FY2023 Charter School-Back to School Updates

mdek12.org

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Bureau Director

MISSISSIPPI DEPARTMENT OF EDUCATION

September 20, 2023

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

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

Financial Services Legislative Updates

House Bill 1613

- ❑$240M appropriated for the second year for the FY23 teacher pay raise as separate funding. Revenue should be reported as 1120-800-3298-000-000-000

- ❑$100M distributed to public school districts and charter schools based on average daily enrollment. This is separate funding from MAEP. These funds **may not** be used for administrative increases. Revenue should be reported as 1146-800-3285-000-000-000

Financial Services Legislative Updates (continued)

Senate Bill 1173

- ❑EEF Teacher Procurement Card Program appropriated $25,000,000 for FY24
- ❑Charter school teachers may receive EEF cards
- ❑Program Cards should be issued to teachers no later than August 01
- ❑EEF Card allocation amount for each eligible teacher is $672 compared to $743 for FY23
- ❑The second order of cards have been ordered from UMB Bank. The anticipated timeline of cards to be shipped to the districts has not been confirmed
- ❑Training for process, procedure, forms, etc. was held in July 2023

Revenues

Local Revenues

- Local Revenues received by the charter schools from the respective Local Education Agency (LEA) pursuant to MS Code Section 37-28-55 (3) are considered Ad Valorem Collections. The pro rata amount is dispersed to the charter school for the number of students enrolled at the charter school at the end of month one of the current year (FY24)

- The MDE will send a request to all charter schools around November requesting a list of students enrolled at the charter school at the end of month one. This list shall contain the students name, MSIS ID number, address, and the school district in which they reside

- The calculation to determine the amount due to the charter school will be performed by the Office of School Financial Services (OSFS) . The Ad Valorem Tax Collections will be received by the charter school from the respective LEA in the month of January

Revenues (continued)

- For charter schools located within the district in which students reside, the LEA will self pay the charter school by or before January 15, 2024. The payment should be reported as 1120-800-1120-000-000-000

- For charter schools not located within the district in which students reside, the MDE-OSFS will transfer funds to the charter school via MAEP January 29, 2024. The payment should be reported as 1120-800-1120-000-000-000

Revenues (continued)

State Revenues

Calculation of MAEP

- MAEP is calculated using a formula that multiplies an LEA's average daily attendance (ADA) by the state's base student cost. For charter schools, the total enrollment in the charter contract for each year will be used in place of ADA in the MAEP formula. The amount of funds that charter schools receive will be adjusted at the end of the school year based on the charter school's actual ADA. Adjustments will be made to the school's allocation in the following year of operation

Payment of MAEP

- According to 37-151-103; MAEP payments will be made two working days before the last working day of each month. ***Funds should be reported as 1120-800-3150-000-000-000***

Revenues (continued)

Federal Revenues

Request of Federal Funds

- All charter schools are required to request Title I-A Basic, Title II-Effective Instruction, Title IV-A Student Support & Academic Enrichment, Special Education (IDEA- Part B and Preschool), Title I-1003(a) School Improvement and any other applicable federal grants managed through Mississippi Comprehensive Automated Performance-based System (MCAPS). Please contact Mariea Jackson at 601-359-3499 or mbanks@mdek12.org for questions accessing MCAP. All other federal funds request such as Title I-Program Improvement Fund (SIG), Positive Behavior, etc. should be request using the paper method

- Paper requests are submitted each month, generally around the 12th. A more specific schedule is sent out to all LEAs via the listserv message system from the OSFS. The requests are submitted via email to schoolpayments@mdek12.org

Mississippi Department of Education (MDE) Systems

SharePoint

- SharePoint is an online system used by several different program offices within the MDE. Each program office should provide instruction on how to utilize their specific folders within SharePoint. For the Office of School Financial Services (OSFS), all documents and forms should be submitted through the charter school folder via SharePoint

Mississippi Comprehensive Automated Performance-based System (MCAPS)

- The MCAPS is an online application system that reduces the burden placed on districts when applying for grant funding by increasing the transparency of grant activities and provides consistent processing of grant applications. It links funding to student outcome by focusing more on planning and data-driven decisions. MCAPS provides immediate feedback to districts on their application

Mississippi Department of Education (MDE) Systems (continued)

Financial Exchange Transaction System (FETS)

- On or before October 15 of each year, the local school board of each school district shall prepare and file with the State Department of Education year-end financial statements and any other budgetary information that the State Board of Education may require. No additional changes may be made to the financial statements after October 15 of each year, MS Code Section 37-61-21

- FETS must be submitted through the Mississippi Student Information System (MSIS). For access to MSIS, please access the Office of Technology and Strategic Support (OTSS) website https://www.mdek12.org/OTSS/MSIS and complete MSIS Security Documents. Once the forms are completed and signed, email to mdeapps@mdek12.org

- Each charter school is required to submit all financial records in the uniform manner prescribed by the Accounting Manual for MS Public School Districts. A copy of the manual is available via the OSFS website under Services > Accounting Manual for School Districts.

Request for Funds

SAMPLE

MISSISSIPPI DEPARTMENT OF EDUCATION REQUEST FOR FUNDS FORM

(Due by the 12th of each month)

The request form can either be emailed to schoolpayments@mde.k12.ms.us or faxed to (601) 359-2326.

ENTITY NAME: _____

The following represents the fund(s) request for the month of _____, 20_____ :

PROJECT NAME	PROJECT NUMBER	AMOUNT REQUESTED
	TOTAL REQUESTED AMOUNT:	

Certification: We hereby certify that the amount requested represents expenses, which have been incurred and/or obligated in the current period and are allowable for the requested project. In addition, we certify that the amount requested will not cause the Cash Balance on Hand to exceed the amount needed for reimbursement of expenses and liquidation of obligations.

Prepared By: _____ Date: _____

CFO/Business Manager: _____ Date: _____

Accounting Office Approval

- Federal funds requested for Title I-Program Improvement Fund (SIG), Positive Behavior, etc. should be requested using the paper method
- This form is available on the OSFS webpage under Services > Forms > Request for Funds
- Please contact Shanika Grant at 601-359-3499 or sgrant@mdek12.org for questions on federal funds request using the paper method

School Payment Dates 2023-2024

2023-2024 Request for Funds Deadline	Transfer Date
July 12, 2023	July 27, 2023
August 14, 2023	August 29, 2023
September 12, 2023	September 27, 2023
October 12, 2023	October 27, 2023
November 13, 2023	November 28, 2023
December 6, 2023	December 15, 2023
January 12, 2024	January 29, 2024
February 12, 2024	February 27, 2024
March 12, 2024	March 27, 2024
April 12, 2024	April 26, 2024
May 13, 2024	May 29, 2024
June 12, 2024	June 26, 2024

Transfer Notification

MISSISSIPPI DEPARTMENT OF EDUCATION
Ensuring a bright future for every child

Office of School Financial Services

TO: School Business Managers

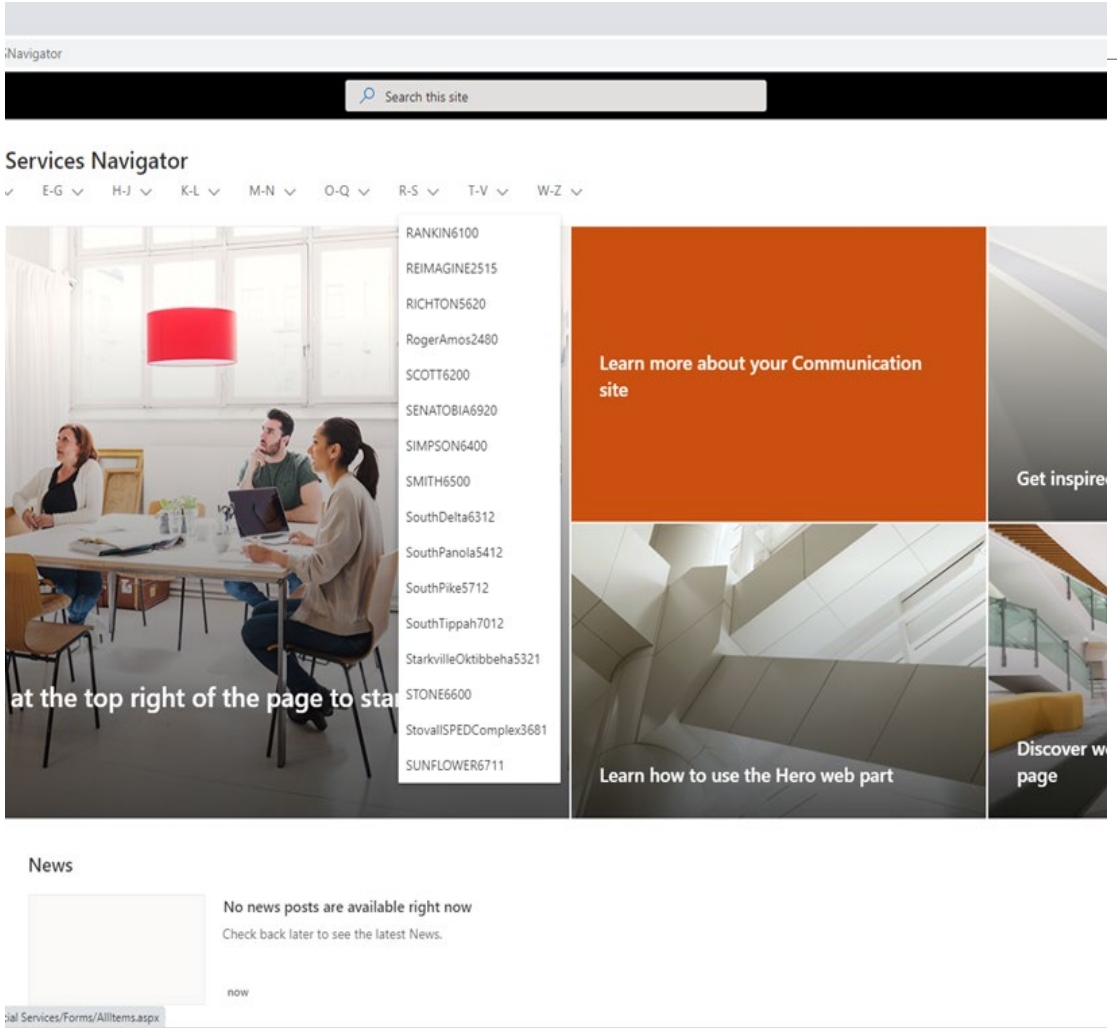
Listed below is a breakdown of your FY 24 electronic fund transfer payments for the month of September which are administered through the Office of School Financial Services. These funds were or will be transferred to your district on the date indicated in Column C, Date of Transfer. If you have any questions, please call 601-359-3294.

