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.
Guidance for Transfer of Funds
Guidance for Transfer of Funds


https://mn.gov/governor/news/executiveorders.jsp

...“Upon approval by the Executive Council, school districts and charter schools are authorized to transfer operating funds from certain programs that are not already assigned to or encumbered by staff salary and benefits, or otherwise encumbered by federal law, for the following purposes:

• To provide care to Eligible Children during the school day.

• To pay additional transportation costs incurred between March 30, 2020 and the end of the 2019-2020 school year, as defined in paragraphs two and three, needed to implement this Executive Order in providing distance learning instruction and meal delivery.

• To pay for additional costs related to technology needed to provide distance learning instruction.

• To pay the portion of staff salary and benefits of employees paid through the community service fund normally funded by fees that were refunded, waived, or otherwise not paid during the closure, distance learning, and extended distance learning periods.

• To pay the portion of food service fund staff salary and benefits normally funded by meal reimbursement revenue during the closure, distance learning, and extended distance learning periods.”...

A fund transfer is allowed if the transfer meets the following criteria from Executive Orders 20-19 paragraph 21(c), 20-41 paragraph 16, and Executive Order 20-57 and the 2020 Education Finance Legislation:

• The transfer does not increase state aid obligations to the district or result in additional property tax authority for the district or charter school.

• A transfer is limited to the operating funds of a district or charter school.

• A school board must approve a fund transfer by the fiscal year reporting deadline.

• A district or charter school must maintain accounting records for the purpose of these Executive Orders that provide sufficient documentation both for the specific funds transferred and use of those funds. Such accounting records are subject to auditor review.

• Any execution of this flexibility must not interfere with or jeopardize funding per federal requirements.

• Any transfer must not interfere with the equitable delivery of distance learning or social distancing models.
Guidance for Transfer of Funds

The allocation of revenue is allowed if the transfer meets the following criteria from Executive Order 20-19, paragraph 22 and Executive Order 20-41, paragraph 17, Executive Order 20-57 and expanded by the 2020 Education Finance Legislation.

- The expanded revenue use in a program is allowed if it does not increase state aid obligations to the district and schools or result in additional property tax authority.
- A school board must approve the use of FY 2020 and FY 2021 revenue from operating funds of a district or charter school by the fiscal year reporting deadline.
- A district or charter school must maintain accounting records for the purpose of these Executive Orders which may be reviewed by auditors and that are sufficient to document the specific use of those funds.

2020 Education Finance Legislation
Guidance for Transfer of Funds

- Allows a school district, charter school, or a cooperative unit to make operating fund and account transfers for fiscal years 2020 and 2021 only.
- Limits the amounts to be transferred to revenue not already assigned or encumbered by staff salary and benefits, or otherwise encumbered by federal law.
- Requires that a fund or account transfer be revenue neutral for the district and not affect its receipt of aid or levy.
- Requires board approval for the transfers and requires the transfers to occur before the UFARS reporting deadline (November 30) for the fiscal year. Requires the fund and account transfers to be well documented in district accounting records.
- Requires the commissioner of education to issue guidance for the fund and account transfers made under this section. Requires the guidance to identify both eligible purposes for the transfers and eligible accounts and funds.
Guidance for Transfer of Funds

**Request for Fund Transfer**

A request may be made by submitting a required *Request for Fund Transfer* form with a copy of the documentation noted below:

1. Documenting adoption of a board resolution stating that the fund transfer requested meets Executive Order 20-19 paragraph 21(c) or Executive Order 20-41 paragraph 16; and

2. Official school board minutes documenting board approval of the funds transfer.

MSBA has a board document for fund transfer on their website.

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Guidance for Transfer of Funds documents can be found at:

MDE>Districts, Schools and Educators>School Finance>Financial Management

https://education.mn.gov/MDE/dse/schfin/fin/

- Guidance for Transfer of Funds
- Request for Transfer of Funds (Form)

*Note that Object Code 911 has been added back for FY 20 and 21*

Questions related to COVID-19 should be emailed to:

COVID-19.Questions.MDE@state.mn.us
Achievement and integration (A & I) revenue: Authorizes a school district to carry over any unspent balance of its approved budget for FY 20 into FY 21. If spend for approved purposes in FY 21, the district would generate additional FY 21 revenue over and above the regular formula limitations.

- To use the A & I FY 2020 carryover, districts must close the FY 2020 fund balance to Balance Sheet Code 448 – Restricted/Reserved for Achievement and Integration.
- The district must have an approved amended budget from MDE for A & I.
- For the FY 2020 carryover funds, the district must use Course Code 010 for expenditures in FY 2021.
Federal CARES Act

Coronavirus Aid, Relief, and Economic Security (CARES) Act
Amounts Coming to Minnesota for Education

- **Elementary and Secondary School Emergency Relief (ESSER)**
  - $140.1 million – 90% allocated based on FY 2020 Title 1a allocations; 9.5% allocated as grants; up to 0.5% for administration

- **Governor’s Emergency Education Relief (GEER)**
  - $38.1 million to MDE – to be used for Technology and Summer School Programming
  - $5.3 million to Office of Higher Education (OHE)

We are working with MDE agency staff to determine the appropriate UFARS accounting code **additions** for **FY 20 and 21**.
SAFE SCHOOLS and BASIC SKILLS

126C.44 Safe Schools Levy
The safe schools levy under MS 126C.44 has an extensive list of allowable uses outlined in statute. UFARS reporting currently does not allow us to accurately isolate the amounts spent by each district for each of the allowable uses.

The 2019 House and Senate E-12 Education bills both included a requirement for schools district to begin reporting expenditures of safe schools revenue consistent with the statutory list of uses. Legislation ran out of time and did not pass the proposed changes.
126C.44 Safe Schools Levy

Our analysis of the current statutory list of uses for safe schools revenue indicated that there is significant overlap among items in each statutory list, which would make it impossible to accurately isolate the expenditures for each use, leading to reporting inconsistencies and continued lack of transparency if districts are required to report using the current list of uses.

Tom Melcher proposed that we form a subcommittee to solve the legislative concerns.

The following slides summarize the subcommittee’s recommendations.

Safe Schools Levy

With the implementation of the changes recommended in safe schools expenditure reporting by the Working Group on Safe Schools and Basic Skills Expenditure Reporting and adopted by the Advisory Committee on Financial Management and Reporting, we believe that the concerns leading to the inclusion of language on safe schools expenditure reporting in the 2019 House and Senate bills have been resolved, eliminating the need for new legislation in this area.
**M.S. 126C.44 Safe Schools Levy**

However, if policy makers would still prefer to have clarifying language enacted, we recommended the following:

Separate the language on *uses* of safe schools revenue from the language for the revenue calculation by making the revenue use language a separate paragraph, and

Add a new paragraph requiring annual reporting consistent with UFARS requirements, with a breakdown of expenditures by functional area. The language should **not** require a breakdown of expenditures by statutory revenue use line item, because overlap among line items and a lack of clear definitions for some smaller line items makes it impossible to provide an accurate breakdown by each line.

