Minnesota Department of



SCHOOL BUSINESS BULLETIN

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Shannon Grindell Joins the Division of School Finance

The Financial Management team welcomes Shannon Grindell. Shannon comes to MDE from Unity School District in Wisconsin where she worked as a School Business Manager for three years. She also worked for four years at Gander Mountain on the Store Operations Finance Team and four years as a Project Specialist for Target Commercial Interiors. She has an undergraduate degree in Business Administration and has just completed a Master's Degree in Education Administration with an emphasis in School Finance from the University of Wisconsin Superior. Shannon is married and has two young daughters.

District Number and District Types

This is a reminder to districts, cooperatives and charter schools that the number assigned by the commissioner is the legal identification of the organization. See Subdivision 3 in Minnesota Statutes, section 123A.56 below. The department is seeing increasing communications from public education entities that does not include a district number, particularly with district letterhead and e-mails. Difficulty is also encountered in identifying SWIFT vendor numbers for entities where the assigned number is not part of the vendor name.

123A.56 ASSIGNMENT OF IDENTIFICATION NUMBERS.

Subdivision 1. Assignment.

The commissioner shall, by order, assign an identification number to each district. The assignment shall be made so that each classified district has an exclusive identification number.

Subd. 2. Notification.

Upon making the assignment of an identification number, the commissioner shall notify the clerk of the district and the county auditors of the counties in which any part of the district lies of the identification number assigned. A certified copy of the order may be recorded in the office of the county recorder to show the new legal name of the district.

Subd. 3. Legal identification.

The legal identification of the district shall become the assigned identification number. All records, correspondence, reports and references to the district must thereafter refer to the district by its proper title as assigned.

Subd. 4. Use of numbers.

A number assigned to a district under section 123A.55 or under any prior law, must not be used again to identify any district in the same classification. As the need arises, and as required by law, as new districts are formed, the commissioner shall assign unused numbers as identification. When numbered districts are dissolved, the numbers assigned to them will not be reassigned to any other district.

As a related issue, the district type used in combination with the district number has meaning on MDE financial systems. A partial list of codes and organizations assigned those codes is below. <u>View the Organization Types</u>.

District Type	Assigned To
1	Independent Districts
2	Common Districts
3	Special Districts
6	Intermediate Districts
7	Charter Schools
50	Miscellaneous Cooperatives
51	Vocational Cooperatives
52	Special Education Cooperatives
53	Vocational and Special Education Cooperatives

District Type	Assigned To
61	Education Districts
62	Secondary Facilities Cooperatives
82	Regional Management Information Center RMIC (ESV)
83	Service Cooperative (ECSU Region)

UFARS Coding Additions, Revisions and Changes – Effective

July 1, 2013

The following new codes have added effective July 1, 2013:

ADDITIONS

Account Description

Program 108 Administrative Technology Services

Activities concerned with supporting the school district's information technology systems, including supporting administrative networks, maintaining administrative information systems, and processing data for administrative and managerial purposes. These activities include expenditures for internal technology support, as well as support provided by external vendors using operating funds. These activities include costs associated with the administration and supervision personnel, systems planning and analysis, systems application development, systems operations, network support services, hardware maintenance and support services, and other technology-related administrative costs.

Technology service supervision and administration-activities concerned with directing, managing and supervising data-processing services

Systems analysis and planning-activities concerned with searching for and evaluating alternatives for achieving defined objectives, based on judgment and, wherever, possible, on quantitative methods. Where applicable, these activities pertain to the development of data-processing procedures or application to electronic data-processing equipment.

Systems application development-activities concerned with the preparation of a logical sequence of operations to be performed, either manually or electronically, in solving problems or processing data. These activities also involve preparing coded instructions and data for such sequences.

Systems operations-activities concerned with scheduling, maintaining, and producing data. These activities include operating business machines, data preparation devices, and data-processing machines.

Network support

Hardware maintenance and support

Professional development costs for administrative technology personnel. Report these expenditures in program 640.

