



## NDE: Announcements/Reminders from School Finance & Organization Services (September)

### Upcoming Due Dates/Dates of Importance

#### Expenditure Exclusions Requiring State Board Approval [Due September 20 for October State Board Meeting]

The expenditure exclusions requiring State Board Approval, due dates for succeeding State Board meetings, and template letters are available on the School District Budgeting webpage at <https://www.education.ne.gov/fos/budgeting-school-district/>

- Email exclusion requests to Stephanie DeGroot at [stephanie.degroot@nebraska.gov](mailto:stephanie.degroot@nebraska.gov).
- Requests for the October 7, 2022, State Board Meeting must be received by September 20, 2022.

#### 2022/23 School District Budget-Related Information [Due September 30]

APA/Budget & Other Materials:

[https://auditors.nebraska.gov/Budget\\_Info.html](https://auditors.nebraska.gov/Budget_Info.html)

NDE/LC-2 & Other Materials:

<https://www.education.ne.gov/fos/budgeting-school-district/>

The LC-2 is available in the NDE Portal:

<https://portal.education.ne.gov/site/DesktopDefault.aspx>

Once the “District Approval” button at the bottom of the LC-2 has been clicked, a dialog box appears at the top of the LC-2 with steps to upload the budget documents. The budget documents must be formatted as a pdf; ***submissions by email or sent by mail will not be accepted.***

Contacts:

- Michelle Cartwright at (402) 450-0867 or [michelle.cartwright@nebraska.gov](mailto:michelle.cartwright@nebraska.gov)
- Stephanie DeGroot at (402) 540-0649 or [stephanie.degroot@nebraska.gov](mailto:stephanie.degroot@nebraska.gov)
- If you have questions about the NDE Portal or about submitting data online, please contact the NDE Help Desk at (888) 285-0556, locally at (402) 471-3151 or [adviserhelp@nebraskacloud.org](mailto:adviserhelp@nebraskacloud.org).

### **CDC Data Collections for 2023/24 State Aid (Opening September 1, 2022; Due October 15, 2022)**

Includes: Assessed Valuation and Levies, Elementary Site Allowance, PK Instructional Program Hours/K Program, Student Growth Adjustment, Summer School Student Unit, and Two-Year New School Adjustment.

- Contact: Kevin Lyons at (402) 450-1418 or [kevin.lyons@nebraska.gov](mailto:kevin.lyons@nebraska.gov).

### **Estimated Expenditure for LEP and Poverty (CDC Collection, Opening September 1, 2022; Due October 15, 2022)**

The Estimated Expenditure for LEP and Poverty will open in the CDC on September 1. This collection is due October 15 with the audit window from October 16 through October 31; and is for public schools only. Each school district shall designate a maximum Poverty and Limited English Proficiency Allowance.

- Contact: Kevin Lyons at (402) 450-1418 or [kevin.lyons@nebraska.gov](mailto:kevin.lyons@nebraska.gov).

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### **Information/Documents Recently Made Available**

#### **Exempt (Home) Schools – 2022/23 School Year [Open in the NDE Portal]**

Resident school districts can access their district's 2022/23 Exempt Schools – School District Report" in the NDE Portal. Refer to the 08/10/2022 email to superintendents for further information (see attached pdf copy). *Please advise your staff to review the district's report first before contacting parents or checking with NDE on filing status.*

We continue to receive enrollment changes daily (cancellations, filings to add a student to an existing exempt school roster, etc.); it could take up to 10 business days for these changes to be reflected on the school district's report.

- District Report (districts enter via the NDE Portal to view this report): <https://portal.education.ne.gov>
- Questions regarding your district's report - email Beth Bolte ([beth.bolte@nebraska.gov](mailto:beth.bolte@nebraska.gov)). Include the student & parents' names in your request.
- Exempt School Program website: <https://www.education.ne.gov/fos/exempt-schools/>

#### **2021/22 School District Annual Financial Reporting Reminders**

- Final versions (dated May 2022) of the 2021/22 School District Users' Manual and Master Code List are available at <https://www.education.ne.gov/fos/annual-financial-report-school-district/>
- The AFR Test File Upload Link is available to test the District's AFR upload file to make sure valid account codes have been used. Testing throughout the year will insure a successful AFR Upload in October. Test Link: [https://afreven.education.ne.gov/UploadAFRFile\\_Test](https://afreven.education.ne.gov/UploadAFRFile_Test)

### **Flex-Funding School Age Support Services Report (2020/21 Disbursements Reimbursed in 2021/22)**

The Report represents the reimbursement of Flex-Funding School Age Support Services claimed on the 2020/21 Special Education School Age Final Financial Report. These amounts were included in the SPED reimbursement payments received in 2021/22. Reduce School Age Special Education Reimbursements (Revenue code 3120) by the amount listed below for your district and code that portion to Revenue code 3166 Flex-Funding School Age Support Services for reporting on the 2021/22 Annual Financial Report information.

The Report is available on the Annual Financial Report website:

<https://www.education.ne.gov/fos/annual-financial-report-school-district/>

### **2021/22 Audit Confirmation Information**

- Fiscal Year ending June 30 – available now
- Fiscal year ending August 31 – available by the middle of September

Payments made to School Districts and ESUs by the Nebraska Department of Education may also be accessed from the Program Payment Lookup website (note - the payment information on this site is not in the audit confirmation format).

- Audit Confirmation: <https://sfos-payment.education.ne.gov/audit-confirmation/>
- Program Payment Lookup: <https://sfos-payment.education.ne.gov/program-payment/>
- Contacts:
  - Michelle Cartwright at (402) 450-0867 or [michelle.cartwright@nebraska.gov](mailto:michelle.cartwright@nebraska.gov)
  - Stephanie DeGroot at (402) 540-0649 or [stephanie.degroot@nebraska.gov](mailto:stephanie.degroot@nebraska.gov)

**This bulletin is sent monthly to ESU administrators, and public school superintendents and business managers. A copy of the most recent bulletin is available on the [FOS website](#). Please forward this email to all appropriate personnel so they are aware of this information.**