



1



2



3

Budget Submission to APA

- Budgets must be submitted to County Clerks, State Auditor and NDE
- Submit online through auditors.nebraska.gov (preferred)
 - Click "Submit your Audit or Budget" on the left hand side of homepage
- Mail
 - Auditor of Public Accounts
 - PO Box 98917
 - Lincoln, NE 68509

4

Joint Public Hearing Changes - LB 727

Updates to Joint Public Hearing process/requirements based on actual experiences last year

Sections of bill related to Joint Public Hearing have Emergency Clause - effective when signed by governor

- So will be in effect for 2023-2024 budget season

5

Joint Public Hearing Changes - LB 727

At least one elected official from each participating political subdivision must attend

An elected official may be the designated representative from a participating political subdivision.

The presence of a quorum or the participation of elected officials at the joint public hearing does not constitute a meeting for Open Meeting Acts purposes

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Joint Public Hearing Changes - LB 727

- Hearings held September 14 - 23
 - And before budget is filed with State Auditor
- Participating subdivisions now provide information electronically to County Assessor rather than Clerk
 - Work with your County Assessor regarding how to submit the necessary information

7

Joint Public Hearing Changes - LB 727

- Website of each participating political subdivision must have link to the political subdivision's proposed budget
 - Does not apply to:
 - a county with a population of less than ten thousand inhabitants,
 - a city with a population of less than one thousand inhabitants,
 - or, for joint public hearings prior to January 1, 2024, a school district.

8

Joint Public Hearing Changes - LB 727

- Tax request for School District bonds is excluded from definition of "Property Tax Request"
 - In other words: Increase in tax request for bonds does not count against the allowable growth percentage when determining whether the School District needs to attend Joint Public Hearing

9

LB 243 - School Districts

Department of Education to calculate each School District's "Property Tax Request Authority"

- Tax Request must be within this authority

No changes on APA's budget forms for this

- Will be handled through LC-2

10

Adopted Budget Different than Publication

Statute 13-506

If budget adopted is different than what was published, need to publish a summary in same manner as original publication within 20 days after adoption

11

Common Issues during Budget Reviews

- All required documentation not submitted
 - LC-2 printout
 - Special Grant Funds List
 - School Board minutes approving budget
 - Proof of Publication
 - Certification of Taxable Valuation from County Assessor(s)
- Beginning Balances do not agree to Prior Year Ending Balances, or audit report or AFR

12

Budget Amendments

- Amendments must be made prior to end of the fiscal year
- Must file amendment with State Auditor, NDE, and County Clerks
- Example and instructions can be found on State Auditor website
- Required to submit:
 - Pages of Budget that **changed**; do not need complete budget
 - Board Minutes approving amendment
 - Proof of Publication for Amendment Hearing

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Audit Reports

- Audit Reports due to State Auditor by November 5th
 - Can submit online through auditors.nebraska.gov (preferred method)
 - Or mail hardcopy
- Penalty for filing audit report late
 - *If a political subdivision required to file a report with the Auditor of Public Accounts fails to file such report by the applicable due date, the Auditor of Public Accounts may assess the political subdivision a late fee of twenty dollars per day for each calendar day the required report remains not filed. ... The total late fee assessed...shall not exceed two thousand dollars per filing.*

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Questions?

Nebraska Auditor of Public Accounts
 Jeff Schreier - Audit Manager, Budget Review Coordinator
 402.471.2111
Jeff.Schreier@nebraska.gov
auditors.nebraska.gov

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School District Budget & LC-2
Michelle Cartwright and Stephanie DeGroot

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Budget Information Available on FOS Website

Budgeting (School District)

Budget Factors Certification

- 2023/24 School Year
- Prior to 2023/24

2023/24 Budget/LC-2 Forms & Related Materials

- School District Budget Form & Instructions (from the Auditor of Public Accounts website)
- LC-2 (Portal)
- LC-2 Instructions
- Budget Text
- Budget Timeline (revised 06/23/2023) ←
- Expenditure Exclusions Requiring State Board Approval
 - June 2, 2023
- Filing Deadlines for Expenditure Exclusion
- Special Grant Fund List
- Template Letters for Expenditure Exclusions
 - 2022/23 Early Childhood Education Grants Exclusion for 2023/24
 - Retirement Contribution Increase Exclusion
 - Voluntary Termination Exclusion

