

### CLASSIFICATION OF FUNDS

- ❖ This information may be found on the Nebraska Department of Education's website:
- ❖ Rule 2: [http://www.education.ne.gov/LEGAL/webru/espdf/CLEANRule2\\_2013.pdf](http://www.education.ne.gov/LEGAL/webru/espdf/CLEANRule2_2013.pdf)
- ❖ Users' Manual: [www.education.ne.gov/FOS](http://www.education.ne.gov/FOS)
- ❖ Under the FOS Programs heading
- ❖ Click on Users' Manual



### Audit Requirement

- State Statute §79-1089 requires that a public accountant or a certified public accountant annually examine all financial records maintained by school districts.
- Important part of Nebraska's Transparency and Accountability Program.

### GENERAL FUND

- The General Fund is "The Fund" you all use.
- General Fund receipts are classified according to source while its expenditures are classified according to specific functions.
- General Fund expenditures are limited by statute. The tax levy for this fund is also restricted.

### DEPRECIATION FUND

- A Depreciation Fund is established to facilitate the eventual purchase of costly capital outlay
- Spreads replacement costs over a period of years
- Funds are shown as an expense from the General Fund and the Depreciation Fund will show the revenue as a transfer from the General Fund.

### DEPRECIATION FUND

- This fund is considered to be a component of the General Fund.
- The Depreciation Fund is restricted by statute as part of the allowable reserve limitation.

### EMPLOYEE BENEFIT FUND

- A school district may divide this fund into more than one account to allocate a portion of this fund for different valid purposes:
  - Unemployment compensation
  - Early retirement
  - Health insurance deductibles

### DEPRECIATION FUND

- The school district may divide this fund into more than one account:
  - Instructional Equipment
  - Transportation Equipment
  - Building Equipment

### EMPLOYEE BENEFIT FUND

- Is established to reserve General Fund money for the benefit of school district employees.
- Funds are shown as an expense from the General Fund and the Employee Benefit Fund will show the revenue as a transfer from the General Fund.

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### CONTINGENCY FUND

- Authorized by statute to fund uninsured losses and legal fees.
- Expenditures from this fund shall not exceed five percent of the total budgeted General Fund expenditures of the school district.
- Funds are shown as an expense from the General Fund and the Contingency Fund will show the revenue as a transfer from the General Fund.

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### ACTIVITIES FUND

- The school district may divide this fund into more than one account to allocate a portion of this fund for different purposes
- If deficits in such activities are incurred, they shall be covered by funds transferred from the General Fund

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### EMPLOYEE BENEFIT FUND

- The cash reserve of this fund is restricted by statute as part of the allowable reserve limitation
- The Employee Benefit Fund is considered to be a component of the General Fund

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### ACTIVITIES FUND

- The Activities Fund is required to account extra-curricular activities
- If included in the General Fund the school district's operational costs would be distorted
- The Activities Fund is not to be used to record general operation revenues or expenditures, nor shall this fund be used as a clearinghouse for the General Fund.

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### SCHOOL LUNCH FUND

- The School Lunch Fund shall reflect a record of all revenues and expenditures for the operation of all Nutrition Programs
- If a deficit is incurred in the operation, the deficiency shall be covered by funds transferred from the General Fund.

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### BOND FUND

- The Bond Fund shall be used to record tax receipts, investment interest, and the payment of bond principal, interest, and other related costs (i.e. trustee fees).
- If the fund balance is not sufficient to meet interest or bond retirement payments from the Bond Fund, the General Fund shall be used for these payments.

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### SPECIAL BUILDING FUND

- A Special Building Fund is established to:
  - Acquire or improve sites
  - Erect, alter or improve buildings
  - Cost to furnish new buildings
- Provides a way to identify cost associated with construction activities

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### QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND

- A Qualified Capital Purpose Undertaking Fund may be established for:
  - the removal of environmental hazards,
  - the reduction or elimination of accessibility barriers in school district buildings,
  - the repayment of a qualified zone academy bond issued for a qualified capital purpose.

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### BOND FUND

- Revenue from a levy to retire bonds in any school district is retained in a separate fund by the county treasurer, the financial institution serving as a fiscal agent, or the school district.
- Proceeds from a bond issue shall be deposited into the Special Building Fund to be expended on the actual building project.
- The tax levy for this fund is restricted to expenditures for principal and interest on bonds.

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### SPECIAL BUILDING FUND

- The primary sources of revenue for the Special Building Fund are:
  - sale of bonds
  - the sale of property
  - tax receipts
- General Fund expenditures for the purpose of this fund are not allowable.
- The tax levy for this fund is restricted.

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### QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND

- A Qualified Capital Purpose Undertaking Fund may be established for (con't):
  - modifications for life safety code violations,
  - indoor air quality projects, and
  - mold abatement and prevention projects

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### QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND

- Bonds for this purpose would include, but not be limited to:
  - *Qualified School Construction Bonds*
  - *Build America Bonds*
  - *Any other bonds authorized by ARRA*

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### COOPERATIVE FUND

- The Cooperative Fund may be used by the school district acting as the fiscal agent for any cooperative activity between one or more public agencies.
- All school districts, including the school district acting as the fiscal agent, shall show the payment for services to the cooperative in their General Fund.

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### STUDENT FEE FUND

- Included are fees for:
  - Extracurricular Activities
  - Postsecondary Education
  - Summer or Night School.
- Expenditures from this fund must be for the purposes for which the fees were collected.

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### QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND

- The School Board may issue bonds for any Qualified Capital Purpose Undertaking Fund project.
- General Fund expenditures for the purpose of this fund are not allowable.
- The tax levy and duration of this fund is restricted.

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### STUDENT FEE FUND

- The Student Fee Fund is a separate fund not supported by tax revenue.
- Includes money collected from students pursuant to the Public Elementary and Secondary Student Fee Authorization Act (§79-2,125 through §79-2,135).

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### Key Issues

- Only Four Taxing Funds
  - General Fund
  - Special Building Fund
  - Qualified Purpose Undertaking Fund
  - Bond Fund

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### Other Key Issues

- Loans / Borrowing – Only between taxing Funds
- Close Out a Fund – Proceeds go to the General Fund
- Cannot make transfers to the Special Building Fund or Qualified Capital Undertaking Fund
- Questions on Use of Funds – Call Us

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### General Fund Budget

- Operational Expenditures
  - Salaries/Benefits
  - Facility Operation / Maintenance
  - Pupil Transportation
  - Instructional Program Costs
  - Staff & Pupil Support Programs Costs
  - Support to other Funds

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### General Fund Budget Revenue/Receipts

<b>Federal Programs</b> <ul style="list-style-type: none"> <li>• IDEA</li> <li>• Title Programs</li> <li>• Medicaid</li> <li>• Carl Perkins</li> </ul>	<b>Non-Revenue Receipts</b> <ul style="list-style-type: none"> <li>• Sale of Property</li> <li>• Insurance Adjustment</li> <li>• Transfers from other funds</li> <li>• Loans</li> </ul>
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## School District Budget Process

Janice Eret

### General Fund Budget Revenue/Receipts

<b>Local Revenue</b> <ul style="list-style-type: none"> <li>• Property Taxes</li> <li>• Motor Vehicle Taxes</li> <li>• Interest</li> <li>• Fines and Licenses</li> </ul>	<b>State Receipts</b> <ul style="list-style-type: none"> <li>• State Aid</li> <li>• SPED Reimbursement</li> <li>• State Grants</li> <li>• Apportionment</li> </ul>
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### Preparing a Budget