Optional language to accomplish this was provided. This language would be consistent with the changes being implemented in UFARS reporting for FY 2021 and later based on the Advisory Committee recommendations, **which include the addition of four program codes and two object codes** to provide more granularity in reporting of safe schools expenditures by functional area.

**Finance Code 342 – Safe Schools Levy (Fund 01)**

**Balance Sheet Account 449 Restricted/Reserved for Safe Schools Levy**
New Program Codes

715  School Security

Record all costs of providing school security in the districts and on school property. Costs should include personnel costs and contracts for peace officers and sheriffs for liaison services in the districts. Costs should include facility security enhancements and school bus security (Minn. Stat. § 126C.44). This program code must be used with Finance Code 342 and should also be used with Finance Code 000 for expenditures not funded by categorical programs with a specific finance code.

716  Drug Abuse Prevention

Record all costs for drug abuse prevention programs in elementary schools (see Program Code 718 for other than elementary) as described in Minn. Stat. § 609.101, subdivision 3(e). This program code must be used with Finance Code 342 and should also be used with Finance Code 000 for expenditures not funded by categorical programs with a specific finance code.

717  Gang Resistance Education

Record all costs for gang resistance education training curriculum in the district’s schools (Minn. Stat. § 126C.44). This program code must be used with Finance Code 342 and should also be used with Finance Code 000 for expenditures not funded by categorical programs with a specific finance code.

718  Other School Safety

Record all costs incurred for other crime prevention, drug abuse (other than expenditures recorded in Program Code 716), student and staff safety, voluntary opt-in suicide prevention tools and violence prevention measures taken by the school district. Do not record costs here that should be recorded in Program Codes 710, 712, 715, 716, 717, 720, 730 or 740. Also include costs associated with improving school climate and colocating and collaborating with mental health professionals who are not district employees or contractors. (Minn. Stat. § 126C.44). This program code must be used with Finance Code 342 and should also be used with Finance Code 000 for expenditures not funded by categorical programs with a specific finance code.
Safe Schools FY 2021 Object Codes

New Object Codes

310 School Resource Officer

Record all costs incurred for the salaries, benefits and transportation costs of peace officers and sheriffs for liaison services in the district’s schools under a contract with a local law enforcement agency (Minn. Stat. § 126C.44). This object code must be used with Finance Code 342 and should also be used with Finance Code 000 for expenditures not funded by categorical programs with a specific finance code.

311 Other Contracted Security Services

Record all costs incurred for the salaries, benefits and transportation costs of other contracted security services in the district’s schools (Minn. Stat. § 126C.44). This object code must be used with Finance Code 342 and should also be used with Finance Code 000 for expenditures not funded by categorical programs with a specific finance code.

Permitted Code Combinations for Finance Code 342 – Safe Schools Levy (Minn. Stat. § 126C.44, subd. (a))

<table>
<thead>
<tr>
<th>No.</th>
<th>Activity</th>
<th>Organization</th>
<th>Program</th>
<th>Object</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Contracts for peace officers and sheriffs for liaison in services</td>
<td>001-999</td>
<td>715</td>
<td>310, 311</td>
</tr>
<tr>
<td>2.</td>
<td>Drug abuse prevention programs in elementary schools (i.e., DARE)</td>
<td>001-999</td>
<td>716</td>
<td>140, 143, 144, 168, 170, 185, 186, 195, 200-299, 310, 311, 360, 365, 366, 401, 430</td>
</tr>
<tr>
<td>3.</td>
<td>Gang resistance education training curriculum</td>
<td>001-999</td>
<td>717</td>
<td>140, 143, 144, 168, 170, 185, 186, 195, 200-299, 310, 311, 360, 365, 366, 401, 430</td>
</tr>
<tr>
<td>4.</td>
<td>Security in the district’s schools and on school property</td>
<td>001-999</td>
<td>715</td>
<td>168, 170, 200-299, 366</td>
</tr>
</tbody>
</table>
### Safe Schools FY 2021 Object Codes

<table>
<thead>
<tr>
<th>No.</th>
<th>Activity</th>
<th>Organization</th>
<th>Program</th>
<th>Object</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Costs for other crime, violence, and suicide prevention; and drug abuse prevention in schools other than elementary schools (Other school safety expenditures not included in program codes 710, 712, 715, 716, 717, 720, 730 or 740)</td>
<td>001-999</td>
<td>718</td>
<td>310, 311, 360, 365, 366, 401, 430</td>
</tr>
<tr>
<td>6.</td>
<td>Costs for the following licensed school staff: counselors, nurses, social workers, psychologists, alcohol and chemical dependency counselors; and purchased services to help provide early responses to problems</td>
<td>001-999</td>
<td>710, 712, 720, 730, 740</td>
<td>154, 155, 156, 157, 158, 160, 165, 169, 200-299, 345-349, 352, 362, 366 and 375-379</td>
</tr>
<tr>
<td>7.</td>
<td>Facility and school bus security enhancements</td>
<td>001-999</td>
<td>715</td>
<td>319, 465, 505, 520-530, 532, 535, 555, 589</td>
</tr>
<tr>
<td>8.</td>
<td>Costs for improving the school climate (Other school safety expenditures not included in program codes 710, 712, 715, 716, 717, 720, 730 or 740)</td>
<td>001-999</td>
<td>718</td>
<td>310, 311, 360, 365, 366, 401, 430</td>
</tr>
<tr>
<td>9.</td>
<td>Costs for colocating and collaborating with mental health professionals who are not district employees or contractors (Other school safety expenditures not included in program codes 710, 712, 715, 716, 717, 720, 730 or 740)</td>
<td>001-999</td>
<td>718</td>
<td>310, 311, 360, 365, 366, 401, 430</td>
</tr>
</tbody>
</table>

### Basic Skills

**M.S. 126C.15 Basic Skills Revenue; Compensatory Education Revenue**

The basic skills revenue under MS 126C.15, which includes compensatory revenue and English Learner revenue, has an extensive list of allowable uses outlined in statute. UFARS reporting currently does not allow us to accurately isolate the amounts spent by each district for each of the allowable uses.
M.S. 126C.15 Basic Skills Revenue; Compensatory Education Revenue

While no legislative changes were proposed in 2019 for reporting of basic skills/compensatory/EL expenditures under MS 126C.15, a June 1, 2019 Star Tribune article (http://www.startribune.com/despite-targeted-funding-struggling-students-still-experience-an-achievement-gap/510160142/) and a study of compensatory was requested by legislation (and concluded by the Office of the Legislative Auditor), (https://www.auditor.leg.state.mn.us/announce/comped.pdf) both raised issues about the accuracy and transparency of district reporting through UFARS.

Here is the link to the final report issued by the Office of the Legislative Auditor in February 2020 https://www.auditor.leg.state.mn.us/ped/pedrep/compensatorysum.pdf.

