

SCHOOL FINANCE- FINANCIAL OPERATIONS

Utah State Board of Education

5/15/2019



TOPICS OF DISCUSSION

- ▶ Chart of Account Updates
- ▶ Administrative Rule Updates
- ▶ UPEFS Updates
- ▶ Deadlines
- ▶ School Finance email



CHART OF ACCOUNT FY 20



▶ New Programs:

- ▶ 5220 NESS- Necessarily Existent Small Schools
- ▶ 5318 Rural School District Transportation Grant Program (Rev- 3200)
- ▶ 5324 Grants for Educators in High Need Schools (Rev- 3400)
- ▶ 5678 Teacher and Student Success Program (Rev- 3500)
- ▶ 5679 Student Health and Counseling Support Program (Rev- 3500)

CHART OF ACCOUNT FY 20



- ▶ Re-Branded Programs:
 - ▶ 5607 National Board Certified Teacher Program
 - ▶ (Old 5607- Board Certified Teaching Initiative)

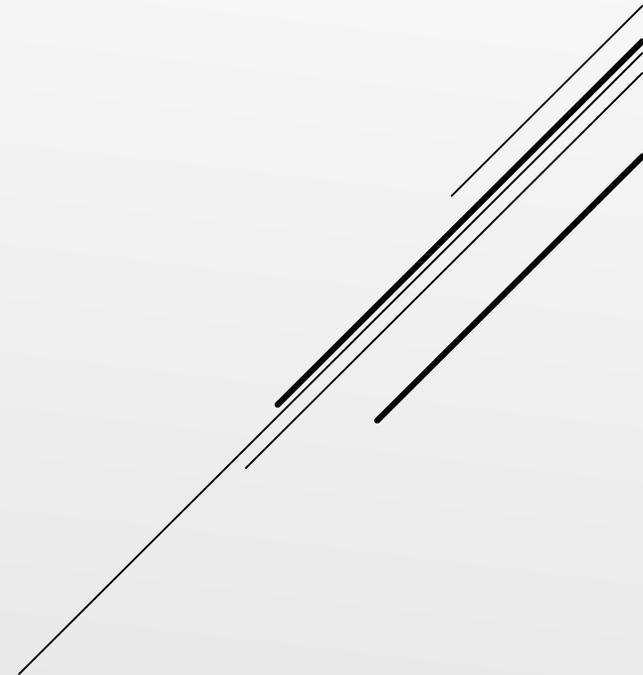


CHART OF ACCOUNT FY 20



- ▶ CTE Program Changes
 - ▶ Rearrange 6000 series for ease of reading and coding
 - ▶ Align other State and Federal programs with their perspective coding (5xxx=State, 7xxx=Federal)
 - ▶ See USBE Chart of Accounts for full detail of changes

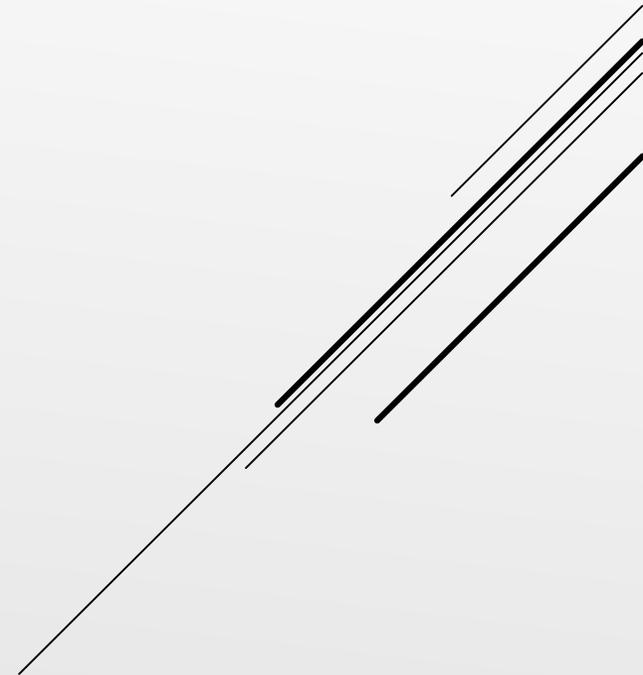


CHART OF ACCOUNT FY 20



- ▶ New Object Code: 615- Student Uniforms, Clothing
 - ▶ See HB 250, 53G-7-501

- 8) (a) "School activity clothing" means special shoes or items of clothing:
- (i) (A) that meet specific requirements, including requesting a specific color, style, Fabric, or imprint; and
 - (B) that a school requires a student to provide; and
 - (ii) that is worn by a student for a co-curricular or extracurricular activity.
- (b) "School activity clothing" does not include a school uniform.