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

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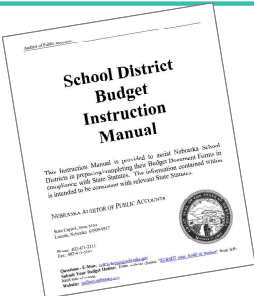
Budget Text – NDE Document

- Explanation of budgeting terms
- Reviews
 - Taxing funds and allowed levies
 - Accessing unused Budget Authority
 - Levy and Expenditure Exclusions
- Procedure for holding special elections for a levy override and/or to exceed Budget Authority

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

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Budget Document Instruction Manual – APA

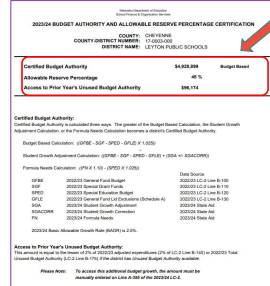


- Instruction Manual for completing the District Budget Document Forms
- In-depth statute reference
 - See for more on LB 644
- Updated each year to incorporate Legislative changes

https://auditors.nebraska.gov/Budget_Info.htm

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Certified Budget Authority



- Certified on or before March 1 each year
 - Re-certified on June 9th, 2023
- See Budget Text pg 2 for full calculation explanation
 - Budget, Student Growth, or Formula based
- Populated into LC-2

<https://sfos.education.ne.gov/Default>

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Up Against Budget Authority?

Provisions in statute allow specific items to be outside of the General Fund expenditure limitation.

- Utilize Exclusions
 - Special Grant Funds
 - ESSERS
 - Early Childhood
 - Short Term Borrowing, etc
 - Properly 'estimate' SPED expenses
 - General Fund Lid Exclusions - Schedule A
 - Retirement Contribution
 - Impact Aid, etc
- Hold public vote to exceed Certified Budget Authority
 - Ballot language must include statement to include access to expenditure exclusions
 - Amount approved by public is for one school fiscal year.
 - Must budget the total amount approved to carry over for future years.
 - Becomes part of the base

21

Total Allowable Reserves

Budgeting tool to help with cash flow

Not cash in the bank

Entered in budget worksheets, auto populates and calculates into LC-2, total cannot exceed allowable amount

Reference: See Budget Text – Allowable Reserve Limitation for more info

22

Calculation of Total Allowable Reserves

Allowable Reserve Percentage is based on District's ADM

General Fund Budget	\$5,000,000
Allowable Reserve Percentage	45%
Total Allowable Reserves	\$ 2,250,000

Reference: See Budget Text – Allowable Reserve Limitation for more info

23

Budget Form – Basic Data Input

- New line added excluding principle & interest on bonds
- Enter estimated valuations, then update with certified
- Filters information to other worksheets

Cover | Page 1 | Useful Information | Checklist | Basic Data Input | Alternative Form | Trade Name Form | 2023-2024 Budget | Page 2 | 2022-2023 Actual | Page 3 | 2021-2022 Actual | Page 4

24

Supplemental Grants on the Special Grant List

- **Appear at bottom of Special Grant Fund List with**
- Need State Board Approval**
- *Email requests to Stephanie**
- *Include name, amount, & purpose**
- * Insurance Settlements
- * Inter-fund Loans
- * Reimbursements for Wards of the Court
- * Repayments to County Governments for Previous Overpayments
- * Short Term Borrowing
- * Grants from City or County Government
- * Grants from Corporations, Foundations, or Other Private Interests

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Early Childhood Grant & New Elementary Site

Early Childhood Pre-populated on LC-2

- **Need State Board Approval**
- **Remains in the base for calculation of future budget authority**

New Elementary Attendance Site(s)

- **Exclusion is for costs related to first year of operation**
- **Must qualify for State Aid Elementary Site Allowance**
- **Salaries, Utilities, Bldg. Maint.**

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Schedule A
Need State Board Approval

- Repairs to Infrastructure
- Judgements
- Distance Education
- Voluntary Terminations
- Retirement Contributions
- Native American Impact Aid