Tom Melcher proposed that we form a subcommittee to solve the legislative concerns. The committee met several times and discussed many options.

Ultimately, the committee suggested nine new program codes to address the concerns.

The following slides summarize the subcommittee’s recommendations.
Basic Skills

Basic Skills Revenue

- Move language between paragraphs to consolidate all of the language relating to extended time programming, including summer school, in one paragraph.

- Eliminate providing “all-day kindergarten” as an allowable use of the revenue. This use has been obsolete since all-day kindergarten funding was initiated in FY 2015 by increasing the pupil unit weight for all-day kindergarten to 1.0, the same as grade 1. Districts can still use basic skills revenue to serve kindergarten students through other revenue uses, such as providing remedial instruction, adding teachers or teacher aides, or extended time programs for kindergarten students.

Basic Skills Revenue

- Add new language referencing voluntary pre-kindergarten and school readiness plus to clarify the types of programs provided for four year olds.

- Clarify that the annual report on basic skills expenditures provided through UFARS must include a breakdown of expenditures by functional area. This is consistent with recommendations developed by the Working Group on Safe Schools and Basic Skills Expenditure Reporting.
Basic Skills FY 2021 Program Codes

### New Program Codes

#### Basic Skills Proposed Program Codes for FY 2021

<table>
<thead>
<tr>
<th>Program Code</th>
<th>Description</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>271</td>
<td>Remedial Reading and Language Arts</td>
<td>Record all costs of providing remedial instruction for reading and language arts to meet the educational needs of pupils who enroll under-prepared to learn and whose progress toward meeting state or local content or performance standards is below the level that is appropriate for learners of their age (<a href="https://www.revisor.mn.gov/statutes/text/126C/s126c15.php">Minn. Stat. § 126C.15</a>). This program code must be used with Finance Code 317 and should also be used with Finance Code 000 for expenditures not funded by categorical programs with a specific finance code.</td>
</tr>
<tr>
<td>272</td>
<td>Remedial Mathematics</td>
<td>Record all costs of providing remedial instruction for mathematics to meet the educational needs of pupils who enroll under-prepared to learn and whose progress toward meeting state or local content or performance standards is below the level that is appropriate for learners of their age (<a href="https://www.revisor.mn.gov/statutes/text/126C/s126c15.php">Minn. Stat. § 126C.15</a>). This program code must be used with Finance Code 317 and should also be used with Finance Code 000 for expenditures not funded by categorical programs with a specific finance code.</td>
</tr>
<tr>
<td>273</td>
<td>Remedial Other Content Areas</td>
<td>Record all costs of providing remedial instruction in content areas other than reading, language arts and mathematics to meet the educational needs of pupils who enroll under-prepared to learn and whose progress toward meeting state or local content or performance standards is below the level that is appropriate for learners of their age (<a href="https://www.revisor.mn.gov/statutes/text/126C/s126c15.php">Minn. Stat. § 126C.15</a>). This program code must be used with Finance Code 317 and should also be used with Finance Code 000 for expenditures not funded by categorical programs with a specific finance code.</td>
</tr>
<tr>
<td>274</td>
<td>Study Skills Improvement</td>
<td>Record all costs of providing study skills to meet the educational needs of pupils who enroll under-prepared to learn and whose progress toward meeting state or local content or performance standards is below the level that is appropriate for learners of their age (<a href="https://www.revisor.mn.gov/statutes/text/126C/s126c15.php">Minn. Stat. § 126C.15</a>). This program code must be used with Finance Code 317 and should also be used with Finance Code 000 for expenditures not funded by categorical programs with a specific finance code.</td>
</tr>
</tbody>
</table>
Basic Skills FY 2021 Program Codes

**New Program Codes**

275  **Kindergarten Individualized Instruction**

Record all costs for additional kindergarten teachers and teacher aides to meet the educational needs of pupils who enroll under-prepared to learn and whose progress toward meeting state or local content or performance standards is below the level that is appropriate for learners of their age through individual tutoring, lower instructor-to-learner ratios or team teaching (Minn. Stat. § 126C.15). This program code must be used with Finance Code 317 and should also be used with Finance Code 000 for expenditures not funded by categorical programs with a specific finance code.

276  **Elementary Individualized Instruction**

Record all costs for additional elementary teachers and teacher aides to meet the educational needs of pupils who enroll under-prepared to learn and whose progress toward meeting state or local content or performance standards is below the level that is appropriate for learners of their age through individual tutoring, lower instructor-to-learner ratios or team teaching (Minn. Stat. § 126C.15). This program code must be used with Finance Code 317 and should also be used with Finance Code 000 for expenditures not funded by categorical programs with a specific finance code.

277  **Secondary Individualized Instruction**

Record all costs for additional secondary teachers and teacher aides to meet the educational needs of pupils who enroll under-prepared to learn and whose progress toward meeting state or local content or performance standards is below the level that is appropriate for learners of their age through individual tutoring, lower instructor-to-learner ratios or team teaching (Minn. Stat. § 126C.15). This program code must be used with Finance Code 317 and should also be used with Finance Code 000 for expenditures not funded by categorical programs with a specific finance code.

278  **Regular School Day – Longer School Day or Week**

Record all costs for providing a longer school day or week during the regular school year to meet the educational needs of pupils who enroll under-prepared to learn and whose progress toward meeting state or local content or performance standards is below the level that is appropriate for learners of their age (Minn. Stat. § 126C.15). Not used with Finance Code 309 Basic Skills for Extended Time. This program code must be used with Finance Code 317 and should also be used with Finance Code 000 for expenditures not funded by categorical programs with a specific finance code.
### Basic Skills FY 2021 Program Codes

#### New Program Codes

**279  Substantial Parental Involvement**

Record all costs for substantial parental involvement in developing and implementing remedial education or intervention plans for a learner, including learning contracts between the school, the learner and the parent that establish achievement goals and responsibilities of the learner and the learner’s parent or guardian. This program code should not include parent involvement for activities associated with early learning programs (Minn. Stat. § 126C.15). This program code must be used with Finance Code 317 and should also be used with Finance Code 000 for expenditures not funded by categorical programs with a specific finance code.

