



MISSISSIPPI
DEPARTMENT OF
EDUCATION

Ensuring a bright *future* for every child

Financial Exchange Transaction System



2018 FETS SUBMISSION

§ 37-61-21. Revision of budget

(1).....No revision of any budget under the provisions hereof shall be made which will permit a fund expenditure in excess of the resources available for such purpose. The revised portions of the budgets shall be incorporated in the minutes of the school board by spreading them on the minutes or by attaching them as an addendum. Final budget revisions, pertinent to a fiscal year, shall be approved on or before the date set by the State Board of Education for the school district to submit its financial information for that fiscal year.

2018 FETS SUBMISSION

- Step 1 • Log into MSIS
- Step 2 • Enter your Bond Data
- Step 3 • Access the Send Data to MSIS Screen
- Step 4 • Access View/Download Results
- Step 5 • Review Reports
- Step 6 • Releasing the Data to MDE

OFFICE OF SCHOOL
FINANCIAL SERVICES



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MS Student Information System (MSIS)

The Mississippi Student Information System (MSIS) was created to comply with the Performance Based Accreditation Model established by the Education Reform Act of 1982. This creation was strengthened by further legislation in 1994. This legislation placed an emphasis on the accurate reporting of student attendance and personnel at the school level – it required that there be no more summary data sent to the State Department of Education. MSIS was created to capture the data necessary to comply with this state legislation as well as federal requirements for reporting.

MSIS provides for the electronic collection and storage of comprehensive detailed data about teachers, administrators, students (PreK to 12), and school board members. MSIS also allows for the electronic transfer of student records from one school district to another, thus offering a unique student tracking system. The purpose of this project is to provide an efficient means in which to:

- support the Mississippi Department of Education (MDE) performance-based accreditation model,
- support education funding programs,
- provide timely and accurate reporting of education data (schedules, attendance, grades, transportation, discipline, Vocational, and Special Education) to meet state and federal requirements, and
- allow for student tracking across the state to determine student mobility

MSIS Resources

[FERPA Directory Information Notice](#)
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MSIS-FETS SUBMISSION

Step 1 Log into MSIS:

- Type in your Username and Password.
- At the Database tab you will need to type MSIS.
- Click on the Connect button or press Enter. 
- This will send you to the MSIS Main Screen.
- If you need help with MSIS, contact the OTSS – Help Desk at (601) 359-3487.



A screenshot of a "Logon" dialog box. The dialog box has a title bar with "Logon" and a close button (X). It contains three text input fields: "Username:", "Password:", and "Database:". Below the fields are two buttons: "Connect" and "Cancel".

OFFICE OF SCHOOL
FINANCIAL SERVICES

Mississippi Student Information System

Mississippi Student Information System : Main Screen - Production - Enter Mode

File Interfaces Maintenance **Modules** Reports Security Query Block Help

- Student
- Personnel
- District/School
- Calendar
- Career and Technical
- Special Education
- Personnel Snap Shot
- FETS**
 - Appr Imported FETS Data
 - Bond Indebtedness**
 - Update Detail Data
 - Roll Maintenance Data
- Federal Programs

MSIS
Mississippi Student
Information System

Record: 1/1

MSIS-FETS SUBMISSION

Step 2 Enter your Bond Data:

- Select **Module** from the Menu line.
- Select **FETS** on this drop-down box.
- Select **Bond Indebtedness** on this drop down box. Note: The Bond Indebtedness screen should be defaulted to your individual school district information. (Press F8 to execute or click the  to Enter).
- Enter your bond data. Tab 1 (Remember there are two tabs on this report. Although most of you will not have any data to enter under the first tab (Bond Accounts & Other Borrowed Money) you will need to enter a "0" in at least one of the fields.
- You will then need to Select Tab 2 (Bond Indebtedness, Other Indebtedness & Loans).
- Remember to start with box #22 on bonded indebtedness fields. Fields #19-21c are no longer used.
- Once you have entered your data, save this data either by selecting File/Save or by clicking on the picture of a diskette  at the upper left-hand corner of the screen.
- Click on the X in the upper right corner of the screen to close.
- This will return you to the MSIS Main Screen.

