Ten Minnesota Commitments to Equity

1. Prioritize equity.
2. Start from within.
4. Go local.
5. Follow the money.
7. Monitor implementation of standards.
8. Value people.
10. Give students options.

Agenda

- FY 2019 UFARS Code Updates
- FY 2019 and FY 2020 UFARS Coding Guidance
- FY 2020 UFARS Chapter 10 Restricted Grid Updates
- FY 2020 GASB 84 and 87 Updates
- FY 2019 Fund Balance Reminders
- UFARS Data Submissions
- UFARS Turnaround Reports Review – FY 2018
- MDE Website
FY 2019 UFARS Codes Updates

Update Program Code:
Program Code 867 - Long-Term Facilities Maintenance (LTFM) Projects that are $2,000,000 or More per Site and bond financed (Fund 6)

Updated description: Record the expenditures related to the project that are bond financed.

New Program Code:
Program Code 868 - Long-Term Facilities Maintenance (LTFM) Projects that are $2,000,000 or More per Site and financed on a pay-as-you-go basis (Fund 6)

New description: Record the expenditures related to the project that are financed on a pay-as-you-go basis.

Example 1: if a project at Building A is $3,000,000 and $2,000,000 is funded by bonds and $1,000,000 is funded by pay-as-you-go – the bond expenditures should be coded to Program Code 867, while the remaining pay-as-you-go expenditures should be coded to Program Code 868.

Example 2: If a project at Building B is $2,000,000 and $1,500,000 is funded by bonds and $500,000 is funded by pay-as-you-go – the bond expenditures should be coded to Program Code 867, while the remaining pay-as-you-go expenditures should be coded to Program Code 868.

FY 2019 UFARS Program Codes

Program Codes 867 and 868

These program codes should be used when LTFM projects are financed by bonds or on a pay-as-you-go basis when the entire project is $2,000,000 or more per site. A project that is $2,000,000 or more per site must be coded to Program 867 or 868 depending upon the funding source.

Example 1: if a project at Building A is $3,000,000 and $2,000,000 is funded by bonds and $1,000,000 is funded by pay-as-you-go – the bond expenditures should be coded to Program Code 867, while the remaining pay-as-you-go expenditures should be coded to Program Code 868.

Example 2: if a project at Building B is $2,000,000 and $1,500,000 is funded by bonds and $500,000 is funded by pay-as-you-go – the bond expenditures should be coded to Program Code 867, while the remaining pay-as-you-go expenditures should be coded to Program Code 868.
FY 2019 UFARS Finance Code 309

Finance Code 309 | Basic Skills for Extended Time

Record revenues and expenditures pertaining to the Basic Skills Extended Time Revenue of Minnesota Statutes, section 126C.10, Subdivision 3(d). This includes EL program expenditures and Compensatory Education expenditures as defined by Minnesota Statutes, section 126C.15, Subdivision 1. Expenditures using this code must be in the list of permitted expenditures contained in the above statute. Of the amount of this revenue 1.7 percent for fiscal year 2018, 3.5 percent for fiscal year 2019, and for fiscal year 2020 and later, 3.5 percent plus the percentage change in the formula allowance from fiscal year 2019, must be used for extended time activities under subdivision 2a, paragraph (c). The activities in this code apply to Balance Sheet Code 459, Restricted/Reserved for Basic Skills Extended Time. Use Finance Code 317, Basic Skills, for all other basic skills expenditures.

Every district must set aside the 3.5 percent for FY 2019. Charter Schools are exempt.

FY 2019 UFARS Finance Code Addition

Add Finance Code 433, Title IV – Student Support and Academic Enrichment (CFDA 84.424)

Use Program Code 206, Title IV, Part A – Student Support and Academic Enrichment (CFDA 84.424) (updated title)


FY 2019 UFARS Finance Code Update

We updated the UFARS Finance Code and Balance Sheet Combinations for FY 2019 at the end of Chapter 4, Finance.
FY 2019 UFARS Balance Sheet Code Update

For FY 2019, UFARS Balance Sheet Code 445, Restricted/Reserved for Career and Technical Programs is deleted.