### Basic Skills FY 2021 Permitted Code Combinations

**Permitted Code Combinations Basic Skills; Compensatory Education Revenue (Minn. Stat. § 126C.15, subd. 1)**

Finance Code 317 – Basic Skills (Funds 01) - (Minn. Stat. § 126C.15, subd. 1 (1-9 and 11))

Balance Sheet Account 441 Restricted/Reserved for Basic Skills and Balance Sheet

**Finance Code 309 - Basic Skills for Extended Time (Funds 01) (Minn. Stat. § 126C.15, subd. 1 (10))**

Balance Sheet Account 459 Restricted/Reserved for Basic Skills Extended Time
### Basic Skills FY 2021 Permitted Code Combinations

1. **Direct instructional services under the assurance of mastery program according to M.S. 124D.66**

| 001-999 | 217 | 140, 141, 143, 144, 145, 146, 185, 186, 199, 210, 214, 218, 220-251, 270, 280, 299, 366, 394, 396, 397 |

2. **Remedial instruction of reading, language arts, mathematics, other content areas or study skills to improve the achievement level of these learners**


3. **Additional teachers and teacher aides to provide more individualized instruction to these learners through individual tutoring, lower instructor-to-learner ratios, or team teaching; excluding teachers and teacher aides for programs under paragraphs (1), (2), (6) and (7)**


### Basic Skills FY 2021 Permitted Code Combinations

1. **A longer school day or week during the regular school year**
   - 001-999
   - 278
   - 140, 141, 143, 144, 145, 146, 185, 186, 199, 210, 214, 218, 220-251, 270, 280, 299, 366, 394, 396, 397

2. **Comprehensive and ongoing staff development consistent with district and site plans according to section M.S. 122A.60 and to implement plans under section 120B.12, subdivision 4a, for teachers, teacher aides, principals, and other personnel to improve their ability to identify the needs of these learners and provide appropriate remediation, intervention, accommodations, or modifications**
   - 001-999
   - 640

3. **Instructional materials, digital learning, and technology appropriate for meeting the individual needs of these learners (excluding cost of staffing)**
   - 001-999
   - 217, 219, 271, 272, 273, 274, 275, 276, 277, 278
   - 406, 430, 433, 456, 460, 466, 506, 556

   - 001-999
   - 400, 401-416, 420
   - 315, 350, 370, 380, 406, 433, 456, 466, 506, 533, 556

   - 001-999
   - 422
   - 406, 433, 456, 466, 506, 556

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### Basic Skills FY 2021 Permitted Code Combinations

#### 7. Programs to reduce truancy, encourage completion of high school, enhance self-concept, provide health services, provide nutrition services, provide a safe and secure learning environment, provide coordination for pupils receiving services from other governmental agencies, provide psychological services to determine the level of social, emotional, cognitive, and intellectual development, and provide counseling services, guidance services, and social work services

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<tr>
<td></td>
<td>001-999</td>
<td>400, 401-416, 420 305, 391-393</td>
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<tr>
<td></td>
<td>001-999</td>
<td>422 305</td>
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</tbody>
</table>

#### 8. Bilingual programs, bicultural programs, and programs for English learners

|------------------|-----------------------------------------------|----------------------------------------------------------------------------------|

#### 9. Early education programs, parent-training programs, school readiness programs, voluntary pre-kindergarten and school readiness plus programs for four-year-olds, voluntary home visits under section 124D.13, subdivision 4, and other outreach efforts designed to prepare children for kindergarten

### Basic Skills FY 2021 Permitted Code Combinations

#### Extended school day and extended school year programs; including summer programs that may be offered directly by the site or under a performance-based contract with a community-based organization

<table>
<thead>
<tr>
<th>Finance Code</th>
<th>Subpermitted Codes</th>
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<tbody>
<tr>
<td>301</td>
<td>001-999</td>
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<td>050, 200-203, 211,</td>
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<td>215, 217, 219-220,</td>
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<td>230-270, 584-605,</td>
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<td>710-712, 720-760</td>
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<td>710-712, 720-760</td>
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</tbody>
</table>

#### 11. Substantial parent involvement in developing and implementing remedial education or intervention plans for a learner, including learning contracts between the school, the learner, and the parent that establish achievement goals and responsibilities of the learner and the learner’s parent or guardian, excluding parent involvement activities associated with early learning programs under paragraph

<table>
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<td>710-712, 720-760</td>
</tr>
</tbody>
</table>
2020 Education Finance Legislation
(Chapter 116 / HF 4415 - Not yet signed into law)
General Education

• Eliminates the requirement to reserve a portion of compensatory revenue for extended time programming, beginning in FY 2021.
  • Under the old law, districts would have been required to reserve 7.5% of compensatory revenue for extended time programming in FY 2021, but this legislation eliminates the set aside requirement for FY 2021 and later.
  • 5.5 percent of FY 2020 compensatory revenue (includes regular formula amount and any grandfathered pilot revenue) must still be reserved for extended time.
  • Any balance remaining in Balance Sheet Account 459 as of 6/30/2020 can only be used for extended time (unless transferred out in FY 20 or FY 21 using the fund transfer provision in this law – see slides 8 and 9).

FY 2021 UFARS Code Updates
## FY 2021 UFARS Chapter 10 Updates

### Finance Codes:

**313/318**  
**Achievement and Integration Aid and Levy/ Incentive Revenue**  
- Program Codes - all  
- Remove Object Code 157, 252, 289, 291  
- Add Object Code 378, Licensed School Psychologist (Amt up to $25,000)

**322**  
**State Adult Basic Education (ABE)**  
Changes made to align better with Finance Code 438, Federal ABE Formula Revenue  

**324**  
**General Education Development (GED) Testing and ABE Supplemental Services**  
Changes made to align better with Finance Code 438, Federal ABE Formula Revenue  

**438**  
**Federal ABE Formula Revenue**  
- Add Object Code 820, Dues, Memberships, Licenses and Certain Fees
Finance Codes:

353   Aid to Nonpublic Pupils – Guidance and Counseling
      Remove Program 712, Elementary Counseling and Guidance Services
      (The services are not allowed at the Elementary level.)

372   Medical Assistance/Third Party Revenue
      - Add Object Code 368, Federal Reimbursed Out-of-State Travel, with Program Code
        400, General Special Education

Finance Codes:

835   Career and Technical Programs – Children with Disabilities
      Old Allowed Object Codes: 100-599, 810-820, 895-899
      FY 21 Allowed Object Codes: 110, 140, 143, 145, 161, 170, 185, 191, 199, 210-251,
      270-280, 299, 305, 320, 366, 390, 393, 394, 396, 397, 399, 401, 406, 433, 456, 466,
      506, 530, 533, 555, 556, 820
**FY 2021 UFARS Finance Code Updates**

**Finance Codes Deletions:**

- **341** Regional Mathematics and Science Teacher Centers
  
  REMOVE FINANCE CODE – no new funds since FY 2011

- **343** Systemic Science, Technology, Engineering and Mathematics (STEM)
  
  REMOVE FINANCE CODE – no new funds since FY 2011

- **806/906** Discretionary Positive Behavior Intervention Support (PBIS) Multiple Grants
  
  REMOVE FINANCE CODE – Use Finance Code 499, Miscellaneous Federal Revenue
  
  Received from the Department of Education

**FY 2021 UFARS Chapter 10 Updates**

**Fund 02 – Child Nutrition Finance Codes 701-703, 705-707 and 709**

Remove Object Codes: 172, 176, 306-309, 340-349, 368-369, 520, 582-583, 896-898
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.

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

GASB Statement No. 87 was scheduled to become effective for the fiscal year ended June 30, 2021. However, GASB has delayed the implementation date by 18 months. The original implementation date was for Fiscal Years beginning after December 15, 2019, so the new implementation date is for June 15, 2021. Therefore, we must comply beginning on July 1, 2021 for FY 2022.