- 9) (a) "School uniform" means special shoes or an item of clothing:
- (i) (A) that meet specific requirements, including a requested specific color, style, fabric, or imprint; and
 - (B) that a school requires a student to provide; and
 - (ii) that is worn by a student for a curricular activity.
- (b) "School uniform" does not include school activity clothing.

CHART OF ACCOUNT FY 20



- ▶ New Revenue Codes
 - ▶ 1760 Fines- Truancy is not a fine. Fines are not fee waivable.
 - ▶ 1770 Fundraisers. Refer to R277-113
- ▶ Deleted Revenue Codes
 - ▶ 1140 State Charter School Levy
 - ▶ 1790 Other Student Activity

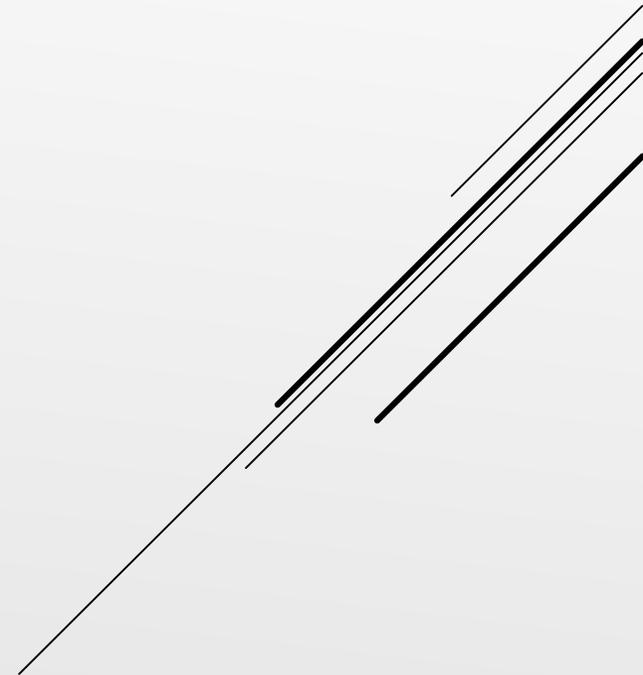


CHART OF ACCOUNT FY 20



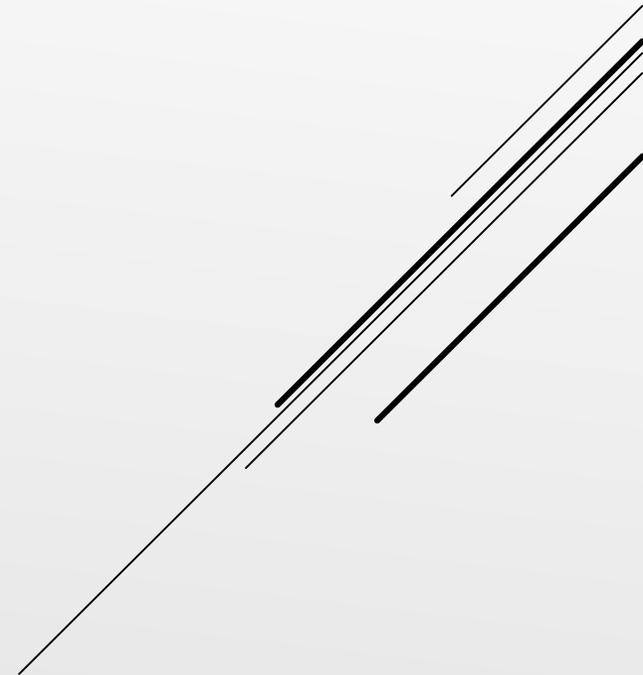
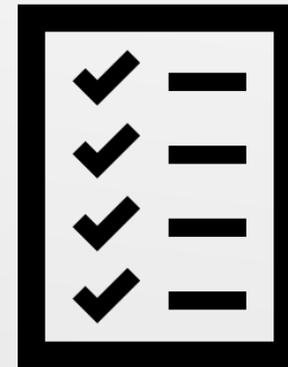
- ▶ Incremental Taxes
 - ▶ Fund 26, Program 9999, Revenue 1190, Function 3390, Object 890
- ▶ Charter School Levy
 - ▶ Fund 26, Program 5910, Revenue 1114, Function 3390, Object 890
 - ▶ Charters- Do not report revenues in property tax codes 1110-1199
 - ▶ Revenues are received through code 3200
 - ▶ Up to 10% can be used on facility maintenance, remaining is unrestricted