September 13, 2023 [redacted] Dist No. [redacted]

A	B	C	D	E Record as:	
Type of Funds	Amount of Transfer	Date of Transfer	Year-to-Date Amt. Received	Fund No.	Revenue Function
MAEP - Mississippi Adequate Education Prog.	$188,786.00	9/27/2023	$561,132.00	1120	3150
Teacher Pay Raise	$9,856.00	9/27/2023	$29,568.00	1120	3298
MAEP - EEF	$21,572.00	9/27/2023	$43,144.00	1120	3150
Master Teacher Supplement	$ 0.00		$ 0.00	1120	3291
Master Teacher - Fee Reimbursement	$ 0.00		$ 0.00	1120	3291
EEF - Building & Buses	$ 0.00		$ 0.00	2410	3210
Extended School Year (ESY)	$ 0.00		$ 0.00	2090	3150
Per Capita (sent in July only)	$ 0.00		$5,226.00	1120	3150
Chickasaw Cession	$ 0.00		$ 0.00	1120	3130
$100M Based on Average Daily Enrollment (ADE)	$7,441.00	9/27/2023	$22,323.00	1146	3285

- The OSFS will upload a monthly transfer notification to each charter school folder via SharePoint
- The transfer notification will include monthly payment amounts sent to the charter school from the OSFS
- New revenue functions for FY24:
  - Average Daily Enrollment 3285

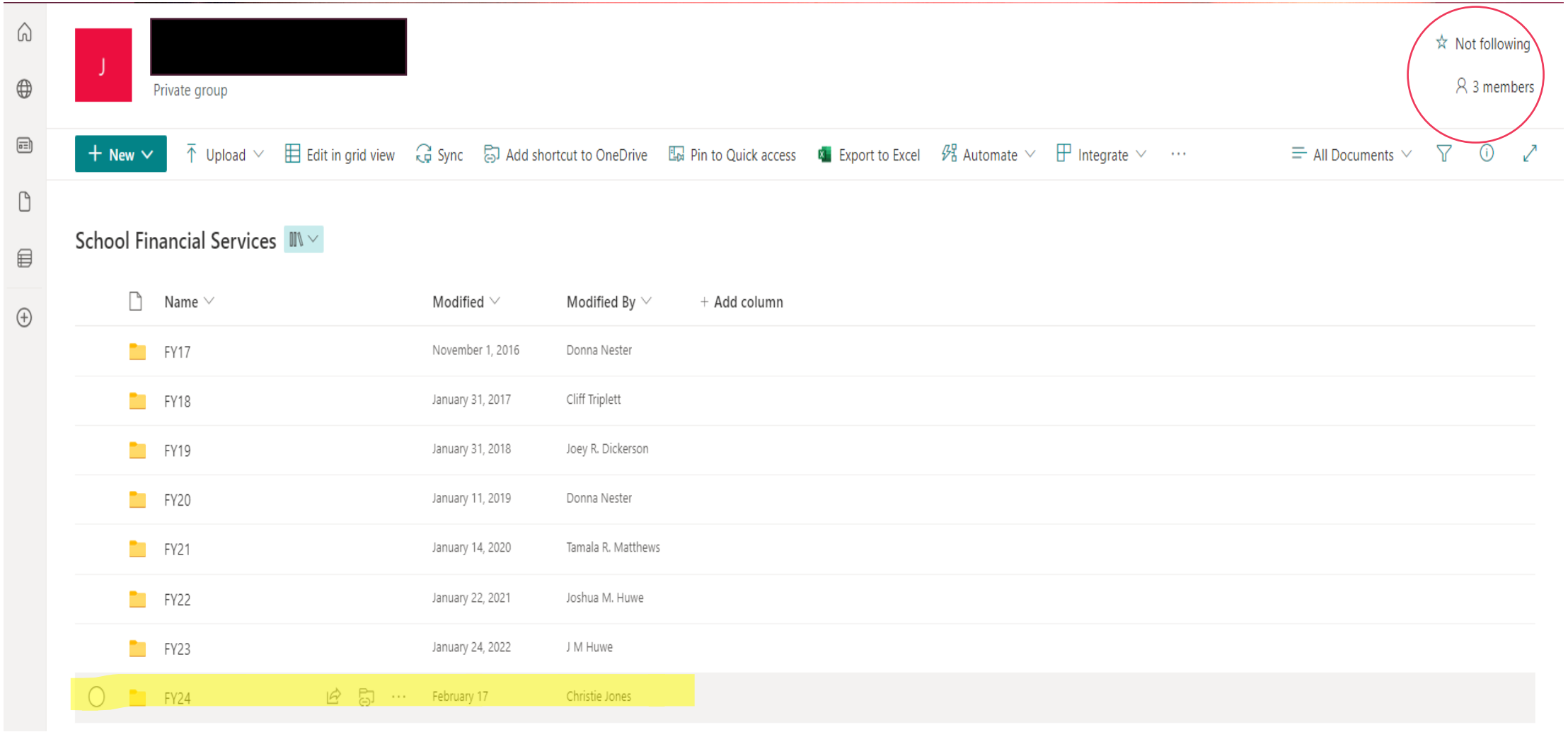
SharePoint



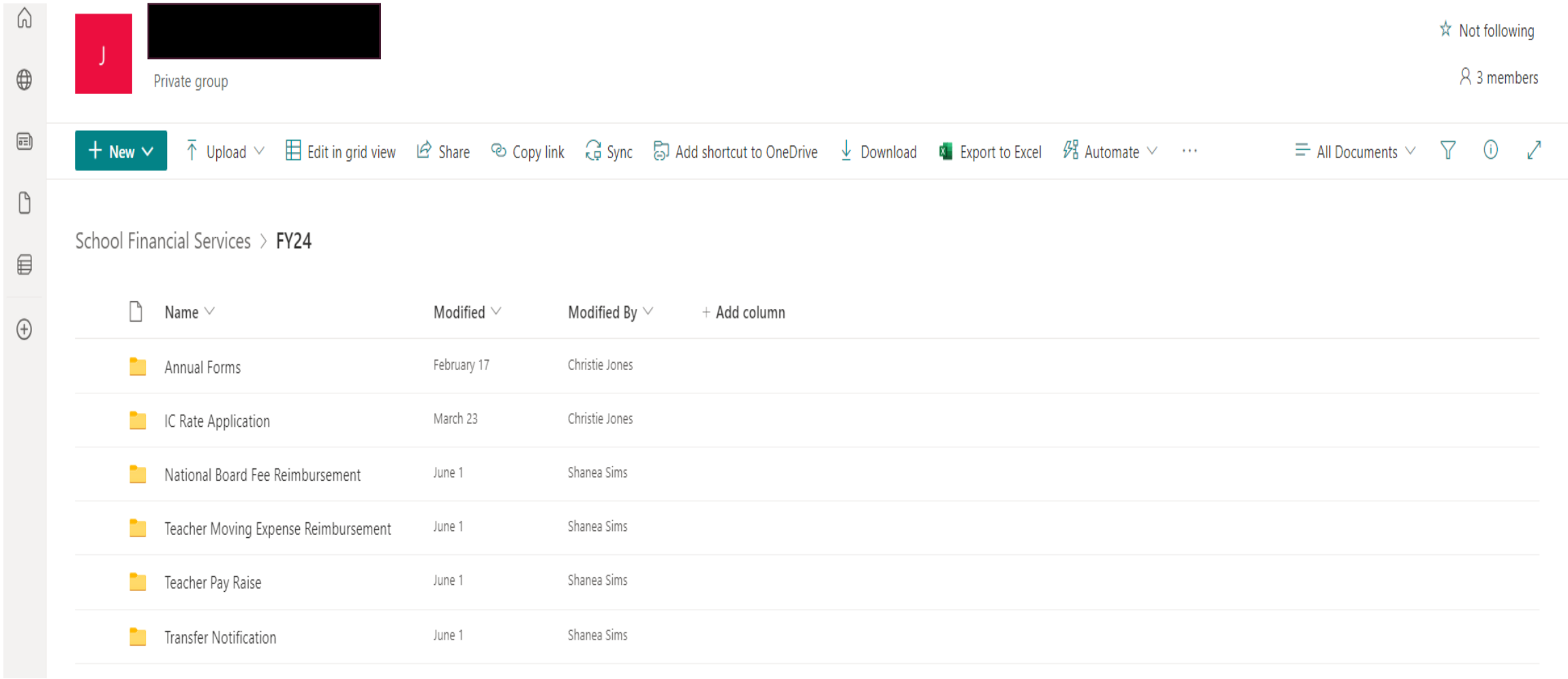
Getting access to Guest user portal works in 2 steps

- Step 1: You must be a registered guest user in our Microsoft 365 environment
- Step 2: You need to be able to access site https://mdek12.sharepoint.com/sites/GuestUserPortal and then you can fill out the various forms. Example: access request form
- Upon request, instructions with screenshots will be sent to user to complete process

SharePoint (continued)



SharePoint (continued)



