.m. to 2:00 p.m. in the State Board Room on the second floor of the Grimes State Office Building, 400 East 14th Street and Grand Avenue, Des Moines, Iowa, at which time persons may present their views either orally or in writing. Any person who desires to attend the public hearing and has special requirements, such as those related to hearing or mobility impairments, may advise the Department of Education of specific needs by calling 515.281.5295.

SBRC Hearings Held on October 4, 2011

The summary of official action by the SBRC at those hearings has been posted on the web at: http://educateiowa.gov/index.php?option=com_content&task=view&id=1624&Itemid=2419

The SBRC has specified that it will require evidence that shows the school boards have had a discussion and have taken official action on any requests to come before the SBRC and that the public has been notified of that action through publication of those minutes in the newspaper. The SBRC will require that publication to be included in the exhibits provided to the committee prior to the hearing. PLANNING TIP: This means that a district will need to plan its request to the SBRC early enough to take official action at a board meeting (not consent agenda) and to publish those minutes prior to requesting a hearing before the SBRC. Contact: Su McCurdy, su.mccurdy@iowa.gov, 515.281.4738.

ARRA Funds and Reporting

We are near the close of many of the ARRA funds. The following awards ended September 30, 2011. Funds from these awards had to be obligated on or before that date:

ARRA SFSF Education – State Aid
ARRA SFSF Education – Instructional Support
ARRA SFSF Education – Professional Development
ARRA SFSF Govt. Services – State Aid
ARRA SFSF Education – State Aid
ARRA Title I – Basic Grants
ARRA IDEA Part B
ARRA McKinney-Vento Homeless Youth
ARRA Title II – EETT

ARRA reports for the above awards were filed as 100 percent complete and final. Districts still have until December 31, 2011, to liquidate funds based on the obligations made for activities that occurred on or before September 30, 2011.

The following ARRA or Ed Jobs awards are ongoing:
ARRA Title I – School Improvement – PLAS
ARRA Teacher Quality Partnership Grant
Ed Jobs (expires September 30, 2012)

If you did not receive notice of these awards this cycle, please contact me to make the necessary adjustments. All districts will receive one additional Ed Jobs allocation in October, which will be added on to the total award amount in the ARRA reporting system. As a result, all districts will receive a report request again for the quarter ending December 31, 2011.

If you have further questions or concerns, contact Jeff Berger, jeff.berger@iowa.gov, 515.281.3968.
Certified Annual Report (CAR) - Preliminary Fund Balance Observations

Districts still need to look at fund balance accounts as the edits did not catch everything this year. More edits will be put in place in the future, but will still not catch everything as the use of some accounts are allowable, but may not truly fit the district’s situation. If the CAR were capable of giving warnings, these might be some that districts would receive:

**Governmental Funds (10-59)**

Accounts 711 and 712 – these are Inventory and Prepaid Items. Be sure the district is using for this purpose only.

Account 713 – Nonspendable Permanent Fund Principal - this should be used in Funds 5x only. At least two districts used this in funds outside of the 50’s. Look for a new edit in FY12.

Accounts 716-718 – Nonspendable Fund Balance but not assigned a particular description in the Chart of Accounts (COA). Check to see if the use of these accounts really represents Nonspendable Fund balance in the district. About 30 districts used these numbers.

Account 719 – Same category as above, Nonspendable Fund Balance, but this was the old “Reserved Fund Balance.” Check to see if the use of these accounts really represents Nonspendable Fund balance in the district, or the district just rolled over the old reserved fund balance. Sixteen districts used this number.

Account 729 – Restricted for Categorical Aid Carryover, Restricted Fund Balances & Other Reserves. This is the old “Designated Fund Balance.” This number should only be used with Governmental funds (Funds 10-59). Over 130 districts used this in the Proprietary Funds (Funds 60-89). Look for a new edit in FY12.

Account 739 – Other Committed Fund Balance. This is the old “Unreserved/Undesignated Fund Balance.” Check to make sure the district is using this as a committed fund balance, and it isn’t just a roll over from last year’s unreserved fund balance. Over 50 districts used this number.

Accounts 740 and 750 – These are headers. Look for a new edit in FY12 not allowing use of these numbers. Four districts used these numbers.

Account 759 – Unassigned Fund Balances – Logic would dictate that every school district has some kind of unassigned fund balances. Over 30 school districts did not use this account code. This equates to the old 739 account number which is allowable, but is now defined differently as a committed fund balance. Districts may want to question their account codes if Account 759 is not being used.

**Proprietary Funds (60-89)**

GASB 54 did not affect these funds, but we did need to renumber them. The old 740, 750, and 760 became the new 760, 770 and 780 respectively. Be sure the crosswalk was made in your district to reflect this change. If unchanged, the accounts remaining in the old 760s, Unrestricted Net Assets, just became Investments in Capital Assets, Net of Related Debt, in the new 760s.

Account 760 – six districts reported Investments in Capital Assets, Net of Related Debt in the Trust Funds (Funds 8x). This would seem highly unlikely. Contact: Denise Ragias, denise.ragias@iowa.gov or 515.281.4741.

Clarification on Medicaid Billing and Coding

The state uses the actual costs from the FY09 Special Education Supplement (SES) to calculate rates used in FY11. The actual costs for salaries and benefits reported are multiplied by the district’s unrestricted indirect cost rate as a rate calculation methodology. This is not the same as when an indirect cost rate is applied to actual expenditures to determine the amount of the claim. These rates are determined pursuant to the State’s Medicaid Plan approved by Continuing Medical Education (CME), and then used for the Medicaid claiming to determine the amount of reimbursement. Since Medicaid claiming uses a fixed rate for the reimbursement, it is not meant to be employee specific when coding to a district’s records. The claim helps determine which category of employee is used (such as teacher, nurse, paraeducator).

The portion of reimbursement relating to time spent will all be coded as direct costs to salaries and benefits in the function and objects for the categories claimed. None of this will be coded to indirect costs since the district has not claimed indirect costs for this program expenditure. Contact: Janice Evans, janice.evans@iowa.gov or 515.281.4740.
School Business Alert

Interfund Transfers

Transferring money from one fund to another, especially from the general fund to a proprietary fund, has generated much discussion with the State Appeal Board (SAB) and the School Budget Review Committee (SBRC). Several studies and analyses have been requested of state agencies on the issue, and at least one more is currently being developed. This is the first of several articles planned on the topic.

Tax levies or funds that are required by law to be expended only for the specific items listed in statute shall be accounted for in a similar way to categorical funding. Each fund is mutually exclusive and completely independent of any other fund. No fund shall be used as a clearing account for another fund, and no fund may retire the debt of another fund unless specifically authorized in statute (IAC 281—98.60). Throughout Iowa Code, there are references to the fact that funds are separate. Each fund has been created for a specific purpose, and its moneys can be used only for those purposes. There are only 10 known expenditures which are authorized by Code to be expended from more than one fund. This would limit the possibility of legal interfund transfers because the money would have to be expended for a purpose which was authorized in the sending fund, as well as in the receiving fund. Refer to chapter 9 of the Uniform Administrative Procedures for a list of those expenditures with their Code references.

Generally, moneys may not be permanently transferred between funds, other than authorized by 298A.9 and 298A.10, unless the transfer is the residual equity left in a fund for which the purpose of the fund has ended (24.21). All allowable transfers or loans require board action, some require a vote of the electorate (278.1"e"), some require authorization from the State Appeal Board (24.22) and some require authorization from the School Budget Review Committee (257.31(6), 24.6(2)"b"). The SBRC has general budget oversight on school districts and AEAs, so is authorized to act on any interfund transfers between any school district/AEA funds.

Moneys may be temporarily loaned between certain funds, but these do not result in permanent transfers. These interfund loans must follow specific steps to be allowed. Those steps have been provided in a letter from the Office of the Auditor of State and in a declaratory order written by the Iowa Department of Education. A summary is presented here:

Bona fide loans authorized by the board, executed by a note at the going rate of interest, and repaid by fiscal year end would not be an audit exception (Letter, Office of the Auditor of State, September 9, 1980). All of the following applies to interfund loans:

◊ All loans between funds within a fiscal year must be accomplished through official board action and may not be accomplished until the board by resolution authorizes the loan. An interfund loan must not constitute an amendment to the budgeted revenues or expenditures for the fiscal year.
◊ The resolution must specify the funds from which and to which the transfer will be made. A note is not necessary if the resolution specifies the terms of repayment including the payment of interest.
◊ Interest must be paid from the borrowing fund on the unpaid balance at the rate in effect at the time of the loan as established by rule pursuant to Iowa Code section 74A.6, subsection 2.
◊ The loan must be repaid before October 1 of the fiscal year following the fiscal year within which the loan occurred. In the event repayment cannot be made by that time, the school corporation must proceed under the provisions of Iowa Code chapter 74 to issue anticipatory warrants or seek approval of the voters pursuant to Iowa Code section 278.1(5) for transfer of surplus funds from the debt service, physical plant and equipment levy, capital projects, or public education and recreation levy funds to the general fund, or, for other transfers, seek approval from the State Appeal Board pursuant to Iowa Code section 24.22. Interfund loans within a fiscal year do not require State Appeal Board approval so long as they are repaid by October 1 of the following fiscal year. (25 D.E. Dec. Ord. 183).

The SBRC has acted, historically, when improper transfers were noted in audits, reaudits, or citizen concerns or when districts were requesting authority to make interfund transfers to close a fund with a deficit balance when the district had no other recourse. The growing deficit balances in funds without tax sources, and the increase in unauthorized interfund transfers is creating a need for renewed discussions between the SAB and the SBRC.
Chart of Accounts Uploads

The Finance, Facilities, and Operations team recommends that districts upload their full Chart of Accounts (COA) into the “CAR-2011 COA Test Records” each month and resolve the Stage 1 and 2 edits. Even though the application has not been updated for the 2012 business rules, there are normally very few changes from year to year. Districts can take this opportunity to identify negative accounts and incorrect coding by reviewing Stage 1 on a regular basis and not letting it accumulate to the end of the fiscal year. Contact: Denise Ragias, denise.ragias@iowa.gov or 515.281.4741.

Cash Reserve Limit Levy Maximum Warning

Districts that did not reclassify the old Unreserved Fund Balance from Account 739 to Unassigned Fund Balance in Account 759 in FY11 will run the risk of using an incorrect amount as the maximum cash reserve levy. An easy way to check this is to look at the FY11 CAR / View Reports / Miscellaneous Income Report. The maximum cash reserve levy for FY2013 is computed on lines 14 through 16. Line 15 will pull in the unexpended fund balances (Accounts 740 -759). If this line is blank, the district may not have reported fund balance correctly. More than 30 districts reported no Unassigned Fund Balance. It is the district’s responsibility to levy the correct amount, not exceeding the maximum. Questions may be addressed to Denise Ragias at Denise.Ragias@iowa.gov or 515.281.4741.

Data Collections Open to Districts

School Association Reporting
Iowa Code 279.38 and 279.38A requires the boards of school corporations that pay membership dues to the Iowa Association of School Boards or other organizations which directly relate to the functions of the board of directors, to report annually to the local community and the Department of Education the amount the board pays in annual dues to the organization, the amount of any fees paid and revenue or dividend payments received for services the board receives from the organization, and the products or services the school district received inclusive with the membership in the organization. A new data collection called School Association Reporting will be available to districts approximately the 3rd week of October and will be due to the Department of Education on November 15, 2011. Instructions will be posted on the CAR webpage http://educateiowa.gov/index.php?option=com_content&view=article&id=1621&Itemid=2970

Questions may be addressed to Denise Ragias at Denise.Ragias@iowa.gov or 515.281.4741.

SBRC Application Via EASIER
The School Budget Review Committee (SBRC) application is now available in a browse-only mode. Starting this year, EASIER data are used to pre-calculate the maximum Modified Allowable Growth requests. Contact: Joyce Thomsen, joyce.thomsen@iowa.gov or 515.242.5612.

Upcoming Deadlines

<table>
<thead>
<tr>
<th>Event</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nonpublic Certified Enrollment</td>
<td>10-15</td>
</tr>
<tr>
<td>Nonpublic Textbook Services Request</td>
<td>10-15</td>
</tr>
<tr>
<td>Certified Supplementary Weighting</td>
<td>10-15</td>
</tr>
<tr>
<td>School Board Officers Report</td>
<td>11-1</td>
</tr>
<tr>
<td>Whole Grade Share—Last Day for Public Notice of Board Intent</td>
<td>11-1</td>
</tr>
<tr>
<td>School Association Reporting</td>
<td>11-15</td>
</tr>
</tbody>
</table>
Reminder on Time Reporting Related to Federal Ed Jobs Funding

The initial guidance on Ed Jobs indicated that these funds should be treated in a similar way to American Recovery and Reinvestment Act (ARRA) State Fiscal Stabilization Funds (SFSF) on issues related to OMB circular A-87. This guidance, however, was changed after initial funds were distributed. The guidance that applies at this point can be found at http://www2.ed.gov/programs/educationjobsfund/legislation.html. This guidance says OMB circular A-87 provisions DO apply for salaries covered using Ed Jobs funds. In most cases, the semi-annual certification you already do for other federal-funded employees will work for Ed Jobs funded employees as well. If a given position is split between multiple state and federal funds, a timesheet showing the split between time must be kept.

