

New Superintendents Training

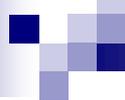
August 6, 2014

Data Acquisition Calendar

- 2014-2015 Calendar is available online
- List of reports due that month
 - Who to contact with questions
 - Why the report is required

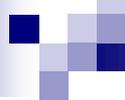
May 2015

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
May 31	2015-2016 School Calendar	District/Charter	Public School Finance	Julie Oberle 332-6840	State Law IC 33-512(1)	Days in session and hours of instruction for school year 2015-2016. (Forms will be available at www.sde.idaho.gov/site/finance_tech/forms.htm)



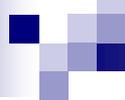
School Finances

- School revenues and expenditures should be recorded using the Idaho chart of accounts
 - Idaho Financial Accounting Reporting Management System (IFARMS)
 - Provides uniformity between schools for budgeting, accounting, and reporting
 - IFARMS manual and forms are available on the SDE website



Annual Financial & Audit Reports

- Annual Financial Report due no later than October 31 for the prior fiscal year
 - Signed by Superintendent and Board Chair
- Audit report (completed by an independent CPA) is due to the SDE by no later than November 10th per Idaho Code 33-701(6)
- November 15th payment may be delayed if audit report is not received by due date



School Facility Maintenance and Repairs

- Idaho Code 33-1019
- Must comply if you own or are purchasing your student-occupied school building(s)
- Eligible expenditures should be coded to 664-Maintenance and 810-Capital Projects
- Please call me for more detailed information (Julie Oberle, 332-6840)

Calendars

- Idaho Code 33-512
- Specific number of instructional hours per grade grouping
- Calendar Manual & the calendar forms are/will be available on the SDE website
- Review prior year attendance for poor days of attendance in the first reporting period (through the first Friday in November)
- Notify School Finance of any changes after calendars have been submitted

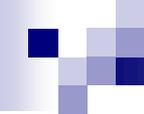
Tuition Rates

- Idaho Code 33-1405

- Tuition must be charged if the student lives outside of Idaho
- Tuition rates are set annually by the SDE

- If a student is enrolled in more than one Idaho public school:

- Schools must review actual attendance to ensure no more than 1 ADA is being claimed in total
- If one school is claiming the full ADA, the other school may charge a tuition amount for the class(es) being taken



Trainings

- Fall

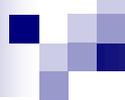
- Idaho School Board Association Convention

- Spring:

- Post-Legislative Workshop
- Education Laws Seminar

- Summer

- Annual Superintendents Meeting



Tim Hill - Public School Finance Presentation

■ Senate Education Committee

- <http://Iso.legislature.idaho.gov/MediaArchive/ShowMediaByCommittee.do>
- February 3, 2014
- Presentation begins at the 2:30 minute mark

■ House Education Committee

- <http://Iso.legislature.idaho.gov/MediaArchive/ShowMediaByCommittee.do>
- February 13, 2014
- Presentation begins at the 31 minute mark

Things to do...

- Understand the school funding formula
- Submit accurate staffing/attendance data
- Print a copy of the Data Acq. Calendar
- Treat your business manager well 😊
- Encourage your business manager to:
 - Strongly consider joining IASBO (Idaho Association of School Business Officials)
 - Network with other business managers
 - Accounting system
 - Certified Public Accountant (CPA)
 - General questions

Questions?

- Public School Finance, 332-6840
 - Timothy Hill, Deputy Superintendent
 - Wendy Lee, Finance Coordinator
 - WLee@sde.idaho.gov
 - Attendance/Enrollment, Support Units
 - Julie Oberle, Finance Coordinator
 - JAOberle@sde.idaho.gov
 - IFARMS, Annual Financial Report, Tuition, School Facility Maintenance, State Exceptional Funding, Calendars
 - Matt Storm, Finance Specialist
 - MStorm@sde.idaho.gov
 - Budgets, IFARMS
 - Kathryn Vincen, Finance Coordinator
 - KLVincen@sde.idaho.gov
 - Staffing Data