

# School Financial Services

2019 MASS Summer Conference

July 11, 2019



**Letitia Johnson**

Bureau Director II

[ljohnson@mdek12.org](mailto:ljohnson@mdek12.org)

## VISION

---

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

## MISSION

---

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

MISSISSIPPI STATE BOARD OF EDUCATION  
**STRATEGIC PLAN GOALS**

1

All Students Proficient and Showing Growth in All Assessed Areas



2

Every Student Graduates from High School and is Ready for College and Career



3

Every Child Has Access to a High-Quality Early Childhood Program



4

Every School Has Effective Teachers and Leaders



5

Every Community Effectively Uses a World-Class Data System to Improve Student Outcomes



6

Every School and District is Rated “C” or Higher



# Office of School Financial Services (SFS)

---

- Dr. Felicia Gavin, Chief of Operations
- Sheila Franklin-Buie, Bureau Manager
- Letitia Johnson, Bureau Director II
- Na'Son White, School Finance Officer
- Courtney Austin, School Finance Officer
- Cherron Collins-Woodard, School Finance Officer

# New Reporting Requirements for FY2020

- Budget Requirement - Upload the school district original and amended **signed** board approved budget (combined and combining) into SharePoint in folder labeled Annual Forms. For FY2020 the original budget should be uploaded by August 15, 2019, and for FY2019 the amended budget should be uploaded by October 15, 2019. Send an email to Letitia Johnson at [ljohnson@mdek12.org](mailto:ljohnson@mdek12.org) as notification of upload
- Fund/Cash Balance Requirement – Upload the statement of fund balance for all funds and the cash flow report for Fund 1120 for month ending June 2019 (FY2019). This information should be placed in folder labeled Annual Forms by October 15. Send an email to Letitia Johnson at [ljohnson@mdek12.org](mailto:ljohnson@mdek12.org) as notification of upload

# Legislative Update – HB1643

- Appropriation for MAEP was \$2,246,145,998
- 9.10% below the full funding request
- \$1,500.00 salary increase plus fringe benefits for teachers and assistant teachers
- Chickasaw Cession was funded at \$18,866,383
- EEF Buildings and Buses \$16,000,000
- EEF Instructional Supply Card Program \$12,000,000
- Master Teacher Program \$23,080,000

# Legislative Update

---

- MS Code Section 37-19-7(3), SB 2770, Master Teacher Certification- An additional \$4,000 salary supplement plus fringe benefits, in addition to any other compensation will be added for three additional counties for FY2020 (a total of 16 counties):
  - Holmes, Yazoo and Tallahatchie

# PERS Rate Increase

---

- Rate increase for employer contributions went into affect July 1, 2019
- Previous Rate 15.75%, New Rate 17.40%
- Increase was included in the MAEP funding request



# Base Student Cost FY2020

- \$ 5,626.22



# School Recognition Program

---

- Notification of award amounts for FY2020 has been sent out on listserv
- New guidance is forthcoming for FY2020

# Business Manager Advisory Council

---

- Consist of three representatives from each regional group
- Meet quarterly
- Work with SFS pertaining to common district issues or concerns

# Teacher Pay Raise FY2020

---

- Working with legislative leadership to identify final teacher pay raise allocation
- Code revenue to function 3298

# Annual Dates

---

- Grandfathered Business Manager annual training hours form due on or before July 15
- FY2020 budget due on or before August 15, MS Code Section 37-61-9, complete budget certification form on our website under forms
- FY2020 Ad Valorem Tax Worksheet due by Oct 1
- Other dates related to specific programs

# Annual Revenue Report

---

- Accruals for FY2019 should be posted by July 12
- Revenue reports for FY2019 will be placed into the district SharePoint folders in August
- Revenue Verification form due by Oct 15

# EEF Instructional Supply Card

---

- The allocation amount for FY2020 for each card is \$396.00
- Card are expected to be mailed out to the school districts by July 27