Other technology services-activities concerned with data processing not described above

Program 630 Instruction-Related Technology

This program encompasses all technology activities and services for the purpose of supporting instruction. These activities include expenditures for internal technology

support as well as support provided by external vendors using operating funds. These activities include costs associated with the administration and supervision of technology personnel, systems planning and analysis, systems application development, systems operations, network support services, hardware maintenance and support services, and other technology-related costs that relate to the support of instructional activities. Specifically, costs associated with the operation and support of computer learning labs, media center computer labs, instructional technology centers, instructional networks, and similar operations should be captured in this code. Technology that is used by students in the classroom or that has a student instruction focus should be coded to instruction.

Student computer centers-activities concerned with supporting and maintaining computer centers (outside the classroom) that are established to support the instructional environment. These centers may be located in the library or in other locations but are not primarily dedicated to student-teacher learning. Computer centers that are primarily dedicated to instruction should be coded to instruction.

Technology service supervision and administration-activities concerned with directing, managing and supervising data-processing services.

Systems analysis and planning-activities concerned with searching for and evaluating alternatives for achieving defined objectives, based on judgment and, wherever, possible, on quantitative methods. Where applicable, these activities pertain to the development of data-processing procedures or application to electronic data-processing equipment.

Systems application development-activities concerned with the preparation of a logical sequence of operations to be performed, either manually or electronically, in solving problems or processing data. These activities also involve preparing coded instructions and data for such sequences.

Systems operations-activities concerned with scheduling, maintaining, and producing data. These activities include operating business machines, data preparation devices, and data-processing machines.

Network support-services that support the networks used for instruction-related activities

Hardware maintenance and support

Professional development for instruction-focused technology personnel-costs that are incurred when staff acquire knowledge and skills to support instructional technologies. Report these expenditures in program 640.

Technology training for instructional staff should be reported in program 640.

Finance 337 Early Learning Scholarships Program – Pathway II (Fund 04)

Record revenues and expenditures for the Early Learning Scholarship Program Pathway II established in Laws 2013, Chapter 116, Article 8, section 2. Early Learning Scholarships are awarded to children through a Four-Star Parent Aware rated early childhood program that has been designated as a Pathway II site in communities with the highest need. The Four-Star Parent Aware rated early childhood program families may choose from school district prekindergarten and preschool programs, Head Start, child care centers, and licensed family child care providers.

Finance 338 Early Learning Scholarships Program – Pathway I (Fund 04)

Record revenues and expenditures for the Early Learning Scholarship Program Pathway I established in Laws 2013, Chapter 116, Article 8, section 2. Early Learning Scholarships are awarded directly to eligible children through regional Early Learning Scholarships Administrator Offices. These scholarships are paid to the early childhood program the family chooses. The early childhood program must be participating in Parent Aware,

Minnesota's quality rating and improvement system and may include school district prekindergarten and preschool programs, Head Start, child care centers, and licensed family child care providers.

Accounting Treatment for Approved Early Learning Scholarships Pathway I (Finance Code 338) and Pathway II (Finance Code 337):

	Fund	Organization	Program	Finance	Source/Object	Course
			581, 582,			
Revenue	04	001-999	590	337, 338	040	XXX
			581, 582,		Chapter 10	
Expenditure	04	001-999	590	337, 338	Ġrid	XXX

Program Code 581 – Prekindergarten

Program Code 582 – School Readiness

Program Code 590 – Other Community Programs

Source Code 040 - Tuition from Patrons

For further information visit the <u>Early Learning Scholarship Programs for FY 2014</u>. Contact <u>MDE.ELS</u> or DebbyKay Peterson at 651-582-8462. UFARS coding questions may be sent to <u>MDE.UFARS-Accounting</u>.

Object 405 Non Instructional Computer Software and Software Licensing

Expenditures for non instructional computer software and annual licensing fees. See Object Code 555 for purchase of software with an initial useful life extending beyond one accounting period and software licensing fees related to this software.