From the guidance:

D-5. May an LEA use Ed Jobs funds to pay the salaries and benefits of an LEA-level administrative official who also teaches or has other school-level responsibilities?

For an individual with both local education agency (LEA)-level and school-level responsibilities, an LEA may use Ed Jobs funds to pay only that portion of the employee’s salary and benefits associated with the time spent on allowable (i.e., school-level) activities. The LEA must maintain documentation substantiating that amount of time.

From the CFDA Catalog Information:

Records (113): The State and its LEAs must maintain records that separately track and account for Ed Jobs funds. In accordance with the requirements of Section 443(a) of GEPA (20 U.S.C. 1232f (a)), the State and its LEAs must maintain records that will facilitate an effective audit and substantiate that the funds were used in compliance with applicable requirements.

Credentials/Documentation (083): The following OMB circular(s) apply to this program. OMB Circular No. A-87 applies to this program.

If you have further questions, please contact Jeff Berger at jeff.berger@iowa.gov or 515.281.3968.

On-Behalf Preschool Payments

Several questions have been received regarding the on-behalf payment for the Department of Education Preschool Staffing discussed in the September 2011 School Business Alert. Although the deduction for the on-behalf payment will be spread through the ten state aid payments, districts may either record the on-behalf revenue and expenditure each month as it is deducted or record the annual amount at one time. The remaining portion that districts receive will be recorded each month when received. The on-behalf revenue will be recorded in source & project 3117, program 860, and the expenditure in an equal amount will be recorded in function 233X, program 860, project 3117, object 31X.

If you have further questions, please contact Janice Evans, janice.evans@iowa.gov or at 515.281.4740.
Business Office Access to Foster Care Information on Free and Reduced (F/R) Price Lunch Applications

The legal lesson in the March 2011 School Leader Update stated:

The Family Policy Compliance Office of the U.S. Department of Education – that’s the office that regulates the Family Educational Rights and Privacy Act (FERPA) – has issued a ruling that it is not a violation of FERPA for a building principal to share names of students who receive free or reduced price meals to school staff for the purpose of helping those students improve their academic achievement.

There is an exception in FERPA for sharing information without consent of the parent with “other school officials” who have “legitimate educational interests, including the educational interests of the child.” Helping students improve classroom performance is just one “legitimate educational interest” that can be relied on by a school administrator to share socioeconomic status (SES) information with staff. The Family Policy Compliance Office also stated that “other school officials” include not just administrators and teachers, but also board members, clerical staff, nurse and health staff, counselors, transportation staff, food service staff, etc.

The bus driver has no legitimate educational interest in the F/R status of a child, but does need to know the special needs of the students riding in the bus driver’s care. The substitute teacher needs to know the peculiar proclivities of the students in his/her care. This is not a blank check; for instance, a first grade teacher has no legitimate educational need to know information about students in upper elementary grades, assuming the teacher will have no contact with those students.

If the educational interests of a student will benefit by sharing information about that student with staff, do so.

Business office or school level staff who input information into the student record system have a legitimate interest in information necessary for purposes of identifying students that are in foster care to generate the proper funding from the proper sources for the education of these students. This is allowed under FERPA.

The specific provision of FERPA that speaks to this is 20 USC section 1232g(b)(1)(A), which provides that an LEA employee with “legitimate educational interests of the child” may have consent-less access to information necessary for the employee to help serve the best interests of the child. This should be demonstrated by a determination of the local school board as to which employees (by position, not by name) this applies.

Any business office or school level staff designated by the local board as having a legitimate educational interest in obtaining confidential student information should be reminded – in writing – that his or her access to such information is provided solely for the purpose of inputting that information into the student record system. The information must be destroyed once it is no longer needed. Contact Su McCurdy, su.mccurdy@iowa.gov or 515.281.4738 or Carol Greta, carol.greta@iowa.gov or 515.281.8661.

Iowa Energy Bank Offers 1 Percent Energy Efficiency Financing

Energy efficient buildings use less energy, cost less to operate, and save money. A $12.5 million revolving loan fund is now available through the Department of Administrative Services Iowa Energy Bank to ease the burden on your bottom line and free-up funds for other educational goals. The Energy Bank offers Iowa’s public facilities, schools, area education agencies, colleges and universities, hospitals, and local governments a 1 percent financing option for the implementation of cost-effective energy projects. Eligible applicants’ need no upfront capital and loans are repaid using the energy bill savings. An up-to-date energy study is required to ensure cost effectiveness of your project. Applications are now being accepted and loan agreements must be in place by March 30, 2012. The Energy Bank provides a team of qualified professionals to help you every step of the way. Contact Brenda Easter, Department of Administrative Services, brenda.easter@iowa.gov or 515.725.2239 for more information.
2011-12 Nonpublic Transportation Reimbursement Claim Process

As we shared with districts previously, the 2011-12 nonpublic transportation reimbursement claim process has been streamlined. These changes should make for an overall easier process for everyone involved, and improve equity across the state. With only one annual reimbursement payment to the district from the state, following are the steps in the process including the time frame for having claims submitted.

1. The district claiming process and payment process will now be a once-a-year process rather than a semester process.
2. Parents will, however, continue to fill out a claim form for each semester. These must be turned in to the resident district no later than December 1 for the first semester and May 1 for the second semester. This particular point has not changed from previous years.
3. Districts will need to collect the parental claim forms for each semester and track that information for the entire school year. It’s assumed the easiest process for doing this will be to develop a spreadsheet to track each family. The reason for this is because some families may not have a claim for each semester, and thus will end up the year as one-half of one family claim.
4. The online claim form used currently by districts will not change significantly, other than to reflect the “once-a-year” claim.
5. The district will file one claim form (regardless of whether it’s for district, contractor, or parental claims, or a combination) to the Department of Education. This claim form will be due on June 15.
6. Payments should be made to the districts in July.
7. Districts are advised to NOT make contractor or parental payments until after receiving their payment in July.
8. Once funds are distributed, there will be no opportunity for adjustments, since the allocation will be zeroed out with the distribution.

Contact Max Christensen for any questions regarding the nonpublic transportation reimbursement claim process at max.christensen@iowa.gov or 515.281.4749.

The following are sample accounting entries that will need to be made for nonpublic transportation reimbursement payments received/paid after June 30, 2012:

Book a revenue and receivable at the end of the fiscal year.

<table>
<thead>
<tr>
<th>Account_id</th>
<th>Fund</th>
<th>Facility</th>
<th>Func</th>
<th>Program</th>
<th>Project</th>
<th>Object</th>
<th>Source</th>
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<td></td>
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<td>51x</td>
<td>3221</td>
<td></td>
<td></td>
<td>3221</td>
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</table>

For the portion due parents, book an expenditure and payable at the end of the fiscal year.

<table>
<thead>
<tr>
<th>Account_id</th>
<th>Fund</th>
<th>Facility</th>
<th>Func</th>
<th>Program</th>
<th>Project</th>
<th>Object</th>
<th>Source</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
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<td>10</td>
<td>xxxx</td>
<td>27xx</td>
<td>51x</td>
<td>3221</td>
<td>516</td>
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<td>51x</td>
<td>3221</td>
<td></td>
<td></td>
<td>421</td>
</tr>
</tbody>
</table>

For the portion due a private contractor, book an expenditure and payable at the end of the fiscal year.

<table>
<thead>
<tr>
<th>Account_id</th>
<th>Fund</th>
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<tr>
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<td>51x</td>
<td>3221</td>
<td></td>
<td></td>
<td>421</td>
</tr>
</tbody>
</table>

For the portion that is due the district for costs incurred to transport nonpublic students, book an intrafund expenditure at the end of the fiscal year.

<table>
<thead>
<tr>
<th>Account_id</th>
<th>Fund</th>
<th>Facility</th>
<th>Func</th>
<th>Program</th>
<th>Project</th>
<th>Object</th>
<th>Source</th>
<th>Account</th>
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</thead>
<tbody>
<tr>
<td>Debit</td>
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<tr>
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<td>27xx</td>
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<td>000</td>
<td>951</td>
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Contact Janice Evans or Denise Ragias with questions regarding the accounting entries at 515.281.4740 and 515.281.4741, respectively or janice.evans@iowa.gov and denise.ragias@iowa.gov.
Whole Grade Sharing and Special Education

Are LEAs and AEs required to charge for actual costs for students served through a whole grade sharing agreement?

The number of pupils participating in whole grade sharing shall be determined twice each year. The first count date is the official certified enrollment count date specified in subsection 257.6(1), which is October 1. The second count date for whole grade sharing is on the third Friday of February. (282.12(4)) Students with Individualized Education Programs (IEPs) must have tuition paid according to actual costs, so would not be included in the whole grade sharing counts for determining whole grade sharing tuition. In other words, all special education students served in another district must be billed for actual costs and entered into the Tuition In Billing Program on the DE secure website. Contact Steve Crew at steve.crew@iowa.gov or 515.326.1029.

Looking for Communication and Updates on Special Education Reports?

Fill in your contact information on the DE Secure Site, under the Special Education tab. Communications are sent by email. If you are a new business manager or superintendent, please be sure to register to get these important updates. If you know a new business manager or superintendent, please remind them to register. If you need assistance, contact Mary Bartlow, mary.bartlow@iowa.gov or 515.281.5614.

School Association Reporting

The new data collection, School Association Reporting, is receiving tweaks to its programming. Although we had anticipated that this would be available to districts approximately the 3rd week of October, the report was not ready at that point, but should be soon. Look for information to come in the near future.

Questions may be addressed to Denise Ragias at Denise.Ragias@iowa.gov or 515.281.4741.

Data Collections Open to Districts

School Board Officers Data Collection
This data collection is due annually on November 1 (this year December 1 due to technical issues with the application). This year's report has new data requests. In addition to reporting board members, use the dropdown menu to report contact information for the following:

- Building and Grounds
- Transportation Director/Supervisor
- Auditor
- Accounting Software Provider
- Additional Financial Officer 1
- Additional Financial Officer 2

The Department of Education will send financial communications to the CFO/Business Manager and Additional Financial Officer contacts. The email distribution list for business officials will now auto load from the information included in EdInfo, so keeping this information up-to-date is essential to ensure accurate and timely communication.

Questions may be addressed to Marcia Krieger at marcia.krieger@iowa.gov or 515.281.5293.

<table>
<thead>
<tr>
<th>Upcoming Deadlines</th>
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</thead>
<tbody>
<tr>
<td>School Board Officers Data Collection</td>
</tr>
<tr>
<td>Dropout Prevention Programs for MAG — Last Day to Submit Application</td>
</tr>
<tr>
<td>Juvenile Home Educational Program Budget</td>
</tr>
<tr>
<td>Reorganization or Dissolution Effective on Next July 1 — Last Day to Notify Department</td>
</tr>
</tbody>
</table>
School Business Alert

State Payment Tracking and Payments Not on DE Tracking

Districts will find on the secure EdInfo website (www.edinfo.state.ia.us) or on the auto-generated emails a list of payments that originated from the Department of Education. Payments may come from other departments as well. If the payment in question is not on the Department’s page, it likely came from a different government agency.

One regular “other” source is the Department of Revenue. On the Department of Revenue’s website, district payment information is located at http://www.iowa.gov/tax/. Under “Popular Links” click on Warrant History. Contact Joel Gabrielson with questions at joel.gabrielson@iowa.gov or 515.281.6106.

For all state payments, you may visit the DAS link -- https://i3public.iowa.gov/payments/index.faces. You will also find this link at the bottom of the State Payment Schedule webpage of the DE website.

The Green Ribbon Schools Recognition Award

The Iowa Department of Education (IDE) is participating in the Green Ribbon Schools program and will soon invite public and private schools in Iowa to apply for this national recognition.

The Green Ribbon Schools program was recently launched by the U. S. Department of Education to recognize schools that save energy and reduce operating costs, create environmentally friendly learning spaces, promote student health, and provide environmental education to incorporate sustainability into the curriculum.

According to the guidance released, Green Ribbon Schools will have achieved or made considerable progress toward the three pillars established in the program: 1) energy efficient buildings; 2) healthy students and school environment; and 3) environmental literacy of all graduates. The combined achievement in these three areas will be the basis for the Green Ribbon Schools award.

Public and private schools in Iowa will make their application for nomination to IDE. IDE is permitted to nominate up to four schools to the U.S. Department of Education. If four are nominated, one must be a public school with a 40 percent disadvantaged population and one must be a private school. All schools must meet high college- and career-ready standards, be in compliance with federal civil rights laws, and all federal, state and local health and safety standards and regulations.