Mississippi Student Information System

Mississippi Student Information System : School Bonds & Other Indebtedness Entry - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Bond Account and Other Borrowed Money Bonded Indebtedness, Other Indebtedness and Loans

Mississippi Student Information System School Bonds & Other Indebtedness Entry

District School Year **2017-2018** Name

[Bond Account]

1. Balance on hand, July 1	<input type="text"/>	9. Bonds Redeemed	<input type="text"/>
2. Tax Levy Collection	<input type="text"/>	10. Interest on Bonds	<input type="text"/>
3. Other Receipts *	<input type="text"/>	11. Other Expenditures *	<input type="text"/>
4. Total (1+2+3)	<input type="text" value="0.00"/>	12. Total (9+10+11)	<input type="text" value="0.00"/>
13. Balance, June 30 (Item 4 minus Item 12)		<input type="text" value="0.00"/>	

[Other Borrowed Money]

5. Balance on Hand, July 1	<input type="text"/>	14. Loans Repaid	<input type="text"/>
6. Tax Levy Collection	<input type="text"/>	15. Interest on Loans	<input type="text"/>
7. Other Receipts *	<input type="text"/>	16. Other Expenditures *	<input type="text"/>
8. Total (5+6+7)	<input type="text" value=".00"/>	17. Total (14+15+16)	<input type="text" value=".00"/>
18. Balance, June 30 (Item 8 minus Item 17)		<input type="text" value=".00"/>	

Enter a query; press F8 to execute, F4 to cancel.
Record: 1/1 Enter-Query

Mississippi Student Information System

Mississippi Student Information System : School Bonds & Other Indebtedness Entry - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Bond Account and Other Borrowed Money Bonded Indebtedness Other Indebtedness and Loans

Mississippi Student Information System School Bonds & Other Indebtedness Entry

District School Year Name

	Outstanding, July 1	Issued During Period	Repaid During Period	Outstanding, June 30
Bonded Indebtedness	19 <input type="text"/>	19a <input type="text"/>	19b <input type="text"/>	19c <input type="text" value="0.00"/>
Other Indebtedness	20 <input type="text"/>	20a <input type="text"/>	20b <input type="text"/>	20c <input type="text" value="0.00"/>
Transportation Loans	21 <input type="text"/>	21a <input type="text"/>	21b <input type="text"/>	21c <input type="text" value="0.00"/>

	Outstanding, July 1	Issued During Period	Repaid During Period	Outstanding, June 30
Bonded Indebtedness	22 <input type="text"/>	22a <input type="text"/>	22b <input type="text"/>	22c <input type="text" value="0.00"/>
Other Indebtedness	23 <input type="text"/>	23a <input type="text"/>	23b <input type="text"/>	23c <input type="text" value="0.00"/>
Transportation Loans	24 <input type="text"/>	24a <input type="text"/>	24b <input type="text"/>	24c <input type="text" value="0.00"/>
Lease/ Purchase	25 <input type="text"/>	25a <input type="text"/>	25b <input type="text"/>	25c <input type="text" value="0.00"/>

Enter a query; press F8 to execute, F4 to cancel.

Record: 1/1 Enter-Query

OFFICE OF SCHOOL
FINANCIAL SERVICES

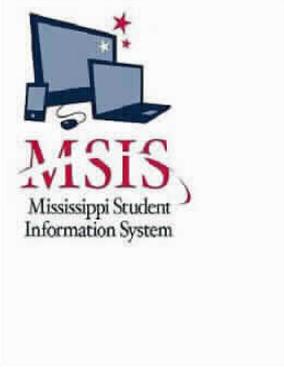
Mississippi Student Information System

Mississippi Student Information System : Main Screen - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

- Send Data To MSIS
- View XML Batch Status Page
- View/Download Student Results
- View/Download FETS Results

Mississippi Student Information System
Main Screen



Record: 1/1

MSIS-FETS SUBMISSION

Step 3 Access the Send Data to MSIS Screen:

- Select **Interfaces** from the Menu line.
- Select **Send Data** to MSIS.
- The Send Data to MSIS screen will appear.
- Click on the Browse button to locate your xml file.
- (Remember: The filename format should be S_XXXX_000_mmddyyyy_FET_001.xml.)
- Once you have located your xml file on your desktop, Click Open.
- The file name will show up in the box beside the Browse icon button.
- Click on **Upload**. This will send your data to MSIS.
- Click on the **X** in the upper right corner of the screen to close.
- This will return you to the MSIS Main Screen.