Object 897 Affordable Care Act (ACA) Penalties (Effective FY 2015)

Use this code to record all expenditures related to penalties paid due to failure to provide health insurance to employees under the Affordable Care Act.

Course 619 Intermediate Districts (Non-reimbursable Special Education Expenditures)

INTERMEDIATE DISTRICTS WILL USE THIS CODE to record non-reimbursable special education expenditures that do not receive federal funds.

Note: This code continues to be available for Alternative Facilities projects.

Balance Sheet

448 Restricted/Reserved for Achievement and Integration Revenue

The unspent resources available from the Achievement and Integration program must be restricted in this account for future use. All activity in this account must be related to Finance Code 313 (Minn, Stat. § 124D.862). This restricted/reserved account is not allowed to go into deficit.

The following **Program** Dimensions have been **deleted** effective July 1, 2013:

DELETIONS

Account Description

209 Title IV, Part B - 21st Century Community Learning Centers

Federal education program that is competitively awarded to public and private organizations to provide school and/or community-based before and after school activities

that advance student academic achievement (CFDA 84.287C, Title IV, Part B, 21st Century Community Living Centers, P.L. 107-110).

The following Program Dimensions have description changes effective July 1, 2013:

CHANGES

Account Description

219 English Learner (EL)

Record expenditures for English as a Second Language and/or Bilingual Education Programs. EL is a subset of the Basic Skills Revenue Component of General Education Revenue (Minn. Stat. § 124D.58, Minn. Stat. § 124D.65 and Minn. Stat. § 126C.10, Subd. 4).

850 Capital Facilities

Expenditures incurred under the school district's capital expenditure facilities program. The school district should annually adopt a capital expenditure program which would include plans for repair and restoration of existing district-owned facilities and plans for new construction.

Charter schools must code all eligible lease aid expenditures including any additional rent payments for property taxes (excluding special assessments) to Program Code 850, Finance Code 348, and Object Code 370. Ineligible lease aid expenditures such as custodial, utilities, and maintenance should be coded to Program Code 810, Finance Code 000 and the appropriate object codes(s).

The following **Finance** Dimensions have been **deleted** effective July 1, 2013:

DELETIONS

Account 861/961

Description

Title 20, State Library Services – Competitive Grants (Fund 01)

Record revenues and expenditures for the Library Services and Technology Act funds. The Library Services and Technology Act (LSTA), a section of the Museum and Library Services Act of 1996, reauthorized in 2003, promotes access to information resources provided by all types of libraries. Through the federal legislation, the Institute of Museum and Library Services provides funds directly to state library administrative agencies. State Library Services, a division of the Minnesota Department of Education, distributes an annual percentage of the funds through a competitive sub-grant program with public, academic and special libraries and public school library/ media centers. The LSTA funds in the state grants program provide support for statewide library programs and seed money for projects that improve library services throughout the United States. In Minnesota, funds are allocated based on the goals and programs in the current *The State of Minnesota LSTA Five-Year Plan 2008-2012* to enhance, expand and strengthen the efficiency, reach, and effectiveness of library programs and services (CFDA 45.310 Title 20 - Education Chapter 72 - Museum and Library Services, Subchapter II - Library Services and Technology, P.L. 104-208, as amended by P.L. 108-81).

The following **Finance** Dimensions have description **changes** effective July 1, 2013:

CHANGES

Account Description

317 Basic Skills (Fund 01)

Record revenue and expenditures pertaining to the Basic Skills Revenue of Minnesota Statutes, section 126C.10, Subdivision 4. This includes EL program expenditures and Compensatory Education expenditures as defined by Minnesota Statutes, section

<u>126C.15</u>, Subdivision 1. Expenditures using this code must be in the list of permitted expenditures contained in the above statute. The activities in this code apply to Balance Sheet Code 441, Restricted/Reserved for Basic Skills.

This statute was amended in the 2013 Legislative Session to include programs designed to prepare children and their families for entry into school. These programs include early education, parent-training, school readiness, kindergarten for four-year olds, voluntary home visits under Minnesota Statutes, section 124D.13, Subdivision 4, and other outreach efforts designed to prepare children for kindergarten.

