

2022-2023 – SRC Communication #20

Distributed: March 8, 2024, Email to District Finance Officers

School Report Card – Financial Transparency Domain Review

District Finance Officers,

The Financial Transparency domain of the 22-23 School Report Card (SRC) will open for review on **Monday, April 1**. KDE requests District Finance Officers (1) review the district-level finance data to confirm the 2022-23 data is accurate, (2) calculate the school-level spending per student and enter it into the SRC collector fields (via the Collection tab), and (3) create a financial narrative and enter the narrative into the SRC collector field to be displayed on card.

The SRC is located at the [Clarity BrightBytes webpage](#). Please contact your WAAPOC if you do not have access to the site. WAAPOCs must set up Finance Officers with a School Report Card District User Role to enable them to review and sign off on the finance data.

To assist district staff in calculating the school-level spending per student, several documents have been attached:

- [Finance SRC Domain - Overview of SRC Requirements FY23](#) – provides an overview of the calculation and requirements of data entry
- [Finance SRC Domain - Identify Expenditures FY23](#) – provides guidance for running MUNIS reports
- [Finance SRC Domain - Summary for Generating Budget Reports FY23](#) – summary of the MUNIS reports needed for calculation
- [Finance SRC Domain - Spending per Student Calculation Worksheet FY23](#) – excel document to assist with calculation
- [Finance SRC Domain - Membership FY23](#) – excel document containing membership data needed for calculation

Documentation is also available to assist with district-level data verification, school-level data entry, and entry of the financial narrative:

- [Finance SRC Domain - Glossary FY23](#) – document outlining the description/definition of each data point in the Finance domain of the SRC.

These resources, as well as additional resources regarding access to the SRC, can be found on the [SRC Resources webpage](#).

All reviews and data entry should be completed by close of business on **May 17**.

PLEASE NOTE: THIS IS KDE'S FINAL EXERCISE WITH THE CURRENT SRC VENDOR. THEREFORE, WE WILL NOT BE ABLE TO EXTEND THE DEADLINE AS WE HAVE IN THE PAST. ALL DATA AND VERIFICATION MUST BE DONE BY MAY 17.

Please reach out to me if you need assistance with the site/data entry or if you have questions about the calculation.

Thank you!

Jessi

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