IDE will release additional details shortly, including the application for schools to submit for consideration and the program timeline. Please visit www2.ed.gov/programs/green-ribbon-schools that describes the Green Ribbon Schools program. For more information about the program, contact Gary Schwartz, Facilities Consultant, 515.281.4743 or gary.schwartz@iowa.gov.
Clarification of Information Provided on School Budget Review Committee (SBRC) Document Submissions (Oct. 2011 School Business Alert [SBA])

The October SBA included information that indicated the submission of evidence of board action related to potential SBRC action could not be through a local board consent agenda item. That was in error. Any local board action related to SBRC materials or proposals will be adequate proof of local board knowledge and action related to SBRC proposals. For further information, please contact Su McCurdy at su.mccurdy@iowa.gov or 515.281.4738.

Nonpublic Certified Enrollment and Textbook Services

In previous years, districts had the opportunity to view the resident nonpublic student count within the Certified Supplementary Weighting data collection. With the change in reporting supplementary weighting information within Project EASIER, the resident nonpublic student count is now available on a spreadsheet at this link: http://educateiowa.gov/index.php?option=com_content&task=view&id=1431&Itemid=2411

The link also includes spreadsheets showing the nonpublic student count by nonpublic school and by area education agency. A link can be found at the bottom of the page for the textbook services. Textbook services payments went to districts in mid-November. For more information, contact Denise Ragias at denise.ragias@iowa.gov or 515.281.4741.

General Education Foster Care Reimbursement Payment for FY11

The general education foster care reimbursement payment for FY11 will be sent to accounts this week. Due to the transition from the old system to the EASIER system, this payment was delayed pending certification of the information provided. (Apologies for the delay.) If the district did not already record this as FY11 revenue, this will be recorded as FY12 revenue, using source and project 3121. Future payments of this type will be made no later than August 15 of each year. For further questions or concerns, contact Jeff Berger at jeff.berger@iowa.gov or 515.281.3968.

Upcoming Deadlines

<table>
<thead>
<tr>
<th>Event</th>
<th>Deadline</th>
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</thead>
<tbody>
<tr>
<td>Dropout Prevention Programs for MAG — Last Day to Submit Application</td>
<td>12-15-11</td>
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<tr>
<td>School Association Reporting</td>
<td>12-16-2011</td>
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<tr>
<td>Juvenile Home Educational Program Budget</td>
<td>1-1-2012</td>
</tr>
<tr>
<td>Reorganization or Dissolution Effective on Next July 1 — Last Day to Notify Department</td>
<td>1-1-2012</td>
</tr>
</tbody>
</table>

School Association Reporting

Please note that the reporting period for this data collection is FY11, as noted in the title of the instructions and on the first screen (certification review) of the data collection. If the data reported are incorrect, please contact Denise Ragias, denise.ragias@iowa.gov, 515.281.4741, to uncertify the report. If the district’s communication is after the due date of Dec. 16th, the report will not be uncertified and the district will still need to communicate the corrected data.

Questions may be addressed to Denise Ragias at Denise.Ragias@iowa.gov or 515.281.4741.
School Business Alert

2012 Legislative Session Begins

The 2012 Legislative session began Monday, January 9, 2012. This is a “short” session of 100 days by schedule. Education Reform will be a prominent theme throughout the session. There are various resources available to help you access information related to any action taken or progress made by the legislature:


- Department of Education’s Legislation Tracking Tool: [https://www.edinfo.state.ia.us/web/legisupdate.asp](https://www.edinfo.state.ia.us/web/legisupdate.asp)


- Iowa Legislature web site: [https://www.legis.iowa.gov/index.aspx](https://www.legis.iowa.gov/index.aspx)

- Iowa Code: [http://search.legis.state.ia.us/nxt/gateway.dll/ic?f=templates&fn=default.htm](http://search.legis.state.ia.us/nxt/gateway.dll/ic?f=templates&fn=default.htm)


Mike Cormack and Phil Wise are the policy liaisons representing education issues for the Department at the Capitol. For further information on legislative issues, contact Mike Cormack at [mike.cormack@iowa.gov](mailto:mike.cormack@iowa.gov) or 515.281.3399.

Finance Roundtable Meeting

The Department will convene the Finance Roundtable on the morning of January 24, 2012. An agenda for this meeting will be posted closer to the meeting date. The Finance Roundtable is a group focused on addressing issues related to school finance and funding. The primary focus of this group is to ensure good flow of information while creating a forum for addressing any issues that exist. Representation on this group is by invitation, but major stakeholder groups, as well as various school district representatives, participate in these meetings.

For additional information, contact Jeff Berger at [jeff.berger@iowa.gov](mailto:jeff.berger@iowa.gov), 515.281.3968.
School Budget Review Committee (SBRC) Exhibit Guidance

Over the past several years, the Department has been studying the pattern of past decisions by the SBRC for each Code subsection that allows the SBRC to act. As part of that project, the Department accumulated the questions the SBRC asked of districts and the stated expectations for exhibits. As a service to districts, the Department is developing guidance to districts on what kinds of information to include in the exhibits and what questions to answer within those exhibits. The guidance will be posted on the SBRC webpage by Iowa Code subsection as each set of guidance is completed. It is hoped this will help districts to submit complete exhibits without additional submissions or additional follow-up questions.

The first set of exhibits are completed. The guidance is on modified allowable growth requests for excess costs of LEP/ELL programs under Iowa Code subsection 257.31(5) paragraph "l". The district will find this guidance here: http://educateiowa.gov/index.php?option=com_content&view=article&id=1624&Itemid=2988 This set of exhibits was developed first for those districts that want to request modified allowable growth for this purpose at the March 2012 hearing session. Requests for hearings at that session are due by February 19 and exhibits are due by February 28, 2012.

Direct questions on exhibits to the SBRC liaison, Su McCurdy, at su.mccurdy@iowa.gov.

Iowa Energy Bank Offers 1 Percent Energy Efficiency Financing

Energy efficient buildings use less energy, cost less to operate, and save money. A $12.5 million revolving loan fund is now available through the Department of Administrative Services Iowa Energy Bank to ease the burden on your bottom line and free-up funds for other educational goals. The Energy Bank offers Iowa’s public facilities, schools, area education agencies, colleges and universities, hospitals, and local governments a 1 percent financing option for the implementation of cost-effective energy projects. Eligible applicants’ need no upfront capital and loans are repaid using the energy bill savings. An up-to-date energy study is required to ensure cost effectiveness of your project. Applications are now being accepted and loan agreements must be in place by March 30, 2012. The Energy Bank provides a team of qualified professionals to help you every step of the way. Contact Brenda Easter, Department of Administrative Services, brenda.easter@iowa.gov or 515.725.2239 for more information.

State Payment Tracking and Payments Not on DE Tracking

Districts will find on the secure EdInfo website (www.edinfo.state.ia.us) or on the auto-generated emails a list of payments that originated from the Department of Education.

Payments may come from other departments as well. If the payment in question is not on the Department’s page, it likely came from a different government agency.

One regular “other” source is the Department of Revenue. On the Department of Revenue’s website, district payment information is located at http://www.iowa.gov/tax/. Under “Popular Links” click on Warrant History. Contact Joel Gabrielson with questions at joel.gabrielson@iowa.gov or 515.281.6106. For all state payments, you may visit the DAS link -- https://i3public.iowa.gov/payments/index.faces. You will also find this link at the bottom of the State Payment Schedule webpage of the DE website.

Accessing FY 11 Financial Information

Be reminded that your local auditors can access all FY11 financial payment information from the Department simply by going to the EdInfo site (edinfo.state.ia.us), typing in FY11 in the login, then on the next page type in the name of the school district in the box “Enter Headquarter Number or Name” and click “go”. If a payment does not appear on that list, it was a distribution of funds that was not managed by the Department of Education.

If you are not receiving the automated email notifying you of a deposit of funds or if you want others in your district to receive those notices, please contact Jeff Berger at jeff.berger@iowa.gov or 515.281.3968.

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School Business Official Standards and Criteria

In the October 2011 School Business Alert, the Department described the process it would use to develop a set of School Business Official Standards and Criteria as a part of the overall School Business Official authorization process. The notion behind this set of standards and criteria was to better define the skills and knowledge needed to be successful in that position.

While the Department intends to propose infusing these standards and criteria in rule, the intent is not to have this list turn into a checklist for evaluation or to create a system where a piece of evidence is needed for every bullet on the list. Rather, this is intended to help local administrators and business officials better understand the roles and responsibilities of the business official and should be the basis for the development of state, regional, and local professional development opportunities. The state will be working to ensure that professional development opportunities made available through a variety of venues align to the expectations included in these standards and criteria.

A draft of these standards and criteria is attached. This draft has been through several rounds of edits and feedback with various groups. We are now ready to hear from you. Please review this document and provide any feedback you feel is needed. Please get any feedback to Jeff Berger by February 17, 2012. We would like to notice this adjustment to rules at the March State Board meeting if possible.

For further information, contact Jeff Berger at jeff.berger@iowa.gov or 515.281.3968.

School Business Alert

School Budget Review Committee (SBRC)

The spreadsheet has been posted on the website for the on-time funding for increasing enrollment, for open enrollment out not on the prior year’s headcount, and for limited English proficient weighting beyond the four years of weighting modified allowable growth. The spreadsheet can be found on the SBRC webpage: http://educateiowa.gov/index.php?option=com_content&view=article&id=1624&Itemid=2988

If your district has not yet sent its board minutes authorizing the request for modified allowable growth, please email those to Joyce Thomsen as soon as possible.

The spreadsheet has been posted on the website for the special education deficit modified allowable growth and reversions. The spreadsheet can be found on the special education finance webpage: http://educateiowa.gov/index.php?option=com_content&task=view&id=604&Itemid=1598

If your district has not yet sent its board minutes authorizing the request for modified allowable growth, please email those to Steve Crew as soon as possible.

The supplementary weighting approved by the SBRC has been posted on the Department’s website: http://educateiowa.gov/index.php?option=com_content&task=view&id=1349&Itemid=2412

The preliminary cash reserve levy limits can be found on the Department of Management’s website: http://www.dom.state.ia.us/local/schools/index.html

Questions may be directed to Su McCurdy at su.mccurdy@iowa.gov or 515.281.4738.
Tuition for Nonresident Open Enrolled Students Taking Concurrent Enrollment Courses

At the Iowa Association of School Business Officials (IASBO) Regional Meeting, districts asked that the Department repeat the previous guidance on concurrent enrollment supplementary weighting related to open enrolled students. Previous guidance has since been codified in Iowa Administrative Code:

281 Iowa Administrative Code
17.10(8) A student under open enrollment is eligible to be counted for supplementary weighting pursuant to 281—subrule 97.2(5) for qualifying concurrent enrollment classes in which the student is enrolled, including concurrent enrollment classes provided via the ICN. An open enrolled student who is under competent private instruction (CPI) shall be weighted in the student’s receiving district, and no tuition shall be billed to the resident district. An open enrolled student who is not under CPI shall be weighted in the resident district, and the funding shall be sent to the receiving district in addition to open enrollment tuition.

a. If the open enrolled student is present in the resident district on October 1 of the school year, the resident district shall count the student, excluding a student under CPI, for supplementary weighting.
b. The concurrent enrollment course must qualify for supplementary weighting in the receiving district pursuant to 281—subrule 97.2(5).
c. The resident district shall forward the weighting generated for the concurrent enrollment for that student using the district cost per pupil of the school year. The amount generated is calculated as the supplementary weighting full-time-equivalency for that one student for each qualified concurrent enrollment course multiplied by the current school year’s district cost per pupil in the resident district.
d. The receiving district shall pay the community college the tuition negotiated for the course. The tuition negotiated may cost the receiving district a different amount than that received from the resident district. No additional amount may be charged to the resident district, the student, or the parent, guardian, or legal custodian.
e. If the student was not present in the resident district on October 1 of the school year and is a late transfer, the receiving district bears all the tuition cost and shall not bill the resident district in the first year pursuant to subrule 17.10(7).

Tuition Calculation:
Section FTE for the course for supplementary weighting x supplementary weighting factor (0.46, 0.7, or ICN .05) x current year’s district cost per pupil (DCPP) in the resident district.

Notice that the actual supplementary weighting funding that will be generated by the resident district through its aid and levy worksheet is calculated on the budget year’s DCPP.

Remember that if the student drops the concurrent enrollment course, that student is not eligible to be counted for supplementary weighting for that concurrent enrollment courses.

Remember tuition is not charged to the resident district on CPI students that are open enrolled into your district and taking concurrent enrollment courses. Those students were counted by your district as the serving district.

Locating the Students and Their Concurrent Enrollment Courses for your Open Enrolled Students:
Fall EASIER > 3. Review and Certify District Data > Report called “Fall Start Concurrent Enrollment Courses” under the Supplementary Weighting Reports > 2nd table, Enrollment reflects students with Entry Codes 2, 4, 5.

Drill into a course to display the students to find the resident district.

The Section FTE value, the weighting factor, and the resident district’s current district cost per pupil is needed to calculate the supplementary weighting dollars.

Follow the same procedure from last spring’s EASIER to find any non-fall concurrent enrollment courses that a district might have included. These spring “non-fall” courses and enrollments were also included in this fall’s certified enrollment/supplementary weighting report.