- Budget gives authority to tax and spend.
- No standard method for preparing a budget.
- Use the budget spreadsheet provided by the Auditor of Public Accounts.
- All school district funds have a budget
- Must not over spend any budgeted fund

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## Budgeting Limitations

**Expenditure Limit**  
 – Certified Budget Authority set by NDE in February

**Levy Limit**  
 – Statutorily set at \$1.05

- General Fund
- Special Building Fund
- Qualified Capital Purpose Undertaking Fund

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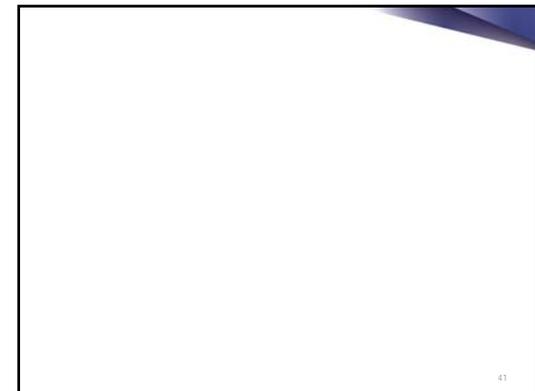
## Expenditure & Levy Exclusions

**Expenditure Exclusions    Levy Exclusions**

*Allows school to budget more than their Certified Budget Authority.*

*Allows a levy more the \$1.05 statutory maximum levy.*

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## Exclusions

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## Expenditure Exclusions

- Give schools ability to spend more
- *Most* need approval by the State Board of Education

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## Supplemental Grants on the Special Grant Fund List

- Insurance Settlements
- Interfund Loans
- Reimbursements for Wards of the Court
- Repayments to County Governments for Previous Overpayments

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### Expenditure Exclusions

- Special Education
- Special Grant Funds
  - Grants identified on Grant Fund List have already received State Board Approval for 2015/16 school year

*These are the only expenditure exclusions that State Board Approval is not required*

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### Data Transmission Networks Exclusion

- Available for the first school fiscal year a school district will be participating in Network Nebraska for the full school fiscal year.
- Difference between the 2015/16 estimated expenditures and 2013/14 actual expenditures.

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### 2014/15 Early Childhood Education Grants

- 2014/15 was final year of Early Childhood Education Grant
- 2015/16 is first year that early childhood membership is included in formula students

*Your district may be eligible in 2016/17 if this is final year of Early Childhood Education Grant*

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### Supplemental Grants on the Special Grant Fund List

- Short-Term Borrowings
- Special Grants not included on Special Grant Fund List
  - City or County Government
  - Corporations, Foundations or Other Private Interests

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### New Elementary Attendance Site(s)

- Total expenditures for the first year of operating a new elementary attendance site(s) for qualifying school districts.
- Qualification:
  - Elementary attendance site(s) must have been closed for at least one school year.

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### Schools Eligible for 2014/15 Early Childhood Education Grants

- |                        |                                |
|------------------------|--------------------------------|
| • <i>Gibbon</i>        | ▶ <i>St. Paul</i>              |
| • <i>Kearney</i>       | ▶ <i>Sterling</i>              |
| • <i>Plattsmouth</i>   | ▶ <i>Lincoln</i>               |
| • <i>Sidney</i>        | ▶ <i>South Central Unified</i> |
| • <i>Howells-Dodge</i> | ▶ <i>Wilber-Clatonia</i>       |
| • <i>North Bend</i>    | ▶ <i>Yutan</i>                 |
| • <i>Wood River</i>    |                                |

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### Reorganization Support Grant and Retirement Incentive Plan Staff Development Assistance

- Reorganization Support Grant approved by State Reorganization Committee
- No schools eligible in 2015/16
- Only available to school districts that have reorganized or unified for the upcoming school year.

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### Judgments

- Not paid by the district's liability insurance
- Judgments from the Commission of Industrial Relations (CIR) are not eligible

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### Voluntary Termination Agreements Exclusion

Expenditure exclusion timeframes:

- July 2, 2009 – May 2011 not eligible
- Agreements dated on or after the first day of the 2013/14 school year **must result in** net savings over a 5 year period.

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### Repairs to infrastructures caused by a natural disaster

Declared natural disaster by FEMA, NEMA or Governor

- Flooding
- Tornadoes

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### Distance Education

- Amounts *received* from other educational entities
- Providing courses through ESU Coordinating Council

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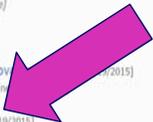
### Retirement Contribution Increase Exclusion

- Difference between **9.88%** of estimated salaries and **7.35%** of estimated salaries.
- Round to the nearest dollar.

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**2015/16 Budget/LC-2 Forms & Related Materials**

- School District Budget Form & related materials (available from the Auditor of Public Accounts website)
- Budget Form LC-2 (Portal) (available in June)
- Budget Form LC-2 Instructions (PDF file) (available in June)
- Budget Text (PDF file) (new 03/19/2015)
- Budget Timeline (PDF file) (new 02/19/2015)
- LC-2 Worksheet (Excel file) (revised 04/30/2015)
- Expenditure Exclusions Requiring State Board Approval (Excel file) (new 02/19/2015)
- Filing Deadlines for Expenditure Exclusions (PDF file) (new 02/19/2015)
- **Template Letters for Expenditure Exclusions**
  - Data Transmission Exclusion (Excel file) (new 02/19/2015)
  - Retirement Contribution Increase Exclusion (Excel file) (new 02/19/2015)
  - Voluntary Termination Exclusion (Excel file) (new 02/19/2015)
  - 2014/15 Early Childhood Education Grants Exclusion for 2015/16 (Excel file) (new 06/03/2015)
  - Reorganization Support Grant Exclusion (Excel file) (new 02/19/2015)



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## Levy Exclusions

- **Levy Exclusions**
  - Allows a levy more the \$1.05 statutory maximum levy.
  - State Board Approval is not needed

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Expenditure Exclusions	Levy Exclusions
Special Education	
Special Grant Fund List	
Repairs to Infrastructure Damage	
Judgments not paid by Liability Ins.	Judgments not paid by Liability Ins.
Distance Education Courses	
Voluntary Terminations w/certificated staff <i>Three separate timeframes to qualify</i>	<b>All</b> Voluntary Termination Agreements w/certificated staff
Retirement Contribution Increase	
Data Transmission Networks	
New Elementary Attendance Site	
2013/14 Early Childhood Education Grant	
Reorganization Support Grant	
Early Retirement/Staff Development	
	Special Building Projects (prior to 4/1/96)
	Lease Purchase Contracts (prior to 7/1/98)
	Bonded Indebtedness

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## State Board Approval Process

Submit request as a letter, email, or fax to:

Bill Biven  
 School Finance & Organizational Services  
 301 Centennial Mall South  
 PO Box 94987  
 Lincoln, NE 68509

**Email:** bill.biven@nebraska.gov

**Fax:** 402-471-0526

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## Levy Exclusions

- Voluntary Termination Agreements with certificated employees
- Special Building Fund projects commenced prior to April 1, 1996
- Judgments not covered by Liability Insurance
- Lease-Purchase Contracts approved prior to July 1, 1998
- Bonded Indebtedness

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## School District Budget

Janice Eret

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### Budgeting General Guidelines

- Over-estimate expenditures and under estimate receipts.
- Round to the nearest dollar in all columns.
- Statutory maximum levy is \$1.05 plus exclusions.
- Minimum Levy Adjustment component of State Aid is calculated for any school district that has a total General Fund Levy less than 95¢.