# SFS Process of Receiving/Sending Information

Information is uploaded into the district SharePoint folders and emails are sent through listserv. SharePoint contains the following district files for FY15-FY20:

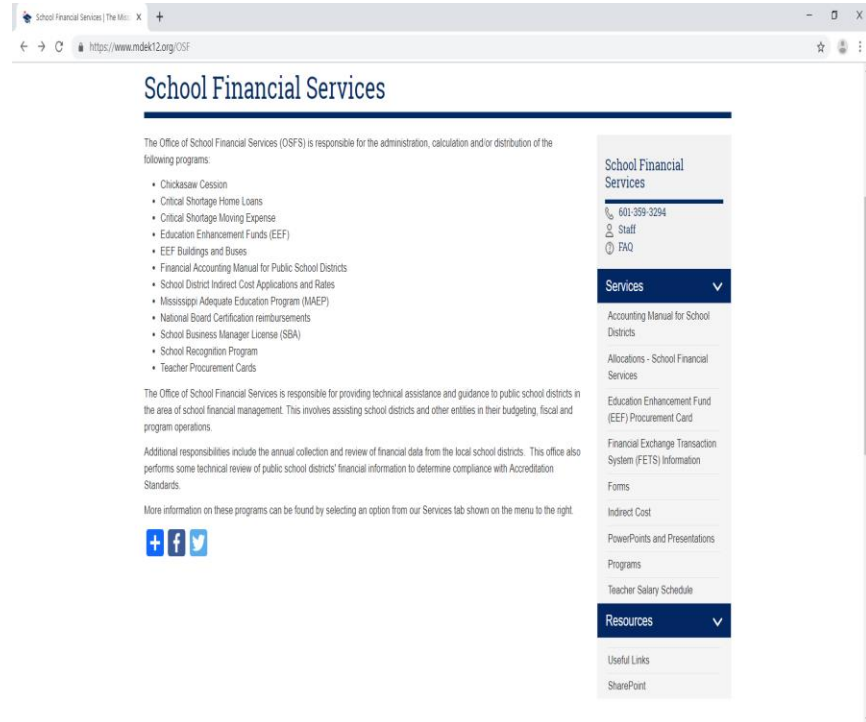
- Business Manager CEU Forms
- Annual Forms
- Indirect Cost Rate Application
- Juvenile Detention Center Documentation
- National Board Supplement & Fee Reimbursements
- Transfer Notifications
- Teacher Moving Expense Reimbursement



# SharePoint Access

To access SharePoint, go to

- School Financial Services website; not MDE main access
- If you forget your password, email [mdenet@mdek12.org](mailto:mdenet@mdek12.org)



The screenshot shows a web browser window displaying the 'School Financial Services' website. The browser's address bar shows the URL 'https://www.mdek12.org/OSF'. The page title is 'School Financial Services'. The main content area includes a paragraph stating that the Office of School Financial Services (OSFS) is responsible for the administration, calculation and/or distribution of the following programs:

- Chickasaw Cession
- Critical Shortage Home Loans
- Critical Shortage Moving Expense
- Education Enhancement Funds (EEF)
- EEF Buildings and Buses
- Financial Accounting Manual for Public School Districts
- School District Indirect Cost Applications and Rates
- Mississippi Adequate Education Program (MAEP)
- National Board Certification reimbursements
- School Business Manager License (SBA)
- School Recognition Program
- Teacher Procurement Cards

Below this list, there is another paragraph stating that the Office of School Financial Services is responsible for providing technical assistance and guidance to public school districts in the area of school financial management. This involves assisting school districts and other entities in their budgeting, fiscal and program operations.

Additional responsibilities include the annual collection and review of financial data from the local school districts. This office also performs some technical review of public school districts' financial information to determine compliance with Accreditation Standards.

More information on these programs can be found by selecting an option from our Services tab shown on the menu to the right.

At the bottom of the main content area, there are social media icons for Facebook, Twitter, and LinkedIn.

