ANNUAL SECRETARY OF THE BOARD REPORT (ASBR)

PRESENTED BY:

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July 16, 2014

Missouri Department of Elementary and Secondary Education

Annual Secretary of the Board Report (ASBR)

What is the ASBR?

- Year end financial summary of the district, required by statute (Section 162.821, RSMo).
- Financial tool to be used by district staff and board of education.
- Provides information that is used by DESE, MSTA, MNEA, MSBA, MoASBO, federal government, etc.
- Provides financial information to the public.

Accessing the ASBR

- The ASBR is available at https://k12apps.dese.mo.gov/webLogin/login.aspx
- Log in using the assigned user id and password
- Obtaining a user id and password
  - The user manager at the district should be able to provide access to the ASBR system
  - If the district doesn't have a user manager a web systems user id request form will need to be completed and sent to the Department for processing

ASBR Overview

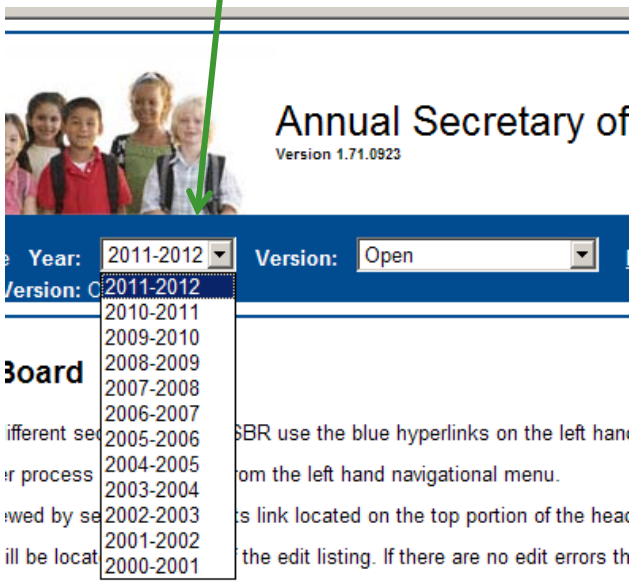
- Most of the ASBR is accessed on the left hand navigational menu
  - General Summary
  - Revenues
  - Expenditures
  - Transportation
  - Debt
  - Special Reports
  - File Transfer
  - Help Documents

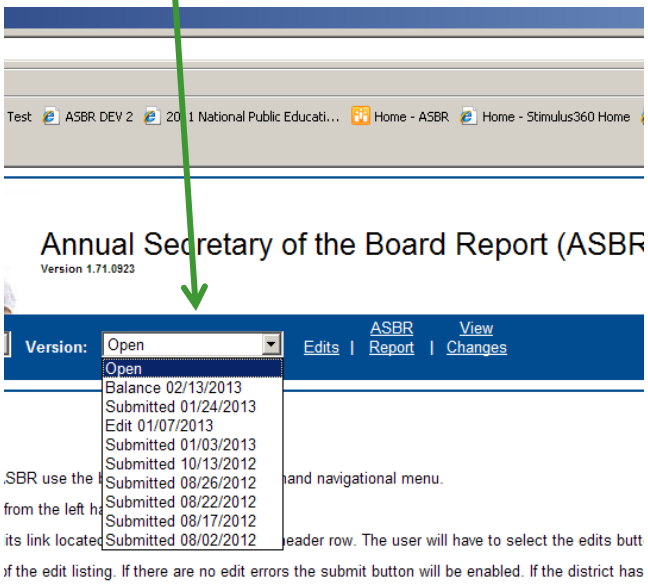
ASBR Overview

- A few items are accessed on the top of the screen
  - Year selection
  - Version selection
  - Edits
  - ASBR Report
  - Current Page Report
  - View Changes Report

ASBR Overview

When working in an ASBR the district will first need to select the year they are working with and then they can select any version available for that year





Revenue Codes - ASBR

- Revenues are broken down into five sections
  - Local Revenues (revenue codes 5111-5199)
  - County Revenues (revenue codes 5211-5299)
  - State Revenues (revenue codes 5311-5399)
  - Federal Revenues (revenue codes 5411-5499)
  - Other Revenues (revenue codes 5611-5898)

Part III-A Expenditures Program by Fund

- Part III-A Expenditures Program by Fund is broken down into three sections
  - Instruction (Function Codes 1110-1400, 1900-1999)
  - Support Service (Function Codes 2110-2999)
  - Non-Instruction/Support (Function Codes 1610-1660, 3000-5300)
- Part III-A shows each function code by fund

Part III-B Expenditures Program by Object

- Part III-B Expenditures Program by Object is broken down into three sections
  - Instruction (Function Codes 1110-1400, 1900-1999)
  - Support Service (Function Codes 2110-2999)
  - Non-Instruction/Support (Function Codes 1610-1660, 3000-5300)
- Part III-B shows each function code by object code range

Part III-C Expenditures Object by Fund

- Part III-C Expenditures Object by Fund is broken down into three sections
  - Salary and Employee Benefits (Object Codes 6100-6299)
  - Purchased Services and Supplies (Object Codes 6311-6499)
  - Capital Outlay and Other (Object Codes 6510-6699)
- Part III-C shows each object code by fund