We have begun working on the GASB No. 87 UFARS changes and updates.
GASB No. 84 provides updated 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.

The Agency Fund (Fund 09) was no longer allowed as of July 1, 2019, since it was no longer valid per GASB Statement No. 84.

MDE added Fund 18, Custodial Fund, to be in compliance with GASB Statement No. 84.

Each district will need to review and evaluate their activities to determine the proper fund:

- Fund 01, General Fund
- Fund 08, Trust Fund (legal trust agreement required)
- Fund 18, Custodial Fund (new for FY 2020)
FY 2020 UFARS GASB 84 Update
Student Activities

GASB Statement No. 84 and the related implementation guide (issued June 2019) required that student activities must be reported in the District’s General Fund.

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

All student activities will need to be under board control effective FY 2020 (July 1, 2019).

NOTE: MDE Financial Management Staff received several questions regarding funds remaining from senior trips which were cancelled due to COVID-19. In response a Questions and Answers document was published. This document can be found on the Financial Management webpage (https://education.mn.gov/MDE/dse/schfin(fin/).

FY 2020 UFARS GASB 84 Update
Student Activities

M.S. §123B.49, Extracurricular Activities; insurance, was updated during the 2019 legislative session to align with GASB 84.

The changes were 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; and
• There will be a restricted/reserved fund balance to ensure there is no impact on the Statutory Operating Debt (SOD) calculation.

Note: GASB voted in May 2020 to delay the implementation of GASB Statement No. 84 by one year. However, GASB allows early implementation. Minnesota Statutes 123B.49, Extracurricular Activities; insurance, was updated during the 2019 legislative session to align with GASB Statement No. 84 requiring student activities to be under board control effective July 1, 2019. Based upon this guidance, all LEAs must comply with this standard for FY 2020.
Summary: UFARS Changes for GASB 84

Program Code 291 – Co-Curricular Activities (Non-Athletics) has been redefined under the new guidance.

Program Code 298 – Extracurricular Activities has been redefined under the new guidance.

Finance Code 301 – Extracurricular Activities (Funds 01, 08 and 18)
  • Record revenue and expenditures for student activities.
  • Salaries and benefits will not be allowable in the restricted grid.

Finance Code 340 – Scholarships (Funds 01, 08 and 18)

Balance Sheet Account 401 – Restricted/Reserved for Student Activities (Funds 01, 08 and 18)

Balance Sheet Account 402 – Restricted/Reserved for Scholarships (Funds 01, 08 and 18)

Fundraising Sales for Schools- Law Change

The Minnesota Department of Revenue Issued a memo on September 20, 2019 regarding fundraising sales.

Minnesota Statutes, section 297A.70, subdivision 13, provides a sales tax exemption for fundraising sales made by a nonprofit organization that exists solely for the purpose of providing educational or social activities for young people primarily age 18 and under. This exemption does not apply to sales by school organizations for extracurricular activities when the proceeds from fundraising activities are either:
  • Deposited with the school district treasurer
  • Recorded in the same manner as other revenues and expenditures of the school district

A 2019 law change made to Minnesota Statutes, section 123B.49, subdivision 4, provided that all costs and revenues from extracurricular fundraising activities will need to be recorded in the same manner as all other expenditures and revenues of the district.
Fundraising Sales for Schools- Law Change

Exceptions that still apply include:

• Candy
• Clothing
• Coupon Books
• Food Items (must be pre-packaged and not made by the seller)
• Prepared food (must be served on school premises)
• Tickets or admissions to regular season schools games, events and activities
• Tickets and admissions to games, event and activities sponsored by the Minnesota State High School League

For more information see Sales Tax Fact Sheet 111 (choose nontaxable sales).

FY 2020 UFARS Codes Reminders
FY 2020 UFARS Fund Dimension Update

For FY 2020, UFARS Fund 09, Agency Fund, is deleted.*

*You may transfer funds using the following code:

09-005-950-000-910-000 for FY 2020 only

For FY 2020, UFARS Fund 18, Custodial Fund, is added.*

*There is not a restricted/reserved code for Fund 18 as all remaining funds should be accounted for in Accounts Payable or Deferred Revenue. The exceptions are Balance Sheet Code 401 and 402.

FY 2020 UFARS Program Dimension Update

Update Program Code:

Program Code 291 – Co-Curricular Activities (Non-Athletics) -and-
Program Code 298 – Extracurricular Activities

Updated description: Descriptions were updated to align with Statute and GASB Statement No. 84

Program Code 422 – Special Education- Students without Disabilities

Updated description: A note was added stating that if you are using with Finance Code 429 (Mandatory CEIS) the costs must be approved under your Mandatory CEIS application.
FY 2020 UFARS Finance Dimension Update

For FY 2020, UFARS **Finance Code 301**, Extracurricular Activities (Fund 01, 08 and 18), was **added**.

For FY 2020, UFARS **Finance Code 340**, Scholarships (Funds 01, 08 and 18), was **added**.

---

FY 2020 UFARS Object Dimension Update

Object Code 306- **Special Education Litigation Costs** will remain active with the description change below:

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.**

**Note:** This object code is not reimbursable with special education funds.
Object Code 405—Non-Instructional Software Licensing Agreements

Addition to the current description: Also see Object Code 401, Supplies and Materials- Non Instructional, for additional coding.

Object Code 406—Instructional Software License Agreements


Object Code 430—Supplies and Materials- Non-Individualized Instructional

Updated description: This update will be reversed and the description will change back to FY 2019 language.

Language to be deleted: This code should be used to purchase ingredients for Family and Consumer Science (FACS) classes.

Object Code 433—Supplies and Materials – Individualized Instruction

Addition to the current description: Please refer to Object Code 406, Instructional Software License Agreements.
FY 2020 UFARS Object Dimension Update

Object Code 460—Textbooks and Workbooks

Updated description: Legislative change expanded the uses for Object Code 460. The following was added for FY 2020.

*Textbook includes a teacher’s guide, or other materials that accompany a textbook that a pupil uses when the teacher’s edition, teacher’s guide, or other teacher materials are packaged physically or electronically with textbooks for student use.*

FY 2020 UFARS Source Dimension Update

Source Code 060 - Admission and Student Activity Revenue (Funds 01 and 04)

Updated description:

- Record revenue for admissions, gate receipts, and voluntary donations relating to attendance at any event or activity sponsored by and under the control of the school board. This includes athletic events, fine arts performances, and exhibitions. Exclude revenue for any extra-curricular activities not under the control of the school board (*Minn. Stat. § 123B.49*). Revenues must be coded to the proper fund and, when appropriate, coded to other dimensions (organization, program and finance). See Source Code 620 for fund raising activities.
For FY 2020, UFARS Balance Sheet Account 401, Restricted/Reserved for Student Activities (Funds 01, 08 and 18), was added.