Email requests to:
Stephanie.dagrout@nebraska.gov

SCHEDULE A GENERAL FUND LID EXCLUSIONS		County District #	17-0003
		Lexington Public Schools	
Line		2022-2024	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	Amounts eligible as exclusion for Voluntary Termination Agreements		
20	Retirement Contribution Increases		
21	Native American Impact Aid		
22	Total General Fund LID Exclusions - To L&C Form (Line 9, 10, 11, 17-21)	\$	

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LC-2 Access Unused Budget Authority

2023/24 Section A: Calculation of Total Allowable Budget Authority

Certified Budget Authority	A-101	25,966,981
Access to Prior Year's Unused Budget Authority	A-395	701,795
<small>(Maximum Amount: \$701,795)</small>		
Total Adjusted Budget Authority	A-391	36,668,776
Total Allowable Budget Authority	A-780	36,668,776

- Amount listed is lesser of:
 - 2% of the prior year's adjusted General fund expenditures or
 - The prior year's total unused budget authority

Provides Additional Budget Authority for 2023/24

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LC-2 Additional Budget Authority

Additional Budget Authority Approved by Patron

Did you hold a successful special election for additional BUDGET Authority? <small>(Not a levy override)</small>	B-180	<input checked="" type="radio"/> Yes <input type="radio"/> No
List the Total Budget Authority INCREASE approved by the voters in the special election	B-310	50,000

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Levy Override

Levy Override Approved by Patron

Did you hold a successful election of your patrons for a levy override that applies to the current year?	B-100	<input checked="" type="radio"/> Yes <input type="radio"/> No
Total property tax levy approved by the Patrons in excess of the Statutory Levy Limit of \$1.05	B-420	1.25
Number of years the Levy Override will be in effect:	B-440	5
What was the first year this Levy Override was in effect? (format answer as yyyy/yy)	B-460	2023/24
What year will this Levy Override will expire? (format answer as yyyy/yy)	B-480	2027/28

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LC-2 New Section D – Property Tax Authority

Levy Override Approved by Patrons	
Did you hold a successful election of your patrons for a levy override that applies to the current year?	B-400 <input type="radio"/> Yes <input checked="" type="radio"/> No
Certified Assessed Valuation	B-401 <input type="text" value="0"/>
2022/24 Section D - Property Tax Request Authority	
2023/24 Property Tax Request Authority	D-110 <input type="text" value="40,129,950.92"/>
Did 75% of the School Board approve to exceed the Certified Property Tax Request Authority?	D-120 <input type="radio"/> Yes <input checked="" type="radio"/> No
Was a successful election of the patrons held to exceed the Property Tax Request Authority?	D-130 <input type="radio"/> Yes <input checked="" type="radio"/> No
Additional Property Tax Authority due to successful levy override (Calculation of B-420 multiplied by Certified Assessed Valuation listed above)	D-170 <input type="text" value="3"/>
Total Property Tax Authority Allowed	D-180 <input type="text" value="4,012,832"/>
2023/24 Property Tax Request General Fund	D-210 <input type="text" value="0"/>
2023/24 Property Tax Request Special Building Fund	D-220 <input type="text" value="53,329,299.00"/>
2023/24 Total Property Tax Request	D-230 <input type="text" value="53,329,299"/>
2023/24 Unused Property Tax Request Authority	D-240 <input type="text" value="683,338"/>
Total Property Tax Reduced as a result of increased OPED & Foundation Aid	D-310 <input type="text" value=""/>

***Certified Assessed Valuation & Property Tax Request Authority will prepopulate from Budget docs**
***If YES on additional authority – amount will prepopulate**
***D-180 will show your Total Amount Allowed**

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LC-2 Tips & Tricks

- Upload an excel format of your budget into the LC2
- Remember to recalculate & save often
- Goal for Unused Budget Authority is zero
- Unlimited uploads to check status of limitations
- Remember to save Special Grant Funds list before returning to the LC2
- Don't forget to upload docs in PDF format after District Approval

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LC-2 Error Messages

LC-2 Cannot be submitted with error messages!