Educational Enhancement Funds (EEF) Cards

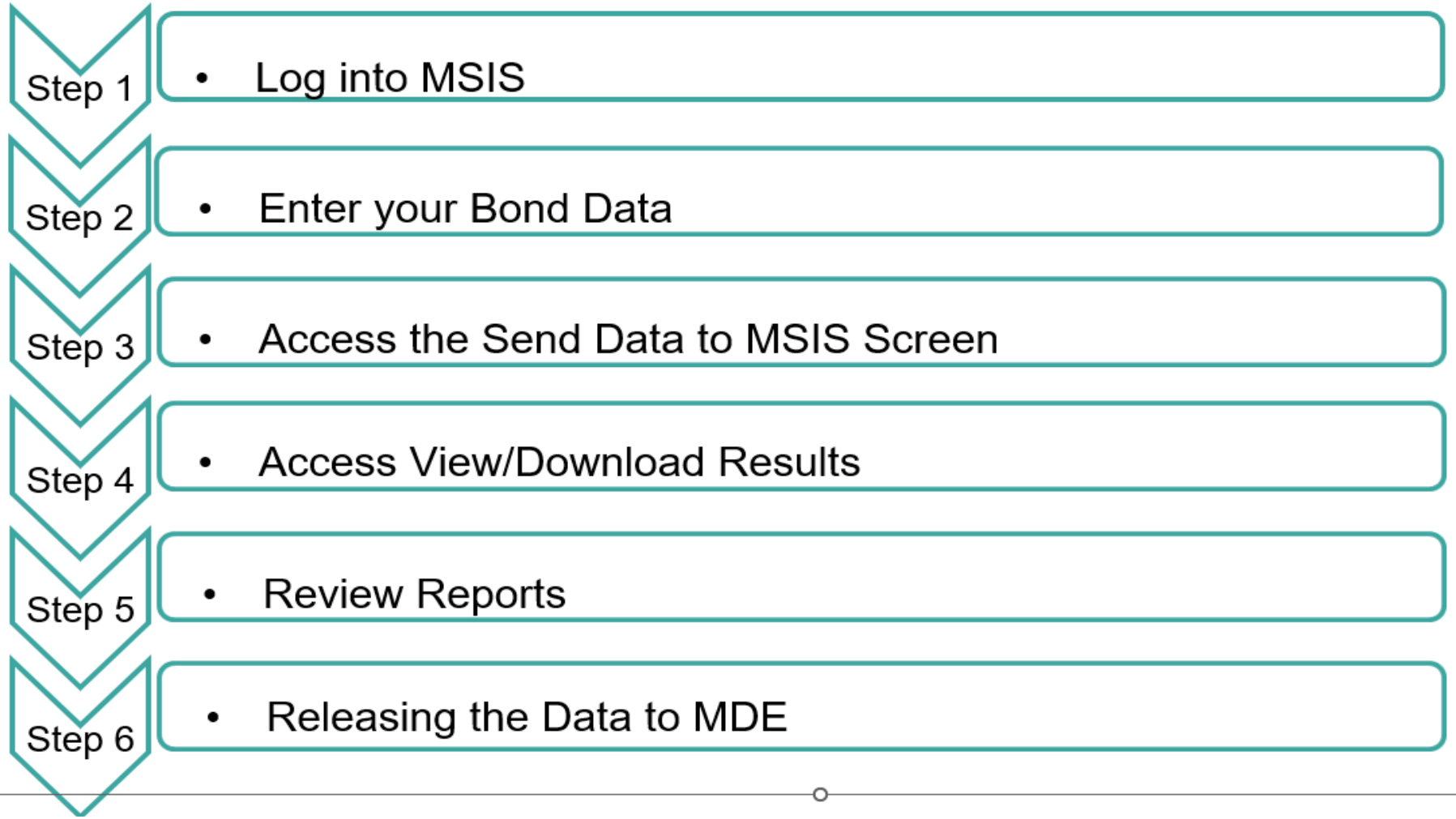
- A request was sent to school districts on July 31, 2023, regarding online access for teachers. All online access accounts shall be setup at this time per UMB Bank
- Card request should be sent directly to the UMB Bank contacts below. You do not have to email the MDE
    - Anything card related (Ex. lost or stolen card, add merchant, check balance on card) - Tyler Simpson at Tyler.Simpson@umb.com, and Staci Hopkins at Staci.Hopkins@umb.com cc Dennis Wegner at Dennis.Wegner@umb.com
    - Anything online access related (Ex. resend user credentials, reset password, change cardholder email address, setup cardholder online account) - Anita R. Dunlap at Anita.Dunlap@umb.com and Staci Hopkins at Staci.Hopkins@umb.com cc Dennis Wegner at Dennis.Wegner@umb.com
    - refund checks Staci Hopkins at Staci.Hopkins@umb.com cc Dennis Wegner at Dennis.Wegner@umb.com

Financial Exchange Transaction System (FETS)

§ **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.

MSIS-FETS SUBMISSION



MSIS-FETS SUBMISSION

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
- Allow for student tracking across the state to determine student mobility trends and to assist in the reduction of the drop-out rate within the state.

MSIS Log-On

MSIS Blast

MSIS District Calendar

MSIS Reporting Timeline

MSIS Security Documents

MSIS Manuals

Core School Applications

601-359-3487
Staff
FAQ

Services

MS Student Information System (MSIS)

Links

Technology and Strategic Services
Textbook Inventory Mgmt System (TIMS)
Educator Licensure (ELMS)

APPLICATIONS

GoSignMeUp
MDE Self Service
MSIS Log-on
OTSS Help Desk
TIMS Log-on

Documents

Resources

Step 1 Log into MSIS:

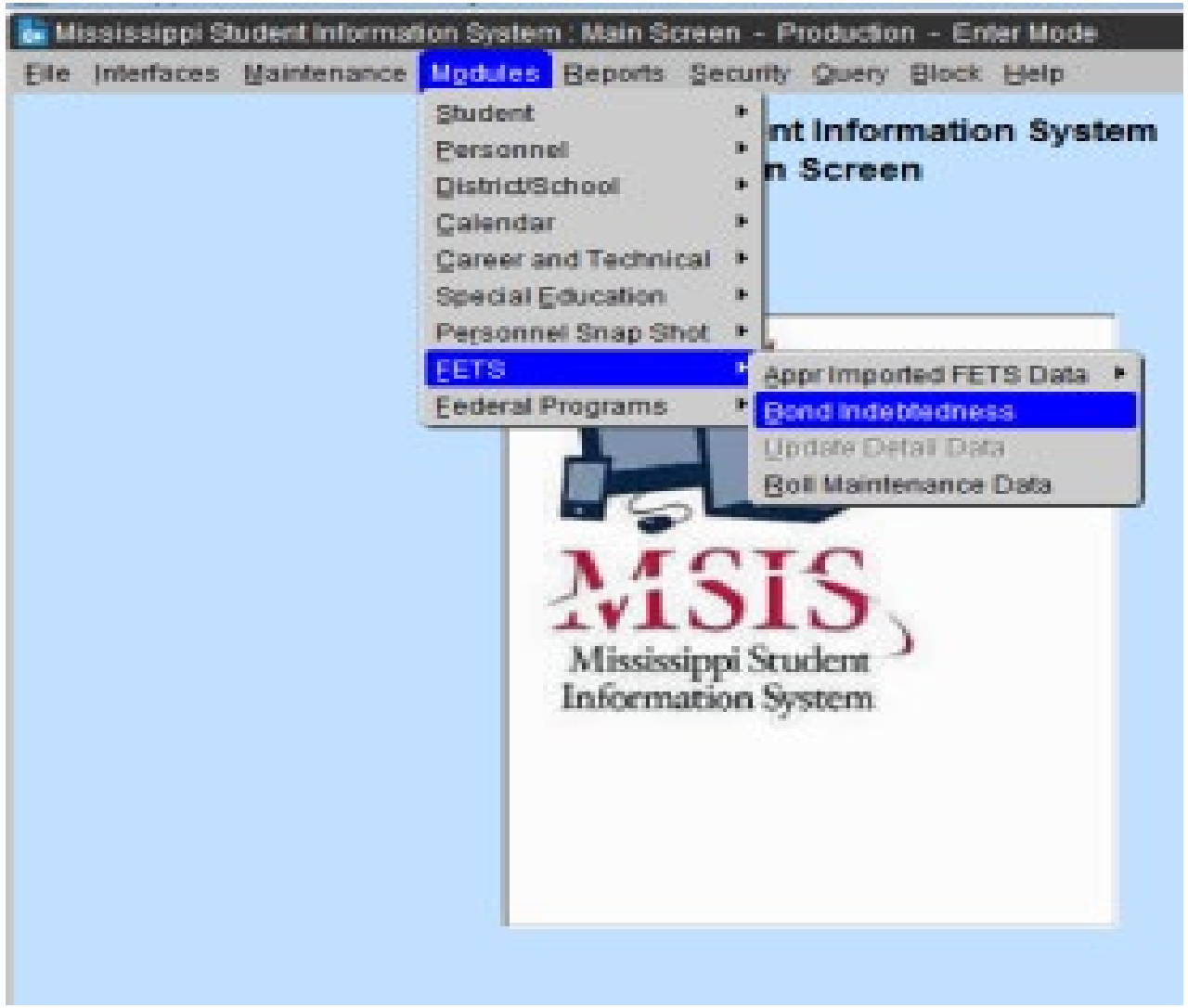
- Type in your Username and Password.
- At the Database tab you will need to type MSIS.
- Click on the Connect button or press Enter.

- This will send you to the MSIS Main Screen.
- If you need help with MSIS, contact the OTSS – Help Desk at (601) 359-3487.