Send Data to MSIS

You can upload one file at a time from this page.

 Browse...

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FINANCIAL SERVICES

Mississippi Student Information System

Mississippi Student Information System : Main Screen - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

- Send Data To MSIS
- View XML Batch Status Page
- View/Download Student Results
- View/Download FETS Results

Mississippi Student Information System
Main Screen

MSIS
Mississippi Student
Information System

Record: 1/1

MSIS-FETS SUBMISSION

Step 4 Access View/Download Results

- Select **Interfaces** from the Menu line.
- Select **View/Download FETS Results.**
- The View/Download Results screen will appear.
- Select the file listed under File Description. (The description should read FETS Transaction Result Report.)
- If the file listed under File Description reads – S XXX 000 mmddyyy FET001. xml.err - there is an error in the way your vendor file is uploading to MSIS. You need to work with your vendor to correct this problem.
- Open the most recent file named FETS Transaction Result Report by double clicking on it.
- Your result file should read: Transaction Status: Success
- If your result file reads: Transaction Status: FAILURE - review the error(s) and make the necessary corrections and re-run your vendor file into MSIS. If you need assistance with the error report, contact our office and we will assist you.
- Click on the X in the upper right corner of the screen to close.
- This will return you to the MSIS Main Screen.

OFFICE OF SCHOOL
FINANCIAL SERVICES

View/Download Results - Internet Explorer

https://mdeapp2.mdek12.org/cgi-bin/list_dir.pl?user_passwd=Cw

File Edit View Favorites Tools Help

Convert Select

Web Slice Gallery

View/Download FETS Results for user **sgipson**

Extension	File Description	Date	District
FET.htm	FETS Transaction Result Report	10/25/2016	CARROLL COUNTY SCHOOL DIST
FET.htm	FETS Transaction Result Report	10/24/2016	CARROLL COUNTY SCHOOL DIST
FET.htm	FETS Transaction Result Report	10/24/2016	CARROLL COUNTY SCHOOL DIST
FET.htm	FETS Transaction Result Report	10/21/2016	CARROLL COUNTY SCHOOL DIST
FET.htm	FETS Transaction Result Report	10/20/2016	CARROLL COUNTY SCHOOL DIST
FET.htm	FETS Transaction Result Report	10/19/2016	CARROLL COUNTY SCHOOL DIST
FET.htm	FETS Transaction Result Report	11/08/2016	KEMPER CO SCHOOL DIST
FET.htm	FETS Transaction Result Report	11/08/2016	KEMPER CO SCHOOL DIST
FET.htm	FETS Transaction Result Report	11/08/2016	KEMPER CO SCHOOL DIST
FET.htm	FETS Transaction Result Report	11/07/2016	KEMPER CO SCHOOL DIST
FET.htm	FETS Transaction Result Report	11/07/2016	KEMPER CO SCHOOL DIST

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MSIS FETS Data Transaction Results

District Number: 3500

Tracking ID: 3500-000-11/08/2016-00015

Transaction Status: **SUCCESS**

Error Status	School Number	Field Value	Line #
WARNING	001		12229
Field in Error:	FETS_TRANS>TR_FETS>		
Error Reason:	FUND 1151 HAS DEFICIT. FUND BALANCE (\$575.37).		
WARNING	001		12229
Field in Error:	FETS_TRANS>TR_FETS>		
Error Reason:	FUND 1152 HAS DEFICIT. FUND BALANCE (\$649.99).		
WARNING	001		12229
Field in Error:	FETS_TRANS>TR_FETS>		
Error Reason:	FUND 1155 HAS DEFICIT. FUND BALANCE (\$1,365.95).		
WARNING	001		12229
Field in Error:	FETS_TRANS>TR_FETS>		
Error Reason:	FUND 2125 HAS DEFICIT. FUND BALANCE (\$13,371.69).		
WARNING	001		12229
Field in Error:	FETS_TRANS>TR_FETS>		
Error Reason:	FUND 2610 HAS DEFICIT. FUND BALANCE (\$59.00).		
WARNING	001		12229
Field in Error:	FETS_TRANS>TR_FETS>		
Error Reason:	FUND 2905 HAS DEFICIT. FUND BALANCE (\$672.00).		
WARNING	001		12229
Field in Error:	FETS_TRANS>TR_FETS>		
Error Reason:	FUND 2908 HAS DEFICIT. FUND BALANCE (\$4.72).		
WARNING	001		12229
Field in Error:	FETS_TRANS>TR_FETS>		
Error Reason:	FUND 2909 HAS DEFICIT. FUND BALANCE (\$3.47).		
WARNING	001		12229
Field in Error:	FETS_TRANS>TR_FETS>		
Error Reason:	FUND 2817 HAS DEFICIT. FUND BALANCE (\$10,203.54).		