- Access to Prior Year's Unused Budget Authority Exceeded
- Budget Authority Exceeded
- Allowable Reserves Exceeded
- Levy Info/Dates Don't Match
- Property Tax Authority Exceeded

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Budgeting Checklist

- Expenditure exclusion requests sent in?
- Use LC-2 while working on budget.
- Is the budget within spending, levy & property tax limits?
- Does the LC-2 & budget match?
- Is Joint Public Hearing required?
- Does hearing notice match the budget doc?
- Publish hearing notices

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Budgeting Checklist

- Confirm Hearing Notices were published in newspaper.
- Reserve adequate time for public comment at budget hearing
- Approve LC-2 after board approves budget
- Submit budget docs to NDE, APA, Clerks
- Submit Tax Resolution to County
- Tax Request set correctly?

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Submitting Budget Documents to NDE

- LC-2 Upload Feature appears after clicking "District Approval"
- Review Checklist, pdf listed items and upload through the LC-2 Upload as single PDF
- Confirmation emails sent when: District admin approves PDF documents are uploaded NDE approves LC-2 and budget docs.
- Do not mail in budget documents

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Current Year 2022/23 Budget Reminders

- Review current budgets to avoid overspending and/or see if an amendment is required
- If spending authority remains in General Fund, may want to transfer to other funds:
 - ✓ Depreciation Fund
 - ✓ Employee Benefit Fund
 - ✓ School Nutrition Fund
 - ✓ Activity Fund
- Unspent General Fund budgeted authority will increase 2023/24 Beginning General Fund Cash Balance



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Need to Amend the Current Year's Budget?

- Per Statute must amend before overspending occurs
- Required if ANY fund will exceed total budget of disbursements & transfers out
- Hearing and Approved by August 31
- Total Requirements must equal Total Resources available
- Property Tax request cannot change if Tax Levy has been set

Required Action

- Hearing Notice To Amend
 - Budget as originally adopted
 - Proposed amended budget
 - Rationale for amending
 - Include statement "Will not impact the tax request for the current year"
- Documents to submit
 - Proof of Publication
 - Board Minutes
 - Page 2 of Budget Document
- Submit documentation to:
 - State Auditor
 - County Clerks
 - NDE

<https://www.education.ne.gov/fos/process-for-amending-a-budget/> or Budget Text pg 16

47

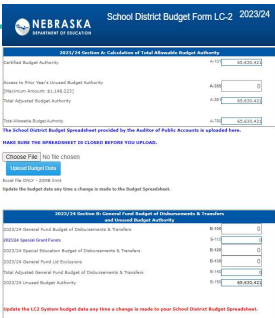
Amending the LC-2

LC-2 must be revised if these funds are amended:

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

Make sure Allowable Reserves have not been exceeded

- Run through LC-2 before Board approves
- Must contact NDE to unlock LC-2



<https://www.education.ne.gov/fos/process-for-amending-a-budget/>

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Enrollment Option Program

NEBRASKA DEPARTMENT OF EDUCATION

RULE 19

REGULATIONS REGARDING SCHOOL ENROLLMENT

TITLE 19, NEBRASKA ADMINISTRATIVE CODE, CHAPTER 19

EFFECTIVE DATE: 8/26/2015

PURPOSE:

State of Nebraska
300 Capitol Mall
Lincoln, Nebraska 68503

No Changes!

NEBRASKA
DEPARTMENT OF EDUCATION

Enrollment Option Program
Frequently Asked Questions (FAQ)

Revised 2023

Registration with Districts & Application to Opt
Registration Change (CROSS-DISTRICT/REGISTRATION) 04/2023

102

Approved: 7/25/2023 (2:42 PM) / 102.450.1418

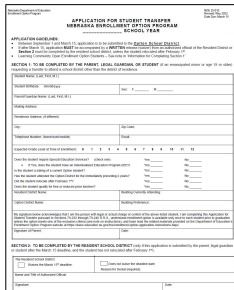
www

Enrollment Option Program - Nebraska Department of Education

<https://www.education.ne.gov/fos/enrollment-option-application-instructions-faq/>

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Enrollment Option Application




- Application revised every May/June
- Use most current version
- Spanish version available upon request
- Districts retain application until student graduates or reaches age 21
- Program Contacts:
 - Michelle Cartwright
 - michelle.cartwright@nebraska.gov / 402.450.0867
 - Kevin Lyons
 - kevin.lyons@nebraska.gov / 402.450.1418