ADMINISTRATIVE RULES

► R277-113-6 Required LEA Fiscal Policies

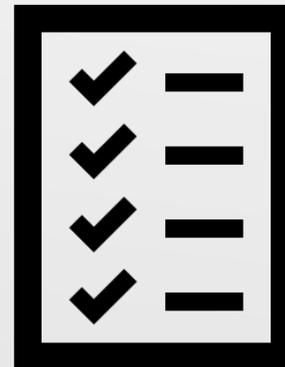
(ii) establishment of internal controls and procedures to record transactions **when they occur** in the **proper program** utilizing the following codes as established by the Board approved chart of accounts:

- (A) fund;
- (B) function;
- (C) location;
- (D) program; and
- (E) object or revenue code as applicable



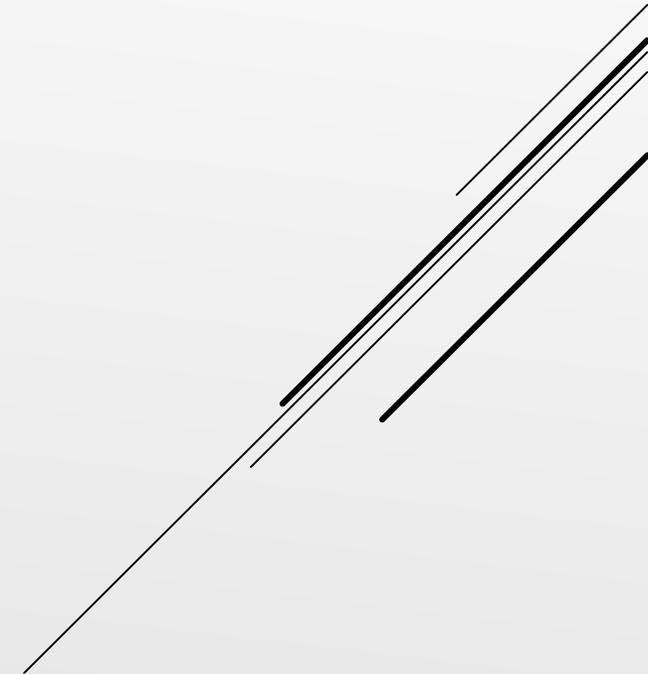
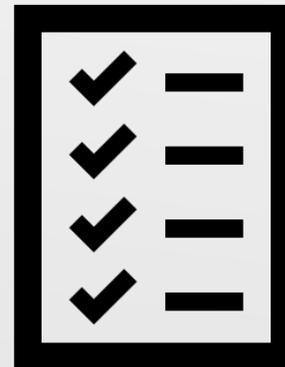
ADMINISTRATIVE RULES

- ▶ R277-483 LEA Reporting and Accounting Requirements
 - ▶ Provides guidance on calculating Per-Pupil Expenditure for School Level Reporting purposes
 - ▶ LEA shall record expenditures using District and School codes as reported in State approved system (CACTUS)



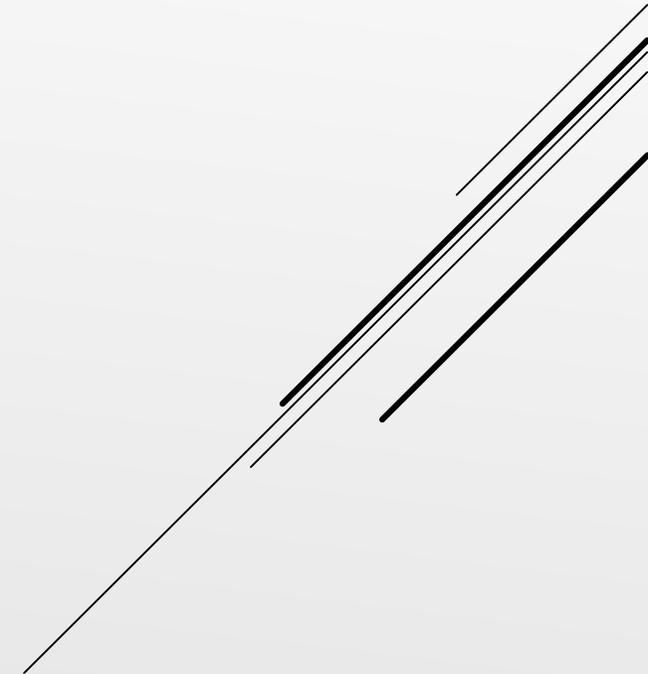
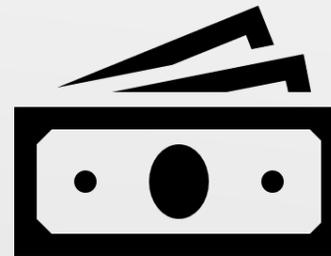
ADMINISTRATIVE RULES