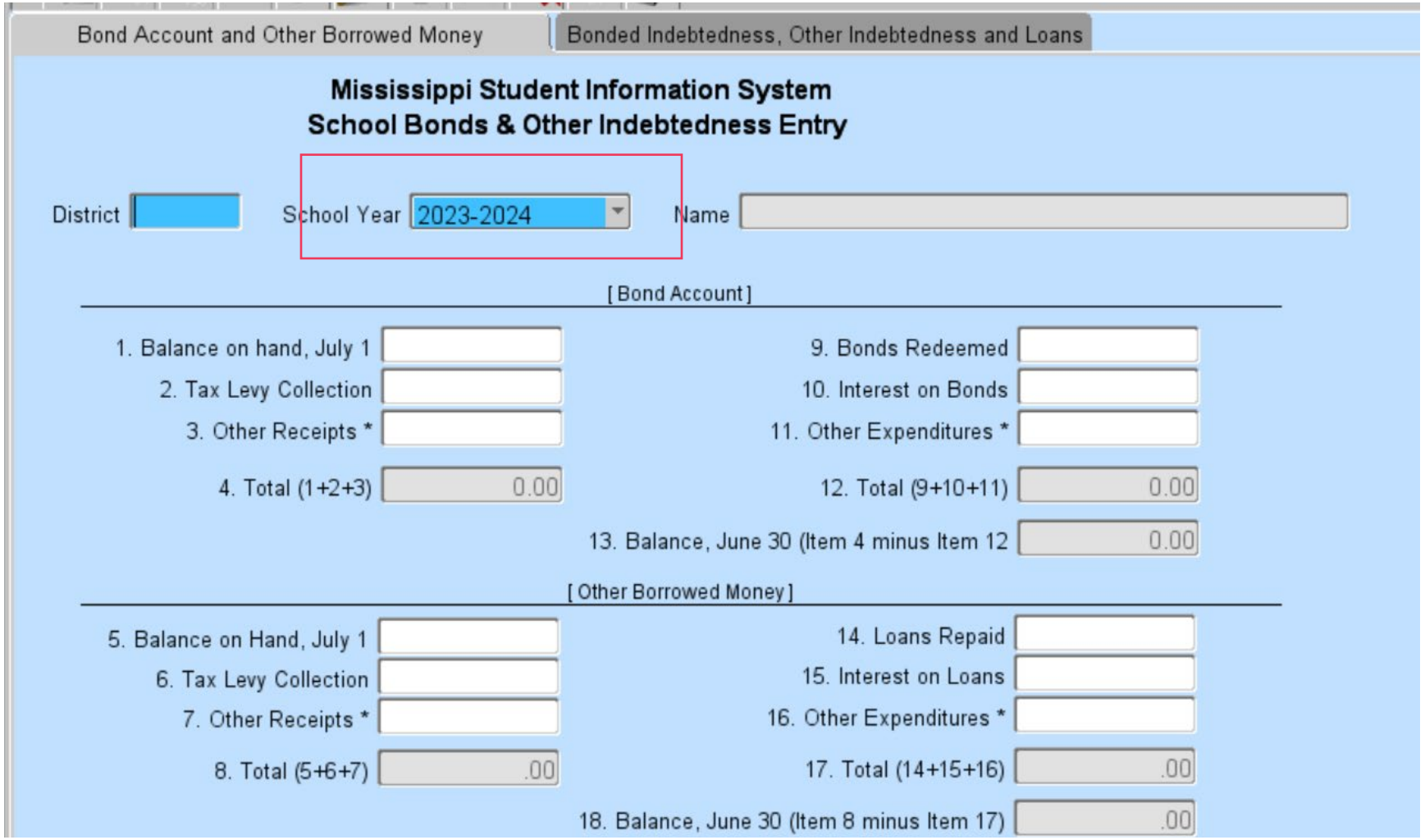
Step 2 Enter your Bond Data:

- 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.

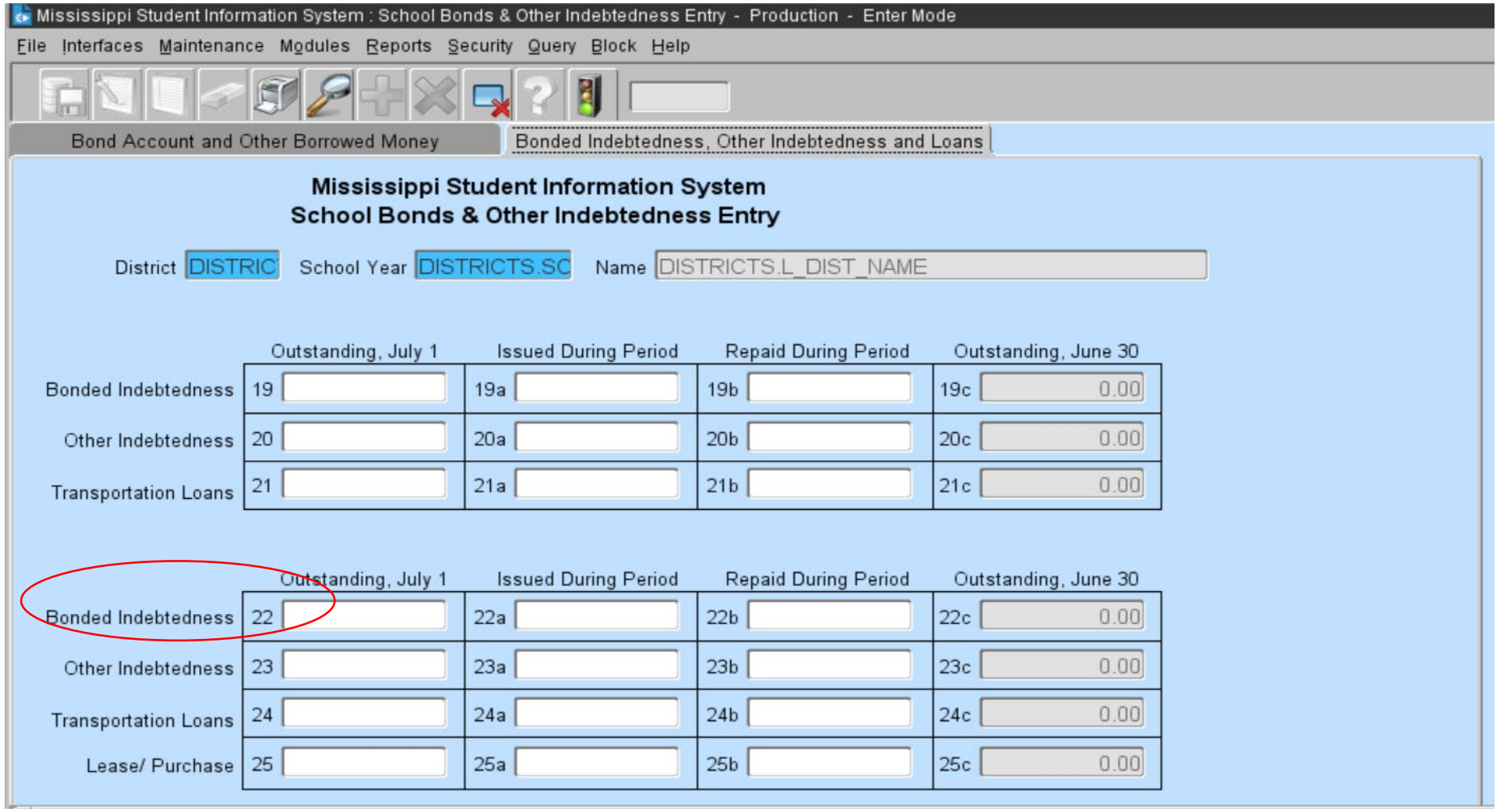
MSIS-FETS SUBMISSION



MSIS-FETS SUBMISSION



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.

Step 3 – If using file conversion

Step 3 Converting excel file to XML file to:

- Open notepad or WordPad.
- Paste the information below to the top:

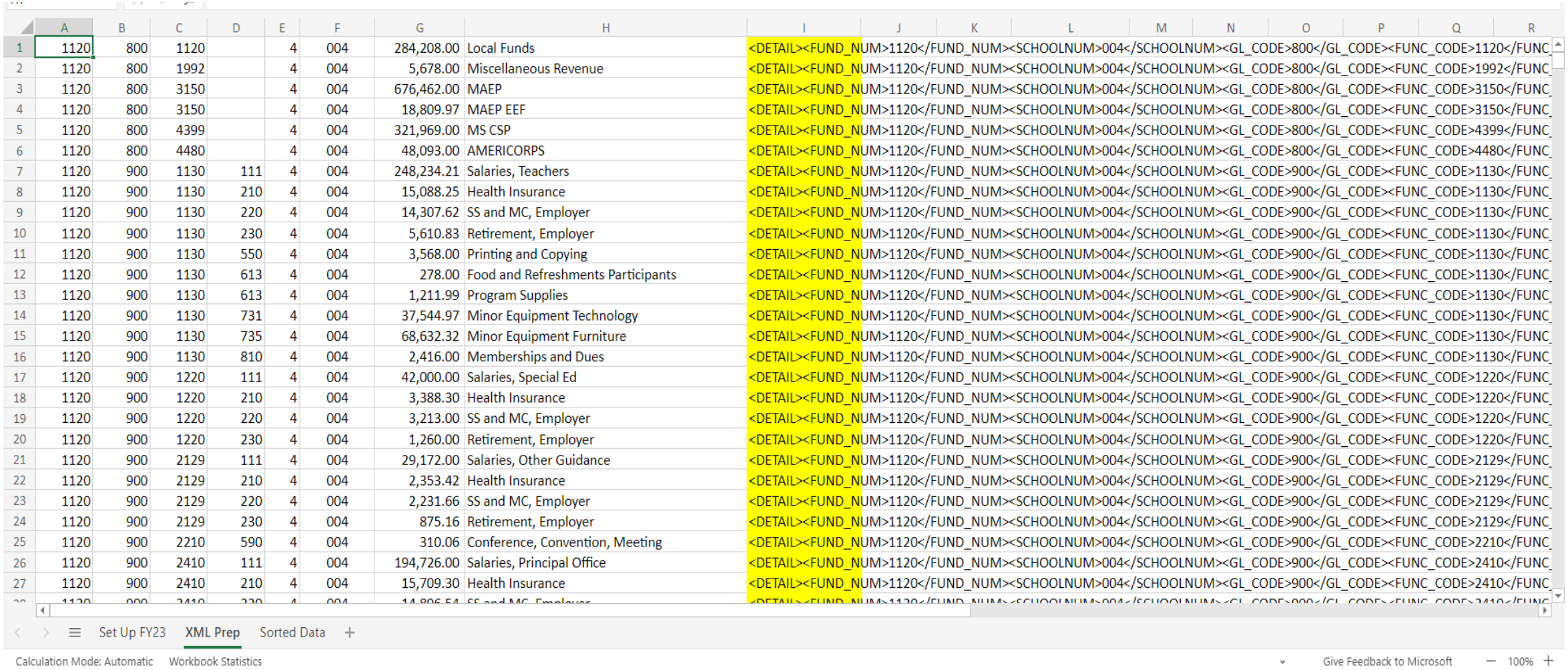
```
<?xml version="1.0" encoding="UTF-8"?>

<!DOCTYPE FETS_TRANS SYSTEM "FETS_DETAIL.DTD">

<FETS_TRANS>
<VERSION>1.0</VERSION>
<DTG>10/11/2023 12:21:00CST</DTG>
<DISTRICT>1425</DISTRICT>
<TR_FETS>
<T_VERSION>1.0</T_VERSION>
<TRACK_ID>1425-000-10/11/2023-00002</TRACK_ID>
<YEAR>2023</YEAR>
```