2015-2016 STATE OF NEBRASKA SCHOOL DISTRICT BUDGET FORM

County District #: ... Class #:

TO THE COUNTY BOARD AND COUNTY CLERK OF County

This budget is for the Period SEPTEMBER 1, 2015 through AUGUST 31, 2016

Upon Filing, The School Certifies the Information Submitted on this Form to be Correct:

AMOUNT OF PERSONAL AND REAL PROPERTY TAX REQUIRED FOR:	Principal and Interest on Bonds	All Other Purposes	TOTAL
General Fund	\$	\$	\$
Bond Funds (If More Than 1 Bond Fund - Total All Together)	\$	\$	\$
Special Building Fund	\$	\$	\$
Qualified Capital Purpose Underlying Fund	\$	\$	\$
<b>Total All Funds</b>	\$	\$	\$

Outstanding Bonded Indebtedness as of September 1, 2015 (Include Bond Funds and Qualified Capital Purpose Underlying Fund)

Total Certified Valuation (All Counties) (Certification of Valuation(s) from County Assessor MUST be attached)

Report of Joint Public Agency & Interlocal Agreements

Has the Subdistrict included in any Interlocal Agreements or Joint Public Agency for the reporting period of July 1, 2014 through June 30, 2015?

Report of Trade Names, Corporate Names & Business Names

Did the Subdistrict operate under a separate Trade Name, Corporate Name, or other Business Name during the period of July 1, 2014 through June 30, 2015?

Submission Information - Adopted Budget Due by 9-20-2015

1. Auditor of Public Accounts - PO Box 98917 - Lincoln, NE 68509  
Submit Adobe PDF Document via Website: <http://www.auditors.nebraska.gov/>

2. County Board (SEC 13-508), CO County Clerk  
3. Nebraska Dept. of Education

### Budget Worksheet Page 1 of 3

STATEMENT AND CERTIFICATION OF TAX

GENERAL FUND	Function Number	Actual 9/1/2013-8/31/14 Column 1	Actual/Est 9/1/2014-8/31/15 Column 2	Adopted 9/1/2015-8/31/16 Column 3
<b>DISBURSEMENTS &amp; TRANSFERS</b>				
All Instruction except Special Education Instructional Programs	1100	3,593,000	3,353,000	3,423,000
Special Education Instructional Programs	1200	750,000	850,000	850,000
Support Services - Fiscal	2100/2105	200,000	175,000	200,000
Support Services - Staff	2200	300,000	300,000	300,000
Board of Education	2300	25,000	50,000	50,000
Executive Administration Services	2320	150,000	200,000	200,000
Office of the Principal	2340	400,000	325,000	400,000
General Administration - Business Services	2310	100,000	160,000	150,000
Acquisition & Maintenance	2400	700,000	720,000	800,000
Maintenance and Operation of Building(s) & Sites	2410	30,000	30,000	75,000
Regular Pupil Transportation	2700	50,000	150,000	250,000
School And Special Education Pupil Transportation	2710	300,000	250,000	300,000
Community Services	3000	20,000	45,000	50,000
Public Employment Programs	4000	300,000	400,000	500,000
Medical Programs (Includes all ZERRA Disbursements)	4000	300,000	400,000	500,000
Other Services	5000	500,000	500,000	500,000
Summer School	6000	500,000	500,000	500,000
Adult Education	7000	500,000	500,000	500,000
Transfers to Fund	8000	50,000	60,000	50,000
Interlocal Loan/Repayment to Fund	9000			
<b>Total Disbursements &amp; Transfers (Including SPED)</b>		<b>6,890,000</b>	<b>7,278,000</b>	<b>7,800,000</b>
Total Special Education Transportation		800,000	1,500,000	1,200,000
Total Non-Special Education Disbursements & Transfers (Including SPED)		<b>8,090,000</b>	<b>6,278,000</b>	<b>6,600,000</b>
<b>TOTAL BUDGET OF DISBURSEMENTS &amp; TRANSFERS</b>				<b>7,800,000</b>
<b>NECESSARY CASH RESERVE</b>				<b>1,600,000</b>
<b>TOTAL REQUIREMENTS</b>				<b>9,400,000</b>

### Resources for Budgeting

- School District Budget Forms from prior school fiscal years (including the Worksheet Pages).
- Audit Report/Annual Financial Report
- Internal reports (July Board Report)
- Data from the school district's accounting system.

STATEMENT AND CERTIFICATION OF TAX

County District #

PERSONAL AND REAL PROPERTY TAX RECAP	Area (County)	Area (County)	Area (County)	Subtotal/Total
PERSONAL AND REAL PROPERTY TAX RECAP	Area (County)	Area (County)	Area (County)	Subtotal/Total
CERTIFIED STATE AID				
MOTOR VEHICLE TAXES				
COUNTY TREASURER'S BALANCE - 9-1-2015				

### SCHEDULE A GENERAL FUND LID EXCLUSIONS

County District #

Line No.	Exclusion Description	2015/16 Amount Budgeted To Spend
1	Repairs to Infrastructure Damaged by a Natural Disaster (List repair)	
2		
3		
4		
5		
6		
7		
8		
9	Total Repairs to Infrastructure Damaged by a Natural Disaster (Lines 1 through 8)	\$ -
10	Judgments (List the types of judgments obtained against your School District to the extent such judgment is not paid by liability insurance)	
11		
12		
13		
14		
15		
16		
17	Total Judgments (Lines 11 through 16)	\$ -
18	Distance Education Courses	
19	Voluntary Termination Agreements	
20	Retirement Contribution Increase (Through Fiscal Year 2016-2017)	
21	Total General Fund Lid Exclusions - To I.C.2 Form (Line 8 - Line 17 - Line 18 - Line 19 - Line 20)	\$ -



### Setting Hearing Dates

- Avoid setting hearing last week before the 20<sup>th</sup> in case hearing notice doesn't get published
- Labor Day printing schedule – Ask local newspaper when to submit hearing notice



### Notice of Summary of Changes

- Budget adopted is changed from what was originally published
- Publish within 20 days after the budget was adopted
- Hearing must be held if over 20 days since budget was adopted

### How Do I Calculate My Levy

$$(\text{Total Tax Request} \div \text{Assessed Valuation}) \times 100$$

$$(3,484,848 \div 350,000,000) \times 100$$

$$= .995671 \text{ Levy}$$



### Budget Hearing Process

- Open Hearing
- Provide Hearing Information
- Close Hearing
- Take Board Vote during Meeting

### Clerical, Math, or Accounting Errors

- No hearing required if the total budget is not affected by more than 1% or the property tax does not increase
- Board action can correct error within 30 days after budget adoption or after notification from Auditor's Office

### How Much Will My Levy Generate in Property Taxes

$$(\text{Levy} \times \text{Valuation}) \div 100$$

$$(.95 \times 350,000,000) \div 100$$

$$= \$3,325,000 \text{ Property Tax Request}$$

### What does a penny of my levy generate in Property Taxes?

Move decimal over 4 spaces to the left on your district valuation

*\$350,000,000 valuation*  
*1¢ equals \$35,000*



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#### Notice of Special Hearing To Set Final Tax Request

\_\_\_\_\_, \_\_\_\_\_ in \_\_\_\_\_ County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Section 77-3021(2), that the governing body will meet on the \_\_\_\_\_ day of \_\_\_\_\_, 2015 at \_\_\_\_\_ o'clock \_\_\_\_\_ for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to setting the final tax request at a different amount than the prior year tax request.