FY 2019 UFARS Chapter 10 Updates

Finance Codes:
Finance Codes – Many finance codes were updated in the Chapter 10 to reflect the object code changes below.

We removed Object Codes 890, Federal In-Kind Match Expenditure, and 891, TRA and PERA Special Funding Situations Pension Expense, where appropriate for several finance codes.

The revised Chapter 10 version is posted on the MDE website

FY 2019 UFARS Chapter 10 Updates

Finance Codes
802/902  Delete Finance Codes
884  Delete Finance Code
885/985  Delete Finance Codes
887/987  Delete Finance Codes
888/988  Delete Finance Codes
FY 2019 and FY 2020 UFARS Coding Guidance

Program Code 200 is for Voluntary Prekindergarten (VPK).

Program Code 584 for School Readiness Plus (SR Plus).

There are many ways to code VPK and SR Plus UFARS coding. MN Statutes did not require either program to set aside unspent dollars, therefore, no finance codes or restricted/reserved codes were created.

When a district/charter school accesses VPK and SR Plus funding, the expenditure code is Finance Code 000 with the appropriate program code (200 or 584).

However, when a district/charter school chooses to fund a VPK or SR Plus student that is not wholly funded by the VPK or the SR Plus funds, the district/charter school may use the following funds to supplement the VPK or SR Plus funds:

1) Basic Skills funds, Finance Code 317, when appropriate;
2) School Readiness funds, Finance Code 344;
3) and Early Learning Scholarships – Pathways I and II, Finance Codes 338 and 337 respectively.

A district/charter school should use Fund 01 when there is no fee to the parent. A district/charter school should use Fund 04 if the district/charter school is collecting a fee.

MDE Early Learning staff are working on a budget/programming spreadsheet that will help districts/charter schools determine the funding and allowed expenditures related to VPK/SR Plus/Readiness/Pathways, etc.

FY 2019 and FY 2020 UFARS Program Code

Finance Code 000 PBIS Grants


You can track the expenditures locally with a crosswalk.

Finance Code 425/625 and 429/629 Federal CEIS Grants

In-state travel, Object Code 366, and Out of State Travel, Object Code 368, will be allowed as long as the travel is approved by the MDE program area.

NOTE:

MDE Title staff asked us to mention you need to make at least 2 SERVS draws through out the year.
### Finance Codes 175 and 176

For UFARS Finance Code 175, Title VII-Impact Aid, and Finance Code 176, Payments in Lieu of Taxes, please use Source Code 019, Miscellaneous Tax Revenues paid by County.

Do not use Source Code 506, Impact Aid, since this code is to record revenue received directly from federal sources.

---

### Special Education Litigation

Per Minnesota Statutes Section 125A.75 Subdivision 9, MDE must publish a Special Education (SPED) Litigation cost report every year. This report includes the list of districts and the expenditures recorded in Object Code 306, Special Education Litigation Costs. During the past legislative session, the amounts were questioned as many districts reported small amounts or 0. MDE contacted a sample of districts and found that many were using in-house attorneys or retainers and were not breaking out SPED litigation costs.

**306 Special Education Litigation Costs**

Include all special education expenditures incurred for time spent by legal counsel in consideration of litigation, during litigation and in post-litigation work, including appeals and discussions regarding potential appeals. Costs should include the legal fees associated with a request for a due process hearing whether or not it settles the issue, and any expense incurred when seeking counsel in consideration of filing. Districts using this code for special education cases must use Program Code 400 with Finance Code 000 for these expenditures.

---

### Object Codes 505 and 506

Reminder that these object codes were added a few years ago. MDE Federal staff wants to ensure these codes are used appropriately.

**505 Capitalized Non-Instructional Technology Software**

Record expenditures for purchased software used for non-instructional purposes that meet the capitalization threshold. Software having a useful life of more than one year and per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the LEA for financial statement purposes, or $5,000. Please refer to Object Code 405 for Non-Instructional Software License Agreements and Object Code 555 for Capitalized Non-Instructional Technology Hardware.