For FY 2020, UFARS Balance Sheet Account 402, Restricted/Reserved for Scholarships (Funds 01, 08 and 18), was added.

These two balance sheet codes are new for FY 2020, but may have beginning balances.

If your entity has a beginning balance there will be an error on the UFARS Turnaround edit that states prior year ending balance does not equal beginning balance of current year. For balance sheet codes 401 and 402 you can ignore this error for FY 20. The error(s) will not affect a district’s eligibility to receive the School Finance Award, but the other criteria will still apply.

Reminder:

We updated the UFARS Finance Code and Balance Sheet Combinations for FY 2020 at the end of Chapter 4, Finance.
FY 2020 UFARS Chapter 13 Update

FYI

UFARS Chapter 13 Food Service section was updated in FY 2019.
UFARS Chapter 13 Transportation section was updated in FY 2020.

Please review both of these sections as they pertain to year-end allocations.

UFARS Coding Guidance
FY 2020 UFARS Finance Code Update

- $30 million in one-time funding, allocated among districts and charter schools based on each district/charter school’s share of state total adjusted ADM for FY 2018
  - Paid 100% on October 30, 2019 IDEAS payment

Allowable uses:

- Districts must reserve the aid using Finance Code 342 (Safe Schools Levy) and use it for the same purposes as the safe schools levy
- Charter schools must reserve the aid and use it either for same purposes as the safe schools levy or for building lease costs not covered by charter school lease aid – Must use Finance Code 342 for expenditures

VPK and School Readiness Plus

Legislature has requested a lot of data regarding VPK and School Readiness Plus.

Please ensure that you are using the appropriate programs to record revenue and expenditures for VPK and School Readiness Plus.

School Readiness Plus applications for the following school year are due in January. MDE is allowed to approve up to 7,160 voluntary pre-kindergarten and school readiness plus spots. Schools approved for the prior year must resubmit an application for the following year. The school readiness plus program sunsets after FY21 without legislation.

For FY 2020 and FY 2021 only, continues to fund the 4,000 seats currently expiring after FY 2019
VPK and School Readiness Plus

Program Code 200, Voluntary Prekindergarten (VPK)
For districts with an approved Voluntary Prekindergarten program as defined in Minnesota Statutes, section 124D.151.

Program Code 584, School Readiness Plus (Funds 01 and 04)
A district, a charter school, or a group of districts and charter schools may establish a school readiness plus program for children age four up to kindergarten entrance per Laws of Minnesota 2017, 1st Spec. Sess. Chapter 5, article 8, section 8. The purpose of a school readiness plus program is to prepare children for success as they enter kindergarten in the following year.

Record expenditures and revenues in Fund 01 for at-risk children not paying a fee. Record expenditures and revenues in Fund 04 for fee generated School Readiness Plus activity. The revenues and expenditures in this code apply to Balance Sheet Code 422 (Fund 01) and Balance Sheet Code 464, Restricted Fund Balance (Fund 04).

Food Service Unpaid Meal Charges, Delinquent and Uncollectable Debt

Classification
Unpaid meal charges are classified as either delinquent or uncollectable. It is this classification that determines the course of action when recording associated transactions.

Unpaid meal charges are considered “delinquent debt” when payment is overdue as defined by local policies. The debt is classified as delinquent as long as it is considered collectable and efforts are being made to collect it. A debt owed (an account receivable) to the Nonprofit School Food Service Account (NSFSA) is an asset. As such, the debt remains on the accounting records of Fund 02 until it is either collected or is determined to be uncollectable and written off.

When local officials determine delinquent debt is uncollectable, the debt must be reclassified as “bad debt.” Debts are initially considered assets because they represent money due to the NSFSA. However, once a delinquent debt is reclassified as a bad debt, it is no longer considered an asset because it is, by definition uncollectable. Therefore, bad debts must be written off as operating losses. Expenditures from the NSFSA must meet the standards for allowable costs set out in the federal cost principles at 2 CFR Part 200, Subpart E, so it is actually the resulting operating loss that is unallowable.

2 CFR Part 200, Subpart E – Cost Principles § 200.426 Bad debts. Bad debts (debts which have been determined to be uncollectable), including losses (whether actual or estimated) arising from uncollectable accounts and other claims, are unallowable. Related collection costs, and related legal costs, arising from such debts after they have been determined to be uncollectable are also unallowable.
Local Educational Agency (LEA) Meal Charge Policy

As of July 1, 2017, the U.S. Department of Agriculture (USDA) required all LEAs to have a written and clearly communicated meal charge policy or procedure. The policy/procedure should outline how students will be charged for meals, as well as offering alternate meals, limits on meal charges, or allowing neither meal charges nor alternate meals when a student’s account has insufficient funds. Per USDA guidance, the specific policy/procedure is at the discretion of each LEA and must include information about how unpaid meal debt will be collected.

Recordkeeping Requirements for Bad Debts

Once delinquent debts are converted to bad debts, records relating to those charges must be maintained in accordance with the record retention requirements outlined in 7 CFR 210.9(b)(17) and 7 CFR 210.15(b). The following records should be maintained to document the appropriate establishment and handling of bad debt:

- Evidence of efforts to collect unpaid meal charges in accordance with the local unpaid meal charge policy;
- Evidence the collection efforts fell within the timeframe and methods established by the local meal charge policy;
- Financial documentation showing when the unpaid meal charge(s) became an operating loss; and
- Evidence any funds written off as bad debt were restored to the NSFSA using non-Federal sources.
### Accounting for Uncollectable Service Accounts

John’s parents pay $100 to food service prior to the start of school.

<table>
<thead>
<tr>
<th>Debit</th>
<th>Amount</th>
<th>Credit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>02-101-00</td>
<td>100</td>
<td>02-230-00</td>
<td>100</td>
</tr>
<tr>
<td>Cash</td>
<td></td>
<td>Unearned Revenue</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(formerly Deferred Revenue)</td>
<td></td>
</tr>
</tbody>
</table>

### Food Service Unpaid Meal Charges, Delinquent and Uncollectable Debt

John eats lunch and a la carte items throughout the next two months

**Month 1:**

- 02-230-00 Unearned Revenue 60
- 02-XXX-770-701-601-00 Lunch Sales to pupils 40
- 02-XXX-770-701-601-000 A la carte sales to pupils 20

**Month 2:**

- 02-230-00 Unearned Revenue 40
- 02-XXX-770-701-601-00 Lunch Sales to pupils 50
- 02-XXX-770-701-601-000 A la carte sales to pupils 20
- 02-115-00 Accounts Receivable 30
Food Service Unpaid Meal Charges, Delinquent and Uncollectable Debt

Scenario 1

Month 3: John’s parents pay $100 to food service.

<table>
<thead>
<tr>
<th>Account (01-XXX)</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>02-101-00</td>
<td>100</td>
<td>02-230-00 Unearned Revenue 70</td>
</tr>
<tr>
<td>Cash</td>
<td></td>
<td>02-115-00 Accounts Receivable 30</td>
</tr>
</tbody>
</table>

John eats school lunch and a la carte items during the month. The entries in Month 1 and 2 will be repeated each month, but dollar amounts will change based upon actual food purchases.