Spring EASIER 2011 > 3. Review and Certify District Data > Non-Fall start Concurrent Enrollment Courses under the Non-Fall Certified Enrollment and Supplementary Weighting Reports > 2nd table, Enrollment reflects students with Entry Codes 2, 4, 5.

For further information, contact Su McCurdy at su.mccurdy@iowa.gov or 515.281.4738.
COA/CAR Edits

The CAR – 2011 COA Test Records application on the secure EdInfo site still uses FY11 edits while we continue updating the programs for FY12 reporting. The following items were in the June 2011 School Business Alert, but we wanted to remind you of these edit modifications that will be included when the site is updated for FY12 so you can check your accounts before you receive any edit messages from the upload.

Nutrition Project Codes
It is appropriate, and will be required in FY12, that the Nutrition revenue account numbers using source codes of 3251, 3252 and 4551 through 4556, be accompanied by a matching project number. In other words, a revenue account code for school breakfast will have a source and project code of 3252. If these revenues are based on a predetermined rate per meal and not direct costs, districts are not required to identify, for CAR reporting, specific expenses for the project.

Program Codes
Use the appropriate program code when applicable for all revenues, expenditures, and balance sheet accounts. We will continue to review FY12 edits to help ensure program codes have been used for all types of accounts.

If you have further questions, please contact Janice Evans at janice.evans@iowa.gov or 515.281.4740.

Uniform Administrative Procedures Manual

The 2011 Code of Iowa Supplement was recently released, and the UAP manual has been updated to reflect those changes in Iowa Code from the 2011 legislative session. The manual is published on the website at: http://educateiowa.gov/index.php?option=com_content&view=article&id=1629:uniform-administrative-procedures-school-districts&catid=48:school-districts&Itemid=2996

If you have suggestions or comments regarding the content of the manual, please contact Su McCurdy at su.mccurdy@iowa.gov or 515.281.4738.

Furnishing, Equipping, and Contributing to the Construction of a New Facility

The School Budget Review Committee (SBRC) has requested that the Department include an article in this newsletter reminding districts that decisions by the Committee are made on a district-by-district basis and the individual circumstances in that district. No district should assume, nor plan into their building project, that the SBRC will allow modified allowable growth to furnish and equip new construction or allow use of the secretary’s balance to contribute to construction or furnish and equip new construction. The only way a district can ensure that it will have enough funds to complete construction and to furnish and equip the facility is to be sure that the bond issue voted in the district is adequate to cover these costs. The Committee is aware that past SBRC decisions may have been taken into consideration by some districts currently undertaking construction projects. The SBRC will continue to review each district’s circumstance at the time of a request. Questions may be directed to Su McCurdy at su.mccurdy@iowa.gov or 515.281.4738.
School Board Officers Data Collection

Districts normally have a due date of November 1st to update the School Board Officers Data Collection. This year the deadline was extended to December 1, due to changes being made to the report.

At this writing, about half of the districts have not updated this report.

The Department has programmed email distribution lists to pull information directly from this form. Because of that, keeping this form updated is critical to ensure that you are getting the information you need. Use the dropdown menu to report contact information for the following:

- Building and Grounds
- Transportation Director/Supervisor
- Auditor
- Accounting Software Provider
- Additional Financial Officer 1
- Additional Financial Officer 2

The Department of Education will send financial communications to the CFO/Business Manager and Additional Financial Officer contacts.

Instructions for this data collection are found at: [http://educateiowa.gov/index.php?option=com_content&task=view&id=564&Itemid=1](http://educateiowa.gov/index.php?option=com_content&task=view&id=564&Itemid=1).

Questions may be directed to Marcia Krieger at Marcia.Krieger@iowa.gov, 515.281.5293.

Error on FY11 CAR Budget Crosswalk Report for LEAs

As reported in the last School Business Alert, an error had been found on the Budget Crosswalk report for FY11. The report has been corrected and the error is no longer there. Districts are encouraged to review/reprint the FY11 CAR Budget Crosswalk report. Questions may be directed to Denise.Ragias at denise.ragias@iowa.gov or 515.281.4741.

### Upcoming Deadlines

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Iowa School Business Official Standards and Criteria

The Iowa School Business Official Standards and Criteria appear in Iowa Administrative Code section 281 –81.7(1). Iowa Administrative Code section 281-81.7 was developed to support Iowa Code section 256.7(30). These criteria were developed by the Iowa Department of Education with input from stakeholders and adopted by the State Board of Education on 5/25/11.

**Standard 1**
Demonstrates an understanding of Uniform Financial Accounting, Governmental GAAP accounting, and statutory concepts.

**Criteria**
The school business official:

a. Codes all salaries and benefits to the appropriate function, program, and project (if applicable) of service on a monthly basis.
b. Ensures revenues, expenditures, and expenses are appropriately coded to the correct account on a monthly basis.
c. Ensures balance sheet items are properly coded as directed.
d. Has read, regularly reviews, and implements the Uniform Financial Accounting manual.
e. Understands state and federal law related to employment, personnel, and payroll.
f. Has an understanding of all projects and grants for which the district receives funding.
g. Understands the budgeting process and the content and purpose of each section of the Aid and Levy Worksheet.

**Standard 2**
Implements effective accounting processes.

**Criteria**
The school business official:

a. Provides data on a monthly basis in sufficient detail as to be informative and useful for decision makers and stakeholders in providing educational and co- and extra-curricular programs.
b. Delivers on a monthly basis a statement of receipts, disbursements, and amount on hand for every fund.
c. Reconciles bank statements on a monthly basis.
d. Demonstrates on a daily basis the procedure by which products and services may be purchased (state bidding requirements, purchase orders, and purchasing processes).
e. Ensures a line item budget is completed annually.
f. Maintains an itemized statement no more than five-years-old of the appraised value of all buildings.
g. Invests moneys not needed as authorized under Iowa Code 12B.10.
h. Uses only depositories approved by the board.
i. Makes payments only to the person entitled to the payment and only for verified bills.
**Standard 3**  
**Understands and complies with federal, state, and local reporting requirements.**

**Criteria**  
The school business official:  
a. Produces monthly board reports, reflecting financial position in relation to spending authority and published budget control lines.  
b. Publishes minutes, bills, and salaries on a timely basis.  
c. Maintains an accurate and separate account of each fund.  
d. Files all quarterly and annual payroll taxes and reports in a timely fashion.  
e. Files with the Department of Education, the Department of Management, and the State Auditor, all required reports in a timely fashion.  
f. Ensures the Department of Education, county auditor and treasurer are informed timely of the names and addresses for board officers as well as any changes therein.  
g. As the official district custodian of records, files, and preserves copies of all required reports and all papers transmitted pertaining to the business of the school corporation, including all certificates, reports, and proofs related to compulsory education.

**Standard 4**  
**Demonstrates compliance with applicable federal, state, and local laws.**

**Criteria**  
The school business official:  
a. Reads, regularly reviews, and implements the Uniform Administrative Procedures Manual.  
b. Understands the district’s board policies and procedures and effectively implements applicable policies and procedures.  
c. Implements effective records management processes and procedures.  
d. Has a working knowledge of laws applicable to school districts and area education agencies.  
e. Understands and implements employment laws.  
f. Is familiar with bidding and construction laws.  
g. Ensures board president and secretary signatures are on all checks.  
h. Ensures the board president’s signature is on all contracts.  
i. Maintains separate books for minutes and elections, and the records are complete.  
j. Delivers all claims to the board for audit and allowance.  
k. Bills for open enrollment tuition on a quarterly basis.  
l. Bills tuition other than open enrollment tuition on or before February 15 and June 15 each year.  
m. If the school business official is also the board secretary and/or treasurer:  
   - Takes the oath of office within 10 days following appointment.  
   - Files a bond and ensures the level of coverage is adequate.  
   - Holds office until a successor has been appointed and qualified.
Standard 5
Demonstrates competence in technology appropriate to the school business official position.

Criteria
The school business official:

a. Effectively manages the software for fund accounting by the district.
b. Maintains all funds in one accounting system.
c. Displays a working knowledge of other software programs required to be used by the school business official including the student data management system.
d. Is able to use word, database and spreadsheet documents effectively to meet the needs of the district.
e. Displays competence with the secured Department of Education web site for reporting purposes and has attended applicable training sessions on usage.
f. Is able to upload the chart of accounts and understands the relationship of that report to the other reports including, but not limited to, the special education supplement, the SAVE report, and the annual transportation report. This includes testing accounts used for accuracy in a manner that allows for identification of issues prior to the actual submission deadline.
g. Has reviewed the list of all software available in the district and understands the purpose of each, as well as the annual cost of each.

Standard 6
Demonstrates appropriate personal skills.

Criteria
The school business official:

a. Is an effective communicator with all stakeholders including, but not limited to colleagues, policy-makers, communities, and parents.
b. Works effectively with any employee.
c. Demonstrates ethical conduct.
d. Ensures the timely flow of information.
e. Maintains confidentiality with personal, restricted, and embargoed information.
f. Is able to analyze, evaluate, and problem-solve.
g. Timely and accurately performs the duties of a school business official.
h. Maintains an environment of mutual respect, rapport, and fairness.
i. Participates in and contributes to a school culture that focuses on improved student learning.
j. Promotes the value of the school business official’s fiduciary responsibility to the taxpayer.
**Standard 7**
Engages in professional growth.

**Criteria**
The school business official:
- a. Stays current with accounting technologies and the state system.
- b. Demonstrates habits and skills of continuous inquiry and learning.
- c. Works collaboratively to improve professional practice.
- d. Applies research, knowledge, and skills from professional development opportunities to improve practice.
- e. Engages with administration on an annual evaluation of individual performance and on the effectiveness of district accounting and reporting processes.
- f. Participates in the school business official mentoring program.

**Standard 8**
Fulfills professional responsibilities established by the school district.

**Criteria**
The school business official:
- b. Adheres to board policies, district procedures, and contractual obligations and ensures that district policies are not in conflict with state law.
- c. Demonstrates professional and ethical conduct as defined by state law and district policy.
- d. Contributes to efforts to achieve district goals.
- e. Is able to provide cost benefit analyses as requested.
- f. Participates in the Board of Educational Examiners ethics program.
ARRA Study

A proposed integrated evaluation of ARRA funding, implementation, and outcomes was published in the Federal Register:

The evaluation will focus on:

To what extent did ARRA funds go to the intended recipients?
Is ARRA associated with the implementation of the key reform strategies it promoted?
What implementation supports and challenges are associated with ARRA?

The evaluation will be conducted by the Institute of Education Sciences (IES) of the USDE and will use existing data as well as additional items collected through surveys. The surveys will go to states, a nationally representative sample of school districts, and a nationally representative sample of schools within the sample of school districts.

Two reports are planned from this evaluation. The first report will focus on early implementation and strategies. The second report will expand upon strategies implemented under ARRA. Your district or a school within your district may be selected in the nationally representative sample. Contact: jeff.berger@iowa.gov or 515.281.3968.

Governmental Best Practices

The Government Finance Officers Association (GFOA) studies and adopts best practices to be used in governmental entities, including school districts. In January 2012, the GFOA revised four best practices and adopted two new best practices. The two new best practices deal with Other Post-Employment Benefits (OPEB) obligations and with operating budget documents. To view the best practices and advisories, visit the GFOA website at: http://www.gfoa.org/index.php?option=com_content&task=view&id=118&Itemid=130

The GFOA provides timely articles and links to issues within governmental entities. Some are available to members only or are fee-based, but many are available for free on the GFOA website: www.gfoa.com

One of the items recently published and available for free is a white paper on zero-based budgeting (ZBB) and how forms of ZBB are being used by financial managers. Contact: su.mccurdy@iowa.gov or 515.281.4738.

Inside This Issue

◊ ARRA Study
◊ Governmental Best Practices
◊ Critical Federal Compliance and Audit Issues
◊ Big Changes in the Nutrition Programs
◊ FY 2011 COA Test Records Site
◊ Equipment in the Proprietary Fund
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◊ Federal Iowa Demonstration Grant Award Update
◊ PMIC Tuition Reminder
◊ Technology Related Hardware Purchases

March 2012
Critical Federal Compliance and Audit Issues

This is an article from a national publication that highlights some changes in federal OIG and implications on local school finances, accounting, and audits (by Kathy Weller, Director of Audits, Michigan Department of Education).

What has the U. S. Education Department Office of the Inspector General (OIG) been up to? The OIG has issued a convenient Financial Management Information Report which summarizes its most recent 41 audits as of July 21, 2009. Of course, you want to comply with federal requirements, but you also want to know what the auditors have been finding so that you can protect your district.

According to that report, the most common audit finding is lack of federally required time and effort documentation. In fact, the OIG questioned more than $100 million in federal funds related to inadequate time and effort records. This should be the first thing that you put into place if you don't have it already.

Are there other deficiencies that we should be alert to? Here are some things to address before a federal audit or to keep in mind during an audit:

1. If you adopt a requirement that is stricter than the federal requirement, the federal auditors will hold you to your requirement. For example, a district in Michigan required teachers to sign out of professional development workshops in order to address the issue of teachers leaving early. When the district did not achieve 100 percent compliance of this supplemental requirement, the OIG cited them.

