

School Financial Services

2019 Update Meeting

July 11, 2019



Letitia Johnson

Bureau Director II
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



Welcome

Dr. Felicia Gavin, Chief of Operations
for the offices of:

Accounting
Budgeting and Planning
Child Nutrition
Compliance

Grants Management
Procurement
School Financial Services

Staff for the Office of School Financial Services (SFS)

- 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. 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 as notification of upload.
- Fund Balance Requirement – Upload statement of fund balance and cash report for month ending June 2019 (FY2019). This information should be placed in folder labeled Annual Folder by October 15. Send an email to Letitia Johnson at 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 with 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) to :
 - Holmes, Yazoo and Tallahatchie

PERS Rate Increase

- Rate increase for employer contributions will go into affect July 1, 2019
- Current 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

- Survey of excess funds for FY2019 have been completed
- Notification of award amounts for FY2020 have 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

- Preliminary estimate of EEF cards were due by June 03. The EEF allocation amount for FY2020 for each card will be \$ 396.00
- 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
- FY2019 Verification of Revenue due by Oct 10
- Other dates related to specific programs

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

The screenshot shows the MDE website with the following elements:

- Header:** MDE logo with the tagline "Ensuring a bright future for every child". Navigation links include Site Guide A-Z, Transparency MS, MS.GOV, Cloud E-mail, and MDE Email. A Google Custom Search box is present.
- Menu:** Buttons for PARENTS, STUDENTS, EDUCATORS, and DISTRICTS. A red navigation bar contains links for Home, About MDE, News, MS Schools, Reports, Public Notices, Careers, and Contact Us. A dropdown menu for "Select MDE Office" is also visible.
- Content Area:**
 - IN THIS SECTION:** A list of links including School Financial Services Home, Staff, iTunes U, Accounting Manual for MPS Districts, Allocations, FAQs, FETS Information, Forms, Indirect Cost, PowerPoint and Presentations, Programs, Resources, SharePoint, and Teacher Salary Schedule.
 - School Financial Services:** A section featuring a photo of a teacher with students. Below the photo, contact information is provided: Phone: 601-359-3294, Fax: 601-359-3414.
 - Programs:** A paragraph stating that the Office of School Financial Services (OSFS) is responsible for the administration, calculation and/or distribution of the following programs:
 - Mississippi Adequate Education Program (MAEP)
 - Education Enhancement Funds (EEF)
 - EEF Buildings and Buses
 - National Board Certification reimbursements
 - Chickasaw Cession
 - School Business Manager License (SBA)
 - Critical Shortage Moving Expense
 - Critical Shortage Home Loans
 - Teacher Procurement Cards
 - Financial Accounting Manual for Public School Districts
 - Local school district Indirect Cost Applications and Rates

Why Information is Requested Information from District's

- Information is used to fill request from legislative or public requests for information
- For other offices, programmatic or financial
- Information may be required for funding allocations
- If business manager will be out of office for an extended period of time please inform us of contact person

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 within 90 days of the close of the fiscal year (Sept 30)
- Form will be distributed on the listserv and can be located on our website as well under forms
- No changes expected

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

SBA Renewals

- Each SBA should upload the supporting documentation for the 100 hours of continuing training into SharePoint
- It is not necessary to complete a summary form or have the Superintendent sign a form
- SFS will compile the hours and contact you if there is a deficiency
- Once verified, SFS will submit the form to Licensure for processing and notify SBA to complete application for renewal to submit to Licensure
- Licensure will issue the renewed certificate through ELMS

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

Inordinately Large Number of Absences

- If the difference between the current year and the average of the last five years is 2% or greater, then the district is considered to have an inordinately large number of absences
- MDE will then use the preceding year's ADA in the MAEP formula

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 5th 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 5th 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

Accounting Manual

- A reference guide for all coding
- Please refer to the manual before using a code
- Some object codes should not be used with certain function codes
- Examples:
- 510 used only with function 2700
- 520-529 used with functions 2320 or 2620

Old Codes

- Please do not use old codes or fund numbers
- If you are unsure of a code, call us
- By the time you submit FETS, it is too late for a JE to correct the code
- If the code is not in the manual, it will not be accepted into FETS

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 500 codes
- Code as 320 as professional services if paid directly to private entity or college
- Code as 250 if reimbursing employee as a benefit

Coding Items

- E-Books code to object code 651
- 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

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 prior to submitting FETS

Every Student Succeeds Act(ESSA)

- Districts should address all expenses for locations CTE or Alternative School prior to submitting FETS. There should be no expenses coded to locations 90 and 92 (these are common locations for CTE & Alternative School)
- 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

601-359-3294