ANNUAL FINANCIAL REPORTING

**EOY GJ ENTRIES:**

List of End of Year (EOY) checklist and common GJ entries:

http://doe.sd.gov/ofm/schfinance.aspx

Review guidance on reporting of utility taxes – important for “Other Revenue” calculations.

**Summary of State Payments:**

http://doe.sd.gov/ofm/statefunding.aspx

**NEW FOR FY2016:**

All coding levels will be required to be reported: including operational unit, facility codes, sub-objects

Monthly cash balance data can be uploaded or entered by the district for months July through May.

FY2016 Teacher Compensation data will be reported.

Annual Report Submission:

https://apps.sd.gov/DP42LaunchPad/Logon.aspx
NEW MENU ITEM FOR TEACHER COMPENSATION DATA & CHANGES TO MONTHLY CASH BALANCE DATA

Teacher Benefit will be renamed – Teacher Compensation, tentatively available no later than June 1st

Monthly cash balances may be uploaded this year. SUI will have extract for upload purposes.

General ledger cash accounts to be included for monthly cash balance reporting are: 101 through 108 & 180

Must have completed both of the above required data submissions to sign off on annual report.
UPLOADING TEACHER COMPENSATION FY2016

Fiscal Year - 4 positions
District Number - 5 positions
Last Name - 60 positions
First Name - 60 positions
SSN - 9 positions
FTE - maximum 4 total positions; 2 decimals
Contract Salary - maximum 7 total positions; no decimals
Total Benefit Cost - maximum 7 total positions; no decimals

Teacher Benefit Upload

Fiscal Year: 2016 ▼

Browse...
Click on wastebasket to remove a teacher, almost all fields may be edited by the district.

This is a “test” version of this screen – we will be moving this check box on the screen and making it more visible (bold) and when your district data is complete please click this box to indicate that data is complete and ready for our review.
MONTHLY CASH BALANCE UPLOAD

Fiscal Year - 4 positions
District Number - 5 positions
Fund - 2 positions
Month - 2 positions
Amount - maximum 9 total positions; no decimals

District Monthly Cash Balance Survey Upload

Fiscal Year: 2016

[Upload File]
WHAT ELSE IS NEW?

- New DVR for Other Revenue (6 identified accounts) reported. DVR will provide a 4 year history of revenue reported in these accounts.
- New DVR – prior year vs current year of ALL revenues reported, all funds.

Report: Other Revenue Summary Report

District Number: [redacted]
District Name: [redacted]

General Fund

<table>
<thead>
<tr>
<th>Revenue Account:</th>
<th>1140</th>
<th>1210</th>
<th>2110</th>
<th>2200</th>
<th>3113</th>
<th>3114</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2012</td>
<td>$48,356.97</td>
<td>$0.00</td>
<td>$6,488.81</td>
<td>$3,619.73</td>
<td>$0.00</td>
<td>$7,364.91</td>
</tr>
<tr>
<td>FY2013</td>
<td>$51,985.48</td>
<td>$0.00</td>
<td>$11,029.27</td>
<td>$3,411.03</td>
<td>$0.00</td>
<td>$6,878.40</td>
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<tr>
<td>FY2014</td>
<td>$48,029.45</td>
<td>$0.00</td>
<td>$12,329.81</td>
<td>$2,195.04</td>
<td>$0.00</td>
<td>$7,875.24</td>
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<tr>
<td>FY2015</td>
<td>$56,083.11</td>
<td>$0.00</td>
<td>$11,210.27</td>
<td>$4,858.81</td>
<td>$0.00</td>
<td>$6,733.22</td>
</tr>
<tr>
<td>FY2016</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
New K-12 funding formula
The new funding formula, which is based on a target statewide average salary of $48,500, works as follows:

- For each district, calculate a target student-to-teacher ratio, based on a sliding scale by student enrollment (see below).
- The district’s target number of teachers is calculated by dividing the district’s fall enrollment by the target student-to-teacher ratio.
- The district’s total instructional need is calculated by multiplying the district’s target number of teachers by the statewide target for average teacher salary, and by increasing that total by 29% for benefits.
- The total instructional need is increased by 31% to cover non-instructional costs. This category includes operating costs as well as salaries and benefits of non-instructional staff, such as administrators, guidance counselors, librarians, and school nurses.
- These steps calculate the district’s total need for state aid. At this point, local effort is applied against total need, with the state providing any necessary funds to achieve the total need.
85% ACCOUNTABILITIES THRESHOLD

Requirements that new money go to teacher salaries and benefits
The law creates two separate requirements for use of the general fund increase in FY17. Districts must comply with both requirements.