- Copy the values in Column I of the XML Prep tab and paste **the values** into notepad or WordPad.
- Paste the below as the last two line in the file:

```
</TR_FETS>
    </FETS_TRANS>
```

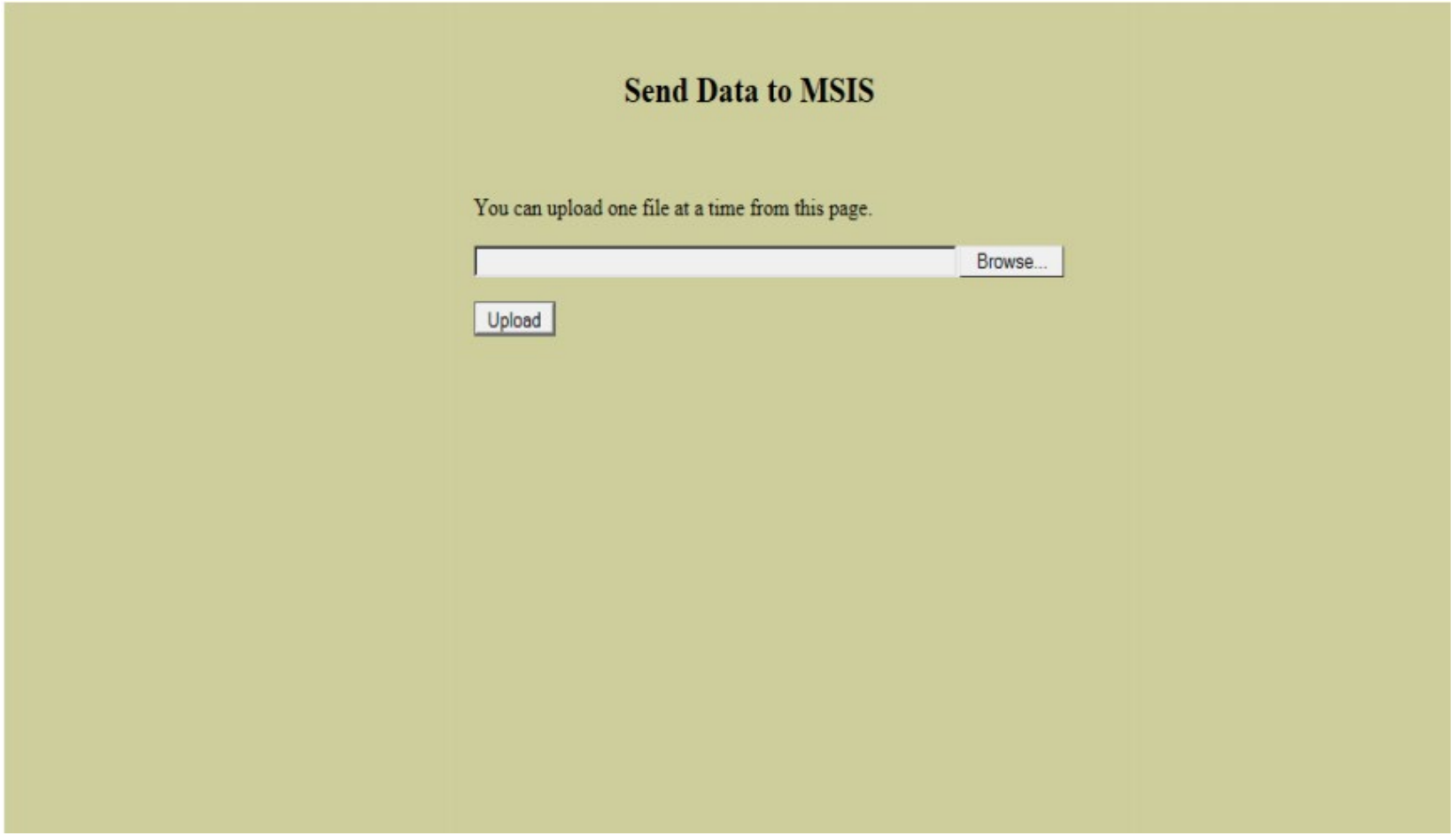
- Save the file as **S_1425_000_10112022_00002.xml**
- Each time a new file has to be submitted, you will need to change the <TRACK_ID> and change the date if needed or the last number (00002) so that it increments. Save the file with the same name. Example: new name will be as S_1425_000_10112023_00003.xml

MSIS-FETS SUBMISSION



	A	B	C	D	E	F	G	H	I
1	1120	800	1120		4	004	284,208.00	Local Funds	<DETAIL><FUND_NUM>1120</FUND_NUM><SCHOOLNUM>004</SCHOOLNUM><GL_CODE>800</GL_CODE><FUNC_CODE>1120</FUNC
2	1120	800	1992		4	004	5,678.00	Miscellaneous Revenue	<DETAIL><FUND_NUM>1120</FUND_NUM><SCHOOLNUM>004</SCHOOLNUM><GL_CODE>800</GL_CODE><FUNC_CODE>1992</FUNC
3	1120	800	3150		4	004	676,462.00	MAEP	<DETAIL><FUND_NUM>1120</FUND_NUM><SCHOOLNUM>004</SCHOOLNUM><GL_CODE>800</GL_CODE><FUNC_CODE>3150</FUNC
4	1120	800	3150		4	004	18,809.97	MAEP EEF	<DETAIL><FUND_NUM>1120</FUND_NUM><SCHOOLNUM>004</SCHOOLNUM><GL_CODE>800</GL_CODE><FUNC_CODE>3150</FUNC
5	1120	800	4399		4	004	321,969.00	MS CSP	<DETAIL><FUND_NUM>1120</FUND_NUM><SCHOOLNUM>004</SCHOOLNUM><GL_CODE>800</GL_CODE><FUNC_CODE>4399</FUNC
6	1120	800	4480		4	004	48,093.00	AMERICORPS	<DETAIL><FUND_NUM>1120</FUND_NUM><SCHOOLNUM>004</SCHOOLNUM><GL_CODE>800</GL_CODE><FUNC_CODE>4480</FUNC
7	1120	900	1130	111	4	004	248,234.21	Salaries, Teachers	<DETAIL><FUND_NUM>1120</FUND_NUM><SCHOOLNUM>004</SCHOOLNUM><GL_CODE>900</GL_CODE><FUNC_CODE>1130</FUNC
8	1120	900	1130	210	4	004	15,088.25	Health Insurance	<DETAIL><FUND_NUM>1120</FUND_NUM><SCHOOLNUM>004</SCHOOLNUM><GL_CODE>900</GL_CODE><FUNC_CODE>1130</FUNC
9	1120	900	1130	220	4	004	14,307.62	SS and MC, Employer	<DETAIL><FUND_NUM>1120</FUND_NUM><SCHOOLNUM>004</SCHOOLNUM><GL_CODE>900</GL_CODE><FUNC_CODE>1130</FUNC
10	1120	900	1130	230	4	004	5,610.83	Retirement, Employer	<DETAIL><FUND_NUM>1120</FUND_NUM><SCHOOLNUM>004</SCHOOLNUM><GL_CODE>900</GL_CODE><FUNC_CODE>1130</FUNC
11	1120	900	1130	550	4	004	3,568.00	Printing and Copying	<DETAIL><FUND_NUM>1120</FUND_NUM><SCHOOLNUM>004</SCHOOLNUM><GL_CODE>900</GL_CODE><FUNC_CODE>1130</FUNC
12	1120	900	1130	613	4	004	278.00	Food and Refreshments Participants	<DETAIL><FUND_NUM>1120</FUND_NUM><SCHOOLNUM>004</SCHOOLNUM><GL_CODE>900</GL_CODE><FUNC_CODE>1130</FUNC
13	1120	900	1130	613	4	004	1,211.99	Program Supplies	<DETAIL><FUND_NUM>1120</FUND_NUM><SCHOOLNUM>004</SCHOOLNUM><GL_CODE>900</GL_CODE><FUNC_CODE>1130</FUNC
14	1120	900	1130	731	4	004	37,544.97	Minor Equipment Technology	<DETAIL><FUND_NUM>1120</FUND_NUM><SCHOOLNUM>004</SCHOOLNUM><GL_CODE>900</GL_CODE><FUNC_CODE>1130</FUNC
15	1120	900	1130	735	4	004	68,632.32	Minor Equipment Furniture	<DETAIL><FUND_NUM>1120</FUND_NUM><SCHOOLNUM>004</SCHOOLNUM><GL_CODE>900</GL_CODE><FUNC_CODE>1130</FUNC
16	1120	900	1130	810	4	004	2,416.00	Memberships and Dues	<DETAIL><FUND_NUM>1120</FUND_NUM><SCHOOLNUM>004</SCHOOLNUM><GL_CODE>900</GL_CODE><FUNC_CODE>1130</FUNC
17	1120	900	1220	111	4	004	42,000.00	Salaries, Special Ed	<DETAIL><FUND_NUM>1120</FUND_NUM><SCHOOLNUM>004</SCHOOLNUM><GL_CODE>900</GL_CODE><FUNC_CODE>1220</FUNC
18	1120	900	1220	210	4	004	3,388.30	Health Insurance	<DETAIL><FUND_NUM>1120</FUND_NUM><SCHOOLNUM>004</SCHOOLNUM><GL_CODE>900</GL_CODE><FUNC_CODE>1220</FUNC
19	1120	900	1220	220	4	004	3,213.00	SS and MC, Employer	<DETAIL><FUND_NUM>1120</FUND_NUM><SCHOOLNUM>004</SCHOOLNUM><GL_CODE>900</GL_CODE><FUNC_CODE>1220</FUNC
20	1120	900	1220	230	4	004	1,260.00	Retirement, Employer	<DETAIL><FUND_NUM>1120</FUND_NUM><SCHOOLNUM>004</SCHOOLNUM><GL_CODE>900</GL_CODE><FUNC_CODE>1220</FUNC
21	1120	900	2129	111	4	004	29,172.00	Salaries, Other Guidance	<DETAIL><FUND_NUM>1120</FUND_NUM><SCHOOLNUM>004</SCHOOLNUM><GL_CODE>900</GL_CODE><FUNC_CODE>2129</FUNC
22	1120	900	2129	210	4	004	2,353.42	Health Insurance	<DETAIL><FUND_NUM>1120</FUND_NUM><SCHOOLNUM>004</SCHOOLNUM><GL_CODE>900</GL_CODE><FUNC_CODE>2129</FUNC
23	1120	900	2129	220	4	004	2,231.66	SS and MC, Employer	<DETAIL><FUND_NUM>1120</FUND_NUM><SCHOOLNUM>004</SCHOOLNUM><GL_CODE>900</GL_CODE><FUNC_CODE>2129</FUNC
24	1120	900	2129	230	4	004	875.16	Retirement, Employer	<DETAIL><FUND_NUM>1120</FUND_NUM><SCHOOLNUM>004</SCHOOLNUM><GL_CODE>900</GL_CODE><FUNC_CODE>2129</FUNC
25	1120	900	2210	590	4	004	310.06	Conference, Convention, Meeting	<DETAIL><FUND_NUM>1120</FUND_NUM><SCHOOLNUM>004</SCHOOLNUM><GL_CODE>900</GL_CODE><FUNC_CODE>2210</FUNC
26	1120	900	2410	111	4	004	194,726.00	Salaries, Principal Office	<DETAIL><FUND_NUM>1120</FUND_NUM><SCHOOLNUM>004</SCHOOLNUM><GL_CODE>900</GL_CODE><FUNC_CODE>2410</FUNC
27	1120	900	2410	210	4	004	15,709.30	Health Insurance	<DETAIL><FUND_NUM>1120</FUND_NUM><SCHOOLNUM>004</SCHOOLNUM><GL_CODE>900</GL_CODE><FUNC_CODE>2410</FUNC