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Kevin Lyons


• State Aid






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**Lump-Sum Payment for
2022/23 Positive Prior Year Correction**



Equal to or Greater than \$1,000

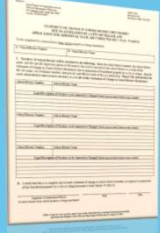
- On or before **July 15** - NDE notifies district
- Must respond by **August 15**
- On or before **September 15** - District notification of board approval

Less than \$1,000

- NDE makes payment without application

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**Statement of Change in School District Boundaries due
to Annexation by a City or Village**



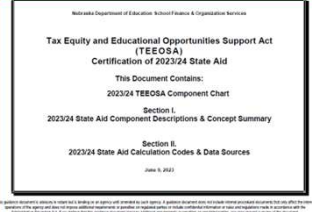
Forms available upon request

Kevin Lyons
Director of School Finance
kevin.lyons@nebraska.gov
402-450-1418

Forms Due: AUGUST 20

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TEEOSA Document



Decodes
the components of
Equalization Aid

Resource
for more detailed information

Available
on NDE's website

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TEEOSA DATA SYSTEMS

CDC (Consolidated Data Collection)

- Instructional Program Hours
- Pupil Transportation Report

Due Date: June 15
Audit Window: June 30

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Consolidated Data Collections (CDC)

- Days in Session/Instructional Program Hours (completed June 30)
- Pupil Transportation Report (completed June 30)
- Superintendent Pay Transparency Act (on or before August 1)

- The following collections are Due 10-15-2023
 - Summer School Student Unit
 - Assessed Valuation and Levies
 - Estimated Expenditures for Poverty and LEP
 - PK Instructional Program Hours/K Program
 - Elementary Site Allowance
 - Two-Year New School Adjustment Application
 - Student Growth Adjustment

56

Superintendency Pay Transparency Act

- Timeline required by statute:**
- On or before August 1:** Submit entire approved contract (pdf) on Portal
- September 30:** 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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TEEOSA DATA SYSTEMS

PORTAL

ADVISER

Nebraska Public and State Operated Districts: submission of data from their local Student Information System (SIS) to ADVISER

- Fall Membership
- Average Daily Membership

NDE's Focus

- State Aid
- SPED

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2023/24 Recalculation

CERTIFICATION

- Fall Membership
- Assessed Valuation
- 2021/22 Annual Financial Report (AFR)

↓

RECALCULATION

- Average Daily Membership (ADM)
- Certified Valuation
- **Amended** 2021/22 Annual Financial Report (AFR)
- **Due: July 15**

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2023/24 Recalculation

2023/24 Certification → 2023/24 Recalculation

\$ Local Effort Rate Balancing Factor

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Fall Membership Reporting

- Section 79-528:
 - Fall school district membership reported as of October 1
- Section 79-1003:
 - Qualified early childhood education fall membership reported as of October 1

64



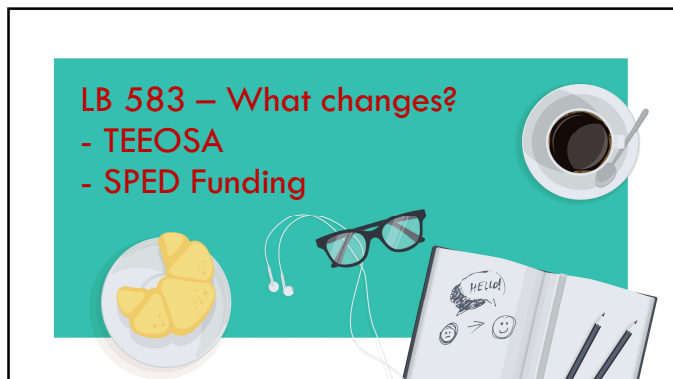
Kevin Lyons
 Director of School Finance
 School Finance and Organizational Services
 kevin.lyons@nebraska.gov
 402-450-1418

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2023 School Finance Legislation

Bryce Wilson – Finance Officer NDE

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LB 583 – SPED Reimbursement

- Increases State School Age Excess Cost Reimbursement to 80%ish.
- Districts can estimate this amount by taking (2022/23 qualifying expenditures x .80).
- Payments made to Districts Dec 2023 – June 2024.