Use Programs Codes 579 – Preschool Instructional, 581 – Prekindergarten, and 582 – School Readiness in Fund 01 to report early childhood education expenditures.

Districts that receive compensatory revenue pilot project funds or compensatory pilot project formula aid should use this code to track the additional revenue received and the expenditures by **site** for reporting purposes.

Payment Description - 01S211 GEN ED AID FY

Note: American Indian Education revenues and expenditures are coded to Finance Codes 320 and 375.

438/638 Federal Adult Basic Education Formula Revenue (Fund 04)

Record revenues and expenditures for adult basic education programming funded with formula revenues provided under P.L. 105-220: CFDA 84.002. Do not include activity properly recorded in Finance Codes 322, 324, 801, 802, or 803. The activity in this code applies to Balance Sheet Code 447, Restricted/Reserved for Adult Basic Education.

713 Open Enrollment Transportation – Outside the District (Fund 01)

Record expenditures for district-provided transportation of nonresident open enrollment students between the students' residences and the district or attendance area border. Only report expenditures for the part of the trip outside the district or attendance area border (Minn. Stat. § 124D.03, Subd. 8 and Minn. Stat. § 123B.92, Subd. 3). If the district is charging a fee for this service, use Finance Code 737, Ineligible/Nonresident Pupils.

Payment Description – N/A

737 Ineligible/Nonresident Pupils (Fund 01)

Record expenditures for transportation of resident pupils living less than one mile from the school and where no traffic, drug or crime hazards were present. These students may or may not be charged a fee for this transportation service. Also, record expenditures for transportation of pupils residing in other districts (e.g., tuition paying pupils and nonresidents attending nonpublic schools). If a school district's policy is to only provide free transportation to and from school for pupils living two miles or more from school, the district's cost for providing fee-based transportation for nondisabled pupils living less than two miles from school must be recorded in this finance dimension. Also record expenditures for transporting non-mandated transportation services for which the district is charging a fee. Do not include the cost of transporting nonresident pupils enrolled in your district under an enrollment options program unless the district is charging a fee for this service (Minn. Stat. § 123B.92, Subd. 1 and § 123B.

798 Children with Disabilities in School Age Care (Fund 04)

Record revenue and expenditures incurred for additional costs of providing services to children with disabilities or to children experiencing family or related problems of a temporary nature who participate in the school-age care program (Minn. Stat. § 124D.22). This code should be used to record activity in Balance Sheet Code 431, Restricted/Reserved for Community Education.

Payment Description - 04F798 DIS EXT DAY FY

The following **Object** Dimensions have description **changes** effective July 1, 2013:

CHANGES

Account 396 Description

Salary Purchased from Another District

Include payments made to other Minnesota school districts for the salary of licensed teachers or related service providers who are working in your district but employed by another district.

401 Supplies and Materials - Non Instructional

Expenditures for all supplies other than those to be included in Object Codes 430, Supplies and Materials Non-Individualized Instructional; and 433, Supplies and Materials - Individualized Instructional. Includes, for example, maintenance supplies or office supplies and instructional materials purchased for resale. Also includes freight and cartage for supplies purchased.

430 Supplies and Materials - Non-Individualized Instructional

The instructions for this code must be read in conjunction with Object Code 433, Individualized Instructional Materials. Expenditures to be included here are instructional supplies that do not fit the criteria set forth for expenditures in Object Code 433.

Include non-individualized expenditures for classroom supplies consumed in the instructional process. This code is used in conjunction with any instructional Program Code, 200 through 699, plus Program Code 790, Other Pupil Support.

Note: Expenditures for the Library Media Center (Program Code 620) are to be listed in Object Code 470.