Fund	2014-2015 Budget Information		2015-2016 Budget Information		
	2014-2015 Property Tax Request	2014 Tax Rate	Property Tax Rate (2014-2015 Request Based On 2015 Valuation)	Proposed 2015 Property Tax Request	Proposed 2015 Tax Rate
General Fund			0.000000	-	0.000000
Board Fund(s) K - 12			0.000000	-	0.000000
Board Fund(s) K - B			0.000000	-	0.000000
Board Fund(s) 3 - 12			0.000000	-	0.000000
Board Fund			0.000000	-	0.000000
Special Building Fund (District of Choice)			0.000000	-	0.000000
Purpose: Underwriting Fund K - 12			0.000000	-	0.000000
Purpose: Underwriting Fund K - B			0.000000	-	0.000000
Purpose: Underwriting Fund 3 - 12			0.000000	-	0.000000

### Filing the Budget

**Budget Document**

- Cover Page
- Pages 2-5
- Schedules A, B, C, D

**LC-2**

- Special Grant Fund List

**Sample Ballot/Results**

- Levy Override
- Vote to increase Spending

**Board Minutes**

**Submit to:**

- Auditor of Public Accounts
- County Clerk
- Nebraska Department of Education

Mail or Send PDF

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### Special Hearing to Set Final Tax Request

- Five day public notice
- If errors are found in notice, not required to re-publish
- Must submit Tax Request to County Clerk by **October 13**

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### Is the Levy Set Correctly???

- Make sure the levy set by the counties matches what your board has approved
- Contact the county clerk(s) immediately if you see a problem!
- **No Changes can be made after November 5**

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### 2015/16 Budget Timeline

Date	Budget Activity
August 20	Assessed valuation certified by county
September 20	Filing deadline for Budget and LC-2 to NDE, Auditor of Public Accounts, County Clerk Materials to submit: <ul style="list-style-type: none"> <li>• School District Budget Form (Cover Page through Page 5)</li> <li>• Proof of Publication for Notice of Budget Hearing</li> <li>• Schedules A, B, C, D</li> <li>• Certification of Taxable Value</li> <li>• Sample Ballot and Certification of Election Results for successful election to override the levy limitation (if applicable)</li> <li>• LC-2                             <ul style="list-style-type: none"> <li>• The LC-2 (which includes the Special Grants Fund List) will be submitted online to NDE through the NDE Portal</li> <li>• A paper copy of the LC-2 &amp; Special Grants Fund List will be filed with the Auditor of Public Accounts &amp; the County Clerk</li> </ul> </li> <li>• Sample Ballot and Certification of Election Results for successful election to override the expenditure limitation (if applicable)</li> <li>• Board Minutes</li> </ul>
October 13	Resolutions setting all tax requests filed
December 31	Filing deadline for the Report of Joint Public Agency & Intergovernmental Agreements <ul style="list-style-type: none"> <li>• File with the Auditor of Public Accounts</li> </ul>

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### First Time Administrator Developing a Budget

- Visit with out-going superintendent
- Get to know business manager/bookkeeper/secretary
- Locate electronic and/or paper copy of budget, LC2, AFR, Audit, valuation and levy information
- Call NDE for help!



### LC-2

- Calculates budget authority
- Determines if budget is in compliance with Expenditure Limitation (Spending Lid)
- Submitted through NDE Portal
  - New Activation Code each year

Nebraska Department of Education  
School Finance & Organization Services

#### 2015/16 Budget Authority and Allowable Reserve Percentage Certification

COUNTY:  
COUNTY-DISTRICT NUMBER:  
DISTRICT NAME:

State Statute requires the Department of Education to certify Budget Authority and an Allowable Reserve Percentage to each school district. This information will be prepopulated in the 2015/16 Budget Form LC-2 and is listed below.

Certified Budget Authority	\$5,784,344	Budget Based
Allowable Reserve Percentage	45 %	
Access to Prior Year's Unused Budget Authority	\$112,865	

**Certified Budget Authority:**  
Certified Budget Authority is calculated three ways. The greater of the Budget Based Calculation, the Student Growth Adjustment Calculation, or the Formula Needs Calculation becomes a district's Certified Budget Authority. The methods used to calculate Certified Budget Authority are detailed below.

**Budget Based:** Using the prior year's budget information, the Total General Fund Budget of Disbursements and Transfers (GFBE) is reduced by Special Grant Funds (SGF), the Special Education Budget of Disbursements and Transfers (SPED), and General Fund Lid Exclusions (GFLE). The result is given by the Basic Allowable Growth Rate (BAGR) of 2.5%.

$((GFBE - SGF - SPED - GFLE) \times 1.025)$



### LC-2 Expenditure Lid Computation Form

### Certified Budget Authority

- NDE certifies Budget Authority based on the calculation that results in **highest** amount
  - You don't choose which type of Budget Authority.
- **Certified Budget Authority is the base number you start with when building your budget**

### Budget Authority

- Certified Budget Authority
- Total Allowable Budget Authority
- Maximum Budget Authority
- Unused Budget Authority

**Total Allowable General Fund Budget Authority**

Certified Budget Authority

*Plus*

Access to Prior Year's Unused Budget Authority

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**Unused Budget Authority**

*Basic Concept:*

Maximum that could have been budgeted to spend in the General Fund

*Minus*

Actually budgeted to spend in the General Fund

*Equals*

**Unused Budget Authority**

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**Unused Budget Authority**

*Basic Concept:*

\$5,000,000

*Minus*

\$4,000,000

*Equals*

**Unused Budget Authority**

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**Maximum General Fund Budget Authority**

Total Allowable Budget Authority

*Plus*

Expenditure Exclusions:

- *Special Education Budget*
- *Special Grant Funds*
- *Expenditure Exclusions approved by State Board*

92

**Unused Budget Authority**

*Basic Concept:*

\$5,000,000

*Minus*

Actually budgeted to spend in the General Fund

*Equals*

**Unused Budget Authority**

94

**Unused Budget Authority**

*Basic Concept:*

\$5,000,000

*Minus*

\$4,000,000

*Equals*

**\$1,000,000**

*Unused Budget Authority*

96

### Unused Budget Authority

- Unused Budget Authority carries forward into future school fiscal years
- Advantageous for schools to have little or no 2015/16 Unused Budget Authority (LC-2 Line B-150)
- Provides more flexibility for future budgeting for district

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NEBRASKA DEPARTMENT OF EDUCATION  
EDUCATION SUPPORT SERVICES

SCHOOL DISTRICT BUDGET FORM LC-2  
2015/16

NDE 03-056

District Name	District #	Status
PODUNK PUBLIC SCHOOL	94-0099-00	Initial

PLEASE NOTE: This program works best with Microsoft Internet Explorer on a PC. Attempting to complete this report with any other browser may cause errors to occur.

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NEBRASKA DEPARTMENT OF EDUCATION  
SCHOOL FINANCE & ORGANIZATION SERVICES

SCHOOL DISTRICT BUDGET FORM LC-2  
2015/16

NDE 03-056

#### Special Grant Fund List

Return to LC-2

Total Special Grant Funds

Save Grants **Revisions - Save review changes to Special Grant Fund List**

Print Grants

\* Items denoted with a \* must be approved by the State Board of Education.