- Reimbursement was approximately 42% this year.
- Benefits both equalized and non-equalized districts.

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LB 243 – Property Tax Authority

- Creates a third mechanism for limiting school district taxation
 - Levy lid
 - Spending lid/budget authority
 - Property Tax Authority
- Functionally it's more of a Revenue Lid than a Property Tax Lid
 - Applies to **General** Fund and **Special Building** Fund ONLY.
- Allows for revenue growth each year
 - 3% for all districts
 - Membership growth – K12 fall membership
 - Poverty growth – Direct Cert Medicaid Free and SNAP
 - LEP growth – LEP students used for TEEOSA Calc

69

LB 243 Calculation

Base Amount	Growth Percentage
• 2022/23 General and Building Fund Property Tax Request	• 3% Base Growth Amount
+	+
• 2021/22 SPED Reimbursements	• Student Enrollment Increase
+	+
• 2022/23 TEEOSA Paid	• Poverty Student Percentage Increase
+	+
• Other General and Building Fund Revenue's Not Excluded	• LEP Student Percentage Increase

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Calculation - Continued

New Year Revenue Cap	Property Tax Authority
<ul style="list-style-type: none"> • Base Amount <li style="text-align: center;">X • 1 + Growth Percentage <li style="text-align: center;">= • New Year Revenue Cap 	<ul style="list-style-type: none"> • New Year Revenue Cap <li style="text-align: center;">- • 2021/22 Other General Fund and Special Building Fund Revenue <li style="text-align: center;">- • 2022/23 SPED Reimbursements <li style="text-align: center;">- • 23/24 TEEOSA to be Paid <li style="text-align: center;">= <li style="color: red;">General and Special Building Fund Property Tax Authority

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Total Property Tax Authority Calculation

<p>Board Approval for additional percentage</p> <ul style="list-style-type: none"> • ADM 471 or less = 7% • ADM 3,044 – 472 = 6% • ADM 10,000 – 3,045 = 5% • ADM 10,001 plus = 4% <li style="color: red;">• Requires 70% Board Approval 	<ul style="list-style-type: none"> • General and Building Fund Property Tax Authority <li style="text-align: center;">+ • Additional Board Approved Property Tax Authority <li style="text-align: center;">+ • Active Levy Override Amount <li style="text-align: center;">+ • Additional Amount Approved by 60% of District Voters <li style="text-align: center;">= <li style="color: red;">Total General and Building Fund Property Tax Authority
--	---

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Revenue Excluded from Calculation

- All Federal Revenue – **ESSER Funds**
- Grants/Donations
- Bond Revenue
- Merged District Revenue
- Any other funds than Gen/Build
- Insurance proceeds
- Proceeds from sale of property
Special Building Fund
- Financing Proceeds



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2023/24 Budget Process

LC-2 Calculation

Levy Details Approved by Patrons	
Do you hold a successful election of your patrons for a levy increase that applies to the current year?	0-400 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Certified Assessed Valuation	0-400 <input type="text" value="0"/>
2023/24 Section 03 Property Tax Request Authority	
2023/24 Property Tax Request Authority	0-100 <input type="text" value="179202067.188"/>
Do 70% of the School Board approve to exceed the Certified Property Tax Request Authority?	0-100 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Maximum Amount Allowed	0-100 <input type="text" value="2120164.15"/>
Let the additional increase approved by the School Board.	0-100 <input type="text" value="0"/>
Was a successful election of the patrons held to exceed the Property Tax Request Authority?	0-100 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Let the total Property Tax Request Authority increase approved by the voters.	0-100 <input type="text" value="0"/>
Additional Property Tax Authority due to successful levy override (Calculation of 0-420 multiplied by Certified Assessed Valuation listed above).	0-420 <input type="text" value="3"/>
Total Property Tax Authority Allowed	0-100 <input type="text" value="17,920,206.7"/>
2023/24 Property Tax Request General Fund	0-200 <input type="text" value="0"/>
2023/24 Property Tax Request Special Building Fund	0-200 <input type="text" value="0"/>
2023/24 Total Property Tax Request	0-200 <input type="text" value="0"/>
2023/24 Unused Property Tax Request Authority	0-200 <input type="text" value="17,920,206.7"/>
Total Property Tax Reduced as a result of increased SFPO & Foundation Aid	0-200 <input type="text" value="0"/>

Reauthorize LC-2 after making changes to individual lines (Items not saved) Recalculate LC-2

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Frequently Asked Questions

Does board approved additional amount carry forward?