2. Prior approval is required for equipment purchases. The auditors may bundle individual purchases so that they exceed the equipment threshold if they view individual purchases as a system. If in doubt, it's always best to consult with your state department. Auditors expect adequate inventory procedures and continue to note lost or unaccounted for property.

3. Always be able to explain to the auditors why an expenditure is reasonable and necessary for the federal program. Plan to have time available to work with the auditors. Do not let them leave with unanswered questions about allowability.

4. Don't set up transactions to automatically default to the federal programs if there are cases in which the charges may not be federally allowable, such as procurement cards.

5. Auditors are now looking to see that you paid a reasonable price for purchases. This goes beyond bidding. See the 2009 USED OIG Dallas audit (Audit control number ED-OIG/ A06H0011) as an example.

6. The auditors are looking to see if your purchases (both equipment and supplies) are put into service or just purchased to expend federal funds so that the funds don't lapse.

7. Auditors continue to expect written procedures. A notebook of federal regulations, nonregulatory guidance and memos does not substitute for written procedures. Double check that staff understands and are following the written procedures. Auditors are also looking for consistent application of the procedures.

8. Each district is expected to have a self-monitoring system. Again, see the Dallas audit.

9. The auditors are looking for uncorrected prior audit findings. You are at risk if you have repeat audit findings.

10. The auditors continue to find that contracts are missing required elements, are unfulfilled, were not approved, or included expenditures that exceeded the contract amounts.

11. The auditors continue to find supplanting. In fact, they found it in six of six audits in which they looked for it.

12. Auditors continue to expect up to date position descriptions.

13. Auditors continue to expect adequate controls on Information Technology (IT) systems. Auditors are also looking at parental involvement, nonpublic participation, procurement, cash management.

The July 21, 2009 Financial Management Information Report can be viewed at: http://www2.ed.gov/about/offices/list/oig/auditreports/fy2009/x05j0005.pdf

If you want to read some of the actual USED OIG audit reports, they can be found at: http://www2.ed.gov/about/offices/list/oig/areports.html
Big Changes in the Nutrition Programs!

The final rule for nutrition standards in the National School Lunch Program and School Breakfast Program was released January 26, 2012. It brings us a new pattern to plan menus which align with the Dietary Guidelines for Americans 2010. This is not just another option for menu planning, but the only option for menu planning starting July 1, 2012. Being in compliance with the new standards will qualify your district for an additional 6 cents for every reimbursable lunch (free, reduced, and paid) starting October 1, 2012.

The Bureau of Nutrition, Health and Transportation Services is planning various trainings, but it is important to start this month! If your Food Service Director did not attend our presentations at the School Nutrition Association Iowa (SNAI) Director’s Meeting Feb. 28th, then they will want to be sure to tune in to the Bureau’s webinar March 15th at 1:30. To join the meeting, click on the following link: http://iowa.adobeconnect.com/csmp3-15/ This cornerstone webinar will be recorded and posted on the “Nutrition Standards 2012” web page coming soon on the Department of Education web site. After getting the big picture via the webinar, additional opportunities for the next level of training include regional meetings, webcasts, and the SNAI State Conference in June. More information will be coming to the School Food Authority’s Authorized Representative and Food Service Director via email. It is important for the director or manager to learn the new requirements, so please encourage them to attend.

You can also read about the changes at USDA’s site: http://tinyurl.com/FinalRuleNutritionStds

Have questions? Please contact your Bureau Consultant or the Bureau of Nutrition, Health and Transportation Services at 515.281.5356.

FY2011 COA Test Records Site

The FY2011 COA Test Records site will be closed to districts beginning March 6 as we transition to FY2012 COA Test Records. A group of CAR testers will be uploading files and/or individual records during this period to assist the Department in finding edits that may not be working properly. We anticipate testing and any changes to the program to be completed by the end of March. At that point, we will notify districts that the FY2012 COA Test Records will be available for testing individual account codes or an entire file using the 2012 COA-CAR rules.

The COA Test Records site mirrors the “live” site, with the exception of the reports. The live site will become available mid-August and due on September 15. The application is available on the secure website at: https://www.edinfo.state.ia.us/securelogin.asp

Many of the CAR edits are programmed to check tables for information. These tables may not be completely loaded during the testing period. This information is entered as we receive it; therefore, there may be some error messages that appear during testing that normally would not. We will note the incomplete tables on the front page of the COA-CAR. Also, districts may get many Stage 4 reconciliation messages as all revenues, receivables, or restricted fund balances would not be entered prior to the end of the fiscal year.

We strongly urge districts to test their files early. An email will go to districts, as it did last year, identifying possible edits the district may receive when testing. These edits are identified by us through testing using the FY11 files with the FY12 rules. Although we try to be comprehensive in our testing of the changes, the email may not identify all the edits related to these changes.

Please be sure to update your financial software to the most current version before creating a text file.

If you come across an error message that does not make sense or seem to be working properly, please contact Denise Ragias, denise.ragias@iowa.gov, 515.281.4741. Districts should not fix their books just to pass edits, as the edit may need to be modified.

Contact Denise for issues with the upload, working through edit messages, and reports. Contact Janice Evans, janice.evans@iowa.gov, 515.281.4740, with coding questions and for journal entries.
Equipment in the Proprietary Fund

When equipment is purchased in the governmental funds (10-59), the equipment is an expenditure, Object 73x. When equipment is purchased in the proprietary funds (60-69), the equipment is capitalized if over the $500 capitalization threshold, and reported on the balance sheet, coded to Balance Sheet Account 241, not Object 73x. If under $500, it is expensed as a supply, Object 61x. If it has been coded to Object 73x, a journal entry will need to be done to reclassify it. In addition, the equipment is added to the district’s depreciation schedule and a journal entry for depreciation expense will be made.

If you have further questions, please contact Janice Evans at janice.evans@iowa.gov or 515.281.4740.

Contracted Versus District Provided Services/Costs

A question recently was raised requesting clarification on charging non-allowable special education expenditures to special education when they are provided as a contracted service. Allowable costs for the use of special education weighted dollars is limited to actual, instructional special education services. Therefore, costs associated with items like administration or rent are not an allowable special education expenditure, even if they are provided on behalf of a district through contracted services. The process of providing a service does not determine an expenditure’s allowability. The type of expenditure does. If you have further questions, please contact Steve Crew at steve.crew@iowa.gov or 515.326.1029.

Federal Iowa Demonstration Grant Award Update

Normally grant awards would be handled at this time for school infrastructure grants for Construction and Fire Safety made possible by Federal funding. No new funding has been received for this purpose. No further grants are anticipated. As previously directed by the School Budget Review Committee, the Department will award any unexpended and reverted funds to fund partially-funded awarded grants to the next highest ranked district or districts to the extent that the funding is made available. If you have further questions, please contact Gary Schwartz at gary.schwartz@iowa.gov or 515.281.4743.

PMIC Tuition Reminder

The Department receives many questions regarding tuition for students in a PMIC (psychiatric medical institution for children). Facilities that are PMICs have been licensed by the Department of Human Services (DHS).

A student that is voluntarily placed by the parents and not by the district, DHS, or courts, is not at district cost. However, PMICs not operated by the state are different. Iowa Code section 282.27 requires the resident district to pay the per diem tuition (based on the resident district's cost per pupil), for a student placed in a PMIC program in Iowa in a facility licensed for that program and which is not operated by the state. This means that an enrolled resident student, as well as a resident student who was a dropout, or who was served through Competent Private Instruction, or who was in a non-public school, or who was tuitioned out elsewhere, and has been placed in a PMIC will have per diem tuition charged to and paid by the district of residence. For a student served pursuant to an IEP and for whom parental rights have not been terminated, it is the per diem actual special education tuition which will be charged and paid. If you have further questions, please contact Steve Crew at steve.crew@iowa.gov or 515.326.1029.

Technology Related Hardware Purchases

When purchasing technology related hardware and software for the district, please note that items used in the classroom should be coded to Function 1xxx whereas items purchased for lab purposes should be coded to Function 223x. Computer centers (labs) that are primarily dedicated to instruction should be coded to instruction. Questions contact Denise Ragias at denise.ragias@iowa.gov or 515.281.4741.

<table>
<thead>
<tr>
<th>Upcoming Deadlines</th>
<th>Date</th>
</tr>
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<td>Copy of VPPEL Ballot Due to Department of Management (if new since last budget year and mix of property tax/income surtax)</td>
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<tr>
<td>Bond Resolution Filing with Control County Auditor (if new since last budget year)</td>
<td>5-1-12</td>
</tr>
<tr>
<td>Copy of VPPEL Ballot Due to Department of Management (if new since last budget year and all property tax)</td>
<td>5-1-12</td>
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Federal Sequestration is a “Four-Letter” Word

You likely haven’t heard the term “sequestration” before or at least used in this context. It is a word that is creating growing concern nationally for any programs receiving federal funds for education. On August 2, 2011, the president signed the Budget Control Act of 2011 (BCA, P.L. 112-25), which provides for an increase in the federal debt limit and includes several provisions aimed at reducing long-term budget deficits. One of these provisions created a Joint Select Committee (JSC) on Deficit Reduction (also called the Budget Supercommittee) to develop recommendations for reducing the federal budget deficit by at least $1.2 trillion over 10 years.

To date, the Supercommittee has failed to act to make the cuts mandated by the Budget Control Act. If the efforts of the JSC fail to achieve at least $1.2 trillion in deficit reduction and are not enacted by January 15, 2012, then an automatic process is triggered (called sequestration) to reduce spending. This process would take effect on January 2, 2013, for fiscal year (FY) 2013 spending, and result in across-the-board (ATB) cuts to nonexempt discretionary and mandatory spending.

These reductions apply to all education funds except for the federal School Hot Lunch Program. And, if the Department of Defense is successful in its bid to be added to exempted programs, the cut would have to come from the remaining programs, pushing the potential reduction close to 15 percent for the current year.

The table on page 2 illustrates the potential reduction to Iowa this current fiscal year if sequestration occurs. Since this is already law, it will require action by Congress and/or the Supercommittee prior to January 2, 2013, to stave off these reductions.

The impact on Iowa programs is obvious. With Iowa running a $30 million deficit in IDEA Part B funding compared to costs, further reduction of funds will directly impact local property taxes, since delivery of IDEA programs is mandatory and any excess costs are funded through increased budget authority through the School Budget Review Committee (SBRC). Cuts to Title I, Title II, and Perkins have a direct impact on districts’ ability to fund existing staff positions, since 70-80 percent of these funds go directly to staff.

We wanted you to be aware of this issue. For further information, contact Jeff Berger at 515.281.3968 or jeff.berger@iowa.gov.

Special Ed Administrative Billing Cost and the SBRC

At its March meeting, the SBRC asked questions related to the approval of current year expenditures for SPED administrative costs approved last April 2011. The Department did not have the information requested and the SBRC delayed action on all 12-13 requests. In order to provide them with more detailed information and explanation, the Department has analyzed last year’s requests and discovered that there were errors in the original analysis. To be fair to school districts that had requests denied or reduced, we want to give them an opportunity to resubmit to the SBRC in the event that the district may have been harmed by these errors in analysis. The same opportunity will be afforded districts with projected differences between the Department’s recommendation and the district’s request for 2012-13.

The Department is listening and responding to concerns from the field on this issue. The SBRC will consider these potential appeals at a special meeting scheduled later in the month. For further information, contact Jeff Berger at 515.281.3968 or jeff.berger@iowa.gov.
Federal Sequestration is a “Four-Letter” Word (cont.)

<table>
<thead>
<tr>
<th>Program</th>
<th>FY 12 Funding Level</th>
<th>7.8% Cut</th>
<th>9.1% Cut</th>
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<td>Title I Grant to LEA</td>
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<td>Title II Teacher Quality State Grant</td>
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<td>IDEA Part B Grant to State</td>
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<td>9,337,165.58</td>
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<td>Career &amp; Tech Ed State Grant</td>
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<td>State Assessment</td>
<td>5,118,260.00</td>
<td>399,224.28</td>
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<td>IDEA Part C Birth to 3 State Grant</td>
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<td>IDEA Preschool State Grant</td>
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<tr>
<td>Total</td>
<td>$236,756,136</td>
<td>$18,466,978.60</td>
<td>$21,544,808.39</td>
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New Facility Data Collection Being Developed

In the state of Iowa, there are over 3,600 school buildings valued over $13.9 billion. A new facility data collection is being developed to be released later this year. In the future, the new application will replace the “facilities” portion of the current Facilities, Elections, and Sales Tax application. This facility information system will allow education organizations to collect and manage data that can be used to inform and guide decision-making about the utility, efficiency, safety, and adequacy of school facilities. Use of this data will also support drafting of legislation, policy-making, research, and dissemination of information to government agencies, funding sources, and the general public. High-quality, timely data can be used to compare school facilities; inform decisions relating to school funding, design, renovation, infrastructure improvements, and prioritize resources. Facilities data can also be linked with other education systems to better understand the effects of school environment on learning.