Part IV Long and Short Term Debt

- Part IV Long and Short Term Debt includes:
  - General Obligation Bonds
    - Each bond issue may now be shown on a separate line
    - There is a drop down selection for the type of bond issue
    - The series number may now be included
  - Lease Purchase
  - DNR Energy Loan
  - Guaranteed Energy Cost Savings Contract
  - Other Debt
  - Tax Anticipation Note (TAN)
  - Advance Funding
  - Revenue Bonds

Part IV Application for State Transportation Aid

- Part IV Application for State Transportation Aid includes:
  - Pupils Eligible for State Transportation Aid
  - Pupils Ineligible for State Transportation Aid
  - Number of Days Transportation System Operated
  - Eligible Miles
  - Ineligible Miles

Part IV School Bus Depreciation Schedule

- Part IV School Bus Depreciation Schedule includes:
  - Bus Number
  - VIN Number
  - Model Year
  - Date District Took Deliver
  - Purchase or Lease Purchase Price
  - Trade/Sale Date and Amount Received on Trade/Sale
- The Depreciation is calculated based off the information that is entered for each specific bus

Part IV School Bus Depreciation Schedule

- Please take time to review the depreciation schedule each year
- A link “School Bus Depreciation Schedule Assurance of Review” will be added to the depreciation schedule beginning with the 2012-2013 year that will need to be selected as an assurance that the school has reviewed the depreciation schedule

Part IV Facility Depreciation Schedule

- Part IV Facility Depreciation Schedule includes
  - Fiscal Year First Used
  - Drop down selection for Item
  - Cost
  - What % of all vehicles that used the above facilities were district pupil transportation vehicles
- Depreciation is calculated based on the data entered by the district

ASBR – Edits

- Edit errors must be corrected before the district will see the submit button
- Edit warnings
  - Must be reviewed and the district must
    - Provide a remark as a response to the edit if a remark is acceptable
    - Or; corrections must be made within the ASBR to resolve the edit
    - Some warnings only require a remark and some will require the district to make corrections
- There are approximately 300 edits

ASBR - Submit

- ASBR submit button is available after the district has run the edits and there are no edit errors generating
- If there are no edit errors and the submit button isn't visible the problem is likely one of the following:
  - The current user has authority to the new ASBR system but doesn't have submit authority
  - The user hasn't been assigned ASBR authority as is required in the new ASBR system

ASBR Printing

- The current section that is being viewed can be printed by selecting the current page report
  - This will print the whole section that is currently being viewed
    - Example: All of Part II would print if any part of the revenues is currently being viewed
- ASBR Report will print Part I through Part IV, Long and Short Term Debt, regardless of what page is currently being viewed

ASBR Printing

- To print Part IV Application for State Transportation Aid, School Bus Depreciation Schedule and Facility Depreciation Schedule you have to be viewing that particular page and select the current page report for the page you are viewing
  - Each of these sections will have to be printed individually

Public View of the ASBR

- Public view of the ASBR is available for the 2000-2001 ASBR and beyond at https://k12apps.dese.mo.gov/webLogin/login.aspx
- To access in public view select the "Public Applications" button on the log in page.
- The public cannot view an ASBR until DESE has issued a balance letter.
- The public can only view the last submitted and approved ASBR.

Importance of the ASBR

- Quick look at the financial condition of the district
- Identifies financially stressed districts
- Identifies revenues by sources: local, county, state, and federal
- Identifies expenditures by fund, function, and object
- Identifies restricted funds
- Identifies interfund transfers
- Identifies long and short term debt

Importance of the ASBR

- Provides selected calculations for district use
- Provides information for the MCDS portal.
- The Basic Formula calculation and Transportation payment use ASBR data.
- Food Service uses data from the ASBR.
- Early Childhood Special Education uses data from the ASBR.

ASBR Uses

- Expenditures for Instruction and Support are divided by the ADA or WADA to calculate current operating expenditures *(special report).*
- Provides information for calculating a district's Local Effort amount for bill back purposes *(special report).*
- Provides information to be used in the MSIP review process by Governance and Administration *(special report).*

ASBR Uses

Unrestricted Ending Fund Balance Percentage

Ending Fund Balance in the Incidental Fund and Teachers Fund *minus* Restricted Fund Balance *divided by* Expenditures in the Incidental Fund and Teachers Fund

Based on ASBR data submitted, a district will be designated "financially stressed" if:

- The unrestricted ending fund balance in the IF/TF is 3% or less
- It has a negative fund balance in the IF/TF

or

- It does tax anticipation borrowing between February 1 and June 30.

Calendar Year-end Reporting

Incidental + Teachers Funds Unrestricted Fund Balance as of 12/31

- Tax Anticipation funds placed in Incidental or Teachers Funds July – Dec
- Transfers to Capital Projects Fund and Debt Service Fund July – Dec

Reported in the February Core Data Cycle Screen 35.

ASBR Changes

ASBR changes can be found by:

- Viewing the Annual Secretary of the Board Report page on the School Finance Website.

ASBR Deadline

Must be **submitted** by midnight, August 15.

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