- Yes, but that may change during the next legislative session.

When does the Board need to approve additional amount?

- Board will have to approve prior to submission of Budget.
- Requires publication in local newspaper one week prior to board vote.

What if we don't tax for the full amount of our property tax authority?

- Unused authority (including additional amount approved by the board.....possibly) will be available in future years.
- Included in base for future years calculation.

75

LB 644 – What Did We Learn

- Increasing tax asking by 2% plus real growth
- Replaces the property tax hearing
 - Joint hearing with other Political Subdivisions in the County.
 - Between Sept. 14 – Sept. 24th
 - After 6:00 PM.
 - Information for joint hearing must be sent to the County Clerk by Sept. 4th.
 - Postcard must be sent to all affected property taxpayers.
 - Elected official must attend.

Check the County Mailing Prior if Possible.

Hold Budget Hearing Early if Possible.



76

Increase in Special Education

- Qualifying district must meet the following requirements:
 - Over \$50k spent annually on SPED
 - Or at least .5% of annual budget spent on SPED
 - Increase over 7% spent on SPED from prior year from Sept 1 – Dec 31.
- If qualifying can request early reimbursement for amount in excess of threshold by Jan 15th.
- NDE must make payment by Jan 31st.
- Any early payment reduces reimbursement the following year.

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Annual Financial Report



78

Reason for Amendments - SPED

SPED –

- Maintenance of Effort
- Coding SPED costs to Regular Education (1100's)
- Final Financial Report
 - Requesting more reimbursement than what is coded to reimbursable accounts on the AFR

600's vs 700's Capital Exp vs Expense

- ESSER Funds


Coding more SPED expenditures to Federal Accts than Revenue

- Decreases reimbursement from the State
- Make sure costs for SPED for birth – Pre-K is coded to IDEA
- No state reimbursement for birth – Pre-K

79

Annual Financial Report

- 2022/23 USER's Manual now available
- Master Code List is available
- Test your upload file in the test upload site NOW....
 - Requires districts to test upload before audit begins



80

Value of Building & Contents


Included in Per Pupil Cost Calculations

- 3% of Total Value of Building & Contents

Enter Value of Building & Contents by District and by School

District includes all facilities other than actual school instructional buildings

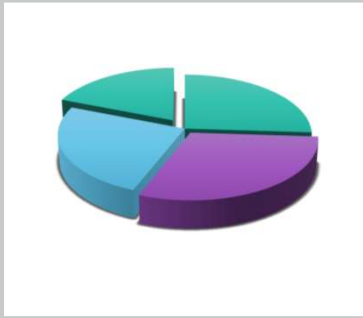
- Bus Barn
- Administration Building – if separate
- Athletic Fields



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Allocating District Expenses

- School level allocations
 - District determines amount for each school
 - Account reported with school number (12-0125-003)
 - More accurate information
- NDE automatically allocates by ADM if reported with district number (12-0125-000)
 - Districts can change NDE allocations if not appropriate
 - No more than 50% can be coded to the District level



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AFR Submission – November 1

AFR System Opens October 1

Utilize the AFR Summary Report to confirm financial information aligns with audit

Financial Info submitted *must* align with audit – *might request pre-lim info from auditor*

- Notification to district to adjust/correct info
- Financial Information must be uploaded again

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Three Steps in AFR Upload Process:

- Building/Contents Value
- Beginning/Ending Balances
- Reports

Step	Status	Action
AFR Upload	Complete	Re-Upload AFR
Building/Contents values	Not Started	Enter Building/Contents
Beginning/Ending Balances	Not Started	Enter Beg/End Balances
Reports	Not Started	View Reports
Verifications	Complete	Answer Verification Questions
Validations: Errors and Warnings	Not Started	Review Errors and Warnings
District Approval of AFR	Not Started	
Print AFR	Not Available	
Upload Audit and related documents	Not Uploaded	

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Federal Fund Overview

- CARES Act – Passed on March 27, 2020
 - Elementary and Secondary School Emergency Relief (ESSER) Fund
 - Function codes 4996/6996
 - Obligated prior to September 2022
 - **COMPLETED**
- Coronavirus Response and Relief Act – Passed December 21, 2020
 - ESSER II Funds
 - Function codes 4997/6997
 - **Obligated prior to September 2023**
 - Davis Bacon Requirements for construction
 - Payment Extension???
- American Rescue Plan Act – March 11, 2021
 - Function codes 4998/6998
 - 20% must be used to address learning loss
 - Obligated prior to September 2024
 - Payment Extension???