The new facilities data collection will be designed to update facilities information annually. Data elements were selected from the 2012 Forum Guide To Facilities Information Management – A Resource For State and Local Education Agencies by the National Forum on Education Statistics (http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2012808). After the facilities data collection application is released by the Iowa Department of Education, school districts will be able to input data about each school building, additions, and major renovations. Realizing the complexity of the initial data input, the initial data collection will be ongoing for the first year to allow school districts time to input data for each school building. Facilities data elements will include identification, condition, construction, design, and utilization for each building and additions to buildings. Districts with separate facility managers listed on their school board officers data collection will be asked to serve as pilot districts to test and evaluate the data collection instrument and instructions and to make suggestions prior to releasing the facilities data collection. If any district would like to volunteer to serve as a pilot district to participate in this testing and evaluation, please contact Gary Schwartz at 515.281.4743 or gary.schwartz@iowa.gov.
FY12 COA Testing

A group of district/AEA CAR testers and staff at the Department have been testing the “CAR-2012 COA Test Records” for the last several weeks. The Department programmer has worked through most of the problems that were identified and is nearing completion of the final product. We anticipate this application opening to districts in the next week or two. This site mirrors the “CAR-2012 Upload and Reports” which will become available in mid-August for final CAR Reporting. We recommend testing the district’s Chart of Accounts early and often to give districts the opportunity to correct edits, particularly those found in Stages 1 through 3, before August. We also recommend districts review Stage 4 edits and clear as many of those edits as practical, considering transactions that will occur later. Please contact us at the Department for any questions pertaining to the edits, edit messages, or upload process.

The tables for selected state matching revenues, commodities, succeeding year property taxes, and local projects for ELL (1112) have not been updated for 2012 CAR information. These will be updated as the information becomes available. The sources for local projects for FY12 can be accessed at:

New edits to look for this year:
- Operational function sharing districts must report pertaining revenues or expenditures, whichever is applicable.
- Reimbursable grants (e.g. Medicaid, Nonpublic Transportation, Title IIA, etc.) will not be allowed to have a carryover balance.
- Preschool administrative costs, "flowthrough", to the Department of Education must be recorded.
- More edits controlling proper GASB 54 fund balance coding.
- More edits verifying proper program code usage, applying to all dimensions.

A new function of the COA and CAR in FY12 is the allowable progression through all the stages from Stage 1, if the only Stage 1 error is a negative amount on the balance sheet.

If you have further questions, please contact Janice Evans at janice.evans@iowa.gov or 515.281.4740 or Denise Ragias at denise.ragias@iowa.gov or 515.281.4741.

Federal Title IIA Teacher Quality Fund Reimbursement

In last week’s Finance Roundtable and CAR/SES Advisory Committee meetings, the Department asked the simple question, “Why does it seem to take so long for districts to request reimbursement for federal Title IIA Teacher Quality funds?” The Department is still getting requests for reimbursement for state FY11 Title IIA funds. At the Department level, anything paid after the last week in August for the prior state fiscal year needs to go through the State Appeal Board and is tracked on audit. The Department has had a consistent finding in its audit related to timeliness of Title IIA disbursements due to the large volume that are submitted after the last week in August for the prior fiscal year.

The general consensus from the groups was that there is no really viable reason for the delay in these requests for reimbursement. They encouraged the Department to start reminding districts to prepare those reimbursements early (before teachers leave) so that we can get requests for reimbursement in a timely way and pay them prior to the end of August. Here is your first reminder! We would like to have all Title IIA requests for reimbursement submitted by July 15, 2012. This will give us time to process them and get them paid on a regular schedule. Thanks for your help with this. For further information, call Connie Maxson at 515.281.3061 or connie.maxson@iowa.gov or Jeff Berger at 515.281.3968 or jeff.berger@iowa.gov.
Succeeding Year Property Taxes

Every district is required to book a receivable for the property taxes levied in their budgets for collection in the succeeding year. For each applicable fund, a journal entry should be made debiting Account 123 Succeeding-year property tax receivable and crediting Account 482 Deferred revenues for succeeding-year property taxes receivable. One of the sources of this information is a document on the Department of Management’s website (http://www.dom.state.ia.us/local/schools/index.html) called Outstanding Property Tax Levies and Maximum Levy Limits. These amounts change each year so be sure the district’s records are updated.

We have found a few districts that appear to have recorded delinquent property taxes to these account numbers incorrectly. If recording delinquent property taxes DR Account 121 Taxes Receivable and CR the appropriate revenue for the amount received in July and August. Any delinquent taxes recorded, but not received will be credited to Account 481 Deferred Revenue.

If you have further questions, please contact Denise Ragias at denise.ragias@iowa.gov or 515.281.4741.

School Business Official Authorization Update

As you are aware, every school district will need a person with a School Business Official (SBO) authorization beginning July 1, 2012. The Department is nearing approval of a program to deliver training to new SBOs and fully intends to have an approved program available by July 1, 2012. At least one program has been approved to deliver SBO renewal credit as well.

Since there is a grandfathering in of working School Business Officials, districts should take the opportunity to work with (at least) the person primarily serving as SBO to ensure they receive this authorization prior to July 1, 2012. We’ve heard that some districts are being encouraged to include “all administrators” or “all central office staff” since grandfathering is available. This message was delivered in error and would present a major problem if that is how districts want to proceed. This is an authorization that is specific to business officials. The SBO Standards and Criteria included in last month’s SBA describe a set of job skills and knowledge that are not generally translatable to “any administrator or any central office staff member.” Districts should be selective in who they are encouraging to seek this authorization since the expectations for performance in that position are dictated by the standard and criteria established in administrative code and we will expect a level of competence on school finance issues that makes this authorization unique when compared to other central office functions.

We will include more information as we move closer to the deadline. For information on how to obtain the SBO authorization, see the BOEE web site: http://www.boee.iowa.gov “click on Apply for a License.” For further questions, contact Jeff Berger at 515.281.3968 or jeff.berger@iowa.gov.

District Reorganizations

With any school district mergers effective July 1, 2012, we would like to confirm that the state’s accounting system is up-to-date. We would ask that those districts please complete a new W9 for the merged school district and fax to 515.242.5988. In addition, districts may also want to update the EFT Authorization Form to reflect any new bank accounts.


For more information, contact Angie James at angela.james2@iowa.gov or 515.281.3589.

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<tr>
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Page 4
School Business Alert

School Business Officials Authorization

Beginning July 1, 2012, each district must have an authorized school business official (SBO). This person is identified as one who performs, supervises, and is responsible for the overall financial operations of the local school board. Each district should identify the person(s) who meet these requirements, or could potentially meet these requirements. These individuals may “grandfather” and receive the SBO authorization by completing the required procedure through the Board of Educational Examiners (BOEE). The Department of Education is strongly encouraging districts to pay close attention to the job functions as defined by the SBO Standards and Criteria and to only grandfather in personnel that are doing this work and have a longer-term interest in maintaining the SBO authorization.

Filing with the BOEE consists of an application, signing a waiver, fingerprinting, and paying a fee.

Methods by which to fingerprint (in preferred order):

1. At the BOEE (Grimes Building – 3rd floor) by appointment, cost is $52. Call 515.281.3245 to make appointment.
2. Request a fingerprinting packet from BOEE (515.281.3245) or online at the following link http://www.boee.iowa.gov/FPPktReq.html.
3. Get fingerprinting done by local authorities. Cost is $65 to BOEE plus additional local cost for fingerprinting. This method takes the longest to process.

We encourage anyone in the Metro area or coming to the Capitol Complex to come into the Grimes Building for fingerprinting. Many SBOs come for meetings—School Budget Review Committee, CAR-SES Advisory, Finance Roundtable, etc., and can take advantage of not waiting in line at conferences. This will allow those that rarely get to central Iowa the opportunity to take advantage of the BOEE’s presence at conferences.

The date issued on the authorization will be different than the effective date which will be July 1, 2012. It is a three-year authorization, but will expire on the holder’s birthday; therefore, the first issuance may be longer than three years. An SBO that “grandfathers” has until June 30, 2012, to file for an authorization. If a district does not have an authorized SBO in place on July 1, 2012, the BOEE can file a complaint of unethical practice against the superintendent’s license for not having a valid, authorized SBO. For questions, contact jeff.berger@iowa.gov or 515.281.3968.
Ed Jobs Funds Update

Final date for spending
The deadline to spend Ed Jobs funds is September 30, 2012, meaning that these funds must be spent on activities that occur on or before that date.

Quarterly ARRA Section 1512 expenditures and jobs reporting
Quarterly reporting continues until funds are expended locally. Once you submit a report as fully expended, that reporting requirement ends. Since Ed Jobs funds must be obligated for activities that occur on or before September 30, 2012, reports should be submitted as final on or before the September 30 reporting cycle. You still have until December 31, 2012, to liquidate these funds against the obligations.

A note on interest-bearing accounts and ARRA/Ed Jobs funding
The timing of the receipt of some ARRA/Ed Jobs funding may have created a situation where the funding was received too late in the fiscal year to cover prior expenditures. In these situations, the receiving entity may need to place the funds in an account to carry the funding forward. If these accounts are interest-bearing, the receiving entity must track the amount of interest earned by each individual CFDA number and may need to return that interest earned to the federal government. Separate accounting codes will be provided on each category of ARRA funding. The project codes for the ARRA funds are available on the web at http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=1731&Itemid=2528#account_codes.

Per 34 CFR Subtitle A (7-1-03 Edition) Section 80.21(i) Authority: 20 U.S.C. 3474; OMB Circular A-102, interest earned on Federal advances deposited in interest-bearing accounts shall be remitted annually to the U.S. Department of Health and Human Services, Payment Management System, Rockville, MD 20852. Please note the CFDA number to which the interest earned applies. On each CFDA number, if the amount of interest earned is $100 or less annually, that amount may be retained by the recipient for administrative expense.

If the funding received is being used in its entirety to cover an expense incurred prior to the receipt of funds, this provision does not apply. This is an audit issue with any federal funding and guidance indicates it is potentially a federal audit issue on ARRA funding, so attention to this detail is imperative. Contact: jeff.berger@iowa.gov or 515.281.3968.

New Source Codes for FY12
The source code 1980, "Refund of Prior Year's Expenditures", has been changed to a header. Since districts may no longer use source code 1980, use the new detail as described below.
- 1981 Fuel Tax Refund (when received in a subsequent year, net against expenditure in same year)
- 1982 Sales Tax Refund (when received in a subsequent year, net against expenditure in same year)
- 1989 Other Refunds of Prior Year’s Expenditures

Contact Janice Evans, janice.evans@iowa.gov, 515.281.4740.

Committed Fund Balance
The committed fund balance classification reflects specific purposes pursuant to constraints imposed by formal action of the district’s highest level of decision-making authority (generally the governing board). Also, such constraints can only be removed or changed by the same form of formal action. Further, the creation of a commitment would require that it use the most binding method, so districts and AEAs would need to pass a resolution by June 30, 2012, to commit any of the fund balance for FY12. Contact Janice Evans, janice.evans@iowa.gov, 515.281.4740.

Scholarship Funds
Trust Funds, including Scholarship funds are considered Proprietary Funds so will use the net assets codes similar to those used in the Enterprise Fund. Scholarship Funds generally will use Account 770, Restricted Net Assets to report the fund balance. This would be true whether or not the original donation could be used or is required to remain intact. Contact Janice Evans, janice.evans@iowa.gov, 515.281.4740.
FY12 COA Test Records

The FY12 COA Test Records site opened April 13 to all districts and 82 districts have started testing and we encourage all districts to do so. A district may test an individual account code or an entire file in accordance with the 2012 COA-CAR rules. The test site mirrors the “live” site, with the exception of the reports. The application is available on the secure website at https://www.edinfo.state.ia.us/securelogin.asp.

Many of the CAR edits are programmed to check tables for information. These tables may not be completely loaded during the testing period. This information is entered as we get it; therefore, there may be some error messages that appear during testing that normally would not. We noted the incomplete tables on the front page of the COA-CAR. Also, districts may get many Stage 4 reconciliation messages as all revenue, receivables, or restricted fund balances would not be entered prior to the end of the fiscal year.

We strongly urge districts to test their files early. An email will go to districts, as it did last year, identifying possible edits the district may receive when testing. These edits are identified by the Department through testing using the FY11 files with the FY12 rules. Although we try to be comprehensive in our testing of the changes, the email may not identify all the edits related to these changes.

Please be sure to update your financial software to the most current version before creating a text file.

If you come across an error message that does not make sense or seem to be working properly, please contact Denise Ragias, denise.ragias@iowa.gov, 515.281.4741. Districts should not fix their books just to pass edits, as the edit may need to be modified.

Contact Denise for issues with the upload, working through edit messages, and reports. Contact Janice Evans, janice.evans@iowa.gov, 515.281.4740, with coding questions and for journal entries.

Local Match Calculations

Talented and Gifted (TAG) and Dropout Prevention allocations with the local match have sometimes been rounded and sometimes not been rounded in the past. The Department of Education’s Finance team has collaborated with the Department of Management to determine how calculations for TAG and Dropout Prevention shall be computed on the local match component. The Department of Management’s calculations will be the allocated amounts districts should use as a basis for the CAR. The Department of Education will continue to post the Sources for Local Projects (111x) on the website at http://educateiowa.gov/index.php?option=com_content&view=article&id=1621&Itemid=2970.