433 Supplies and Materials - Individualized Instruction

This object code is used to account for supplies and materials for individualized instruction. The definition of individualized instructional materials, as opposed to non-individualized instructional materials to be recorded in Object Code 430, is contained in Minnesota Statutes, section 123B.41, Subdivision 5:

Subdivision 5. "Individualized instructional or cooperative materials" means educational materials which:

- (a) Are designed primarily for individual pupil use or use by pupils in a cooperative learning group in a particular class or program in the school the pupil regularly attends;
- (b) Are secular, neutral, nonideological and not capable of diversion for religious use; and.
- (c) Are available, used by, or of benefit to Minnesota public school pupils.

Subject to the requirements in clauses (a), (b) and (c), "individualized instructional or cooperative learning materials" include, but are not limited to, the following if they do not fall within the definition of "textbook" in Minnesota Statutes, section 123B.41, Subdivision 2: published materials; periodicals; documents; pamphlets; photographs, reproductions; pictorial or graphic works; prerecorded video programs; prerecorded tapes, cassettes and other sound recordings; manipulative materials; desk charts; games; study prints and pictures; desk maps; models; learning kits; blocks or cubes; flash cards; individual multimedia systems; prepared instructional computer software programs; choral and band

sheet music; electronic books and other printed materials delivered electronically; and CD-ROM.

This code is used by MDE to compute the rates for textbooks, individualized instructional materials, and standardized tests that are used in determining Educational Aids for Nonpublic School Children (Minn. Stat. § 123B.40 to 43). The rates of reimbursement for nonpublic students are based on these expenditures plus textbook and workbook expenditures recorded in Object Code 460 for public school students.

When recording expenditures for nonpublic students, use this code in conjunction with Finance Code 351, Aid to Nonpublic Pupils - Textbooks and Tests. When recording expenditures for public school students, use the appropriate codes in the other UFARS dimensions.

Expenditures for "individualized instructional or cooperative learning materials" do not include instructional equipment, instructional hardware including dedicated hardware equipment known as eReaders or e-book devices, or ordinary daily consumable classroom supplies.

This code is used in conjunction with any instructional Program Code, 200 through 699 (for use with all Programs 010 through 850 – see "Unrestricted – General Fund 01 Permitted Expenditure code Grid – page 3).

460 Textbooks and Workbooks

Expenditures for books or electronic substitutes that a pupil uses as a text or text substitute in a particular class or program. This includes books, workbooks or manuals, as well as electronic books and other printed materials delivered electronically. Also includes instructional software and related licensing costs. These textbooks are intended for use as a principal source of study material for a given class or group of students, a copy of which is expected to be available for the individual use of each pupil. Materials prepared and/or copied at the school qualify as textbook substitutes if such materials are basic (not supplementary) to a unit of study. See Minnesota Statutes, section 123B.41, Subdivision 2 for the complete definition.

To qualify for textbook aid to nonpublic pupils, these materials must include only such secular, neutral and nonideological textbooks as are available, used by, or of benefit to Minnesota public school pupils.

Includes freight and cartage. Excludes costs of teacher's workbooks, costs of binding, textbook repairs (Object Code 401), and dedicated hardware equipment known as eReaders or e-book devices Object Code 555).

The rates of reimbursement for nonpublic students are based on these expenditures plus individualized instructional supply and material expenditures recorded in Object Code 433 for public school students.

This code is used in conjunction with any instructional Program Code, 200 through 699 (for use with all Programs 010 through 850 – see "Unrestricted – General Fund 01 Permitted Expenditure code Grid – Page 3).

461 Standardized Tests

Expenditures for the purchase of standardized tests and the contracted scoring of these tests as used in the teaching learning process. Include expenditures for Title I evaluation materials and expense not recorded under Fees for Service Code (Object Code 305), see Minnesota Statutes, section 123B.41, Subdivision 3 for definition. This also includes early childhood assessments and development screening instruments.

470 Media Resources

Expenditures for library books or electronic substitutes, dictionaries, reference sets and pamphlets (including freight and cartage) for general use (not certain classes, grades or student groups). Also used for binding and repair of existing library books. This would include student books and most print materials, print periodicals, audio and video/DVD, electronic journal subscriptions, electronic encyclopedias and licenses for specific electronic materials (both), and other physical materials.