Grant Description	Line	Amount
Adult Basic Education Grants	1.01	0
Adult Education - English Literacy/Civics Grants	1.02	0

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### Four Sections of LC-2

- 2015/16 Calculation of Total Allowable Budget Authority
- 2015/16 General Fund Budget of Disbursements and Transfers
- Total Unused Budget Authority
- 2015/16 Allowable Reserve Percentage and Total Reserves

98

2015/16 Section A: Calculation of Total Allowable Budget Authority

Certified Budget Authority	A-101	3,282,679
Access to Prior Year's Unused Budget Authority (Maximum Amount: \$64,683)	A-355	0
Total Adjusted Budget Authority	A-361	3,282,679
Total Allowable Budget Authority	A-780	3,282,679

2015/16 General Fund Budget of Disbursement & Transfers and Unused Budget Authority

2015/16 General Fund Budget of Disbursements	B-100	0
2015/16 Special Education Budget of Disbursements	B-110	0
2015/16 Special Education Budget of Disbursements	B-120	0
2015/16 General Fund LId Exclusions	B-130	0
Total Adjusted General Fund Budget of Disbursements & Transfers	B-140	0
2015/16 Unused Budget Authority	B-150	3,282,679

Special Grant Funds List

Great Plains Communications Grants (Commitment to the Schools)	1.25	0
Head Start Grants	1.26	0
High Ability Learner Incentive Grants (Gifted)	1.27	15,000
IDEA Part B & Sec 619-Floor-Through Grants (includes Base Grants and Enrollment/Poverty Grants)	1.28	155,000
IDEA Special Education Discretionary Grants (includes State Improvement Grants (SPDG), Technical Assistance and Dissemination Grants (TADG), Deaf-Blind Grants, Part B Sec 611 & Sec 619 State Set-Aside Grants (such as SCIP and Transition), and other Office of Special Education Program (OSEP) Grants)	1.29	65,000
Immigrant Impact Education Grants	1.30	0
Improving Health & Education Outcomes for Young People	1.31	0
Indian Education Grants	1.32	0
Innovation in Education Program Grants (includes Character Education and Foreign Language Assistance Grants)	1.33	0
Johnson-O'Malley Grants	1.34	0
Kiewit Foundation Grants	1.35	0
Learn and Serve America Grants	1.36	0
Magnet School Grants	1.37	0
Medicaid Administrative Activities in Public Schools (MAAPS) Grants	1.38	65,000
Mentoring for Success Grants	1.39	0
Microsoft Settlement Agreement	1.40	0
National Assessment of Educational Progress Grants	1.41	0
National Education Association (NEA) for the Improvement of Education Grants	1.42	0
National Science Foundation Grants	1.43	0

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### Grant Allocations for Special Grant Fund

- Contact NDE Program Person to get anticipated amounts for individual grants
- Allocations available on Program Websites
  - IDEA allocations in **NDE Special Education** page under "Finance" *Available now*
  - Title allocations in **NDE Federal Programs** *Should be available next week*
- Place these figures in the Special Grant Fund List and the General Fund Receipt Worksheet

103

### Allowable Reserve Percentages

*Based on 2013/14 Average Daily Membership*

Average Daily Membership	Allowable Reserve Percentage
0 – 471	45%
471.1 – 3,044	35%
3044.1 – 10,000	25%
10,000 and over	20%

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### Necessary Cash Reserve Percentage

- Does not limit the amount a school district may have as Total Beginning Balance or Total Ending Balance

107

### Components of Allowable Reserves

- General Fund Cash Reserve
- Depreciation Fund Total Requirements
- Employee Benefit Fund Cash Reserve



104

### General Fund Cash Reserve

- Budgeting Tool
- Helps with cash flow
- Additional property taxes
- *This is **not** a limitation on cash in the bank*

**Not to be confused with "Beginning Cash" or "Cash on hand"**

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### LC-2 Online System

Error messages appear when information entered exceeds:

- **District's Access to Prior Year's Unused Budget Authority**
- **Expenditure Limitation**
- **Allowable Reserves Percentage**



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### LC-2 Online System



*The LC-2 cannot be submitted with any error messages*

109

### Annual Financial Report (AFR)

- Reports Revenue and Disbursements for all funds
- Major Source of Data Used to Calculate State Aid

*Accuracy of information is very important*

111

### Annual Financial Report (AFR)

- Narratives describing disbursements:
  - Poverty Plans
  - Limited English Proficiency (LEP) Plans

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### Annual Financial Report

112

### Annual Financial Report (AFR)

- Due November 2 (Nov 1 is Sunday)
- AFR Spreadsheet available on Finance & Organizational Services (FOS) website
- AFR Spreadsheet is uploaded through the AFR Online System in NDE Portal

112

### School District Audits

- School district auditors conduct review of school district accounting records after the end of the school year (August 31)
- Due November 5
- NDE verifies Annual Financial Report information using district audits

114

### School District's Response to the Auditor's Letter to Management

- Addresses compliance issues or other items that the auditors detail in audit or the Letter to Management
- Due to NDE by January 31, 2016
- Ask your auditor about including your district's response in the audit

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Jen Utemark  
State Aid

Equalization  
Aid Concept

Calculation  
Process

Information  
&  
Resources

117

### Equalization Aid

#### Basic Concept & Gap

*Costs* to educate district students

NEEDS

minus

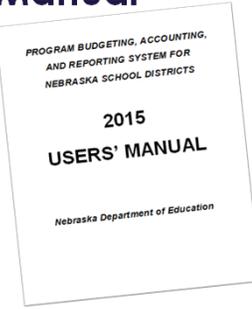
RESOURCES

*Revenue sources* that generate the funds to educate students (Taxable Property)

119

### Users' Manual

- Contains coding structure
- Updated each summer
- Available on the FOS Website
- Transactions coded correctly equal happy auditors!



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### State Aid – Equalization Aid

Tax  
Equity and  
Educational  
Opportunities  
Support  
Act

Statute that **defines** State Aid

Creates the **basic concept** for the present state aid formula

Equalization Aid – **largest component** of State Aid (important if an equalized district)

Known as TEEOSA

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### Equalization Aid

EQUALIZED - *More needs* than resources, *will receive* Equalization Aid

NEEDS

minus

RESOURCES

NON-EQUALIZED - *More resources* than needs, *will not receive* Equalization Aid

120

### Equalization Aid

- Becomes **more complex** as needs & resources are defined
- Accounts** for spending, students and valuations for 245 districts
- Five Needs Components** - understand to maximize aid

NEEDS *minus* RESOURCES *equals* EQUALIZATION AID

NEEDS FROM LOCAL FUND: State Fund, Local Fund, etc.

RESOURCES: State Fund, Local Fund, etc.

EQUALIZATION AID: State Fund, Local Fund, etc.