As an example, in FY13, the district cost per pupil amount on the aid and levy line 2.3 includes $56 for Talented and Gifted programs. This amount per pupil is 75 percent of the district’s total Talented and Gifted program budget. A local match of 25 percent is required. Multiply $56 times your budget enrollment (line 1.1 of the aid and levy worksheet) to determine the 75 percent minimum and round. Divide this amount by .75 to determine the minimum total budget for Talented and Gifted programs. This funding is used only for Talented and Gifted programs and is carried forward if unexpended at the end of the fiscal year. Contact: Denise Ragias at denise.ragias@iowa.gov or 515.281.4741.

School Finance Team News

The School Finance Team will be getting an upgrade in the near future. Within the next month or two, the School Finance Team will become a “Bureau”. In the Department of Education, “bureau” status means having a voice on the agency’s Management Council and an elevated position in policy conversations. This upgrade of status for this work team is long overdue.

As a result, some organizational restructuring will occur to centralize certain agency work functions into this new bureau. Special Education finance, Medicaid reimbursement, and School Transportation will transfer into this bureau. We believe consolidating these functions will increase coordination on these topics by pooling expertise and by creating a team that will support consistent policy implementation.

We will keep you updated as this transition occurs! For questions, contact Jeff Berger at 515.281.3968 or jeff.berger@iowa.gov.
Report Filing Date for 2012
The Certified Annual Report (CAR), the Special Education Supplement (SES) and the Transportation Report have due dates of September 15, which falls on Saturday this year. Members of the CAR-SES Advisory group requested that the Department look at moving the due date to Monday, September 17, the first workday beyond the weekend due date, as is practice with many other federal and state report filings. The matter was taken under consideration, and it has been determined that all three of these reports, the CAR, SES and Transportation Report, will be due on MONDAY, SEPTEMBER 17 this year. Districts are advised to complete the reports as soon as possible. Department staff, including IT support, will be available during working hours on the normal work days. Contact: Denise Ragias at denise.ragias@iowa.gov or 515.281.4741.

Nonpublic Transportation Reimbursement Application
The Nonpublic Transportation Reimbursement Application opened May 1 for data input. Please double-check the data and certify the application by June 15. It is the plan of the Department to have checks to districts in July, but will need to have all district data in by June 15 to meet that goal. If you have questions, contact Max Christensen at max.christensen@iowa.gov or 515.281.4749 or Joyce Thomsen at joyce.thomsen@iowa.gov or 515.242.5612.

Federal Title IIA Teacher Quality Fund Reimbursement
Please submit your Title IIA requests for reimbursement by July 15, 2012. This will give the Department time to process them and get them paid on a regular schedule. For further information, call Connie Maxson at 515.281.3061 or connie.maxson@iowa.gov or Jeff Berger at 515.281.3968 or jeff.berger@iowa.gov.

Any updates to the Uniform Financial Accounting, Iowa Chart of Account Coding are posted to the web the beginning of each month at http://www.educatiowa.gov/index.php?option=com_content&view=article&id=280&Itemid=2973. Contact Janice Evans, janice.evans@iowa.gov, 515.281.4740.

Indirect Cost Rates

CAR Data
The fiscal data for the FY11 CAR is now available on the website in excel format at http://www.educatiowa.gov/index.php?option=com_content&view=article&id=1621&Itemid=2970. Contact Joyce Thomsen at joyce.thomsen@iowa.gov or 515.242.5612.

District Communication
Much of the communication to superintendents/business managers from the Department of Education (DE) is done via e-mail. This allows the DE to provide timely communication and has been a cost savings to the DE. If you are not planning on being with the district next year, please reply to Marcia Krieger at marcia.krieger@iowa.gov and let her know. If you know your predecessor and their email address, we would appreciate that information as well. Contact: marcia.krieger@iowa.gov or 515.281.5293.
School Business Alert

Special Education Finance

As a result of special education finance now being a part of the new Bureau of Finance, Facilities, Operations, and Transportation (FFOT) Services, the School Business Alert will be used as a method of conveying special education finance information to districts. One goal of this consolidation of finance functions is to more effectively provide assistance to schools by reducing variations in procedures used by special education finance and other finance areas within FFOT. As we work on bringing things together in a consistent way, our goal is to have the process for the Special Education Supplement (SES) mirror that of the Certified Annual Report (CAR). We expect edits to the SES to be completed in another week or two with the application available by the end of June.

Special education finance staff have worked to have student days used in the Tuition In Billing program pulled directly from the Information Management System (IMS). Two districts from each AEA have piloted this project. Unfortunately, this project will not be completed by this summer. Districts will therefore need to continue to use the procedures they have used in past years to obtain the number of student days to enter in the Tuition In Billing Program. We hope to finalize this project in time for reporting next year.

As a reminder, between June 1 and June 15, districts should ensure that all claims have been entered into their Tuition In Billing program. Claims to be entered include claims for providing educational services to nonresident special education students as well as foster care, termination of rights, nonpublic, and high cost claims. Also to be entered, are claims for students who are educated in day programs, residential programs, and hospitals.

Between June 15 and June 30, all school districts should review and verify the accuracy of Tuition Out information appearing on Screen 1 of each district’s SES. If it is seen that a student has been omitted from Screen 1, contact the district that provided educational services to ensure that they add the student in their Tuition In Billing program. Districts should also add any students that are educated in agencies which do not have access to the SES as outlined in the SES Screen 1 directions.

As you work to complete Tuition In Billings, if you have questions submit those questions to TIB@iowa.gov. If you have questions on other special education finance issues, contact Charlie Taylor, charlie.taylor@iowa.gov or 515.281.7972.
School Transportation
After several months of concern about some proposed changes to how school buses may be used for the transportation of “other groups”, this issue can now be put to rest. No changes from past use will be implemented, and this does include the use of school buses for transporting RAGBRAI participants around the overnight stops. The possible uses of school buses for transportation of non-school passengers is controlled by existing language in the Iowa Code [see Code sections 285.1 (21), 285.10(9), 321.18, 321.19, and 325A.1(13)]. There are no proposed changes to these current statutes, but keep in mind that you must operate your buses per these rules. Basically, those rules mean a school district MUST collect the pro-rata cost when doing these types of trips, but you are not allowed to collect more than your cost of operation. The pro-rata cost does include both the cost of the driver and the bus expense. Specifically, school buses cannot be used on a for-hire basis (meaning you are charging a fee for transportation that exceeds the actual cost of operation). If you have any questions or need more clarification, please contact Max Christensen at max.christensen@iowa.gov or 515.281.4749.

Ed Jobs/ARRA Funds Update
This article summarizes some details worth noting.

Quarterly ARRA/Ed Jobs Section 1512 expenditure and jobs reporting. Quarterly reporting continues until funds are expended locally. If you have fully expended any Ed Jobs/ARRA funding locally and mark the report as 100 percent expended, you will not see that report again.

It is also strongly advised to continue to add enough detail to status descriptions and jobs information to fully and precisely describe how funds were spent. So rather than —“teacher salaries and benefits,” instead say —“4.6 elementary teacher salaries and benefits.” Rather than —“instructional materials,” instead say —“replaced K-8 math textbooks.” The detail included in these reports should be clear enough that someone with no knowledge of the system can read a given report and understand exactly how the funds were spent.

Final Date for Spending
Ed Jobs funds must be obligated for activity that will have occurred on or before September 30, 2012. These funds cannot be spent on any activities that occur after that date.

Because of exceptions in the federal regulations, if you are a grant subrecipient in the following funds, the September 30, 2012, deadline does not apply:

- ARRA Title I – School Improvement Grants
- ARRA Iowa Teacher Quality Partnership Grant

Fund Interest
Please be reminded that you cannot accrue interest on federal funding. If you are earning interest on these funds, here is the previous information related to interest on these funds:

Per 34 CFR Subtitle A (7-1-03 Edition) Section 80.21(i) Authority: 20 U.S.C. 3474; OMB Circular A-102, interest earned on Federal advances deposited in interest bearing accounts shall be remitted annually to the US Department of Health and Human Services, Payment Management System, Rockville, MD 20852. Please note the CFDA number to which the interest earned applies. On each CFDA number, if the amount of interest earned is $100 or less annually, that amount may be retained by the recipient for administrative expense.

Accessing the Reporting System During Staff Transition
These reports are tied to specific individuals and their emails at your end. If staff members change or you have an interest in having someone else manage the duty, the contact information tied to those ARRA/Ed Jobs reports must be changed manually and those individuals must be set up with a log in to the system. This requires you to contact the Iowa Department of Education to make that request. Requests like that can be made any time. The email used to log in must match the email attached to each report or the report will not appear on the person’s “dashboard.”

If there are additional questions or concerns, please contact Jeff Berger at jeff.berger@iowa.gov or 515.281.3968. Please contact Marcia Krieger at marcia.krieger@iowa.gov or 515.281.5293 with questions or any specific updates you have.
School Business Officials Authorization Update
Beginning July 1, 2012, each district must have an authorized school business official (SBO). This person is identified as one who performs, supervises and is responsible for the overall financial operations of the local school board. Each district will identify the person(s) who meet these requirements, or could potentially meet these requirements, by June 30, 2012. These individuals may “grandfather” and receive the SBO authorization by completing the required procedure through the Board of Educational Examiners (BOEE). If you have a working Business Official at this point, you are strongly encouraged to take advantage of the grandfathering option provided by the BOEE.

Filing with the BOEE consists of an application, signing a waiver, fingerprinting, and paying a fee. Methods by which to fingerprint (in preferred order):

At the BOEE (Grimes Building – 3rd floor) by appointment, cost is $52. Call 515.281.3245 to make appointment. Request a fingerprinting packet from BOEE (515.281.3245) or online at the following link http://www.boee.iowa.gov/FPPktReq.html. Get fingerprinting done by local authorities. Cost is $65 to BOEE plus additional local cost for fingerprinting. This method takes the longest to process.

We encourage anyone in the Metro area or coming to the Capitol Complex to come into the Grimes Building for fingerprinting. Many SBOs come for meetings, SBRC, CAR-SES Advisory, Finance Roundtable, etc., and can take advantage of not waiting in line at conferences. This will allow those that rarely get to central Iowa the opportunity to take advantage of the BOEE’s presence at conferences. The date issued on the authorization will be different than the effective date which will be July 1, 2012. It is a three-year authorization, but will expire on the holder’s birthday; therefore, the first issuance may be longer than three years.

For additional information, contact Jeff Berger at 515.281.3968 or jeff.berger@iowa.gov.

Special Education Finance
Special Education Finance Transition to the Bureau of School Finance, Facilities, Operations and Transportation (FFOT) Services

As a reminder, special education finance functions are now transitioned to the FFOT bureau (formerly the School Finance Team). Charlie Taylor and Jim Donoghue are now both members of FFOT. Please direct questions related to special education finance to Charlie.

We also have an interest in identifying any current issues you may be having related to special education finance. We are asking that in the most general and inclusive way possible. If you have concerns about certain aspects of special education finance, please feel invited to provide that feedback. It would be helpful if you would also propose solutions to the issue(s) if you have ideas along those lines.

Federal Title IIA Teacher Quality Fund Reimbursement
Please submit your Title IIA requests for reimbursement by July 15, 2012. This will give the Department time to process them and get them paid on a regular schedule. For further information, call Connie Maxson at 515.281.3061 or connie.maxson@iowa.gov or Jeff Berger at 515.281.3968 or jeff.berger@iowa.gov.
End of the Fiscal Year and the CAR

Last year, the Des Moines Chapter of the Association of Government Accountants (AGA) had the Midwestern Regional Vice President, Catherine Demes Maydew, speak on the topic of Reconciliations and Analytics. She shared that in a survey of 200 finance and accounting executives, respondents confirmed that timely, accurate account reconciliations have become a critical internal control practice in the wake of Sarbanes-Oxley. And coincidently, in March 2011, GASB released a research brief that examined the usefulness of financial data to its users based on the timeliness of the release of the financial reports. Eighty-nine percent found financial reports very useful if released within 45 days of the end of the fiscal year, 44 percent if released within three months, 9 percent within six months. Pertaining to account analysis, many factors play into which accounts should be analyzed (look for high risk) e.g., volume or dollar value of transactions, fraud susceptibility, regulatory oversight, etc. Analysis should take place every month when books are closed, and at other key points, such as when a grant is closed. One of Catherine’s points was that we cannot rely on external audit as an internal control. We must find our own errors before the auditors do.

In that spirit, and in preparation for the end of the fiscal year, a smoother upload, and a timely and accurate CAR, we wanted to share some tips passed on by fellow accountants and School Business Officials.