OFFICE OF SCHOOL
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The screenshot displays the Mississippi Student Information System (MSIS) interface. The title bar reads "Mississippi Student Information System" and "Mississippi Student Information System : Main Screen - Production - Enter Mode". The menu bar includes "File", "Interfaces", "Maintenance", "Modules", "Reports", "Security", "Query", "Block", and "Help".

The "Reports" menu is open, showing a list of report categories:

- Free Lunch Eligibility
- Student Data
- Personnel Data
- Mgnthly Attendance
- Career and Technical Education Data
- Special Education Data
- Financial Data** (highlighted)
- District
- Federal Programs
- MS Report Card
- Superintendents Annual
- Personnel Snap Shot

The "Financial Data" sub-menu is open, listing various financial reports:

- Blank Entry Forms
- Allotment
- Transportation
- Teacher Unit Allocation
- Accreditation Standard 19
- Assessment/Tax Levy
- EETS** (highlighted)

The "EETS" sub-menu is open, listing specific financial reports:

- Pre Approved** (highlighted)
- Post Approved
- Maintenance of Effort
- Bond Indebtedness
- Indirect Cost Rate
- Receipts for Public Schools
- Expenditures for Public Schools

The "Pre Approved" sub-menu is open, listing the following reports:

- Balance Sheet
- Combined Finance
- Fund Balance
- Expenditure
- Finance by Fund
- Revenue
- Finance by Function

The MSIS logo is visible in the bottom left corner of the main window area. The status bar at the bottom shows "Record: 1/1" and "<OSC>". The Windows taskbar at the very bottom includes the Start button, several application icons, and the system tray with the date and time "9:18 AM 8/8/2014".

MSIS-FETS SUBMISSION

Step 5 Review Reports.

- Select Reports from the MSIS Main Menu.
- Select Financial Data.
- Select FETS.
- Select Pre-Approved.
- Review available reports.
- It is important that you review the report entitled FUND BALANCE REPORT. This is the report that will trigger the “Y” on the Review Reports section of the Modules – Appr Imported FETS Data Screen.
- Click on the X in the upper right corner of the screen.
- This will return you to the MSIS Main

Mississippi Student Information System
FUND BALANCE REPORT - PRE APPROVED

Report : FUND BALANCE REPORT - PRE APPROVED

Run by : SGIPSON

Report Date: April 13, 2017 09:54 AM

OFFICE OF SCHOOL
FINANCIAL SERVICES

April 13, 2017

Thursday , 09:04 A.M.

Page 1 of 2

District: [REDACTED]

Fund Number	Revenue	-	Expenditures	-	Other	=	Fund Balance
1120	11798956.19	-	11816252.59	-	-3123556.56	=	\$3,106,260.16
1130	827350.17	-	826771.12	-	0	=	\$579.05
1140	109871	-	109871	-	0	=	\$0.00
1151	1957.2	-	2532.57	-	-674.86	=	\$99.49
1152	168863.89	-	169513.88	-	-1304.87	=	\$654.88
1153	7264.07	-	6932.81	-	-389.43	=	\$720.69
1154	4304.43	-	3612.82	-	-2440.37	=	\$3,131.98
1155	24169.79	-	25535.74	-	-2309.99	=	\$944.04
1840	344333.1	-	35201.03	-	-759996.57	=	\$1,069,128.64
2090	17345.07	-	12734.57	-	0	=	\$4,610.50
2110	942289.81	-	911267.91	-	-328935.73	=	\$359,957.63
2112	18554.83	-	16318.95	-	-147.12	=	\$2,383.00
2125	12195.06	-	25566.75	-	-13371.69	=	\$0.00