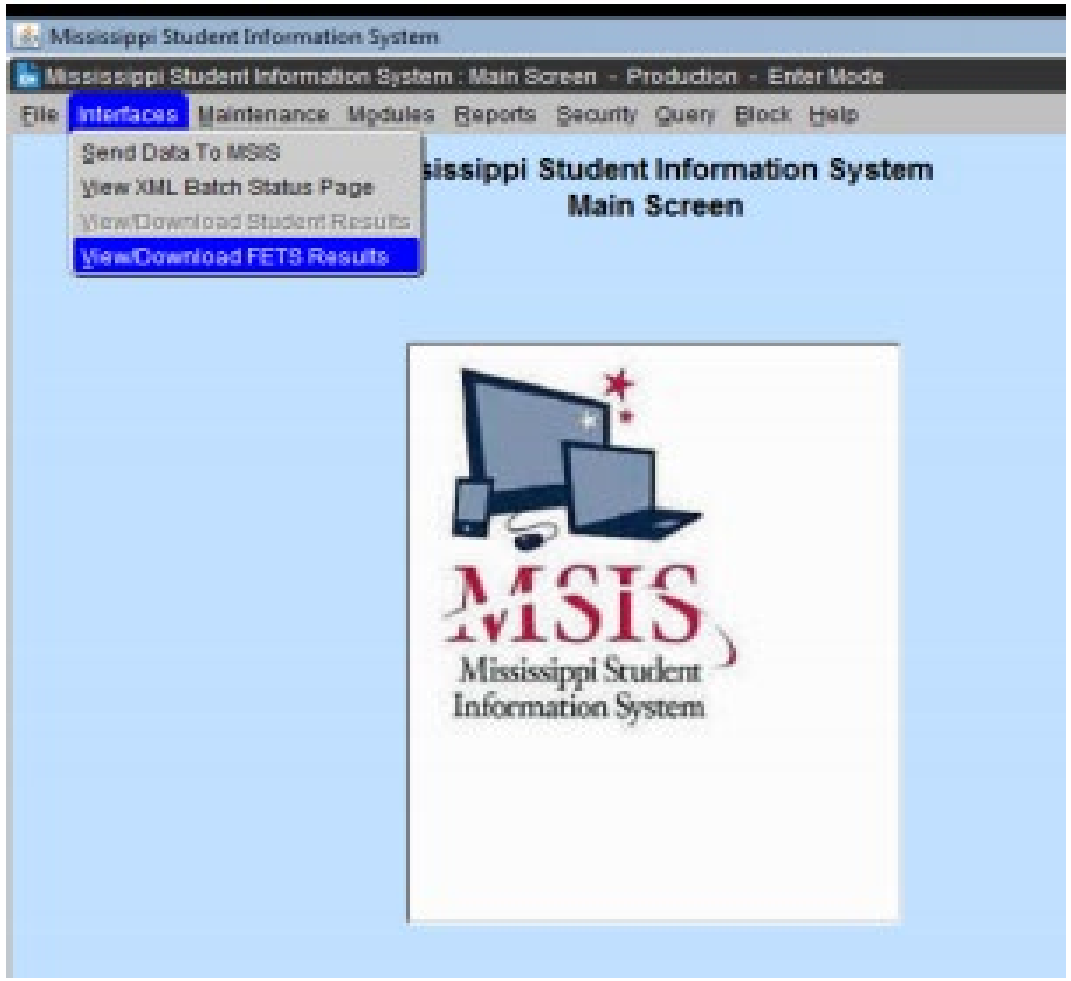
MSIS-FETS SUBMISSION



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.

MSIS-FETS SUBMISSION

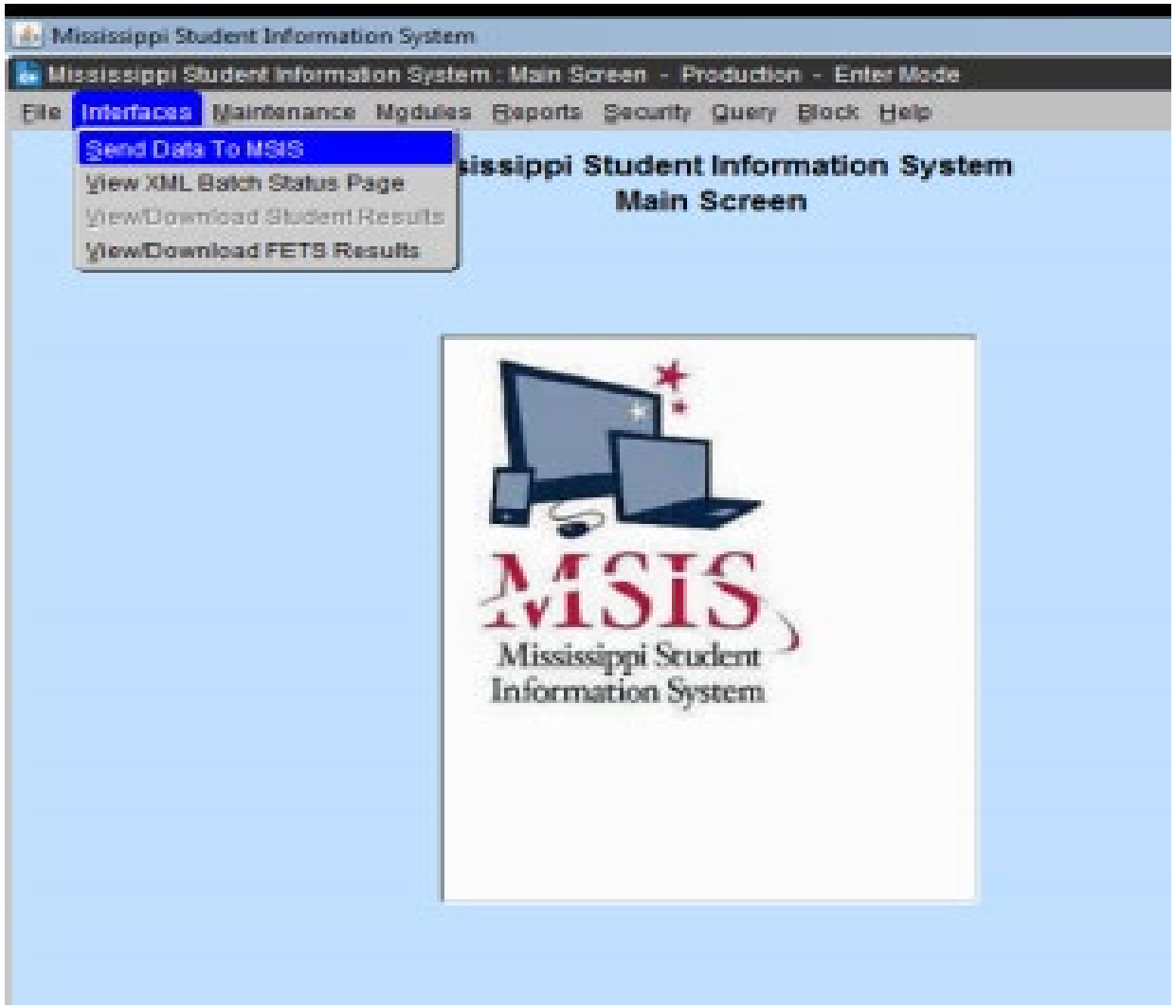


MSIS-FETS SUBMISSION

View/Download FETS Results for user lsjohnson

Extension	File Description	Date	District
FET.htm	FETS Transaction Result Report	08/19/2023	BAY ST LOUIS WAVELAND SCHOOL DIST