- ▶ R277-100 Definitions for Utah State Board of Education Rules
 - ▶ Provides definition of Programs, Pre-School
 - ▶ Provides definition of a School



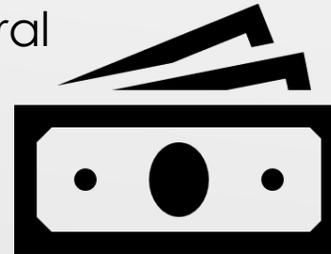
UPEFS UPDATES

- ▶ Location Mapping
- ▶ Deferred Revenue
- ▶ APR column alignment



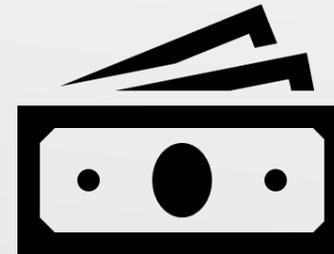
UPEFS- DEFERRED REVENUE

- ▶ Beginning FY 2019, Deferred Revenue submission is a requirement
- ▶ **Deadline:** December 31
- ▶ Federal & State Deferred Revenue are required, Local is not
 - ▶ Must match Balance Sheet amounts in AFR & Financial Stmts
 - ▶ Balance Sheet Codes: 9563- State; 9564- Federal



UPEFS- DEFERRED REVENUE

- ▶ Accessing Deferred Revenue: *UPEFS > TOOLS > DEFERRED REVENUE*
- ▶ Select correct *Fiscal Year*.
- ▶ Enter related State and Federal deferred amounts and program(s) in which deferred revenue relates.
- ▶ “Green” is good.....Don't forget to certify your submission!



UPEFS- DEFERRED REVENUE

UPEFS Upload Reporting Tools USBE Maintenance Help Hello bbaltazar! Log off

You are working with [REDACTED]

Deferred Revenue for [REDACTED] Admin

Fiscal Year: 2018

Certify Create

State Revenue

Gifted & Talented	5331		Delete
Advanced Placement	5332		Delete
Concurrent Enrollment	5333		Delete
Enhancement for At Risk Students	5336		Delete
Youth in Custody	5340		Delete
School Trust LANDs	5420		Delete

Federal Revenue

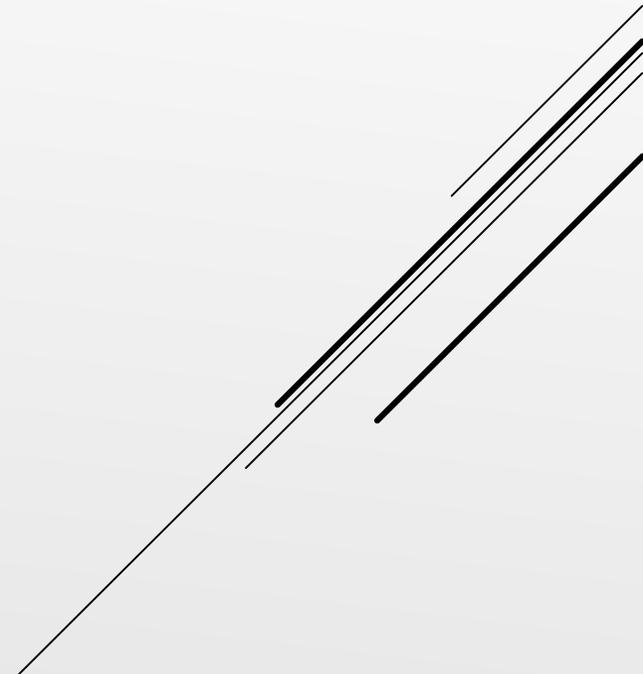
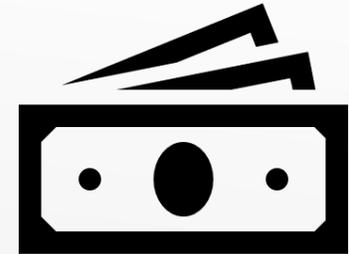
Revenue Type	Program Code	Amount
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State Subtotal: \$ [REDACTED] ✔ Matches the actual submission for balance sheet code 9563 of \$ [REDACTED]

