

# FINANCE

## NEWSLETTER



MARCH - APRIL 2016

KENTUCKY DEPARTMENT OF EDUCATION

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## National Board Certification Salary Reimbursement Program Application due May 1

May 1 is the deadline to submit salary supplement reimbursement applications for National Board Certified Teachers. To review the application process, frequently asked questions, previous year's NBC Salary Supplement Reimbursements and current law, please click <http://education.ky.gov/districts/FinRept/Pages/School%20District%20Personnel%20Information.aspx> to visit KDE's website.

KDE encourages all applications to be submitted by email to Jana Cox at [jana.cox@education.ky.gov](mailto:jana.cox@education.ky.gov).

### Fidelity (Performance) Bonds

The Fidelity (Performance) Bonds information for Fiscal Year 2016-2017 are due to the Kentucky Department of Education (KDE) by July 1, through the SEEK Application "Fidelity Bond" web form and are required to be approved by the Commissioner of Education. The Exposure Calculation Report for FY 2016-2017 will be posted to the website in March 2016.

Please refer to the "Bonds" webpage under the "Fidelity (Performance) Bond" section for all forms, instructions and reports: <http://education.ky.gov/districts/FinRept/Pages/Bonds.aspx>

If you have any questions, please contact Gail Cox at 502-564-3846, extension # 4462 or [Gail.Cox@education.ky.gov](mailto:Gail.Cox@education.ky.gov).

## Bond of Depository

The "Bond of Depository" information for Fiscal Year 2016-2017 are due to the Kentucky Department of Education (KDE) by July 1, through the SEEK Application "Depository Bond" web form every fiscal year and is required to be approved by the Commissioner of Education. The Division of District Support has provided a worksheet on the bonds website for the districts to use to help them to calculate their Penal Sum. Districts will need to make any adjustments to their "Bond of Depository" Penal Sum and Collateral Market Value by July 1. Even if nothing changed the district will need to update the beginning and ending dates and SUBMIT the bond information to KDE through the SEEK Application web form. The districts are to maintain all official hardcopy documentation at the local board of education.

Please refer to the "Bonds" webpage "Bond of Depository" section for all forms, instructions and reports: <http://education.ky.gov/districts/FinRept/Pages/Bonds.aspx>

If you have any questions, please contact Gail Cox at 502-564-3846, extension # 4462 or [Gail.Cox@education.ky.gov](mailto:Gail.Cox@education.ky.gov).

### Audit Contract

The fiscal year 2015-2016 audit contract will be reviewed by the State Committee for School District Audits at its March 17 meeting. The audit contract will be available on the Kentucky Department of Education's website located at <http://education.ky.gov/districts/FinRept/Pages/District-Financial-Audit-Contracts.aspx> after it is approved by the committee around April 1. Please remember the contract is valid for only one year for the audit of the 2015-2016 fiscal year.

Please forward any audit contract questions to Gail Cox at [gail.cox@education.ky.gov](mailto:gail.cox@education.ky.gov) or (502) 564-3846, extension 4462.



## Transportation Forms due May 31

The following Transportation Form is due May 31 and should be submitted to KDE: KSD & KSB Daily Trips and Resident Trips – due May 31 (hard copy)

Report problems accessing the Web-based forms to district technology staff and make sure permissions are set up correctly.

All hard copy Transportation Reimbursement Forms are available at:

<http://education.ky.gov/districts/SEEK/Pages/SEEK-Transportation-Funding.aspx>

### ***Chart of Accounts and ORGs update for July 1, 2016***

KDE is implementing revisions to the Chart of Accounts (COA) and ORGs effective July 1, 2016. All web documents will be updated July 1, 2016. Descriptions have changed for some segments which will require a review to determine if your district is using that segment correctly. ORGs will need to be reviewed and manually changed.

Districts may begin using the segment changes in their Annual Financial Report (AFR) reporting for 2016-17 and the Working Budget reporting for 2016-17.

In reviewing the changes below, please use these identifiers:

-Segment name and/or description Changes in reporting (DC)                      -Delete (D)                      -Add (A)