**506 Capitalized Instructional Technology Software**

Expenditures for purchased software used for instructional purposes that meet the capitalization threshold. Software having a useful life of more than one year and per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the LEA for financial statement purposes, or $5,000. Please refer to Object Code 406 for Instructional Software License Agreements and Object Code 556 for Capitalized Instructional Technology Hardware.
**Capitalized Interest in Bonded Debt and Levy**

Some districts have passed bonds that include capitalized interest in the debt issue. The district needs to move the amount of interest from Building Construction Fund, Fund 06, to Debt Service, Fund 07, where the interest payment will be paid.

The closing account in Fund 07 is 07-464-00, Restricted Fund Balance, *NOT* 07-425-00, Restricted/Reserved for Bond Refunding.

This entry will affect the Debt Service calculation for the following year’s levy. Therefore, the district must send a request to Lonn Moe, lonn.moe@state.mn.us, to retain the debt excess to allow the district to make the interest only payments. The district will need to make a similar request for each year the capitalized interest is in 07-464-00.

**LFTM Levy Flow-Through Revenue Coding**

The UFARS coding regarding LTFM levy that flows-through to Co-ops or Intermediates is as follows:

1) The District should code the revenue to Source Code 001, **NO** finance code.
2) The Co-op or Intermediate should invoice the District for the portion owed the Co-op.
3) The District should code the Co-op or Intermediate invoice to Object Code 390, **NO** finance code.
4) The Co-op or Intermediate should code the revenue to Source Code 021 with an LTFM Finance Code and then code their expenditures to the appropriate LTFM Finance Codes.

**Finance Code 796, Health Benefits**

Finance Code 796, Health Benefits (Fund 01, 02 and/or 4):

Record expenditures only for providing health insurance and unreimbursed medical expenditures required by the collective bargaining agreement in effect on March 30, 1992, for employees who retired before July 1, 1992. If the district has a sunset clause in their current bargaining agreements(s), the district should also record expenditures for promoting health insurance and unreimbursed medical expenditures required by the collective bargaining agreement in effect on March 30, 1992, for employees who retired between July 1, 1992, and June 30, 1998.

The health benefits levy authority will be adjusted for this actual expenditure data. OPEB costs may qualify for levy authority under the health benefits levy, annual OPEB levy, various severance levies, or OPEB bonding authority. The district can receive levy revenue only once for any specific cost. If levy authority is received under a provision other than the health benefits levy for the costs described above, these costs should not be coded to Finance Code 796 (Minn. Stat. §126C.41). Many districts have miscoded this in the past couple of years, please make sure you truly have Finance Code 796 activity or there will be negative levy adjustments.
Finance Code 797, OPEB Pay-As-You-Go Levy

Finance Code 797, OPEB Pay-As-You-Go Levy (Fund 01, 02 and/or 4):
Record levy revenue under the authority of Minnesota Statutes, section 126C.41, subdivision 2(b), and related annual disbursements for other postemployment benefit (OPEB) costs, including the implicit rate subsidy, for retired employees under qualifying contracts, not funded with another levy source. Use only with Object Code 291. Refer to Chapter 13 for additional OPEB accounting instructions.

The OPEB pay-as-you-go Levy authority will be adjusted for actual expenditure data. OPEB costs may qualify for levy authority under the health benefits levy, annual OPEB levy, severance levies, or OPEB bonding authority. The district can receive levy revenue only once for any specific cost. If levy authority is received under a provision other than the OPEB pay-as-you-go levy for the costs described above, these costs should not be coded Finance Code 797 (Minn. Stat. §126C.41, subd. 2(b)).

Many districts have miscoded this in the past couple of years, please make sure you truly have Finance Code 798 activity or there will be negative levy adjustments.

