

# FINANCE

## NEWSLETTER



NOVEMBER - DECEMBER 2014

KENTUCKY DEPARTMENT OF EDUCATION

### Audited Annual Financial Report (AFR) submissions due by Nov. 15

The fiscal year 2013-2014 audited AFRs are due at the Kentucky Department of Education (KDE) on or before Nov. 15. Please remember that the FY2014 on-behalf payments are required to be recorded in the districts' audited AFRs prior to submission to KDE.

Please refer to the FY 2014 on-behalf payments information at <http://education.ky.gov/districts/FinRept/Pages/On-Behalf-Payments-Information.aspx>.

Districts will submit audited AFRs electronically through the Web-submission process, the same as last year's submission process. The submission application will be open Oct. 16

through Nov. 15 and will allow only one submission from each district. The link for submitting AFRs is <https://op-support.education.ky.gov/webforms/Login.aspx>.

For additional help, please click the "+" beside the "Title: General Ledger - Year End" at <http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx> and select MUNIS Annual Financial Report Guide STW GL 2 or Audited AFR Submission Guide.

Also, districts must submit the original signed Statement of Certification to KDE on or before Nov. 15. This statement certifies that all audit adjustments have been entered into MUNIS, and the Annual Financial Report and

Balance Sheet submitted to KDE are in agreement with the audit report. The Statement of Certification is inside the Audit Contract Information for FY2013-2014 package at <http://education.ky.gov/districts/FinRept/Pages/District-Financial-Audit-Contracts.aspx>

If you have any questions related to audited AFRs, please contact the Division of District Support by sending an e-mail to [finance.reports@education.ky.gov](mailto:finance.reports@education.ky.gov). The subject line should read "Audited AFR - (insert district name)."

(Since the 15th falls on a Saturday in 2014, the submission deadline will occur on the first business day following the 15th, or Monday the 17th.)

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### E-rate data critical for districts

The Office of KIDS oversees the E-rate program, which provides discounts for districts as they purchase telecommunications services and equipment.

Meal status (and SES data for CEP districts) will be pulled from Infinite Campus on or around Nov. 1, 2014 for purposes of the 2015 E-rate applications. It is **very important** that FSDs and FRAM Coordinators double check the data to assure

that all students who are eligible for free- and reduced-price lunches are marked as such in Infinite Campus. The level of discount provided to each district is based on the percentage of students eligible for free and reduced-priced meal/SES status.

Should you have questions regarding the E-rate program, you may contact Scott Kane with KDE's Office of Knowledge, Information and Data Services at [scott.kane@education.ky.gov](mailto:scott.kane@education.ky.gov).

### Financial Management Calendar gets updated look

The "Financial Management Calendar" has a new look. The layout of the calendar has changed. A KDE Contacts column has been added to the calendar that lists a contact or reference, if any, for that particular monthly report or process indicated in each category. Also, additional helpful webpage links have been added to the calendar. The new updated calendar is posted at <http://education.ky.gov/districts/FinRept/Pages/Financial%20Management%20Calendar,%20Financial%20Management%20Manual,%20Insurance%20Guidelines,%20Who%20Does%20What%20in%20DDS,%20Finance%20Newsletters.aspx>.

Please forward questions concerning the Financial Management Calendar to Gail Cox at [gail.cox@education.ky.gov](mailto:gail.cox@education.ky.gov) or 502-564-3846, extension 4462.

## KDE's District Financial Reporting website offering additional resources, information

The following KDE's Division of District Support, District Financial Reporting website changes were made in order to place helpful resources with other associated documents and information that are similar.

The "Superintendent Compensation" website has been deactivated. The "School District Personnel Information" webpage located at <http://education.ky.gov/districts/FinRept/Pages/School%20District%20Personnel%20Information.aspx> now includes the "Superintendent Compensation" information that was previously listed on the deactivate webpage.

The "Key Financial Indicators Template" information is now located at the "Fund Balances, Revenues and Expenditures, Chart of Accounts, Indirect Cost Rates and Key Financial Indicators" webpage located at <http://education.ky.gov/districts/FinRept/Pages/Fund%20Balances,%20Revenues%20and%20Expenditures,%20Chart%20of%20Accounts,%20Indirect%20Cost%20Rates%20and%20Key%20>

### Out of State or Out of District school bus services for homeless students

Homeless – Non Regulatory Guidance, USDE  
<http://www2.ed.gov/programs/homeless/guidance.pdf>  
See page 19 of this publication.

If the homeless child or youth continues his or her education in the school of origin but begins living in an area served by another LEA, the LEA of origin and the LEA in which the homeless child or youth is living must agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If the LEAs cannot agree upon a method, the responsibility and costs for transportation are to be shared equally.

Homeless liaisons must work with each other and transportation directors to provide a homeless student with transportation to and from school of origin.

If the two districts can't work it out, the cost is split 50/50. For questions contact Elisa Hanley at [elisa.hanley@education.ky.gov](mailto:elisa.hanley@education.ky.gov).

[Financial%20Indicators.aspx](http://education.ky.gov/districts/FinRept/Pages/Financial%20Indicators.aspx) .

A new website entitled "Finance Officer Training" has been created specifically for finance officer training information and documents at <http://education.ky.gov/districts/FinRept/Pages/Finance-Officer-Training.aspx> .