On the right side of the page, there is a navigation menu with the following sections:

- School Financial Services**
  - 601-399-3294
  - Staff
  - FAQ
- Services** (dropdown menu)
  - Accounting Manual for School Districts
  - Allocations - School Financial Services
  - Education Enhancement Fund (EEF) Procurement Card
  - Financial Exchange Transaction System (FETS) Information
  - Foms
  - Indirect Cost
  - PowerPoints and Presentations
  - Programs
  - Teacher Salary Schedule
- Resources** (dropdown menu)
  - Useful Links
  - SharePoint

# Homestead Exemption Ad

- In planning for your FY2020 budget, any district due for reassessment will need to run the additional statement in their budget advertisement
- “A millage rate of   (A)   will produce the same amount of revenue from ad valorem taxes as was collected the prior year. The millage rate for the prior year was   (B)  .”
- List was published on listserv when received from Department of Revenue (DOR)

# Annual Report of Tax Revenue

---

- School district is required to file the annual report with Department of Revenue within 90 days of the close of the fiscal year (Sept 30)
- Form can be located on our website under forms

- Review board member information for accuracy
- Update the district pay scale – This information will be used in MAEP for average salary
- Roll employee data – Ensure there are no \$0 salaries
- Update the district building information
- Enter square footage of all buildings in the district
- All personnel information must be input by December 06, 2019 by 12 noon

# FY2021 MAEP Calculation

---

- Preliminary estimate of Base Student Cost (BSC) and formula calculation are complete
- Revised calculation will occur following the submission of FY2019 FETS in October and FY2020 Personnel reports in December

# School Business Administrator (SBA) course

- The Mississippi Department of Education(MDE) and Mississippi Association of School Business Offices(MASBO) have developed this certification program to provide professional development to new school business administrators
- This program is a requirement for all business managers with a provisional three (3) year non-renewable license to obtain a standard five (5) year license

# Inordinately Large Number of Absences

- 37-151-103(3) and State Board Policy Rule 48.7 provides for an allowance in the Average Daily Attendance(ADA) in the MAEP formula when an “inordinately large” number of absences occur due to epidemic or natural disaster
- The district must notify the MDE in writing by Dec 1 of the decrease and the reason for the decrease
- MDE will then determine the percentage of ADA to Average Daily Membership(ADM) for the current year and compare that percentage to the last five years as reported into MSIS

# National Board Supplements – 37-19-7 (2)

---

- Employee must notify the district and provide documentation that the certificate was received by the following dates (statute)
- Oct 15 for \$6,000 supplement
- Feb 15 for \$3,000 supplement
- Certificate numbers, issue, and expiration dates must be input into MSIS
- Please publish these dates to employees



# Master Teacher Fees – 37-19-7

- Employees may be reimbursed for testing fees up to \$2,000 for taking the test (\$500 per component)
- Employees must provide documentation that the fee was paid before MDE will reimburse the district
- If the employee receives a scholarship or grant to cover the fee, MDE will not reimburse the district nor employee
- Districts should inquire about the scholarship/grant when receiving an employee's request

# Master Teacher Reimbursements

- Reimbursement requests should be scanned into SharePoint by the 5<sup>th</sup> of the month to be paid within that month; not necessary to mail documents to MDE
- Email Courtney(caustin@mdek12.org) after the upload occurs
- Reimbursements received after the 5<sup>th</sup> will be processed the following month
- Notification of reimbursement will be loaded into SharePoint. An email will be sent to applicable districts informing district of notification loaded into SharePoint

# Juvenile Detention Center Funding

- Juvenile Court Judges determine which district will be the sponsoring district of the JDC
- All other districts are considered participating districts in the JDC “contract”
- The budget year is July 1 through June 30
- Sponsoring districts must submit an estimated budget to MDE for approval in July

# Juvenile Detention Center Program

- Once approved, sponsoring districts receive a letter detailing the amount they are estimated to collect from participating districts. Notify all districts of the amount of support they are estimated to contribute
- At the end of the program year, sponsoring districts should submit the final costs of the program including the supporting documentation. Those documents are uploaded into the JDC folder in SharePoint