FY 2020 UFARS Chapter 10 Restricted Grid Updates

Finance Codes:
- 313 Achievement and Integration Aid and Levy
  Program Code - all
  - Remove Object Code 191, Severance
- 337 Pathway II
  Program Code - all
  - Add Object Code 389, Staff Tuition and Reimbursements
- 338 Pathway I
  Program Code - all
  - Add Object Code 389, Staff Tuition and Reimbursements

859/959 Title V, Part B Charter School/Federal Grants
Program Code - all
  - Remove Object Code 855, Federal and Nonpublic Indirect Cost Chargeback

Leading for educational excellence and equity, every day for every one. | education.mn.gov
### FY 2020 UFARS Chapter 10 Updates

#### Finance Codes related to LTFM and CEIS:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Updates</th>
</tr>
</thead>
<tbody>
<tr>
<td>369</td>
<td>Bldg Hardware Program Codes 805, 867 and 868</td>
<td>- Remove Object Codes 315, 465, 466 and 555-556</td>
</tr>
<tr>
<td>370</td>
<td>Electrical Program Codes 805, 867 and 868</td>
<td>- Remove Object Codes 315, 465, 466 and 555-556</td>
</tr>
</tbody>
</table>

#### FY 2020 UFARS Chapter 10 Updates

#### Finance Codes Related to Special Education:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Updates</th>
</tr>
</thead>
<tbody>
<tr>
<td>317</td>
<td>Basic Skills Program Code 420, Special Education</td>
<td>- Add Object Code 399, Purchase of Spec Ed Contracted Services from District/Coop &lt;br&gt; - Remove Object Code 581, Interest on Capital Lease</td>
</tr>
<tr>
<td>317</td>
<td>Basic Skills Program Code 422, Special Ed – Students without Disabilities</td>
<td>- Remove Object Codes 307, 535, 545, 580-581</td>
</tr>
<tr>
<td>372</td>
<td>Med Aust. Program Codes 401-416 and 420</td>
<td>- Remove Object Code 582 and 581, Bus Equipment and Interest on Capital Lease</td>
</tr>
</tbody>
</table>

#### FY 2020 UFARS Chapter 10 Updates

#### Finance Codes Related to Special Education:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Updates</th>
</tr>
</thead>
<tbody>
<tr>
<td>420/620 IDEA Part B Section 619 – Preschool Grant</td>
<td>Program Code 420, Special Education</td>
<td>- Remove Object Code 581, Interest on Capital Lease</td>
</tr>
<tr>
<td>740</td>
<td>State Spec Ed Program Codes 401-416 and 420</td>
<td>- Remove Object Code 581, Interest on Capital Lease</td>
</tr>
<tr>
<td>740</td>
<td>State Spec Ed Program Code 422, Special Ed – Students without Disabilities</td>
<td>- Remove Object Code 545 and 580-581</td>
</tr>
</tbody>
</table>
FY 2020 UFARS Chapter 10 Updates

Finance Codes Related to Special Education

700 Collaboration – Expansion of Early Intervention and Prevention
- Program Code 400, General Special Education
  - Add Program Codes 208 and 211
- Program Codes 401-416 and 420
  - Remove Object Code 581, Interest on Capital Lease
- Program Code 422, Special Education – Students without Disabilities
  - Add Object Codes 406, 456, 466, 506 and 516
  - Remove Object Codes 141, 199, 545, 580

FY 2020 UFARS Chapter 10 Updates

Finance Codes Related to Title Programs

401/501 Title I, Program Code 216, Title I
- Remove Object Code 319, Computer and Tech Services

401/501 Title I, Program Code 301, Kindergarten
- Remove Object Code 319, Computer and Tech Services

401/501 Title I, Program Code 579 and 581, Preschool and Prekindergarten
- Remove Object Code 319, Computer and Tech Services

FY 2020 UFARS Chapter 10 Updates

Finance Codes Related to Title Programs

401/506 Title I, Part D, Program Code 216, Title I
- Add Object Codes 120, 159, 163, 169, 176, 351, 355, 358, 361, 390-391 and 394
- Remove Object Code 319

41A/814 Title I, Program Code 204, Title II
- Add Object Codes 120, 163, 315, 350, 530 and 820
- Remove Object Code 410

41A/814 Title I, Program Code 205
- Add Object Codes 120 and 375
- Remove Object Codes 104, 160-169, 173-173 and 319
## FY 2020 UFARS Chapter 10 Updates