MSIS-FETS SUBMISSION

Step 6 Releasing the Data to MDE

- If you concur with the data available on these reports, you are now ready to actually submit the data to the Department.
- Select Modules on the MSIS Main Screen.
- Select FETS.
- Select Appr Imported FETS Data.
- The screen that appears will show you:
- Your district number and district name;
- Holding date will be the date your file was processed by MSIS;
- Valid should have a “Y”;
- Run Report should have a “Y”;
- Bond Data should have a “Y”.
- You are now ready to enter the District Approval Date.
- Click in the date field to populate the current date and to release your data to MDE for approval. Manual date entry is not required.

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Mississippi Student Information System

Mississippi Student Information System : Main Screen - Production - Enter Mode

File Interfaces Maintenance **Modules** Reports Security Query Block Help

- Student
- Personnel
- District/School
- Calendar
- Career and Technical
- Special Education
- Personnel Snap Shot
- FETS**
 - Appr Imported FETS Data
 - State
 - District**
 - Bond Indebtedness
 - Update Detail Data
 - Roll Maintenance Data
- Federal Programs

MSIS
Mississippi Student
Information System

Record: 1/1

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FINANCIAL SERVICES

Mississippi Student Information System
 District Approve Imported FETS Data - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Mississippi Student Information System
District Approve Imported FETS Data

State
 School Year: 2014-2015
 Approved Date:
 State Approval Status:

[Districts in Holding Area]

District Name	Holding Date	Valid?	Run?	Data?	Approved Date	Require Re-Submission
7700 WAYNE CO SCHOOL DIST						<input type="checkbox"/>
7800 WEBSTER CO SCHOOL DIST						<input type="checkbox"/>
0611 WEST BOLIVAR SCHOOL DIST						<input type="checkbox"/>
3112 WEST JASPER CONSOLIDATED SCHOOLS						<input type="checkbox"/>
1320 WEST POINT SCHOOL DIST						<input type="checkbox"/>
6812 WEST TALLAHATCHIE SCHOOL DISTRICT						<input type="checkbox"/>
7613 WESTERN LINE SCHOOL DISTRICT						<input type="checkbox"/>
7900 WILKINSON CO SCHOOL DIST						<input type="checkbox"/>
4920 WINONA SEPARATE SCHOOL DIST						<input type="checkbox"/>
8220 YAZOO CITY MUNICIPAL SCHOOL DIST						<input type="checkbox"/>
8200 YAZOO CO SCHOOL DIST						<input type="checkbox"/>
4900 MONTGOMERY CO SCHOOL DIST	08/07/2014	N	N	Y		<input type="checkbox"/>
2300 HANCOCK CO SCHOOL DIST	08/01/2014	Y	Y	Y		<input type="checkbox"/>
0400 ATTALA CO SCHOOL DIST	08/05/2014	Y	Y	Y	08/05/2014	<input type="checkbox"/>

Unique District Number
 Record: 140/153 | <OSC>

8:48 AM
8/8/2014

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Mississippi Student Information System

Mississippi Student Information System : Main Screen - Production - Enter Mode

File Interfaces Maintenance **Modules** Reports Security Query Block Help

- Student
- Personnel
- District/School
- Calendar
- Career and Technical
- Special Education
- Personnel Snap Shot
- FETS**
- Federal Programs

nt Information System
n Screen

- Appr Imported FETS Data
 - State
 - District**
- Bond Indebtedness
- Update Detail Data
- Roll Maintenance Data

MSIS
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Information System

Record: 1/1

OFFICE OF SCHOOL
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Mississippi Student Information System

Mississippi Student Information System : State Approve Imported FETS Data - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Mississippi Student Information System
State Approve Imported FETS Data

School Year: 2014-2015 | State Approved Date: 08/08/2014 | State Approval Status: PENDING

[Districts in Holding Area]