555 Technology Equipment and Software

Record expenditures to purchase technology equipment. Includes computers and peripheral equipment, software and software licensing, interactive telecommunications equipment, cameras, monitors, and microphones. Also, include telecommunication transmission equipment such as fiberoptic cables, repeaters, transmitters, receivers, and antennas. (Refer to Object Code 405 for noncapital software and licensing).

556 Technology Equipment for Special Education Direct Instruction

Record expenditures to purchase technology equipment used for direct instruction of special education students. Includes computers and peripheral equipment, software and related software licensing, interactive telecommunications equipment, cameras, monitors, and microphones. Also, include telecommunication transmission equipment such as fiberoptic cables, repeaters, transmitters, receivers, and antennas.

The following **Source** Dimensions have description **changes** effective July 1, 2013:

CHANGES

Account Description

211 General Education Aid (Fund 01)

According to Minnesota Statutes, section 126C.13, Subdivision 4, General Education Aid is the sum of the following amounts for fiscal year 2014:

- General education revenue, excluding equity revenue, total operating capital revenue, alternative teacher compensation revenue, and transition revenue:
- 2) Operating capital aid under section 126C.10, Subdivision 13b;
- 3) Equity aid under section 126C.10, Subdivision 30;
- Alternative teacher compensation aid under section 126C.10, Subdivision 36
- 5) Transition aid under section 126C.10, Subdivision 33;
- 6) Shared time aid under section 126C.01, Subdivision 7 (see Source Code 213 to record state revenue received for shared time students)
- 7) Referendum aid under section 126.17, Subdivisions 7 and 7a; and
- 8) Online learning aid according to section 124D.096.

The following components of General Education Revenue included in this code are restricted by statute for specific purposes and must be identified by finance code:

Operating Capital	Finance Code 302
Staff Development	Finance Code 316
Basic Skills	Finance Code 317
Learning and Development	Finance Code 330
Alternative Teacher Compensation	Finance Code 335
Pre-K Transition	Finance Code 345
Gifted and Talented	Finance Code 388

Payment Description - 01S211 GEN ED AID FY

400 Federal Aids Received through Minnesota Department of Education (Except as Noted for Food and Nutrition)

Record revenue from federal aids received through the Minnesota Department of Education for revenue programs defined in the, 400 and 800 series of the finance dimension, including Finance Code 499 – Miscellaneous Federal Revenue through MDE. Nutrition programs in Finance Codes 701 through 709 are to use the appropriate Source Codes 471 - 476 and 479.

Payment Description - XXFXXX XXX FY

629 Health and Safety Other Revenue

Record other revenue sources for health and safety projects beyond state aid or levy. This includes, but is not limited to: insurance and legal settlements, Petrofund reimbursements and utility rebates. This code includes FEMA proceeds related to Health and Safety projects.

The following Balance Sheet Dimensions have been deleted effective July 1, 2013

DELETIONS

Account Description

423 Restricted/Reserved for Certain Teacher Programs (Fund 01)

Represents available resources for the Family Connections Programs (Minn. Stat. § 124D.25 to § 124D.29), and the Teacher Mentoring Program. This restricted account may be used by the district for the district's share of the portion of the teaching contract that is in addition to the district's standard teaching contract (Minn. Stat. § 124D.31). This restricted/reserved account is not allowed to go into deficit.

The following Balance Sheet Dimensions have description changes effective July 1, 2013:

CHANGES

Account Description

403 Restricted/Reserved for Staff Development (Fund 01)

Represents unspent staff development revenue set aside from general education revenue that is Restricted/Reserved for Staff Development related to Finance Code 316. Expenditures for staff development must equal at least two percent of the basic General Education Revenue. (Minn. Stat. § 122A.61, Subd. 1). This Restricted/Reserved account is not allowed to go into deficit.