### Finance Codes Related to Title Programs

<table>
<thead>
<tr>
<th>Program Code</th>
<th>Title</th>
<th>Object Code Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>414/614 Title I</td>
<td>Program Code 206</td>
<td>- Add Object Codes 120, 315, 320, 350, 369, 370, 456, 506 and 516</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Remove Object Codes 164, 358, 357 and 490</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Remove Object Code 319, Computer and Technology Services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Code</th>
<th>Title</th>
<th>Object Code Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>417/617 Title III</td>
<td>Program Code 205</td>
<td>- Add Object Code 120, Early Childhood/School Readiness Admin/Supervision</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Remove Object Codes 164, 168-169 and 172-173</td>
</tr>
<tr>
<td>424/624 Title V</td>
<td>Program Code 204</td>
<td>- Add Object Codes 120, 163, 315, 350, 530 and 820</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Remove Object Code 490, Food</td>
</tr>
<tr>
<td>424/624 Title V</td>
<td>Program Code 205</td>
<td>- Add Object Code 120, Early Childhood/School Readiness Admin/Supervision</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Remove Object Codes 164, 168-169, 172-173 and 319</td>
</tr>
<tr>
<td>424/624 Title V</td>
<td>Program Code 206</td>
<td>- Add Object Codes 120, 315, 320 and 362-370</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Remove Object Codes 164, 356-357 and 490</td>
</tr>
<tr>
<td>424/624 Title V</td>
<td>Program Code 207</td>
<td>- Add Object Codes 120, 158-160, 163, 176, 315, 351-352, 391, 358, 362-363 and 379</td>
</tr>
</tbody>
</table>

5/1/2019 | Leading for educational excellence and equity, every day for every one | education.mn.gov | 30
### FY 2020 UFARS Chapter 10 Updates

#### Finance Codes Related to Title Programs

<table>
<thead>
<tr>
<th>Title</th>
<th>Program Code</th>
<th>Description</th>
</tr>
</thead>
</table>
- Remove Object Code 110, Computer and Technology Services |
- Remove Object Codes 150-153, 162, 164, 166-167, 172-174, 330-340, 393-395 |
| Title III | 205 | - Add Object Codes 120, 159, 176, 315, 320, 350-352 and 375-378  
- Remove Object Codes 166-169, 172 and 174 |

| Program Code | 760 | The only ALLOWED Object Codes are 360, 364-365 |

<table>
<thead>
<tr>
<th>Title</th>
<th>Program Code</th>
<th>Description</th>
</tr>
</thead>
</table>
- Remove Object Codes 316, 330 and 340 |
| Title VIII – Education for Homeless | 201, 203 and 211 | - Add Object Codes 120, 141, 146, 163, 199, 345-346, 350, 351, 358, 364-365 and 381-385  
- Remove Object Codes 173, 194, 307 and 890 |

### FY 2020 GASB 84 and 87 Updates

| Program Code | 760 | The only ALLOWED Object Codes are 360, 364-365 |

| Program Code | 760 | The only ALLOWED Object Codes are 360, 364-365 |
Overview of GASB Sub Committee

The GASB subcommittee was formed to work on various GASB statements that will need to be implemented in the next couple of years. This committee is a cross section of business managers, region representatives, auditors, Office of State Auditors representatives and MDE staff.

GASB Statement No. 87, Leases, improves existing standards on lease accounting and financial reporting.

GASB No. 87 becomes effective for the year ended FY June 30, 2021. Therefore, we must comply beginning on July 1, 2020.

We have begun working on the GASB No. 87 UFARS changes and updates.

---

Fiduciary Activities

The focus of GASB Statement No. 84, Fiduciary Activities, is on custodial funds.

GASB No. 84 has new definitions for pension trust funds, investment trust funds and private purpose trust funds. (Trust agreements should be present for an activity to be reported in a trust fund.)

Custodial funds will report fiduciary activities for which there is no trust or equivalent arrangement, ie. fiscal host.

---

Fiduciary Activities

We are reviewing the accounting treatments for the following activities: fiscal hosts, cooperatives, joint powers, payroll withholdings (flex accounts), scholarship funds and other.

The Agency Fund (Fund 9) will no longer be allowed as of July 1, 2019, since this is no longer valid per GASB Statement No. 84.

MDE has requested a new fund (Fund 18) to be in compliance with GASB Statement No. 84.
On 11/20/18, the GASB subcommittee had a conference call with Lisa Parker, GASB Senior Project Manager, regarding GASB 84, Fiduciary Activities. We discussed several scenarios in the draft implementation guide (issued January 2019).