The Financial Management Calendar, Financial Management Manual, Insurance Guidelines, Who Does What in DDS, and Finance Newsletters are now located at <http://education.ky.gov/districts/FinRept/Pages/Financial%20Management%20Calendar,%20Financial%20Management%20Manual,%20Insurance%20Guidelines,%20Who%20Does%20What%20in%20DDS,%20Finance%20Newsletters.aspx>. A "Historical Finance Newsletter" section is available at the bottom of the webpage that consists of some of the prior fiscal years' newsletters.

Please forward any questions that you may have relating to any of the above topics to the KDE contact person listed on that specific website for that topic.

### Reminder of the Federal Reimbursement of Health Benefits File–New web submission link

The "Federal Reimbursement of Health Benefits" file submission web form location has changed. The new web submission link is: <http://opsupport.education.ky.gov/frs/Default.aspx>. Please remove the old link and add the new link to your favorites in your web browser. Upload the Federal Reimbursement file just like you always have the only different will be the new link.

Please refer to the following "Federal Reimbursement of Health Benefits" website for additional instructions, guides and the new link to the file submission web form.

<http://education.ky.gov/districts/FinRept/Pages/Federal-Reimbursement-of-Health-Benefits.aspx>

Please forward Federal Reimbursement of Health Benefits questions to Gail Cox at [gail.cox@education.ky.gov](mailto:gail.cox@education.ky.gov) or 502-564-3846, extension 4462.

### Update new school district finance contacts

The All State MUNIS Finance Contacts global e-mail distribution list includes districts' finance officers and additional finance contact names.

If districts have changes relating to the finance officers and additional finance contacts that are listed in the All State MUNIS Finance Contacts global e-mail distribution list, please e-mail the changes to Jana Cox at [jana.cox@education.ky.gov](mailto:jana.cox@education.ky.gov).

[ky.gov](http://education.ky.gov). This will ensure that these individuals receive timely financial and operational updates and information.

Please include the following information in the e-mail:

- district name
- new finance officer's name
- new finance officer's employment start date
- former finance officer's name to be deleted from district's finance

contact information

- additional district finance contact names to be added to the district's finance contact information
- additional district finance contact names to be deleted from the district's finance contact information

Submitted changes will be made in the All State MUNIS Finance Contacts global email address list within a week of receipt.

# Technology leases over \$100,000 reminder

Districts that plan to enter into technology leases in excess of \$100,000 shall complete and submit a 'Technology Lease Over \$100,000 Checklist' document and the items listed on the checklist for the lease to undergo the necessary Kentucky Department of Education (KDE) review and approval processes. KRS 65.944(1)(b) and 702 KAR 3:300 laws establish the requirements and procedures for school district leases in excess of \$100,000 to be approved by the chief state school officer. The Technology Leases Over \$100,000 Checklist document is located at [http://education.ky.gov/districts/FinRept/Pages/Technology-Leases-Over-\\$100,000.aspx](http://education.ky.gov/districts/FinRept/Pages/Technology-Leases-Over-$100,000.aspx). Please communicate and provide your districts' Technology Director, Superintendent and Local Board with the procedures and requirements under KRS 65.944(1)(b) and 702 KAR 3:300 to ensure compliance on technology leases in excess of \$100,000.

The completed FY2015 Technology Lease Over \$100,000 Checklist document and items listed on the checklist should be e-mailed to Jeffrey Coulter ([jeffrey.coulter@education.ky.gov](mailto:jeffrey.coulter@education.ky.gov)) and copy Denise Hartsfield ([denise.hartsfield@education.ky.gov](mailto:denise.hartsfield@education.ky.gov)), at the KDE, Division of District Support on or by May 30, 2015. This will allow enough time for KDE to process the request prior to the end of FY2015.

In addition, a district who enters into a technology lease in excess of \$100,000 without obtaining the approval of KDE will be noncompliant under KRS 65.944(1)(b) and 702 KAR 3:300; and a district's independent auditor may report any noncompliant technology leases as findings in the district's audit report(s).

Please forward technology lease questions to Jeffrey Coulter at the email address mentioned previously or 502-564-3846, ext. 4459

## Reminder: Transportation Growth Factor Adjustment form

The Transportation Growth Factor Adjustment Web-based form for fiscal year 2014-2015 data is due to the Kentucky Department of Education **10 days after the end of the second school month**, no later than Nov. 1. The data will be submitted via the Web submission process. The submission application will be open from Oct. 15-Nov. 1 allowing one submission per district.

The Transportation Growth Factor Adjustment form can be accessed at:

<http://education.ky.gov/districts/SEEK/Pages/SEEK-Transportation-Funding.aspx>. Please forward any questions regarding the Transportation Growth Factor Adjustment Web-based form and submission to Debra Vaughan at (502) 564-5279 x 4450 or [debra.vaughan@education.ky.gov](mailto:debra.vaughan@education.ky.gov).

## End of year payroll process

The KDE Munis team will be holding a webcast in December regarding year end payroll processing as well as handling the 2015 open enrollment file. It is crucial the webcast be viewed by at least one person in the finance

department and any payroll staff that are involved in the year end process. There are changes that will affect both departments. An e-mail will be distributed at a later time to include the date, time and all pertinent information.

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