Food Service Unpaid Meal Charges, Delinquent and Uncollectable Debt

Scenario 2

Month 3: John leaves the school district. The $30 owed is not recovered by the school district prior to John’s departure. The district determines John is never coming back—the family moved out of the state. Therefore, the district categories this as bad debt expense (uncollectable).

<table>
<thead>
<tr>
<th>Account (01-XXX)</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-XXX 770-00-899-000 Miscellaneous Expense (Bad debt expense i.e. uncollectable) 30</td>
<td></td>
<td>02-115-00 Accounts Receivable 30</td>
</tr>
<tr>
<td>02-101-000 Cash 30</td>
<td></td>
<td>01-101-000 Cash 30</td>
</tr>
</tbody>
</table>

Note: It is important to use Fund 01 and Program Code 770 when recording the write off of uncollectible student account balances for food service sales.
**Food Service Unpaid Meal Charges, Delinquent and Uncollectable Debt**

**Accounting for Donations for Food Service**

The district has received miscellaneous donations for **delinquent** food service account balances.

<table>
<thead>
<tr>
<th>01-101-00</th>
<th>800</th>
<th>01-XXX-770-00-096-00</th>
<th>800</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td></td>
<td>Donations to food service (for bad debt)</td>
<td></td>
</tr>
</tbody>
</table>

Move donations from Fund 01 to Fund 02 to cover the accounts receivable in arrears.

<table>
<thead>
<tr>
<th>01-XXX-770-000-899-000</th>
<th>800</th>
<th>02-115-00</th>
<th>800</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miscellaneous Expense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Bad debt expense, i.e. Delinquent)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>02-101-00</th>
<th>800</th>
<th>01-101-00</th>
<th>800</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td></td>
<td>Cash</td>
<td></td>
</tr>
</tbody>
</table>

This entry is for the food service general ledger and not individual student accounts. The individual student account will need to be adjusted in the point of sale system (i.e., PayPams) by food service.

The school board needs to implement a policy that clarifies how donations are distributed to the student food service accounts in arrears. Donations that are designated to a specific student would be recorded directly into Fund 02 and would not be a tax deductible contribution.

**Collections**

Prior to sending uncollectible food service accounts to collections, the district has determined based on school board policy which accounts should be written off as uncollectible. See Scenario 2 for the journal entry to write off uncollectible accounts.

Districts that receive funds from collections, should consult their auditors on the accounting treatment to record the recovered funds.

**See Minnesota Statutes, section, 124D.111, Lunch Aid; Food Service Accounting regarding Fund Balance deficits in Food Service.**

For assistance with compliance and regulation contact Minnesota Department of Education-Food and Nutrition Service (mde.fns@state.mn.us). For assistance with accounting, contact the UFARS Accounting Helpdesk (MDE.UFARS-Accounting@state.mn.us).
UFARS Data Submissions

UFARS Data Submission Deadlines

FY 2020 Preliminary Unaudited UFARS data is due September 15, 2020.

FY 2020 Final Audited UFARS data is due November 30, 2020.

FY 2020 Fiscal Compliance Table is due November 30, 2020.

FY 2020 UFARS Data Submission Deadlines

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

1. MDE receiving the unaudited UFARS submission by September 15.
2. MDE receiving 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/

UFARS Data Submissions

Districts, Schools and Educators, locate the “Business and Finance” section
On September 20, 2019, the MDE Identity Management System (MIDMS) was replaced with a new security system, Education Identity and Access Management (EDIAM). All LEAs will need to establish new user accounts in order to upload UFARS and enter other data systems.

No user accounts were migrated from MIDMS to EDIAM, so everyone (including IOwAs) must create a new user account in EDIAM. Instructions for creating a new EDIAM user account are on the MDE website's Data Submissions webpage. Questions should be emailed to useraccess.mde@state.mn.us.
UFARS Data Submissions

MDE > Districts, Schools and Educators > Business and Finance > Data Submissions > UFARS File Upload

UFARS File Upload

The Uniform Financial Accounting and Reporting System (UFARS) collects data submitted by districts, in compliance with reporting requirements.

Contact: Deb Meier at 651-582-8656 or Debra.A.Meier@state.mn.us

Sign up for MDE email alerts

Financial Management

Financial management assists school districts, charter schools, and cooperatives with business office management, budgeting, accounting, and reporting, enables policymakers to financial management issues, and administers the Uniform Financial Accounting and Reporting Standards System (UFARS), and analyzes school district data.

Minnesota Department of Education Finance staff conduct, assess, and promote plans to eliminate barriers operating data for school districts, charter schools, and cooperatives. This section also collects and records all financial audit data from districts, charters, and cooperatives and administers the Minnesota Credit Enhancement Program.

Visit the Data Center: School Finance Summaries for Financial Profiles and Indirect Cost Rates.

District Resources and Fiscal Literacy Budget FY 2017 and FY 2018 - MDEFY17

Charter School Audit Reporting Summary - MDEFY17


Summary of Audit Requirements FY 2013 Audits - MDEFY17

Guidelines for Transfer of Funds - MDEFY17

Request for Final Transfers - MDEFY17

FY 2014 - Changes to Charter School Reporting Requirements - MDEFY14

Correction Action Plan - MDEFY13

Sign up for email alerts

Related MDE resources

Related education resources
Achievement and Integration revenue (aid and levy) and expenditures should be coded to Finance Code 313. *Exception: for FY 20 carryover funds allowed (see slide 12)

Incentive revenue should be coded to Finance Code 313 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 lessor 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. *Exception: for FY 20 carryover funds allowed (see slide 12)
MDE Website – MDE > Data Center > Data Reports and Analytics > MFR > Aid Entitlement Reports

RUN DATE 09/23/19 - 09:49:00
MINNESOTA DEPARTMENT OF EDUCATION
INTAID0110910
DISTRICT 0011-01
18-19 ACHIEVEMENT & INTEGRATION REVENUE REPORT - ACTUAL
AMOE HENNEBURY PUBLIC SCHOOL DIST.

(A) STUDENT COUNTS
(1) Adjusted pupil units 41,821.34
(2) Prior Year protected students 11,456.00
(3) Prior Year enrollment 38,365.00
(4) FY protected students/FY enrollment 20424208

(B) APPROVED BUDGETS
(5) Initial integration & Achievement revenue budget 5,760,049.49
(6) Incentive revenue budget 418,481.60

(C) EXPENDITURES
(7) Expenditures Finance M18, Initial Integration 5,741,108.67
(8) Expenditures Finance M18, Incentive 418,021.49

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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 by 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.
UFARS Turnaround Reports Review

MDE > Data Center > Data Reports and Analytics
For FY 2020, UFARS **Balance Sheet Account 401**, Restricted/Reserved for Student Activities (Funds 01, 08 and 18), was added.