After review of GASB Statement No. 84 and the related draft implementation guide and several discussions with Lisa Parker, the subcommittee determined that student activities are required to be reported in the District’s General Fund.

Student activities not under board control are not considered to be special revenue funds because they do not represent a single stream of revenue and the purpose of each activity may vary.

Based upon this guidance, Minnesota School Districts will no longer be allowed to report student activities “not under board control”.

LEAs will need to review each student activity account not under board control to determine whether the activity belongs within the General Fund 01, Custodial Fund 18 or should not be part of the district’s financial system (i.e., outside organizations such as Booster Clubs).

The GASB subcommittee determined that student activities within the general fund would need to be reserved so the student activity funds are not commingled. This will be Balance Sheet Account 401.

The effective date is July 1, 2019 for FY 2020.

Student activities determined to be under board control should be recorded in General Fund 01 with Finance Code 301, Extracurricular Activities. Fund Balance Account 401, Restricted/Reserved for Extracurricular Activities, will be added.

Districts may, for local purposes, choose to have sub-accounts within the fund balance for each student activity (i.e., student council, chess club or band).

Consult with your auditor if the activity does not represent a general fund activity or fiduciary fund activity.
We have proposed legislation to update M.S. §123B.49, Extracurricular Activities; insurance, to align with GASB 84.

Proposed changes are as follows:

• The Board must take control of student activities
• School Districts must restrict revenue for student activities and spend the revenue only for student activities
• There will be a restricted/reserved fund balance to ensure there is no impact on the Statutory Operating Debt (SOD) calculation.

UFARS Changes for GASB 84
Balance Sheet Account 401 – Restricted/Reserved for Extracurricular Activities
Program Code 291 – Co-Curricular Activities (Non-Athletics) will be redefined under the new guidance.
Program Code 298 - Extracurricular Activities will be redefined under the new guidance.
Finance Code 301 – Extracurricular Activities
• Record revenue and expenditures for student activities.
• Salaries and benefits will not be allowable in the restricted grid.

New Finance Code
Finance Code 301 – Extracurricular Activities
Allowed Program Codes: 292, 294, 296 and 298
FY 2019 Fund Balance Reminders

FY 2019 H&S Fund Balance Adjustments

406 – Restricted/Reserved for Health and Safety

The June 30, 2018 ending fund balance in Balance Sheet Account 406 will continue to have levy adjustments applied through June 30, 2019. A positive or negative balance at June 30, 2019 must be transferred to the General Fund 01 Unassigned Balance Sheet Account 422 (Minn. Stat.§ 123B.79, Subd. 9 – Permanent Fund Transfers).

The Health and Safety program was not replaced, but is now included in Long-Term Facilities Maintenance, Balance Sheet Code 467.

Please contact Sarah Miller at Sarah.C.Miller@state.mn.us or 651-582-8370 if you have any questions about Health and Safety.

MDE Food and Nutrition Services Fund Balance

Deficits in Food Service Fund must be handled according to Minnesota Statutes 124D.111.

124D.111 (f) If a deficit in the food service fund exists at the end of a fiscal year, and the deficit is not eliminated by revenues from food service operations in the next fiscal year, then the deficit must be eliminated by a permanent fund transfer from the general fund at the end of that second fiscal year. However, if a district contracts with a food service management company during the period in which the deficit has accrued, the deficit must be eliminated as a payment from the food service management company. (g) Notwithstanding paragraph (f), a district may incur a deficit in the food service fund for up to three years without making the permanent transfer if the district submits to the commissioner by January 1 of the second fiscal year a plan for eliminating that deficit at the end of the third fiscal year.

If the vended meal company provides only meals at a contracted per meal price, then it is the district’s responsibility to negotiate the contracted meal price, monitor reimbursement rates and set the price charged to students that do not qualify for meal benefits. If there is not enough revenue generated to cover expenses, it is the district that is responsible for the deficit.
FY 2019 Fund Balances Reminders

Restricted/Reserved for Career and Technical Programs, Balance Sheet Account 445, should not have a reserve. The revenue is only 35% of the approved expenditures and the account is not allowed to go into deficit. Be careful not to transfer expenditures out of Career and Technical Programs, since the 35% is based on Finance Code 830 actual expenditures. There were 3 districts with a positive fund balance at 6/30/2018.