### Needs – Basic Funding

#### Formula Students

= Grades K – 12  
 + Qualified 4 year olds (at 60% level)  
 + Contracted Students

### Allowances v. Adjustments

= **Needs minus Resources**

**Allowances**

- District specific (not averages)
- Want to receive all you can, but they reduce basic funding
- Based on estimated or actual exp. for a specific situation

**Adjustments**

- Increases the needs (they do not subtract)
- no reduction to basic funding

### Needs – Basic Funding

Formula Students in **Ascending Order**  
 On NDE website with certification documents

Calculated by **Comparison Group**  
 10 larger and 10 smaller districts closest in size and measured by **formula students**

Adjusted GFOE is averaged for basic funding

County	County/Division Number	Division/System Name	Formula Students	General Fund Operating Expenditures per Pupil	Adjusted General Fund Operating Expenditures per Pupil
BENEFIT	88-0004-000	LINCOLN PUBLIC SCHOOLS	62,88	1,868,775.85	25,238.22
BENEFIT	88-0004-000	HAMBURG CENTRAL SCHOOLS	78,87	1,862,411.12	23,599.82
BENEFIT	88-0004-000	ANDERSON PUBLIC SCHOOLS	82,81	1,874,248.00	22,639.80
BENEFIT	88-0004-000	ANDERSON PUBLIC SCHOOLS	82,81	1,874,248.00	22,639.80
BENEFIT	88-0004-000	ELBA PUBLIC SCHOOLS	88,88	1,864,455.84	21,043.74
BENEFIT	88-0004-000	SIOUX COUNTY PUBLIC SCHOOLS	88,88	2,403,254.47	26,940.89
BENEFIT	88-0004-000	THEODORE PUBLIC SCHOOLS	88,88	1,863,491.00	20,949.00
BENEFIT	88-0004-000	THEODORE PUBLIC SCHOOLS	88,88	2,039,185.22	22,952.84
BENEFIT	43-0076-000	WATERS CENTER PUBLIC SCHOOLS	101,04	2,038,451.97	20,163.29
BENEFIT	88-0004-000	LUTHERWELL PUBLIC SCHOOLS	102,73	1,974,768.73	19,239.28
BENEFIT	88-0004-000	ARTHUR COUNTY SCHOOLS	104,35	1,823,089.37	17,474.49
BENEFIT	88-0004-000	CHANDLER PUBLIC SCHOOLS	105,98	2,087,387.27	19,724.97
BENEFIT	88-0004-000	CARDONA 2 PUBLIC SCHOOLS	105,98	1,889,893.62	18,734.43
BENEFIT	88-0004-000	ARTHUR COUNTY SCHOOLS	105,98	1,877,217.00	18,644.43
BENEFIT	88-0004-000	BRAND PUBLIC SCHOOLS	127,42	1,879,549.00	18,654.47
BENEFIT	88-0004-000	SHENANDO PUBLIC SCHOOLS	131,47	2,062,214.88	17,959.82
BENEFIT	21-0004-000	ARNDT PUBLIC SCHOOLS	152,89	2,274,267.73	17,146.23
BENEFIT	88-0004-000	COO-HOLMES PUBLIC SCHOOLS	152,89	1,944,277.57	16,274.77
BENEFIT	21-0004-000	ANDLEY PUBLIC SCHOOLS	146,72	2,046,225.44	16,101.71
BENEFIT	41-0004-000	HAMPTON PUBLIC SCHOOLS	146,86	2,039,623.22	16,949.64
BENEFIT	88-0004-000	BRANDUNG-GARDENPORT UNIFIED DIST.	153,11	3,107,460.42	24,217.43
BENEFIT	88-0004-000	WINDHOLM AREA SCHOOLS	153,25	2,238,200.00	14,611.58
BENEFIT	14-0121-000	WYBICK PUBLIC SCHOOLS	158,38	1,706,838.12	11,427.49
BENEFIT	88-0004-000	WYBICK PUBLIC SCHOOLS	158,38	1,706,838.12	11,427.49

### Needs – Basic Funding

#### General Fund Operating Expenditures

#### Revenues & Expenses from AFR

- \* Cost Growth Factor (to grow exp.)
- Allowances (Incl. Non-Qualified)

= Adjusted GFOE

### Corrections & Stabilization

= **Needs minus Resources**

**Correction**

- Added or subtracted from the needs
- Corrects for an allowance or adjustment that was too low or too high
- Occurs 2 years later, actual data is available.

**Stabilization**

- Added or subtracted from the needs
- Keeps the need from growing or declining by more than a specific rate.

### Transportation Allowance

Allowance is the lesser of the Calculated Amount **OR** Actual Expenses

<p><b>Calculated Amount</b> =400% Reimbursement + Paid to Parents</p> <ul style="list-style-type: none"> <li>Mileage is obtained from the Pupil Transportation Report in CDC (Includes Early Child &amp; SPED mileage, but not activity travel)</li> <li>Amounts paid to parents (Does not include EC)                     <ul style="list-style-type: none"> <li>01-2-02750-332</li> <li>01-2-02755-332</li> </ul> </li> </ul>	<p><b>Actual Expenses</b></p> <ul style="list-style-type: none"> <li>From the Annual Financial Report                     <ul style="list-style-type: none"> <li>01-2-02750-000 (total)</li> <li>01-2-02755-000 (total)</li> <li>01-2-02755-333 (minus)</li> <li>01-2-02750-333 (minus)</li> <li>01-2-01190-332 (minus)</li> </ul> </li> </ul>
---	--

### Elementary Site Allowance

**Must Apply by Oct 15 to Receive**

**CAUTION**  
Make sure you are entering the correct grades for each school on the ESU/District System/School Information Report

### Poverty & LEP Allowance

Allowance: Receive the lesser of the submitted plan **OR** the calculated allowance. State wants the district to pay for 15% of the costs for the program. District will be reimbursed for about 85%.

**Correction & Adjustment**  
Expenditures must exceed 117.65% of the allowance or a correction will be calculated two year later.  
If LEP and Poverty expenditures are less than 50% of allowance, district disqualified for current year (Non-qualified Poverty expires at end of 2015-16)

**Coding**  
Make sure to code Poverty and LEP expenditures correctly.  
1150 - Poverty  
1160 - LEP

**Check** expenditure requirements on NDE's website

**Must Apply by Oct 15 to Receive**

### Distance Education and Telecommunication Allowance (DETA)

Calculates an allowance: 85% of costs for telecommunication & networking services minus E-rate receipts.

**CAUTION**  
Code expenses to object code 382 and E-rate to function code 4850

### Summer School Allowance

Allowance is the lesser of the Calculated Amount **OR** Actual Expenses

<p><b>Calculated Amount</b></p> <ul style="list-style-type: none"> <li>Based on kids that attended a minimum of 3 hours for at least 12 days.</li> <li>Does not matter if student is not in membership of the district</li> <li>Summer School Student Unit in CDC.</li> </ul>	<p><b>Actual Expenses</b></p> <ul style="list-style-type: none"> <li>Obtained from the General Fund function code 6000 on the Annual Financial Report</li> <li>Code this year for state aid calculated the next year (2016-17)</li> </ul>
---	---

**Must Apply by Oct 15 to Receive**

### Needs - Allowances

**Estimated Expenditures Location**

- NDE portal
- GMS - Grant Management System
- LEP & Poverty Plans
- Select Plan Year
- Select LEP or Poverty
- Estimated Expenditures Tab

**Multiply by 117.65% - Inverse formula to calculate anticipated costs of the program**

## Allowances & Aids

**Teacher Education Allowance** - \$15 million is distributed based on teacher education points.  
**Teacher Education Aid** is 50% of the allowance.

**Instructional Time Allowance** - \$10 million is divided among districts with more than 175 average days in session.  
**Instructional Education Aid** is 50% of the allowance.

**Expires at the end of 2015/16 School Fiscal Year**  
**Will not see on 2016/17 State Aid Certification**

## Adjustments & Corrections

### System Averaging Adjustment

For districts with basic funding per student that is less than the averaging threshold  
**AND**  
 a General Fund levy of at least \$1.00.

## Student Growth Adjustment & Correction

Estimating growth by more than 12 kids....

Must Apply by Oct 15 to Receive

**Adjustment**  
 Need 13 kids to receive the allowance.  
 Must estimate growth from current year fall membership compared to the following year's Average Daily Membership.

**Correction**  
 Updated two years later to reflect actual student membership.

## Special Receipts Allowance

**Based on Actual Expenditures**

Equal to the amount of:

- special education
- state ward
- high ability learners
- MIPIS receipts.