For FY 2020, UFARS **Balance Sheet Account 402**, Restricted/Reserved for Scholarships (Funds 01, 08 and 18), was added.

These two balance sheet codes are new for FY 2020, but may have beginning balances.

If your entity has a beginning balance there will be an error on the UFARS Turnaround edit that states prior year ending balance does not equal beginning balance of current year. For balance sheet codes 401 and 402 you can ignore this error for FY 20. The error(s) will not affect a district’s eligibility to receive the School Finance Award, but the other criteria will still apply.
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:

- July 21, 2020
- August 24, 2020
- November 10, 2020
MDE Website –
District Reporting Calendar

MDE > Districts, Schools and Educators > Business and Finance > Data Submissions > District Reporting Calendar

**Data Submissions**

MDE > District Reporting Calendar

MDE Website –
District Reporting Calendar

MDE Website –
District Reporting Calendar

Report Calendar for Districts

This reporting calendar lists major reports or data entry periods of significant importance that affect many or all districts, by month. When available, links are provided to web pages or forms that provide more information. Find additional forms, workshites, questionnaires, applications and more on our website: MDE page.

Call 612-539-6000 or email: contact@mdc.state.mn.us if you have questions about these requirements and we will connect you with the appropriate division for assistance.

This is not a complete list of all reporting requirements or data submissions the agency collects, so many related to specific programs of a small subset of districts or schools.

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Report Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>1-31</td>
<td>Test XML</td>
<td>Pre-read for statewide testing</td>
</tr>
<tr>
<td>January</td>
<td>18</td>
<td>MCQ</td>
<td>Course classification and data collection system for statewide longitudinal data system</td>
</tr>
<tr>
<td>February</td>
<td>15</td>
<td>MCQ</td>
<td>Course classification and data collection system for statewide longitudinal data system</td>
</tr>
<tr>
<td>March</td>
<td>1</td>
<td>American Indian Parent Advisory Committee</td>
<td>All districts with 10 or more American Indian Students must have an American Indian Parent Advisory Committee</td>
</tr>
<tr>
<td>March</td>
<td>15</td>
<td>School Improvement Plan Quarterly update</td>
<td>School Improvement Plan Quarterly update</td>
</tr>
<tr>
<td>March</td>
<td>15</td>
<td>Achievement and Integration Annual Report</td>
<td>Report on progress toward achievement and Integration plan goals and budget</td>
</tr>
</tbody>
</table>
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.
MDE Website – MDE-ORG

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent</td>
<td>Norman Hess</td>
<td>(213) 998-0544 x3010</td>
<td><a href="mailto:norman@fergusotters.org">norman@fergusotters.org</a></td>
</tr>
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</table>

Identified Official with Authority

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identified Official with Authority</td>
<td>Dane Marie Jahnsk</td>
<td>(213) 998-0544 x3010</td>
<td><a href="mailto:rjahnke@fergusotters.org">rjahnke@fergusotters.org</a></td>
</tr>
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</table>

District Assessment Coordinator

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternate District Assessment Coordinator</td>
<td>Hannah Lehmann</td>
<td>(213) 998-0544 x3002</td>
<td><a href="mailto:mlehmann@fergusotters.org">mlehmann@fergusotters.org</a></td>
</tr>
<tr>
<td>District Assessment Coordinator</td>
<td>Carol Thompson</td>
<td>(213) 998-0544 x3005</td>
<td><a href="mailto:cthompson@fergusotters.org">cthompson@fergusotters.org</a></td>
</tr>
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</table>

District ADM Web Estimates (ADMWE) Contact

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMWE Estimates Contact</td>
<td>Mark Masten</td>
<td>(213) 998-0544 x3001</td>
<td><a href="mailto:mmasten@fergusotters.org">mmasten@fergusotters.org</a></td>
</tr>
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</table>

District Business Manager

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Business Manager</td>
<td>Mark Masten</td>
<td>(213) 998-0544 x3009</td>
<td><a href="mailto:mmasten@fergusotters.org">mmasten@fergusotters.org</a></td>
</tr>
</tbody>
</table>

District Communications/Media Contact (No current contacts)

SSDC Coordinator

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSDC Coordinator</td>
<td>Dane Marie Jahnsk</td>
<td>(213) 998-0544 x3010</td>
<td><a href="mailto:rjahnke@fergusotters.org">rjahnke@fergusotters.org</a></td>
</tr>
</tbody>
</table>

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 Mgmt Training,
Education Finance Specialist
Division of School Finance
Jennifer.Charles@state.mn.us or 651-582-8257

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

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

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

Molly Koppes
Financial Mgmt Training, Credit
Enhancement, Statutory Operating
Debt (SOD)
Education Finance Specialist
Division of School Finance
Molly.Koppes@state.mn.us or 651-582-8249
# MDE Special Education Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Role and Responsibilities</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/MOE/SERVS</td>
</tr>
<tr>
<td>Beth Tomlinson</td>
<td>Electronic Data &amp; Reporting Systems (EDRS) Federal Allocation/Application Approval/MOE</td>
</tr>
<tr>
<td>Jill Bemis</td>
<td>State Aid/Vehicle Purchases/Special Pupils</td>
</tr>
<tr>
<td>Michelle Jones</td>
<td>Tuition Billing Adjustment Calculations</td>
</tr>
<tr>
<td>Dave Lobejko</td>
<td>Data Analytics Specialist</td>
</tr>
</tbody>
</table>

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

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# Data Management Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Role and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michelle Carey</td>
<td>MDE-ORG</td>
</tr>
<tr>
<td>Tara Chapa</td>
<td>Ed-Fi</td>
</tr>
<tr>
<td>Sylvie Djatsa</td>
<td>Student ID Validation</td>
</tr>
<tr>
<td>Kelly Garvey</td>
<td>Student Transportation</td>
</tr>
<tr>
<td>Kelly Wosika</td>
<td>Student Accounting</td>
</tr>
<tr>
<td>Marilynn Loehr</td>
<td>MARSS Coordinator</td>
</tr>
<tr>
<td>Jeanne Krile</td>
<td>PSEO, ADM WE</td>
</tr>
<tr>
<td>Mary Peck</td>
<td>Supervisor</td>
</tr>
</tbody>
</table>

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Other Contacts...

**SERVS Financial**
How to gain access and utilize SERVS Financial – mde.servsfinancial@state.mn.us
Error messages and malfunctions when using SERVS – mde.helpdesk@state.mn.us

**MARSS Student Reporting**
Minnesota Automated Student Reporting System (MARSS)
contact: Marss@state.mn.us

**Title Programs**
Title Programs – mde.nclb@state.mn.us

**Special Education**
Special Education Funds – mde.spedfunding@state.mn.us

**Data Submissions (EDIAM)**
MDE User Access - useraccess.mde@state.mn.us

Thank you!

Deb Meier and Molly Koppes
Debra.A.Meier@state.mn.us or Molly.Koppes@state.mn.us
651-582-8656 or 651-582-8249