For FY 2019, Restricted/Reserved for Career and Technical Programs, Balance Sheet Account 445, is deleted.

FY 2019 Fund Balances Reminders

Restricted/Reserved for Bond Refunding, Balance Sheet Account 425, must be used for Refunding Bonds only.

If you do not use this account for the refunding bonds, then the bond proceeds are calculated into debt excess and your district will receive less levy proceeds than you need to make the debt payments.

FY 2019 Fund Balances Reminders

Achievement and Integration revenue (aid and levy) and expenditures should be coded to Finance Code 313.

Incentive revenue should be coded to Finance Code 318 and expenditures should be coded to Finance Code 318. The incentive revenue calculation is tied to Achievement and Integration. See Minnesota Statutes 124D.862, Subd. 2.

The revenue calculation is based upon actual student data and actual UFARS expenditure data, the lesser of the two, which is detailed on the Integration Revenue Report found under Aid Entitlements on the mfrs. Balance Sheet Account 448 is not allowed to have a carryover balance or have a negative balance. Therefore, if a School District has a balance, the School District must have an off-setting negative receipt, so the balance is $0 for UFARS.
FY 2019 U-FARS Data Submission Deadlines

**FY 2019 Preliminary Unaudited U-FARS data is due September 15, 2019.** The statutory deadline falls on a Sunday; therefore, submissions are timely if submitted on the next succeeding day which is not a Saturday, Sunday or legal holiday (Minn. Stat. §474A.025). Therefore, submissions are due by **Monday, September 16, 2019**.

**FY 2019 Final Audited U-FARS data is due November 30, 2019.** The statutory deadline falls on a Saturday; therefore, submissions are timely if submitted on the next succeeding day which is not a Saturday, Sunday or legal holiday (Minn. Stat. §474A.025). Therefore, submissions are due by **Monday, December 2, 2019**.

FY 2019 Fiscal Compliance Table is due November 30, 2019 (see above for extension).

FY 2019 Audit Report is due **December 31, 2019**.
UFARS Turnaround Reports Review

The School Finance Award is based upon the following – related to the UFARS Turnaround Reports:

1. MDE receives the unaudited UFARS submission by September 15.
2. MDE receives the audited UFARS submission by November 30 – the final submission must have NO ERRORS.

There are many other determining factors for the School Finance Award, the criteria is listed at the beginning of the award recipients for FY 2019, go to:

https://education.mn.gov/MDE/dse/schfin/fin/guide/
Future UFARS 101 Trainings

UFARS 101 training will introduce Uniform Financial Accounting and Reporting Standards (UFARS) and review: A) Chart of Accounts; B) UFARS System Uses; C) Dimension Descriptions; D) Legislative Requirements, and review basic accounting concepts and financial reporting for Minnesota schools. The training will also include expenditures/revenues exercises and website navigation.

Registration information for future UFARS 101 workshops are posted on the MDE calendar webpage or by following About MDE > Calendar. Scheduled dates for future registrations are:

- June 18, 2019
- July 18, 2019
- August 22, 2019
The UFARS Manual for prior years can be located at:
https://education.mn.gov/MDE/dse/schfin/fin/ufars/
then click on Archive in the bottom right corner
The current UFARS Manual (FY 2019) is being posted to the MDE website one chapter at a time as MDE Communications makes each chapter accessible.

Districts, Charter Schools and organizations working with the Minnesota Department of Education need to update and maintain current data for their district and school information in a timely manner or within 90 days of an organizational change. The updates are made in the District and School Site Verification System (by the designated person or IOWA at your district or charter school) and are displayed in the MDE Organization Reference Glossary (MDE-ORG). To view see MDE website: MDE > About MDE > Schools and Organizations (MDE-ORG).

Changes include, but are not limited to, the following: administrators, district and site level contacts, address information and organizational changes in operational status, grade level, school classification or district/school or organization name changes. The appointed Site Verification Coordinator at the organization has access to the secure District and School Site Verification System and can update contact and address information or request any changes required by the organizational changes as they occur within the school year.