# Juvenile Detention Center Program

- After the review of final costs, MDE will notify sponsoring districts of the final approved costs. Sponsoring districts should prepare invoices for participating districts. Payment should be made to the sponsoring district within 45 days
- SPED provides 1 teacher unit to each sponsoring district for the JDC program (MDE will adjust budget)

# Extended School Year (ESY)

- Request for reimbursement should be submitted to SPED office by September 30, 2019
- After approval, amounts are provided to SFS
- Reimbursements are made in November (50%), March (25%), and May (25%)
- For the 2017-18 program (paid in FY2019), reimbursements was made at 78.58%

# FETS deadline

---

- October 15!!
- All state and federal reporting and the MAEP estimate will come from those numbers
- Please make arrangements to process as early as possible; this gives our office additional time for review. If errors are discovered the district may have time to correct and resubmit

# FETS Warnings

---

- Check the warning messages carefully
- Violations of coding will not be allowed to process



# Tuition Codes - Expense

---

- Object code 560 is no longer used
- 561 – Tuition to Other School Districts within the State (JDC, ECHS, Dyslexia)
- 562 – Tuition to Other School Districts outside the State
- 563 – Tuition to Private Schools (includes Millcreek, Cares, Gulf Oaks)
- 564 – Tuition to Charter School within the State
- 565 – Tuition to Postsecondary Schools (AP courses, College courses)

# Tuition for Staff

---

- Tuition paid for staff members should not be coded to object codes 500
- Code to object code 320-329 as professional services if paid directly to private entity or college
- Code as object code 250 if reimbursing employee as a benefit

# Coding Items

---

- E-Books code to object code 651
- Registration fees code to object code 810
- Revenue from MS Department of Rehabilitation for disabled assistance (student folders) is federal revenue CFDA 96.001

# Charter School - Local Support

- As a reminder, local districts are required to pay local support to Charter Schools, MS Code Section 37-28-55 (2)
- If the student resides within the local district boundaries, then the amount is withheld from MAEP
- If the student crosses district lines, then a check must be issued before January 16

# School Based Administrative Claiming (SBAC)

---

- Please identify federal funds/expense by highlighting or note with a special character when additional information is requested or required as documentation (ex. payroll register)

# Every Student Succeed Act (ESSA)

---

- If any other fund is used to report federal expenses and the fund also contains revenue from state or local sources, the federal expense amounts must be shown with a program 264. These amounts will be shown as federal PPE for the report
- Net membership from Month 1 for the same fiscal year as the expenditure data will be used to determine the PPE amount

# Every Student Succeed Act (ESSA)

- Transfer of funds between districts should be coded as tuition whenever possible using function code 1320 & 1420. The district reporting the revenue will have their expenditures reduced by that amount to prevent duplication of expenses
- Districts with expenses for private participation of federal funds should report as function 1295. If your software will not allow you to report as, code expenses to program code 195 for FY19. For FY20 all districts will code to function 1295. These expense are associated with students **not** enrolled in your district

# Every Student Succeed Act (ESSA)

- Districts with expenses for private placement of special education students should report as function 1225 for FY2019. If your software does not have the capability to report as, code expense to program code 125 for FY2019. For FY2020 all districts will code expense to function 1225 and object 563. An example would be expense for Cares
- Expenses coded to location 001 will be distributed to all locations on a per pupil basis. Districts should handle special distributions through journal entries or reporting as option prior to submitting FETS



# Every Student Succeeds Act(ESSA)

---

- Districts should address all expenses for locations CTE or Alternative School prior to submitting FETS (common locations for CTE 90 & Alternative School 92)
- Ensure that all locations shown in MSIS for your district are shown with expenses

# Questions





MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

Ensuring a bright *future* for every child

---

# Letitia Johnson

Bureau Director II

[ljohnson@mdek12.org](mailto:ljohnson@mdek12.org)

601-359-3294