District Name	Holding Date	Valid?	Run?	Report Bond Data?	District Approved Date	Require Re-Submission
7700 WAYNE CO SCHOOL DIST						<input type="checkbox"/>
7800 WEBSTER CO SCHOOL DIST						<input type="checkbox"/>
0611 WEST BOLIVAR SCHOOL DIST						<input type="checkbox"/>
3112 WEST JASPER CONSOLIDATED SCHOOLS						<input type="checkbox"/>
1320 WEST POINT SCHOOL DIST						<input type="checkbox"/>
6812 WEST TALLAHATCHIE SCHOOL DISTRICT						<input type="checkbox"/>
7613 WESTERN LINE SCHOOL DISTRICT						<input type="checkbox"/>
7900 WILKINSON CO SCHOOL DIST						<input type="checkbox"/>
4920 WINONA SEPARATE SCHOOL DIST						<input type="checkbox"/>
8220 YAZOO CITY MUNICIPAL SCHOOL DIST						<input type="checkbox"/>
8200 YAZOO CO SCHOOL DIST						<input type="checkbox"/>
4900 MONTGOMERY CO SCHOOL DIST	08/07/2014	N	N	Y		<input type="checkbox"/>
2300 HANCOCK CO SCHOOL DIST	08/01/2014	Y	Y	Y		<input type="checkbox"/>
0400 ATTALA CO SCHOOL DIST	08/05/2014	Y	Y	Y	08/05/2014	<input type="checkbox"/>

State Approval Date for District
Record: 1/1 <OSC>

10:04 AM 8/8/2014

MSIS-FETS SUBMISSION

- Changes should not be made to your FETS data once you release it to MDE.
- If, after you have released your data to MDE, you realize you have made an error that you feel should be corrected, call our office and we will flag your file for re-submission. This must be done before October 15, 2018.
- If our office determines, after reviewing your data, that there needs to be a re-submission, we will contact you and flag your file for re-submission. This also must be done before October 15, 2018.
- Any submissions/resubmissions made after October 15, 2018 will be considered as having not made the deadline.
- Save this file after you have entered the District Approval Date by either clicking on the icon of the yellow diskette which appears in the upper left corner or by selecting File/Save.
- Click on the X in the upper right corner of the screen. This will return you to the MSIS Main Screen.
- Select File/Exit - this will exit you from the MSIS file.

NOTE:

The very last step in the FETS submission process is to click on the field that says “District Approval Date”. The date is automatically entered when you click on that field. Be sure to hit the “Save” button after the date populates so that your file is actually district approved and released to the MDE.



MDE REQUIRED FORMS



Budget Certification (MS Code 37-61-9)



Certification of Verification and Reconciliation of Funds Distributed



Secretary of State Report-Schedule of Revenues, Expenditures/Expenses, and Changes in Fund Balances *Sixteenth Section Funds*

OFFICE OF SCHOOL
FINANCIAL SERVICES

Note: In order for the district's FY18 FETS submission to be considered completed, the MSIS-FETS submission must be performed, and all MDE required forms submitted.

BUDGET CERTIFICATION

Date:

To: State Superintendent of Education

This is to certify that the FY 20 budget of estimated revenues and expenditures for the support, maintenance and operation of this school district has been filed with the tax levying authority as required by Section 37-61-9, Mississippi Code of 1972 (Ann.), as amended.

Name of District:	<input style="width: 95%; height: 25px;" type="text"/>	District No.:	<input style="width: 95%; height: 25px;" type="text"/>
Date budget filed with taxing authority:	<input style="width: 95%; height: 25px;" type="text"/>		
Signature of Superintendent:			
Signature of School Board Chairman:			
Signature of Taxing Authority Official: _____			
Title of Taxing Authority Official: _____			

Please submit to the Office of School Financial Services via SharePoint. Place in the appropriate fiscal year folder for Annual Forms prior to August 15th.

This page left blank intentionally.

REVENUE VERIFICATION FORM
OF
FUNDS DISTRIBUTED THROUGH THE STATE

TO: Office of School Financial Services

This is to certify that our district has reviewed the Year End Revenue Report for the funds disbursed from July 1, 20 through June 30, 20. The payments have been verified and reconciled with the accounting records of this school district and agree with the detail amounts submitted through the MSIS-FETS reporting process.