Achievement and Integration Revenue for FY 2014 - Review

The Achievement and Integration Revenue Program (Minn. Stat. § 124D.862) was developed to close the academic achievement and opportunity gap promoting diversity, racial and economic integration. The program *replaces* the old Integration Revenue beginning in FY 2014 and directs eligible school districts and school boards to implement and develop plans for commissioner evaluation:

Directs the School District of Eligible Districts to:

- Submit a detailed budget to the commissioner by March 15 in the year prior to implementation. Commissioner must review, approve and/or disapprove by June 1st of the same year.
- Implement the school district's current integration plan for FY 2014.

Directs the School Board of Eligible Districts to:

- Develop a long term plan to be incorporated into its comprehensive plan under the World's Best Workforce.
- Hold at least one formal hearing to publicly report its progress on goal achievement.

Directs the Commissioner to:

- Evaluate and review results of each district's integration and achievement plan by August
 1 at the end of the third year of plan implementation and report to the legislature every odd
 numbered year.
- Determine if the district met its goals.
 - a) If goals were met, the district may submit a new three-year plan to commissioner for review.
 - b) If goals were not met, the commissioner must develop in consultation with the affected district an improvement plan and timeline for district goal achievement. Until goals are reached, 20 percent of the district's integration revenue must be used for plan implementation and improvement.

The following Aid and Levy components apply:

Aid – equals the difference between the district's **achievement and integration revenue** and its achievement and integration levy for fiscal year 2014.

Levy – equals the amount the district was authorized to levy under Laws 2011, First Special Session chapter 11, article 2, section 49(f) – *for FY 2014 only.*

Accounting Treatment for Approved Achievement and Integration Programs

	Fund	Organization	Program	Finance	Source/Object	Course
		005,	Chapter 10			
Revenue (aid)	01, 09	001-999	Grid	313, 318	300	XXX
		005,	Chapter 10			
Revenue (levy)	01, 09	001-999	Grid	313, 318	001	XXX
		005,	Chapter 10		Chapter 10	
Expenditure	01, 09	001-999	Grid	313, 318	Grid	XXX

Finance Code 313 – Achievement and Integration Aid and Levy (Fund 01) - included in the *first release* of the FY 2014 UFARS Manual, Chapter 4 (October 2013).

Finance Code 318 – Incentive Revenue (Fund 01) – included in the *second release* of the FY 2014 UFARS Manual, Chapter 4 (pending).

Source Code 300 - State Aid Received from MDE for which a Finance Code is specified

Source Code 001 - Levy

For further information on Achievement and Integration Programs for FY 2014, please reference the MDE website at: MDE > School Support > School Finance > Integration or contact MDE.Integration or 651-582-8462. UFARS coding questions may be sent to: MDE.UFARS-Accounting.

Career and Technical Education (CTE) Revenue for FY 2014 – Review

Effective FY 2014 and later (Minnesota Statutes, section 124D.4531):

- A district with a state approved CTE program and a certified levy is eligible for career and technical revenue.
- The CTE levy has been converted to equalized aid and levy.
- Aid component clarifies the expenditure calculations for CTE programs offered jointly by school districts.
- Costs for reimbursing another district for instructional salaries is:
 - ✓ **Included** in the revenue calculations for the districts paying the reimbursement and.
 - ✓ **Deducted** from the revenue calculation for the district receiving the reimbursement.

Accounting Treatment for Approved CTE Aid and Levy Programs:

	Fund	Organization	Program	Finance	Source/Object	Course
Revenue (aid)	01	XXX	300-399	830	300	XXX
Revenue (levy)	01	XXX	300-399	830	001	XXX
Expenditure	01	xxx	300-399	830	Chapter 10 Grid	XXX

Program Codes 300-399 - Career and Technical Education Instruction

Finance Code 830 - Career and Technical Education Aid and Levy (Fund 01)

Source Code 300 - State Aids Received from MDE for which a Finance Code is Specified

Source Code 001 - Levy

UFARS Salary Object Code 396 has been updated for FY 2014 to include *all licensed salaries* purchased from another district. Past language allowed only *special education salaries*.