First, a district must spend 85% of its increase in local need in FY17 on instructional salaries and benefits for certified instructional staff.

Second, a district must calculate the percentage by which its local need increases in FY17, and the district’s average teacher salaries and benefits must increase by 85% of that percentage increase. (For example, if a district’s local need increased by 10%, its average salaries and benefits must increase by 8.5%).

For both requirements, districts can deduct the loss of pension levy proceeds from the increase in local need. Districts are also not required to count increases in local need that result from enrollment increases.

A district that fails to comply with these requirements must will have its FY18 state aid to general education funding decreased by an amount equal to fifty percent of the new money. However, the law creates a School Finance Accountability Board that can recommend waivers for school districts who can demonstrate good cause for failing to meet the requirements.
ACCOUNTABILITY CALCULATOR

http://doe.sd.gov/2016EducationPackage.aspx

Districts can estimate total new funding provided by legislature — total in “dollars expended” and “average teacher compensation” to which the district will be held for accountability compliance.

Accountability in FY2018 and beyond:

Districts must maintain or increase their average teacher compensation amount calculated in FY2017.
FINANCIAL CHART OF ACCOUNTS

Changes to Chart of Accounts – effective FY2017

- **New codes to object level of salaries**
  - Addition of sub-objects to report “certified salaries”, “admin salaries”, “classified staff”
  - Function expenditure level may influence what salary code should be used

- **New codes and updates to object level of supplies**
  - Breakout of non-technology and technology supplies
  - Addition of code for “motor fuel”

- **Addition of revenue codes for summer school tuition**

- **Removal of unneeded revenue and expenditure codes**
CODING FOR TECHNOLOGY

- Supplies are coded as either; technology or non-technology
- Below is the definitions provided in Chart of Accounts:

  - 411 Non-Technology Supplies – expenditures for consumable non-technology supplies, such as paper, pens, office products, cleaning supplies, etc.

  - 412 Technology Supplies – expenditure for consumable technology supplies that are typically used in conjunction with technology related hardware or software (printer cartridges, cables, flash drives, CD, headphones, etc.)

  - 413 Motor Fuel – expenditures for gas or diesel for district vehicles and buses, this does NOT include heating fuel which should be coded as a utility cost (321).
SB 133 – CODING FOR SHARED SERVICES

- SB 133 provided grant money to provide an incentive for school districts to share an employee.
- Admin rules are under development – state revenue code will be assigned
- How do you code for a “shared employee”?
  Example: District A & B both need a foreign language teacher. If they agree to share an employee -- District A may offer the contract and pay salary and benefits to the teacher as a full time teacher and District B would reimburse District A for their agreed upon share.
  - Coding for District A:
    - Expenditure: 10, 1131, 000, 111 (an also associated benefits)
    - Revenue received from District B: 10, 1941
  - Coding for District B:
    - Expenditure: 10, 1131, 000, 311 (Services purchased from another district)
WEBSITES & CONTACTS

- Dept. of Education website:  [http://doe.sd.gov/](http://doe.sd.gov/)
- State Aid:  [http://doe.sd.gov/ofm/statefunding.aspx](http://doe.sd.gov/ofm/statefunding.aspx)
- School Finance:  [http://doe.sd.gov/ofm/schfinance.aspx](http://doe.sd.gov/ofm/schfinance.aspx)
- School Budget:  [http://doe.sd.gov/ofm/schoolbudget.aspx](http://doe.sd.gov/ofm/schoolbudget.aspx)
- Dept. of Legislature Audit – Rod Fortin, (605) 367-5810

  - Contacts: Susan Woodmansey, 773-4748 & Bobbi Leiferman, 773-5407