- Bank reconciliations should be done monthly throughout the year, but if these are not to date, get them caught up.
- Look at the major sources of income (property taxes and State Aid) and make sure they’ve been coded properly.
- Look at state and federal grants and get those reconciliations started. If the money hasn’t all been spent, talk to the superintendent or project managers, and let them know a balance is remaining and find out what the plans are for this balance.
- In the nutrition fund, make sure state and federal, breakfast and lunch revenues have been coded properly. Make sure student accounts are in good order.
- GASB 54 has changed the way fund balances are defined. Look at fund balances and determine how they should be cleaned up or redefined. Make sure the board has taken action on a fund balance policy for the district, determined who in the district can assign fund balances, and has taken formal board action on any funds that should be committed by June 30.
- Take a look at General Ledger balances to date. Is there anything that shouldn’t be there? Are there negative balances? Do the balances look reasonable? Start researching early.
- Upload early! Test the account codes. A district should be able to get through Stage 1 and Stage 2 edits before the end of the year. Research any incorrect coding and negative balances and get those cleaned up early. Many Stage 3 and Stage 4 edits will appear since we are not at year-end yet.

Hopefully these reconciliations will get districts as ready as possible in having correct account balances so that year-end journal entries and the filing of the CAR can be done in a timely fashion. Contact denise.ragias@iowa.gov or 515.281.4741 or janice.evans@iowa.gov or 515.281.4740.

GASB 54

- REMINDER: At the end of the fiscal year, districts/AEAs will need to be sure to crosswalk/journal entry fund balances to the new proper categorizations defined by GASB 54, if they have not already done so. The old account numbers are still valid, so if a district/AEA does not do this crosswalk, the fund balance may end up with an entirely different meaning than it once did. For example, under the old system, Fund 10, Account 739 is an unreserved, undesignated balance. If it is not crosswalked to Fund 10, Account 759 and remains labeled as 739, it will become a committed fund balance, not an unassigned fund balance.
- Unexpended Balances for Special Revenue, Capital Projects, and Debt Service Funds will be 72X, Restricted Fund Balances.
- Private Purpose Trust Funds are not included in the Fund Balances identified by GASB 54, but follow the same accrual model as Proprietary Funds (Accounts 760-789). Accordingly, the unexpended fund balance for a Scholarship Fund will be 770, Restricted Net Assets.
- The PowerPoint to the April 20, 2011, GASB 54 presentation offered by IASB, IASBO, Auditor of State’s Office, and the Department of Education can be found at the DE’s website at: http://educateiowa.gov/index.php?option=com_content&view=article&id=1621&Itemid=2970. In addition, it may be found on IASB’s and IASBO’s websites. Contact denise.ragias@iowa.gov or 515.281.4741 or janice.evans@iowa.gov or 515.281.4740.
GAAP Requirements for Negative Cash
The GASB Codification Section 1800.603, the AICPA Audit and Accounting Guide Section 5.30, and GFOA’s Governmental, Accounting, Auditing and Financial Reporting all discuss pooled cash and investment accounts. The guidance indicates that negative cash in a pooled cash account should be reported as an interfund liability account (Account 401, Interfund loans payable) rather than a credit balance in a cash account (negative cash). Also, the same amount of another fund in the pool should be reclassified as an Interfund receivable (Account 131, Interfund loans receivable). Management is responsible for determining the specific fund that will report this receivable. If the pool itself is overdrawn, the overdraft should be reported as an external liability (Account 424, Bank Overdrafts (warrants issued over bank balance)) rather than an interfund liability. Contact denise.ragias@iowa.gov or 515.281.4741 or janice.evans@iowa.gov or 515.281.4740.

Income Taxes
We always have new people coming into the profession, so it’s good to review coding for some of our largest sources of income. For each fund in which taxes are received (General fund-10, Management fund-22, PPEL fund-36, PERL fund-24, Library Levy fund-29, Debt fund-40), the various pieces should be coded separately.

- Source 1111 – Regular taxes (includes Agricultural, Homestead Credit)
- Source 1171 – Utility Excise Replacement taxes
- Source 1191 – Mobile Home tax (this one is considered miscellaneous income)
- Source 3801 – Military Credit
Contact denise.ragias@iowa.gov or 515.281.4741 or janice.evans@iowa.gov or 515.281.4740.

Income Surtax
This is normally paid out in two payments in the months of December and February. This is based on income from the tax year two years previous and from the rates of the previous year’s Aid and Levy. For example, FY12’s income surtax payments to districts are based on the 2010 income tax year and the FY11 Aid and Levy rates. Be sure to split the income surtax in accordance with the rates from the applicable budget year. On the FY11 Aid and Levy, the PPEL Income Surtax rate can be found on line 19.4. The General Fund Income Surtax rate can be found on lines 20.1 and 20.2.
Contact denise.ragias@iowa.gov or 515.281.4741 or janice.evans@iowa.gov or 515.281.4740.

Sales Tax – Fund 33
Sales tax is paid to districts from July through June of each year, with the estimate being recalculated each quarter. Reconciliation is done after year end and any excess is paid to the district in November. These payments are coded to Source 1121 – Statewide Sales and Services Tax (formerly Local Option).

In addition, some districts are paid a supplemental amount to bring them up to the state average. This supplement is included with the regularly scheduled June payment. Districts should code this supplemental amount (the amount greater than their May payment) to Source 3361 – School Infrastructure Supplemental Amount. Contact denise.ragias@iowa.gov or 515.281.4741 or janice.evans@iowa.gov or 515.281.4740.

Statewide Voluntary Preschool Program Grants
At the end of FY11, 103 districts had a restricted fund balance (carry forward balance) for Project 3317, Statewide Voluntary Preschool Program Grants. Districts still participating in the Statewide Voluntary Preschool Program now receive their funding through State Aid and it is recorded to a different number, Project 3117. Districts are encouraged to first use the balance in Project 3317 before using the Project 3117 funds. In short, Chapter 98 of the Administrative Rules states that in the event that a categorical funding source is discontinued and an unexpended balance remains, districts shall expend the remaining balance within the subsequent 24 months for the purposes which were allowed in the final year that the funding was allocated prior to discontinuation. Contact denise.ragias@iowa.gov or 515.281.4741.
New Source Codes for FY12
The source code 1980, "Refund of Prior Year's Expenditures," has been changed to a header. Since districts may no longer use source code 1980, use the new detail as described below.

1981 Fuel Tax Refund (when received in a subsequent year, net against expenditure in same year)
1982 Sales Tax Refund (when received in a subsequent year, net against expenditure in same year)
1989 Other Refunds of Prior Year's Expenditures
Contact janice.evans@iowa.gov or 515.281.4740.

Local Source Codes
On the CAR, most state and federal project codes (3xxx and 4xxx) go through a reconciliation process to verify that beginning balances plus revenues minus expenditures equal the reported ending restricted fund balance (for state projects) or deferred revenues (for federal projects). Local source codes (1112, 1113, 1116, 1118 and 1119) also go through this reconciliation process; however, it is not required that districts record revenue separately for these funds which are built into the State Aid formula. To assist districts in this reconciliation, a table has been posted on the web with the amounts considered as revenue, either through State Aid, additional modified allowable growth from the SBRC, or local match as required by law. The 2011-12 Sources for Local Projects table can be found on the Certified Annual Financial Reports (CAR) website. Contact denise.ragias@iowa.gov or 515.281.4741 or janice.evans@iowa.gov or 515.281.4740..

Nutrition Project Codes
It is appropriate, and will be required in FY12, that the Nutrition revenue account numbers using source codes of 3251, 3252 and 4551 through 4556, be accompanied by a matching project number. In other words, a revenue account code for school breakfast will have a source and project code of 3252. If these revenues are based on a predetermined rate per meal and not direct costs, districts are not required to identify, for CAR reporting, specific expenses for the project. Contact denise.ragias@iowa.gov or 515.281.4741 or janice.evans@iowa.gov or 515.281.4740.

Quick Fund Balance Checks
Under GASB 54, and in the state of Iowa,
Funds 21 – 59 (Governmental Funds outside of the General Fund)
● For funds with positive balances, the following may be applicable:
  ◦ Account 72x, Restricted Fund Balance, and
  ◦ Account 71x, Nonspendable Fund Balance, if applicable.
● For funds with negative balances, the following may be applicable:
  ◦ Account 759, Unassigned Fund Balance (for the negative portion), and
  ◦ Account 71x, Nonspendable Fund Balance, if applicable and
  ◦ Account 72x, Restricted Fund Balance, if applicable for a grant.

GASB 54 is only for governmental funds and did not change the definitions of net assets for proprietary and fiduciary funds. The numbers were reassigned only; therefore, a crosswalk may be done. However, since each year stands on its own, the district needs to ensure it is still appropriately classified.
● For Investments in Capital Assets, Net of Related Debt
  ◦ Crosswalk from 740 to 760
● For Restricted Net Assets
  ◦ Crosswalk from 750 to 770
● For Unrestricted Net Assets
  ◦ Crosswalk from 760 to 780
Contact denise.ragias@iowa.gov or 515.281.4741 or janice.evans@iowa.gov or 515.281.4740.
Annual Transportation Report
In an effort to reduce reporting work for the districts, the Annual Transportation Report will be pre-populated with depreciation information from the Vehicle Report and financial information from the CAR. This financial information will first be pulled together on a Transportation Report in the CAR for quick review by the district. The Annual Transportation Report is due September 17.

In FY12, the Annual Transportation Report will require the use of a new source number, 1981, for Fuel Tax Refund, when the refund is not in the same fiscal year as the expenditure. When the refund is received in the same year, it will be shown as net against the expenditures. Contact max.christensen@iowa.gov or 515.281.4749.

Equipment in the Proprietary Fund
When equipment is purchased in the governmental funds (10-59), the equipment is an expenditure, Object 73x. When equipment is purchased in the proprietary funds (60-69), the equipment is capitalized if over the $500 capitalization threshold, and reported on the balance sheet, coded to Balance Sheet Account 241, not Object 73x. If under $500, it is expensed as a supply, Object 61x. If it has been coded to Object 73x, a journal entry will need to be done to reclassify it. In addition, the equipment is added to the district's depreciation schedule and a journal entry for depreciation expense will be made. Contact denise.ragias@iowa.gov or 515.281.4741 or janice.evans@iowa.gov or 515.281.4740.

Program Codes
Use the appropriate program code when applicable for all revenues, expenditures, and balance sheet accounts. Contact denise.ragias@iowa.gov or 515.281.4741 or janice.evans@iowa.gov or 515.281.4740.

Facilities, Elections and Sales Tax Report
“Facilities, Elections and Sales Tax” report on EdInfo will be due September 30. This report has four parts that must be certified by the district: 1) Replacement cost of Educational Facilities, 2) Voter-Approved PPEL, 3) Bond Issue Elections, and 4) SAVE/SILO Reporting. For the SAVE/SILO Reporting, legislation has required information about property tax relief through the use of Sales Tax in each district. Most of the financial information for sales tax will be pre-populated on the report under “Fund 33 Summary Information from the CAR.” The sales tax portion of the report requires the school district to update information about the revenue purpose statement, provide information how the district has reduced levies through sales tax, and miscellaneous information about whether the district had issued revenue bonds and reduced property tax through SAVE/SILO. For more information on this report, contact Gary Schwartz at gary.schwartz@iowa.gov or 515.281.4743.
Allocation Summaries
In addition to the LEA and AEA spreadsheets that have been posted providing a comprehensive look at the funding for each school district/AEA, the Allocation Summaries webpage now provides links to other webpages of interest in regard to allocations and fiscal data.
http://educateiowa.gov/index.php?option=com_content&task=view&id=1633&Itemid=1
Contact denise.ragias@iowa.gov or 515.281.4741 or janice.evans@iowa.gov or 515.281.4740.

Scholarship Funds (Correction from May School Business Alert)
Private-Purpose Trust Funds, including Scholarship funds are considered Fiduciary Funds so will use the net assets codes similar to those used in the Enterprise Fund. Scholarship Funds generally will use Account 770, Restricted Net Assets to report the fund balance. This would be true whether or not the original donation could be used or is required to remain intact. Contact Janice Evans, janice.evans@iowa.gov or 515.281.4740.

School Finance Report Card
All of the information included on the School Finance Report Card is now updated. We apologize for the delay. Future plans on this effort include bringing this delivery mechanism back to the Department within the new access portal being created. That is likely a year away from happening. For now, you can access the required information at http://www.aaa10.k12.ia.us/cfapps/asr/financereport.cfm. For additional questions, contact Jeff Berger at 515.281.3968 or jeff.berger@iowa.gov.

District Communication
Much of the communication to superintendents/business managers from the Department is done via e-mail. This allows the DE to provide timely communication and has been a cost savings to the Department. If you are not planning on being with the district next year, please reply to Marcia Krieger at marcia.krieger@iowa.gov and let her know. If you know your predecessor and their email address, we would appreciate that information as well. Contact: marcia.krieger@iowa.gov or 515.281.5293.

School Board Officers
The Department of Education sends financial communications to the CFO/Business Manager(s) and Additional Financial Officer contacts from the information provided in the School Board Officer Application. If you have a change in personnel, be sure to update your information at https://www.edinfo.state.ia.us. Questions may be addressed to Marcia Krieger at marcia.krieger@iowa.gov or 515.281.5293.

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<tr>
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