+	1-1-1230-000	TUITION RECEIVED FROM OTHER DISTRICTS (SPECIAL ED.)
+	1-1-1240-000	TUITION RECEIVED FROM INDIVIDUALS (SPECIAL ED.)
+	1-1-1330-000	TRANSPORTATION RECEIVED FROM OTHER DISTRICTS (SPECIAL ED.)
+	1-1-3120-000	SPECIAL EDUCATION PROGRAMS (SCHOOL AGE)
+	1-1-3125-000	SPECIAL EDUCATION TRANSPORTATION (SCHOOL AGE)
+	1-1-3135-000	PAYMENTS FOR HIGH ABILITY LEARNERS
+	1-1-3160-000	PAYMENTS RECEIVED FOR WARDS OF THE STATE OR COURT (REG. ED.)
+	1-1-3165-000	PAYMENTS RECEIVED FOR WARDS OF THE STATE OR COURT (SPECIAL ED.)
+	1-1-3165-000	FLEX FUNDING: BIRTH TO AGE 5 SUPPORT SERVICES (STATE)
+	1-1-3166-000	FLEX FUNDING: SCHOOL AGE SUPPORT SERVICES (STATE)
+	MIPIS	Merit Aid in Public Schools
=	<b>Special Receipts Allowance</b>	

## Two Year New School Adjustment

### New building or addition?

- Must apply the fall prior to the first full school year in the new building or addition.
- Must prove increased capacity in the new building or addition.
- Must prove the district is expecting increased enrollment.

Must Apply by Oct 15 to Receive

## Stabilization

### Need Stabilization

- the change in calculated formula need from one year to the next.
- If outside of the 100% to 112% range  
 ....the need is adjusted to fit within the range
- Except for districts receiving a student growth adjustment.

### Resources

NEEDS *minus* RESOURCES

Yield from Local Effort Rate

Net Option Funding

Income Tax Rebate

Other Receipts

Minimum Levy Adjustment

Teacher Education Aid

Instructional Time Aid

**Yield from Local Effort Rate (LER)** – the amount of property tax counted as a resource

= adjusted valuation X LER

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### Resources

NEEDS *minus* RESOURCES

Yield from Local Effort Rate

Net Option Funding

Income Tax Rebate

Other Receipts

Minimum Levy Adjustment

Teacher Education Aid

Instructional Time Aid

**Local Effort Rate (LER)**

- Hypothetical tax rate
- Holds property accountable as a resource
- Rate \$0.05 below maximum levy (\$1.05)

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### Other Actual Receipts

*Want to avoid coding to when possible...*

- Accountable receipt for state aid purposes
- Counted as and increases resources in the State Aid calculation
- Decreases Equalization Aid

**Other Actual Receipts Include...**

PPD Sales tax
Fines/Licenses
Tuition Receipts
Trans Receipts
Interest
Misc Local/Co Rec
SPEED School Age
Wards of the Court
Apportionment
Motor Vehicle
Pro-rate Motor Vehicle
Other State receipts
Impact Aid
Other Non-Categorical Federal Receipts
High Ability
Nameplate Capacity Tax

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### Resources

#### Valuations



**Adjusted (79-1016)**

- Strictly for purposes of the state aid formula.
- Statutes requires the real property adjusted value be calculate to a specific percentage of actual value:
  - Real property (96%)
  - Agricultural land (72%)

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### Resources

NEEDS *minus* RESOURCES

Yield from Local Effort Rate

Net Option Funding

Income Tax Rebate

Other Receipts

Minimum Levy Adjustment

Teacher Education Aid

Instructional Time Aid

**Net Option Funding** – for districts with more students opting in than opting out multiplied by average basic funding/formula student.

**Allocated Income Tax (Rebate)** – income taxes collected from district residents is returned to each district based on the districts liability.

*Shared fund and capped at the amount appropriated to the 1992-93 School District Income Tax Fund (\$102,289,817)*

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### Minimum Levy Adjustment

**Minimum Levy Adjustment**

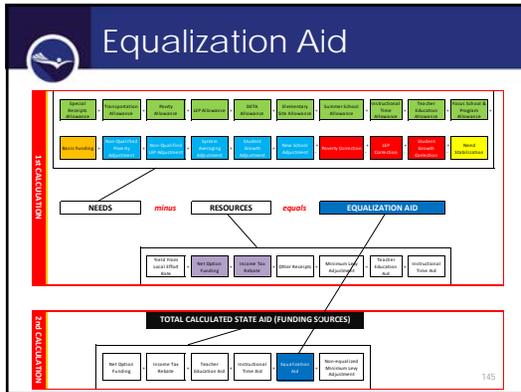
- Adjustment to equalized districts with a general fund levy below \$0.95
- Reduction in Equalization Aid for equalized districts.

**Non-Equalized Minimum Levy Adjustment**

- Adjustment to non-equalized districts with general fund levy below \$0.95
- Occurs outside of the Equalization Aid formula
- Reduction of Income Tax Rebate in Total Calculated State Aid

For every penny below \$0.95 = \$0.01 in valuation  
 Example: \$4,000,000.00 in valuation  
 \$40,000 Minimum Levy Adj.

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### State Aid – TEEOSA Document

*Decodes* the components of Equalization Aid

*Resource* for more detailed information

*Available* on NDE's website

<http://www.education.ne.gov/FOS/SchoolFinance/StateAid/Index.html>

- ### What is GMS
- Enables districts to create, submit, and amend Federal grant applications.
  - Allows districts to create and submit grant reimbursement requests.
  - Assists districts in tracking the status of applications, reimbursements, and allocation amounts.
  - Create and submit Limited English Proficiency (LEP) and Poverty Plans.

### Upcoming Deadlines

**Due Date**  
October 15

- All data should be submitted by this date
- CDC – Collections
- NSSRS – Templates

**Audit Window**  
Oct 16-30

- Allows District review data
- make adjustments or corrections

**Close Date**  
October 30

- Data must locally be approved on or before the close date

**As the Superintendent**... you are responsible for verifying information is submitted accurately and on time.

### Federal Programs and Grants Management System (GMS)

Tom Goeschel Jr

### How do I access GMS

- ✓ Go to the home page of the NDE website located at [www.education.ne.gov](http://www.education.ne.gov)
- ✓ Click on the portal link at the top of the page.

### How do I access GMS (Continued)

- ✓ Enter your Login ID and Password



- ✓ If you do not have an account select Register and follow the directions to establish an account

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### How do I access new grants

- Each new grant requires a separate activation code.
- The Help Desk will assist you in assigning activation codes.
- Contact the Help Desk:
  - (888)285-0556 or see link on previous pg.

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### How do I apply for a new grant (continued)

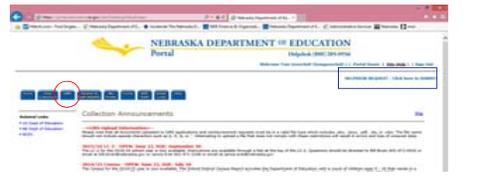
- Be sure to review the Instructions and checklist. Be sure to "Save Page" after completing information for each tab.



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### How do I access GMS (Continued)

- ✓ Once in the Portal click on the GMS tab at the top of the page.