#### **Chart of Accounts Revisions**

##### **Program Codes**

**300 Career and Technical Education Programs (summary code) (DC)**

**307 Law, Public Safety, Corrections & Security (A)**

**320 Marketing (DC)**

**341 Occupational Home Economics (D)**

**342 Consumer & Homemaking (D)**

**370 Engineering & Technology Education (DC)**

**373 Construction Technology (A)**

**374 Manufacturing Technology (A)**

**380 Technology Education Level III (D)**

**385 Work Experience Programs**

**390 Media Arts (DC)**

**391 Special CTE Vocational Programs (DC)**

**399 CTE Vocational Programs Board Paid (DC)**

##### **Objects**

**0115 Certified Undetermined Pay (A)**

**0132 Classified Salaries Extra Pay (A)**

**0651 Supplies – Technology Related Devices (A)**

**Revenues (These will be discussed during the May 2016 KASBO meeting in a breakout session.)**

**5251 Flex Focus Transfer from Extended School Services (ESS) (A)**

**5252 Flex Focus Transfer from Professional Development (PD) (A)**

**5253 Flex Focus Transfer from Instruction Resources (A)**

**5254 Flex Focus Transfer from Safe Schools (A)**

**5261 Flex Focus Transfer to Flex Focus Operational (A)**

One the next page are some necessary ORG changes due to program changes. Please correct your ORGs accordingly. Review how you have been using ORGs in the past for the Career and Educational Technology (Vocational) to create a consistent reporting across the state. For example if you previously used program 380 to record Media Arts you would now use 390 and the ORGs need to change for that reporting.



## ORGS Expenditure

Font in this color is a change to the description of the ORG. Changes mostly were taking out the VOC and replacing with the abbreviation for Career and Technical Education (CTE). Only complete changes were to key code 182, 370, 760

Items in yellow are new ORGS

Items in light green and show a strike through are to be deleted

Number in turquoise are program changes

ORG	KEY	FUND	STANDARD 30 CHARACTER DESCRIPTION	UNIT	FUNC	PROG	IL
901#010	010	#	BUS DRIVING CTE	901	2720	300	00
###017	017	#	HIGH SCHOOL CTE INSTRUCTION	###	1900	300	30
###032	032	#	GUIDANCE COUNSELOR CTE	###	2122	300	##
###138	138	#	CTE HEALTH SCIENCE	###	1900	330	##
###140	140	#	CTE AGRICULTURE EDUCATION	###	1900	310	##
###141	141	#	OCCUPATIONAL HOME ECONOMICS	###	<del>1900</del>	341	##
###142	142	#	VOC CONSUMER & HOMEMAKING	###	<del>1900</del>	342	##
###143	143	#	CTE INFO TECHNOLOGY	###	1900	371	##
###144	144	#	CTE BUSINESS ADMINISTRATION	###	1100	360	##
###145	145	#	CTE FAMILY & CONSUMER SCIENCES	###	1900	343	##
###146	146	#	HIGH SCHOOL CTE INSTRUCTION	###	1900	391	##
###147	147	#	ALL CTE PROGRAMS	###	1100	300	##
###154	154	#	CTE ENGINEERING & TECH EDUCATION	###	1900	370	##
###155	155	#	VOC TECHNOLOGY EDUC LEVELS III	###	<del>1900</del>	380	##
###156	156	#	CTE PUBLIC SERVICE	###	1900	305	##
###161	161	#	SUPERVISION CTE	###	2211	300	##
###181	181	#	CTE WORK EXP PROGRAMS	###	1900	385	##
###182	182	#	CTE MEDIA ARTS	###	1900	390	##
###760	760	#	CTE MARKETING	###	1900	320	##
###889	889	#	CTE LAW, PUB SFTY, CORRS & SEC	###	1900	307	##
###890	890	#	CTE CONSTRUCTION	###	1900	373	##
###891	891	#	CTE MANUFACTURING	###	1900	374	##
###1940	940	1	CTE INSTR BD PD	###	1900	399	##
###944	944	#	CTE BUSINESS ADMINISTRATION	###	1900	360	##
###947	947	#	ALL CTE PROGRAMS BD PD	###	1900	300	##



## Some hints (based on information from districts of how they were using a few of the program codes):

Districts are encouraged to review all 3xx program codes. Adapt those applicable to your district reporting needs. Below are just a few program codes that have changed and recommended replacement key codes for reporting. Suggestions below will not be all inclusive of all possible changes. Please review carefully for your district so that we can have standard and comparative reporting across the state.

### Formerly under Program 380

- all vocational education for the Perkins grant use key code 147 (with the project number applicable to Perkins)
- Heavy equipment move to program 373 Construction technology key code 890
- Media Arts move to program 390 Media Arts key code 182
- Programming move to program 371 Information Technology key code 143
- Additional technology programs can be moved to 370 Engineering and Technology Education key code 154
- Carpentry move to 373 Construction Technology key code 890
- Industrial Arts Program move to 390 Media Arts key code 182

### Formerly under program code 390

- auto collision move to key code 567
- Biomedical programs move to 330 Health Sciences key code 138

### Formerly under program code 391

- Engineering move to program code 370 key code 154
- Adult Agriculture program move to program 610 key code 724
- Media Arts move to program 390 Media Arts key code 182

*KDE Office of Administration and Support  
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