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Federal Funds Indirect Cost Rate

- Districts must either apply indirect cost to ALL grants (Federal and Non-Federal) or NO grants.
- We are seeing indirect cost applied inconsistently as we monitor Federal programs.
- Districts may decide to apply an indirect cost rate less than the calculated amount.
 - Must be applied consistently to all grants
 - Exceptions: grants with lower allowable rates



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Indirect Cost Rates

- 2023/24 Indirect Cost Rates were excessive in many ESU's and some schools.
 - It appears that technology costs coded to administrative code (2500 Central Services) instead of educational codes may be at least a part of the issue.
 - 2500 should only include technology needed for general operation of the district.
 - Technology related to learning for students or for instructional of staff should be coded into 2200's Support Services Instruction.
 - Sub-Awards/Sub-Contracts – for Federal Grants
 - \$25,000 or less (object code 395) – included in the ICR calculation
 - More than \$25,000 (object code 396) – excluded from the ICR calculation

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ESSA Consolidated App Title I, II, III & IV

- The Application is similar to last year.
- Opening date will be July 18th
- Closing date is September 29
- Federal Programs Team will have a session at Admin days and available in a workroom for application support on Wed and Thur.

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Monitoring Common Errors

- > **Time and effort**
 Most common error we find is entities appear to use budgeted and not actual, T&E is actual time worked and paid for all activities.
 Second most common error we find is entities charging salary only to a grant. This is unable per 2 CFR 430 and 431- benefits must be included as well
 Last error we find is claims for reimbursement not matching accounting records – amendments or journal entries after the reimbursement occurs.
- > **Policies and Procedures**
 Most common error is entities do not have all the required policies and procedures for grants. Need policies and procedures for the following; Equipment and inventory, Procurement, Record retention, Suspension and Debarment, Financial Management, Program Income, Cost sharing or matching, and Compensation – Personal services and fringe benefits
- > **Coding Issues**
 After a reimbursement is paid the allowable expenses are moved which then makes them unallowable.

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Census Collection

District Total Census			
Total Current	Total Prior	% Difference	
924	1045	-12%	
-11.88% of change			

> Count of district resident children age 5-18 as of June 30

> Factor in Calculation of County Fines & Licenses and Apportionment

> Prior year's counts & percentage increase/decrease are included for comparison purposes

> Due date July 10

> Audit window open from July 11 - 20

> Questions? Contact:
 > Michelle Cartwright 402-450-0867
 > Stephanie DeGroot 402-540-0649


County Total Census			
County	Total Current	Total Prior	% Difference
Crawford	3	3	0.00
Decatur	428	468	-8.55
Lucas	467	547	-14.63
Mills	26	27	-3.70
TOTAL	924	1045	-11.58

Submit Census Data
 Data cannot be modified once the "Submit Census Data" button is clicked.

View Menu

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Online Exempt School System




- Rule 13 Exempt students can register online.
- School districts can check enrollment status online.
- New System in Development for 2023/24.

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Opportunities for Budget Assistance

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New Superintendent Orientations




- **North Platte**
July 18th
8:30 a.m. – 3:00 p.m.
- **Milford – ESU #6**
July 20th
8:30 a.m. – 3:00 p.m.

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Budget Assistance


Administrators' Days
 > July 26th & July 27th
 • 8 a.m. – Noon
 • 1 p.m. – 4 p.m.

> Dedicated Budget Rooms – Upstairs



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Budget Assistance



Call in to set up an appointment for budget help
 or
 Email in budget and discuss during phone calls

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School Finance Team

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<https://www.education.ne.gov/fsa/>



• Bryce Wilson @NDE_Finance



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