Name of District: <input style="width: 95%; height: 25px;" type="text"/>	District No.: <input style="width: 95%; height: 25px;" type="text"/>
Name of School Business Manager: <input style="width: 95%; height: 25px;" type="text"/>	
Signature of School Business Manager	Date: <input style="width: 95%; height: 25px;" type="text"/>

Please submit to the Office of School Financial Services via SharePoint. Place in the appropriate fiscal year folder for Annual Forms by October 15th.

SECRETARY OF STATE			
<i>Complete and return form by October 21, 2011</i>			
School District _____	Schedule of Revenues, Expenditures/Expenses, and Changes in Fund Balances Sixteenth Section Funds For the Year Ended June 30, 2011		SCHEDULE 2 REVISED 6/97
REVENUES	16th Section Interest	16th Section Principal	Forestry Escrow
1 Rents and Leases			
1a Surface Leases			
1b Mineral Leases			
1c _____ Total			
2 Sale of Timber and Forest Products			
3 Oil and Gas Royalties			
4 Sale of Other Non-renewable Resources			
5 Easements and Rights-of-Way (LUMP -SUM PAYMENTS)			
6 Other Sales/Income (List) (1)			
(2)			
(3)			
7 Permanent Damages to Trust Lands			
8 Earnings on Investments			
9 Pro Rata Revenue From _____ School District			
_____ School District			
_____ School District			
10 Total Revenues			
EXPENDITURES/EXPENSES			
11 Appraisal and Survey			
12 Improving Land			
13 Drainage District Taxes			
14 Management Fees			
15 Attorney's Fees			
16 Purchase of Lieu Lands			
17 Allocation to _____ School District			
_____ School District			
_____ School District			
18 Total Expenditures/Expenses			
19 EXCESS OF REVENUES OVER/ UNDER EXPENDITURES/EXPENSES			
OTHER FINANCING SOURCES (USES)			
20 Operating Transfers in from 16th Section Funds			
21 Operating Transfers out to 16th Section Funds			
22 Operating Transfers out to Government Funds			
23 Total Other Financing Sources (Uses)			
24 EXCESS OF REVENUES & OTHER SOURCES OVER/UNDER EXPENDITURES/EXPENSES AND OTHER USES			
FUND BALANCES			
25 July 1, 2010			
26 Prior Period Adjustments			
26a Reclassify Fund Equity			
26b Unrecorded Fund Equity			
26c Reclassify Fund Types			
27 July 1, 2010, as Restated			
28 June 30, 2011			
REPORT PREPARED BY:	TELEPHONE:		E-MAIL:

Frequently Asked Questions



Question:

My “**MSIS FETS Data Transaction Results**” page shows deficit fund balance warnings. Do I need to correct error warnings?

- ## Answer:

The only way to identify whether or not you need to take action on deficit fund balance warnings is to compare the fund balances from your accounting software to the fund balance report from FETS.

If the reports match exactly, you can ignore the warnings on the “MSIS FETS Data Transaction Results” page that indicate “Fund XXXX has deficit”. These false warnings will not keep you from having a “Success” on your submission.

Frequently Asked Questions (cont.)

Problem:

I tried unsuccessfully to enter bonded indebtedness information in MSIS. The system will not allow me to save the information.

• **Answer:**

Do not change the year when you access the initial form. The year will automatically change to reflect the current year when you proceed to the second page.

Problem:

I am unable to access the second tab of the Bond Indebtedness screen.

Answer:

- Enter a “0” on the first tab

Frequently Asked Questions (cont.)

Problem:

I have an error that says “File....has already been run successfully”.

• **Answer:**

The same file has been submitted twice. In order for this to be removed, the district will have to re-submit a different file.

Frequently Asked Questions (cont.)

 **Problem:**

I am unable to send my data and to view my results.

• **Answer:**

Check you pop-up blocker or have someone check it for you.

 **Question:**

Can I have a school “000”?

Answer:

- No; Contact your vendor to make corrections to school “000”.

Important Reminders

- Remember to click the green light  when needed.
- Remember that your vendor has to update your FETS file each year.
- Remember to click save  after entering your bond data.
- Remember to Start with box #22 on bonded indebtedness fields. Fields #19-21c are no longer used.