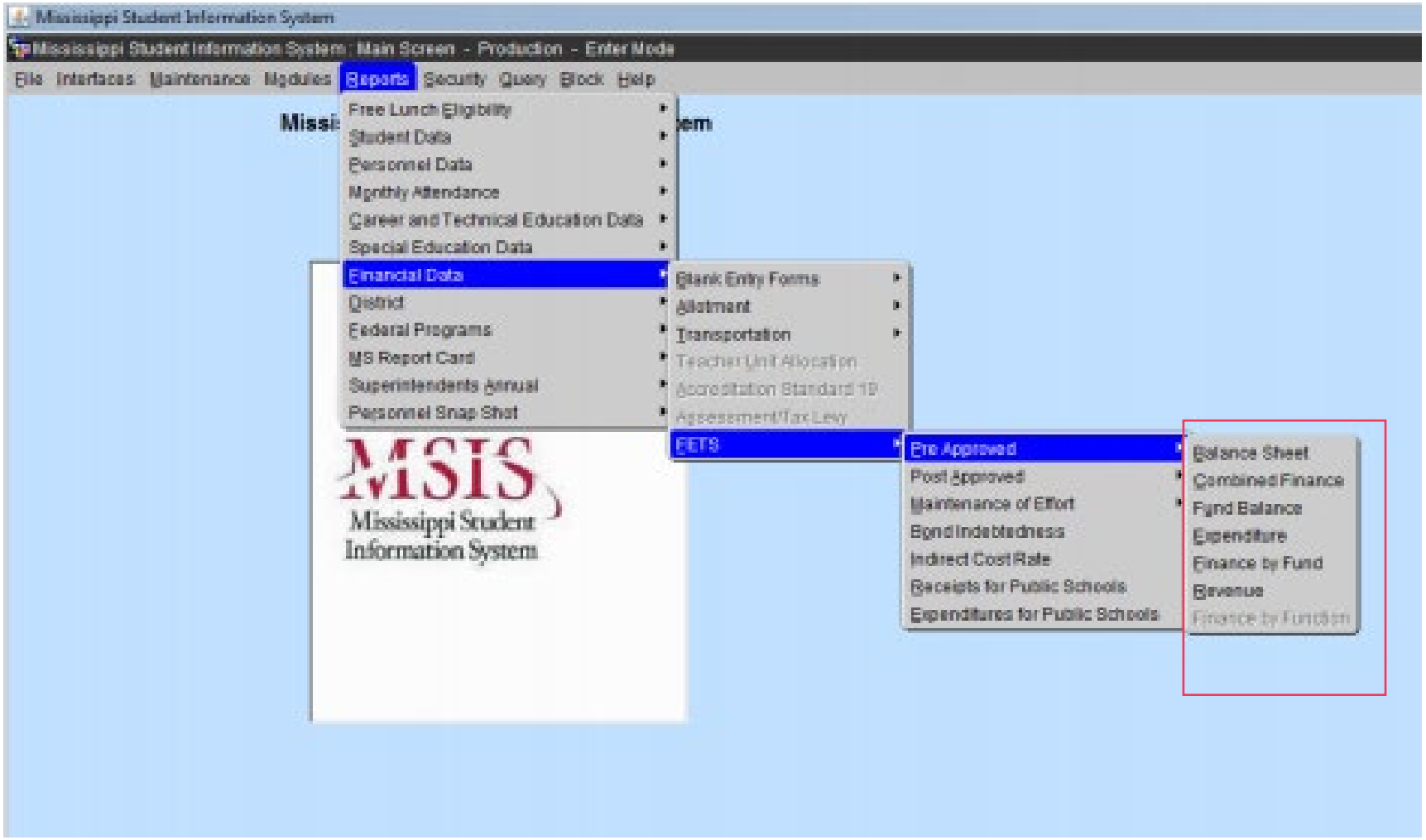
MSIS-FETS SUBMISSION



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 Screen.