MDE staff use MDE-ORG for many purposes, so please ensure this is up to date.
UFARS Overview Summary

Questions?

MDE Financial Management Contacts

For UFARS Accounting, Manual and Chapter 10 Grid questions, contact the UFARS Helpdesk (MDE.ufars-accounting@state.mn.us).

Contact the MDE IT-Helpdesk for technical questions or problems with the MDE website (MDE.helpdesk@state.mn.us).

Jenny Charles
Charter School Lease Aid, Federal Reporting & Financial Management Training
Education Finance Specialist
Division of School Finance
Jennifer.Charles@state.mn.us or 651-582-8257

Deb Meier
UFARS Accounting, Manual & Training, MDE Financial Data Requests
Education Finance Specialist
Division of School Finance
Debra.A.Meier@state.mn.us or 651-582-8656

Pam Sanders
Consolidated Financial and Profile Reports, CPA Financial Audits, MDE Single Audit, Indirect Cost Reporting
Education Finance Specialist
Division of School Finance
Pam.Sanders@state.mn.us or 651-582-8489

Molly Koppes
Education Finance Specialist
Division of School Finance
Molly.Koppes@state.mn.us or 651-582-8249

Mary Weigel
Financial Management/Reporting Supervisor
Division of School Finance
Mary.Weigel@state.mn.us or 651-582-8770
### MDE Special Education Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul Ferrin</td>
<td>Special Education, Data &amp; Analysis Supervisor</td>
</tr>
<tr>
<td>Denise Berger</td>
<td>State Aid Calculations/NOE/SERVS</td>
</tr>
<tr>
<td>Beth Timmelson</td>
<td>Electronic Data &amp; Reporting Systems (EDRS)</td>
</tr>
<tr>
<td>Jill Bemis</td>
<td>Federal Allocation/Application Approval/MDE</td>
</tr>
<tr>
<td>Michelle Jones</td>
<td>Tuition Billing Adjustment Calculations</td>
</tr>
<tr>
<td>Dave Lobejdo</td>
<td>Data Analytics Specialist</td>
</tr>
<tr>
<td>Michelle Carey</td>
<td>ListServ Distribution/Non-Public Fall Report</td>
</tr>
</tbody>
</table>

Send all email inquiries to mde.spedfunding@state.mn.us

### MARSS Student Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly Garvey</td>
<td>Student Transportation</td>
</tr>
<tr>
<td>Jennifer Krile</td>
<td>RISI, ADMSO55 Reporting</td>
</tr>
<tr>
<td>Kelly Wosika</td>
<td>Student Accounting</td>
</tr>
<tr>
<td>Sharon Peck</td>
<td>Supervised Student Accounting</td>
</tr>
</tbody>
</table>

Email: Kelly.Garvey@state.mn.us
Phone: 651-582-8524

Email: Jennifer.Krile@state.mn.us
Phone: 651-582-8637

Email: Kelly.Wosika@state.mn.us
Phone: 651-582-8855

Email: Sharon.Peck@state.mn.us
Phone: 651-582-8811

Email: Jeanne.Krile@state.mn.us
Phone: 651-582-8456

### Other Contacts

<table>
<thead>
<tr>
<th>Service</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>SERVS Financial</td>
<td><a href="mailto:mde.servsfinancial@state.mn.us">mde.servsfinancial@state.mn.us</a></td>
</tr>
<tr>
<td>Title Programs</td>
<td><a href="mailto:mde.titleprograms@state.mn.us">mde.titleprograms@state.mn.us</a></td>
</tr>
<tr>
<td>MARSS Student</td>
<td><a href="mailto:Marss@state.mn.us">Marss@state.mn.us</a></td>
</tr>
<tr>
<td>Special Education</td>
<td><a href="mailto:mde.spedfunding@state.mn.us">mde.spedfunding@state.mn.us</a></td>
</tr>
</tbody>
</table>

Send all email inquiries to mde.spedfunding@state.mn.us
Thank you!

Deb Meier
Debra.A.Meier@state.mn.us
651-582-8656