

ESU Annual Financial Report Instructions - Fiscal year ended 2015

Coding Changes

- For more detailed information, see *Summary of Changes* page from the 2015 Users' Manual

New Coding:

- 1325 Transportation received from Individuals (Early Childhood)
- 1925 Categorical Grants from Corporations & Other Private Interests
- 1950 Postsecondary Receipts
- 3551 Career Education (Receipt and Disbursement)
- 4215 Title I Part 1003G School Improvement (SIG) (Receipt and Disbursement)
- 4450 Medicaid in Public Schools (formerly just a receipt, now also disbursement)
- 1115 Career Academy Programs

Deleted Coding:

- 3511 Distance Education Equipment Reimbursement
- 4985 Title II, Part D NCLB Technology, Enhancing Education through Technology

General Information

Submitting the AFR:

- The AFR spreadsheet must be submitted to the Department of Education by emailing the completed spreadsheet to bill.biven@nebraska.gov
- Due date is January 31, 2016.
- Paper copies of the AFR will not be accepted and will be returned.

Universal Service Fund (E-Rate)

- Please check the box on the Cover Page of the AFR that most accurately reflects the ESU's receipt of E-Rate funds.

Satellite Offices

- Please provide the number of satellite offices operated by the ESU at the bottom of the Cover Page.

Supplies and Materials – Object Code 400

- Supplies and materials should be used for amounts paid for material items of an expendable nature **less than \$5,000 per item** that are consumed, worn out, or deteriorated by use, or items that lost their identity through fabrication or incorporation into different or more complex units or substances.

Capital Outlay – Object Code 500

- Capital Outlay should include expenditures for equipment of **\$5,000 or more per item** (fixed assets or additions to fixed assets). Lease/purchase payments should be included as Capital Outlay under the appropriate object code.

Tuition Received from Educational Entities (Distance Education) Function 1215

- All receipts for providing distance education to school districts, private, denominational or parochial schools, community colleges, state colleges, the University of Nebraska or any nonprofit private postsecondary educational institution.
 - If you bill one of the entities listed above for any services relating to distance education (i.e., Media and Production Services), report the receipt on this line.

2015 Users' Manual

- Please refer to the *2015 Users' Manual* for information on coding receipts and expenditures.
 - The website address to find the *2015 Users' Manual* is:
<http://www.education.ne.gov/FOS/SchoolFinance/AFR/ESUIndex.html>

Filing Deadlines

- The Annual Financial Report spreadsheet should be filed on or before January 31, 2016.
- An Audit Report is a required filing each year.
 - The Audit Report for Fiscal Year Ended 2015 should be filed by March 15, 2016.
 - Based on the Single Audit Act requirements, an ESU that receives \$500,000 or more in federal funding has nine months to file an audit with the Department of Education.
 - Failure to file an audit may jeopardize future federal funding.

Reminders:

- Double check all figures.
- Fiscal Year on the Cover Page can be adjusted.
 - The spreadsheet contains formulas for the addition of functions, sub- functions, totals and grand totals.
 - Use the icons on the Menu Bar to save and print the Annual Financial Report.
 - Excel 2000 or above is required to operate the spreadsheet. The spreadsheet has been developed for use on a PC.
 - Please note there have been difficulties with completing the PC spreadsheets when using a Mac (i.e. inability to print or save/recall all information on the document).

For assistance, please telephone or email:

- Bill Biven (402) 471-0526 bill.biven@nebraska.gov
- Janice Eret (402) 471-2248 janice.eret@nebraska.gov