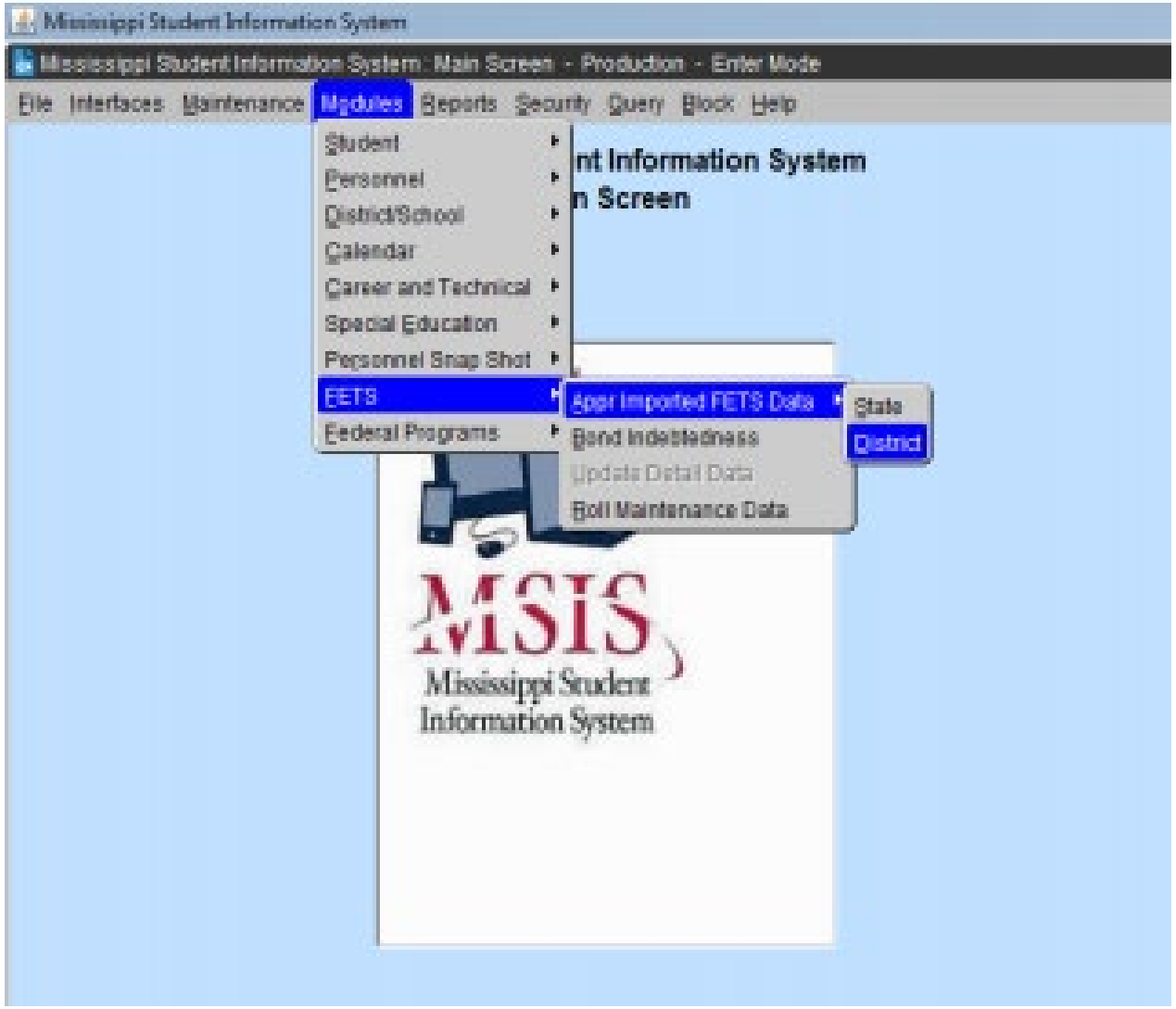
MSIS-FETS SUBMISSION



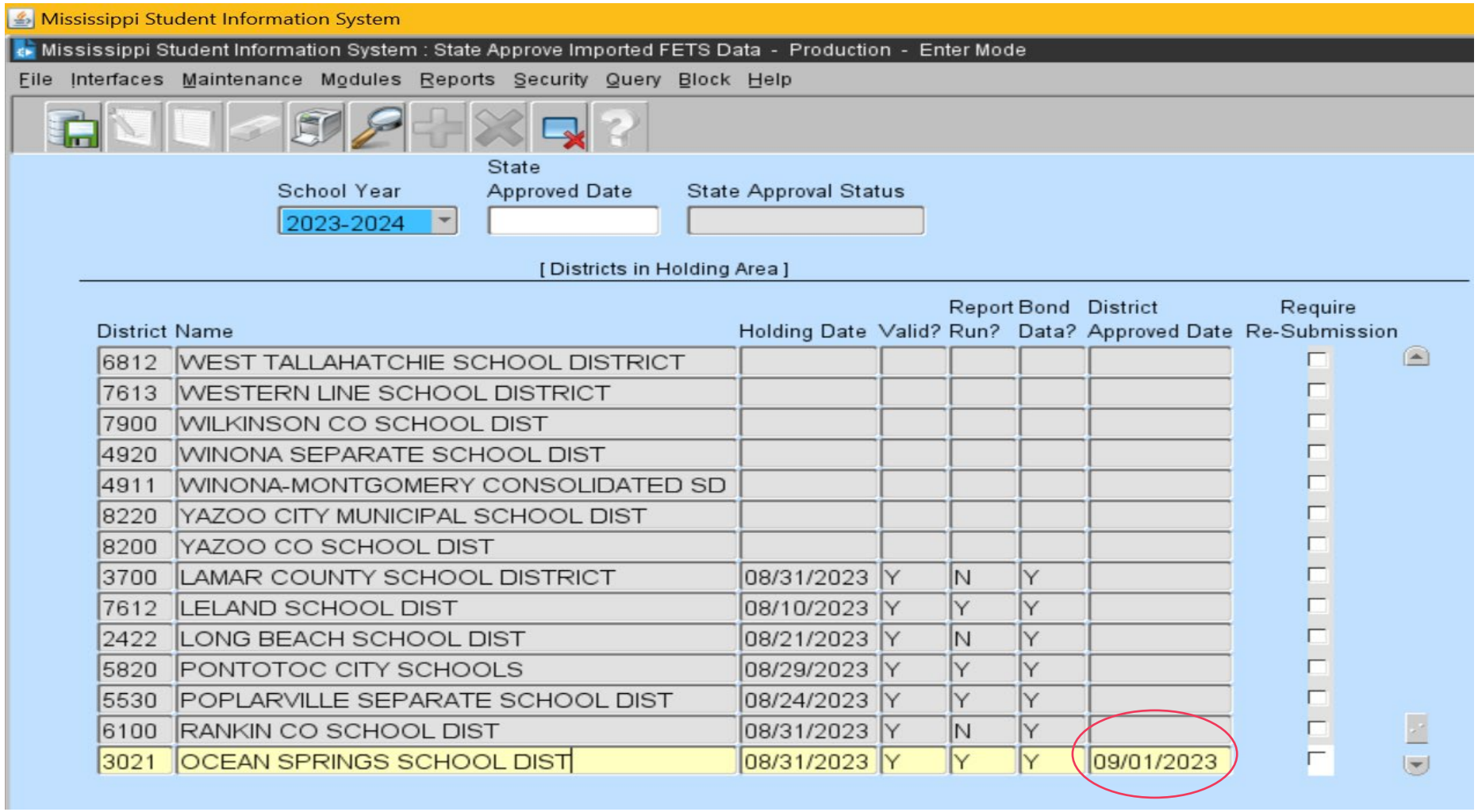
Step 6 Releasing the Data to MDE

- 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.

MSIS-FETS SUBMISSION



MSIS-FETS SUBMISSION



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 that you have made an error that needs to be corrected, call our office and we will flag your file for re-submission. This must be done before October 15, 2023
- 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, 2023
- Any submissions/resubmissions made after October 15, 2023, will be considered as not having made the deadline
- As of September 12, 2023, 18 of 148 districts have submitted
- Emails will be sent weekly starting September 11, 2023, and frequency increased starting in October

MSIS-FETS SUBMISSION

- Save this file after you have entered the District Approval Date by either clicking on the icon of the 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

Reporting Deadlines

FY2023-2024 Reporting Deadlines for Districts

September

- 06 National Board Process Cost Fee/Moving Expense Reimbursement *
- 12 Request for Funds
- 28 Annual Report of Tax Revenue (Department of Revenue)

October

- 01 Ad Valorem Tax Request Worksheet *
- 05 National Board Process Cost Fee/Moving Expense Reimbursement *
- 12 Request for Funds

* Upload to the district SharePoint folder

FY2023-2024 Reporting Deadlines for Districts (continued)

October

- 15 Financial Exchange Transaction System (FETS) Data
- 15 FETS - Revenue Verification Form (Funds distributed through the state) *
- 15 Fund Balance Report for Fund 1120 from the school district accounting software *
- 15 Cash Flow Report for Fund 1120 *
- 15 Amended Budget FY2021 (combined & combining-**signed)** *
- 15 Master Teacher Certification input into MSIS for full salary supplement
- 15 FETS - Revenue Reconciliation Report (excel spreadsheet provided to district auditor)

* Upload to the district SharePoint folder

FY2023-2024 Reporting Deadlines for Districts (continued)

November

- 06 National Board Process Cost Fee/Moving Expense Reimbursement *
- 13 Request for Funds

December

- 06 National Board Process Cost Fee/Moving Expense Reimbursement *
- 06 Personnel Accreditation Data Report by **12:00noon**
- 06 Request for Funds

* Upload to the district SharePoint folder

FY2023-2024 Reporting Deadlines for Districts (continued)

January

- 05 National Board Process Cost Fee/Moving Expense Reimbursement *
- 12 Request for Funds

February

- 05 National Board Process Cost Fee/Moving Expense Reimbursement *
- 12 Request for Funds
- 15 Master Teacher Certification input into MSIS for pro-rated salary supplement

* Upload to the district SharePoint folder

FY2023-2024 Reporting Deadlines for Districts (continued)

March

- 05 National Board Process Cost Fee/Moving Expense Reimbursement *
- 12 Request for Funds

April

- 01 FY2024 EEF Procurement Card spending deadline
- 05 National Board Process Cost Fee/Moving Expense Reimbursement *
- 12 Request for Funds

* Upload to the district SharePoint folder

FY2023-2024 Reporting Deadlines for Districts (continued)

May

- 06 National Board Process Cost Fee/Moving Expense Reimbursement *
- 06 Tax assessment information for FY2025 released for review
- 06 EEF Procurement Card FY2025 Initial Count
- 13 Request for Funds

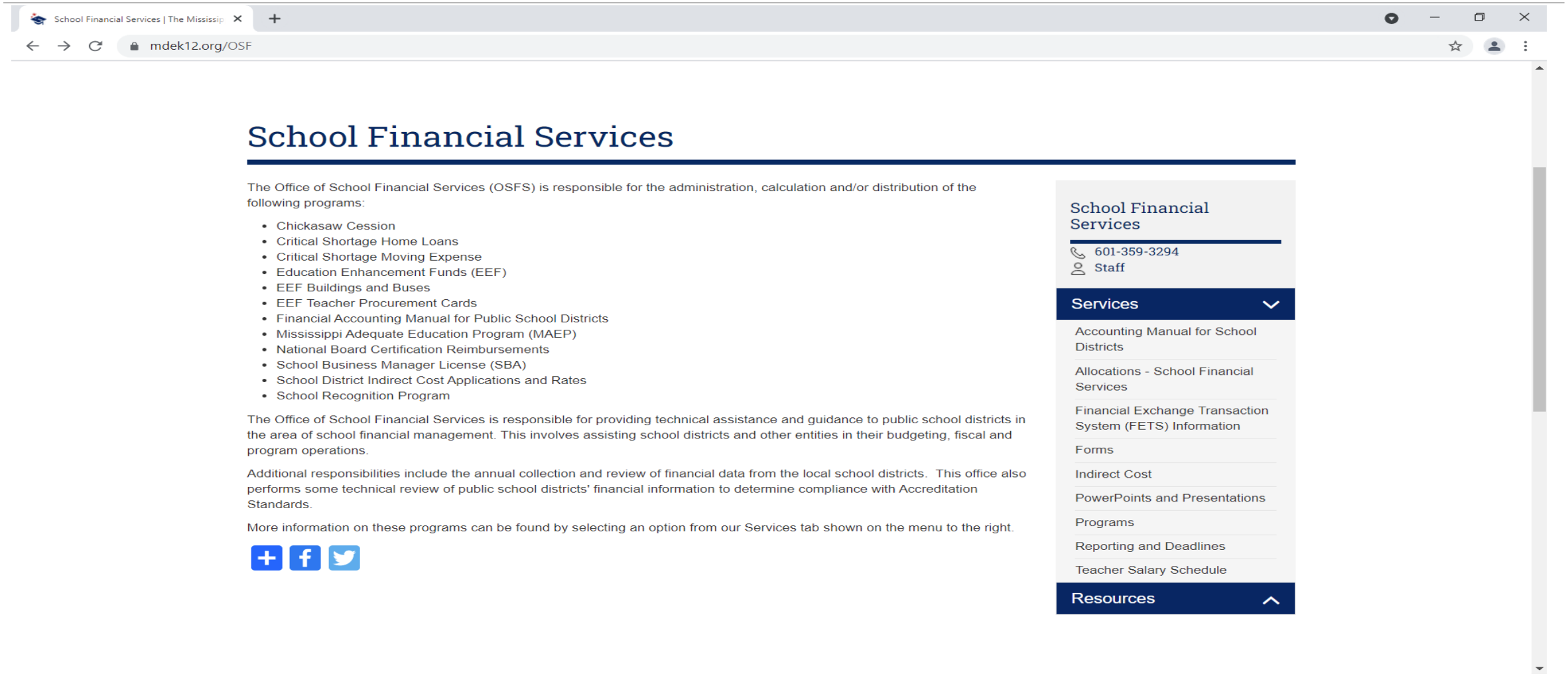
June

- 05 National Board Process Cost Fee/Moving Expense Reimbursement *
- 12 Request for Funds

* Upload to the district SharePoint folder

School Financial Services Website

School Financial Services Website



School Financial Service Website (continued)

School Financial Services Staff

School Financial Services

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School Financial Services
601-359-3294
Staff

Services

- Accounting Manual for School Districts
- Allocations - School Financial Services
- Financial Exchange Transaction System (FETS) Information
- Forms
- Indirect Cost
- PowerPoints and Presentations
- Programs
- Reporting and Deadlines
- Teacher Salary Schedule

Resources

- GASB 84 Guidance
- GASB 96 Guidance
- SharePoint

Letitia Johnson

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