Federal Subtotal: \$0.00 ✔ Matches the actual submission for balance sheet code 9564 of \$0.00

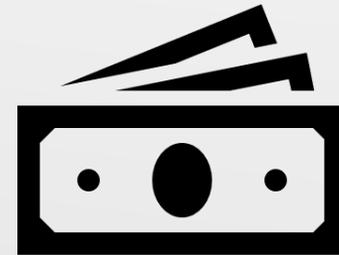
Total: \$ [REDACTED]

Utah Public Education Financial System (UPEFS) 1.2.1 ©2015 - 2019 - Utah State Board of Education (USBE)

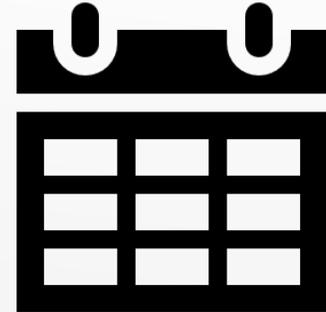


UPEFS- APR COLUMNS

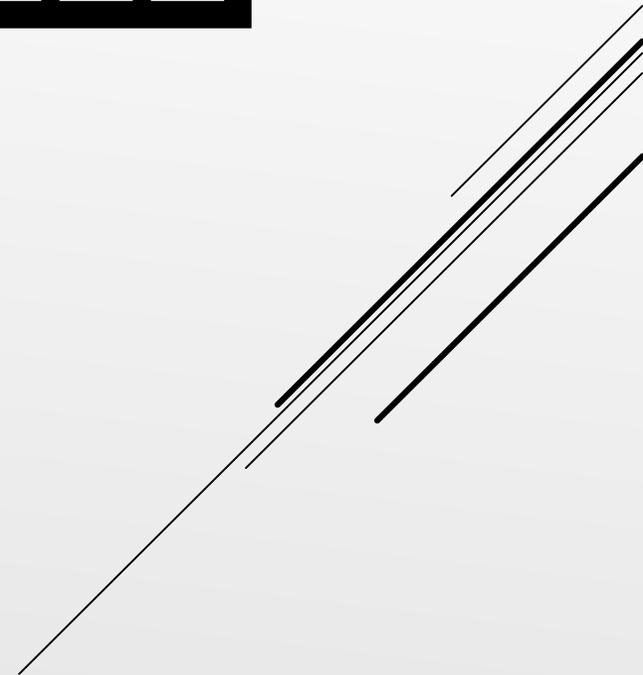
- ▶ *Capital & Debt Service* (Sch K) is combined w/ *Non-Instructional* (Sch J)
- ▶ *Career Technology* (Sch C) re-named to *Applied Technology*, also include new column for *Perkins* (7xxx)



DEADLINES



- ▶ Budgets- **Within 30 days** of local board approval
 - ▶ Local board must approve budget **before** June 30
 - ▶ Before June 1, budget officer shall prepare tentative budget
 - ▶ Exception: Truth in Taxation
- ▶ Actuals- **Oct 1**
- ▶ Financial Statements/Single Audit, MSP Selection, Charter Reconciliations- **Nov 30**
- ▶ Indirect Cost Data- Submitted **AND** Certified, Org. Chart, Other Supporting Docs- **Dec 15**
- ▶ Deferred Revenue- **Dec 31**



SCHOOL FINANCE TEAM

- ▶ New Email for School Finance Team:
SchoolFinance@schools.utah.gov
- ▶ Grouped LEAs for each employee to oversee
- ▶ Brett Baltazar
 - ▶ brett.baltazar@schools.utah.gov (801)538-7802
- ▶ John Palmer
 - ▶ john.palmer@schools.utah.gov (801)538-7623
- ▶ Daniel Davis
 - ▶ daniel.davis@schools.utah.gov (801)538-7953
- ▶ Ashlyn Leffel
 - ▶ ashlyn.leffel@schools.utah.gov (801)538-7965