As referenced earlier in this bulletin:

Object 396 Description Salary Purchased from Another District

Include payments made to other Minnesota school districts for the salary of licensed teachers or related service providers who are working in your district but employed by another district.

<u>For further information on Career and Technical Education Programs for FY 2014, please visit the MDE website.</u> You can also contact <u>MDE.CTE</u> or Paula Palmer at 651-582-8737. UFARS coding questions may be sent to MDE.UFARS-Accounting.

UFARS 101 Training Scheduled this fall – October 9, 2014

The next scheduled date for UFARS 101 training is October 9, 2014 at the Minnesota Department of Education, 1500 Highway 36 West, Conference Center A, Room CC14, Roseville, Minnesota 55113. UFARS 101 training will introduce Uniform Financial Accounting and Reporting Standards (UFARS) and review: A) Chart of Accounts; B) UFARS System Uses; C) Dimension Descriptions; D) Legislative Requirements, and review basic accounting concepts and financial reporting for Minnesota schools. The training will also include special topics and website navigation.

Registration information is still *pending* and will be <u>posted on the MDE's Calendar of Workshops</u> closer to the training session.

For questions about the UFARS 101 training, please send your questions to: MDE-UFARS-Accounting.

FY 2014 School Finance Award for FY 2013 Financial Reporting

For FY 2014, the School Finance Award are awarded by the Minnesota Department of Education (MDE) Division of School Finance to recognize schools for meeting statutory deadlines for submission of audited FY 2013 financial data and fiscal and financial reporting criteria. Out of 571 eligible reporting entities, 404 met the qualifying criteria for the FY 2014 School Finance Award. *There was no application process for the FY 2014 School Finance Award.*

View a list of FY 2014 School Finance Award recipients.

For questions or information regarding the FY 2014 School Finance Award, please contact Sarah Miller at 651-582-8370 or Sarah.C.Miller@state.mn.us or MDE.UFARS-Accounting.

School Facilities Working Group

The commissioner of education, as directed by the 2013 Legislature, has convened a working group to develop recommendations for reforming the financing of prekindergarten through grade 12 education facilities to create adequate, equitable, and sustainable financing of public school facilities throughout the state. The scope of the working group recommendations must include funding options for facilities projects currently financed with debt service, alternative facilities, deferred maintenance, health and safety, building lease, and operating capital revenues.

For further information on the School Facilities Working group please visit the MDE website.

Security Enhancement-UFARS Single Sign On

Starting with the FY 2014 UFARS data submission, MDE will now require reporting entities to use the single-sign on portal for file uploads. Superintendents or organizational equivalents must submit the "Superintendent Authorization for UFARS File Upload Secure Site" form to grant access for authorized school staff and other authorized persons. The access authorization form must be updated annually.

The "Superintendent Authorization for UFARS File Upload Secure Site" form will be located on the MDE website in the near future. Completed authorization forms should be emailed to the following address: MDE.UFARS. Please provide the following information in the subject line of the email: the four-digit district or charter number and two-digit district type followed by "Single-Sign On."

First time users of MDE Single Sign On who have been granted access to load UFARS files will have to request an MDE User Account and password at. Visit the sign-in page.

Current users of MDE Single Sign On who have been granted access to load UFARS files will have to update their MDE user accounts to match the authorization.

Maximum Allowable Wage Classification – Food Service -2014

FY 2014 based on information published by the Bureau of Labor Statistics, the average hourly wage for public school food service directors is \$25.54. This is the maximum rate at which the labor of a superintendent or fiscal manager performing the duties of a food service director can be charged back to the food service fund.

For questions or information regarding supporting documentation for wage reclassification chargebacks, please contact <u>Debrah Firkus</u> at 651-582-8775.

For questions regarding accounting entries to reclassify costs, please contact and submit a request to the UFARS Helpdesk.

IT Helpdesk

Submit technical questions or problems with the MDE website to MDE Helpdesk.

UFARS Accounting Helpdesk

For UFARS accounting questions, please contact MDE.UFARS-Accounting.