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### How do I apply for a new grant

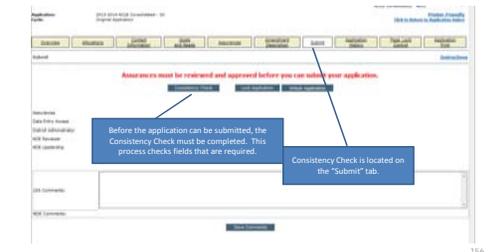
- Once in the GMS portal
  - Select the appropriate grant name
  - Click on "Create Application" and complete the information requested under each tab.



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### Submitting the new grant

- Run a consistency check (may take a few minutes)



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### How to know if your grant application has been approved

- The district submitting the application would receive an e-mail notifying them of the approval.
- Approval is also noted in the Grant Award Notification System (GAN)

Application / Amendment	Approval Status	Amount
10-10-2012	Final Approval	100,000
10-10-2012	Final Approval	100,000
10-10-2012	Final Approval	100,000

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### Supporting Documentation for Requests

- Accounting Reports
- Payroll Information
- Copy of Invoices
- Copy of Journal Entries

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### How often should you submit reimbursement requests

- NDE suggest submitting on a monthly or quarterly basis.
- Districts with significant expenditures should submit more frequently.
- A final reimbursement request must also be submitted to close out the grant.

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### How do I request reimbursements for grant expenses

- ✓ Click on the GMS tab and select the appropriate grant name.
- ✓ Select application and click on the "Payments" button.
- ✓ Click on "View Reimbursement Requests/Financial Reports" bar.

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### Submission of Supporting Documentation

- Attach supporting documentation in electronic format to the reimbursement request.   
  Preferred Method
- Mail hard copies of the information to NDE, Attn: School Finance and Organizational Services.

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### Common Reimbursement Request Errors

- Actual Expenditures YTD column figures do not include previously submitted request amounts.
- Current expenditures section not completed on interim request resulting in a request amount of zero.
- Created a request but it has not been submitted.
- Final request claiming entire or remainder of grant allocation is not marked as a final request.

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### Common Reimbursement Request Errors (Continued)

- Service Provider information not complete on SPED requests.
- **No copies of invoices to support SPED services claimed.**
- IDEA claims that include construction costs and/or specially equipped vehicles must have Lilly Blase's approval indicating the ADA requirements were met.

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### FAQ Federal Costs

- A-87 discusses in detail 43 principles to be applied in establishing the allowability or unallowability of certain items of cost.
- [http://www.whitehouse.gov/omb/circulars/a087\\_2004/](http://www.whitehouse.gov/omb/circulars/a087_2004/)

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### Title II Funds

- Use of Title II funds for Professional Development (PD)
  - Paying for PD is only allowed for staff members who teach in the core academic areas.
  - Cannot not use PD for curriculum directors or other staff members not included in the core areas.

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### Time and Effort Logs

- These are required off all staff that are paid with Federal Funds.
  - You must complete a monthly PAR (Personnel Activity Report) or a semi-Annual Certification. (See guidance including sample time and effort logs at: <http://www.education.ne.gov/federalprograms/TimeandEffortLog.html>)

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### FAQ Federal Costs (Continued)

- Meetings and conferences
- Audit Costs
- Training Costs
- Travel Costs

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### Audit Changes (Effective for the 2015-16 School Yr)

- Single audit threshold increases from \$500,000 to \$750,000.
- Computers may be classified as supplies instead of equipment under the new OMB guidance.
- School districts that use the cash basis of accounting will no longer qualify as low risk auditees.
- School districts must have an individual capable of overseeing and preparing the financial statement or audit firm can't complete audit and prepare for the school district.

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### Important Due Dates

- NCLB Final Claims (2014-15) – November 15, 2015
- IDEA Final Claims (2014-15) – October 15, 2015
- LEP and Poverty Plans (2015-16) October 15, 2015
- Grant Applications – Check the Portal as these vary

Early submission of claims information is encouraged.

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### Other GMS Resources

- GMS Webpage  
– <http://www.education.ne.gov/gms2/index.html>
- GMS Users Guide  
– <http://www.education.ne.gov/GMS/GMS%20User%20Guide.pdf>
- GMS Guidance  
– [http://www.education.ne.gov/gms2/pdf/NDE\\_Grant\\_Mgt\\_Guidance.pdf](http://www.education.ne.gov/gms2/pdf/NDE_Grant_Mgt_Guidance.pdf)

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### Superintendent Pay Transparency Act -- Budget Schedule D

- Collects Superintendent Contract Compensation detailed information as required by §79-2401 thru §79-2405
- Instructions to complete Schedule D included on Schedule D.
- A template for posting the Meeting Notice when contract/amendments are discussed and approved by local board is available on the FOS website.
- Publish in newspaper or post on school website

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### GMS related questions

- Grant Applications (NCLB) – Diane Stuehmer
  - Phone - (402) 471-1740
  - E-Mail - [diane.stuehmer@nebraska.gov](mailto:diane.stuehmer@nebraska.gov)
- Grant Applications (IDEA) – Pete Biaggio
  - Phone - (402) 471-4308
  - E-Mail - [pete.biaggio@nebraska.gov](mailto:pete.biaggio@nebraska.gov)
- Grant Reimbursement Request – Ron Theasmeyer
  - Phone - (402) 471-4526
  - E-Mail - [ron.theasmeyer@nebraska.gov](mailto:ron.theasmeyer@nebraska.gov)
- Activation codes and technical assistance
  - Phone - (888) 285-0556
  - E-Mail - [nlehelpdesk@nebraska.gov](mailto:nlehelpdesk@nebraska.gov)

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### New Superintendent Wrap up

Bryce Wilson



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### Superintendent Pay Transparency Act -- Budget Schedule D

Timeline required by statute:

- At least 3 days *before* meeting, publish/post for *returning* Supt:
  - Meeting notice detailing current costs and estimated future costs
  - Proposed contract or amendments to contract (pdf)
- Within 2 days *after* board approval, publish/post for *new* Supt:
  - *Entire* approved contract (pdf)
  - Meeting Notice

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*Superintendent Pay Transparency Act*

**Timeline required by statute:**

- On or before August 1:
  - Submit entire approved contract (pdf) on Portal
- September 20:
  - Schedule D submitted with district budget
- October 1:
  - Withholding state & local funds started for schools not submitting superintendent contract through NDE Portal (CDC)

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**Website Addresses**

Nebraska Department of Education  
<http://www.education.ne.gov>

Finance & Organizational Services  
<http://www.education.ne.gov/FOS>

Nebraska Department of Education Portal  
<https://portal.education.ne.gov>

NDE Payment Information  
<https://www.education.ne.gov/FOS/paymentinformation>

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**NDE School Finance Team**

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Janice Eret  
 > [janice.eret@nebraska.gov](mailto:janice.eret@nebraska.gov) 402-471-2248

Bill Biven  
 > [bill.biven@nebraska.gov](mailto:bill.biven@nebraska.gov) 402-471-0526

Tom Goeschel  
 > [tom.goeschel@nebraska.gov](mailto:tom.goeschel@nebraska.gov) 402-471-3570

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**Mileage Reimbursement Rates**

- \$.575 per mile Effective Jan. 1, 2015
- Regular Resident District Students:
  - \$1.6388 per mile
    - Qualify if living 4 miles from school
    - Reimburse from 3 miles
    - One way travel once a day
- Enrollment Option Students
  - \$.8194 per mile
    - Qualify if on free lunch
    - Reimburse from 3 miles
    - One way travel once a day

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**Budget Assistance**

- Administrators' Days
  - July 29 & 30
    - 8 a.m. – Noon
    - 1 p.m. – 4 p.m.
  - Younes Conference Center – Kearney
    - Ruby Room - Second Level

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