

SCHOOL FINANCE

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Missouri Department
of Elementary and Secondary Education

Revenue Codes – Accounting Manual

Revenue Codes

- Revenue Code Alphabetical Listing
 - Alphabetical listing of all revenue codes by title
 - Provides a quick reference for locating revenue codes
 - This section begins on page E.1 in the Accounting Manual



Revenue Codes – Accounting Manual

- Revenue Codes
 - Revenue code descriptions and placement
 - Provides revenue code and revenue title
 - Provides a description of the revenue
 - Provides fund placement options for each revenue
 - This section begins on page E.7 in the Accounting Manual



Revenue Codes – Accounting Manual

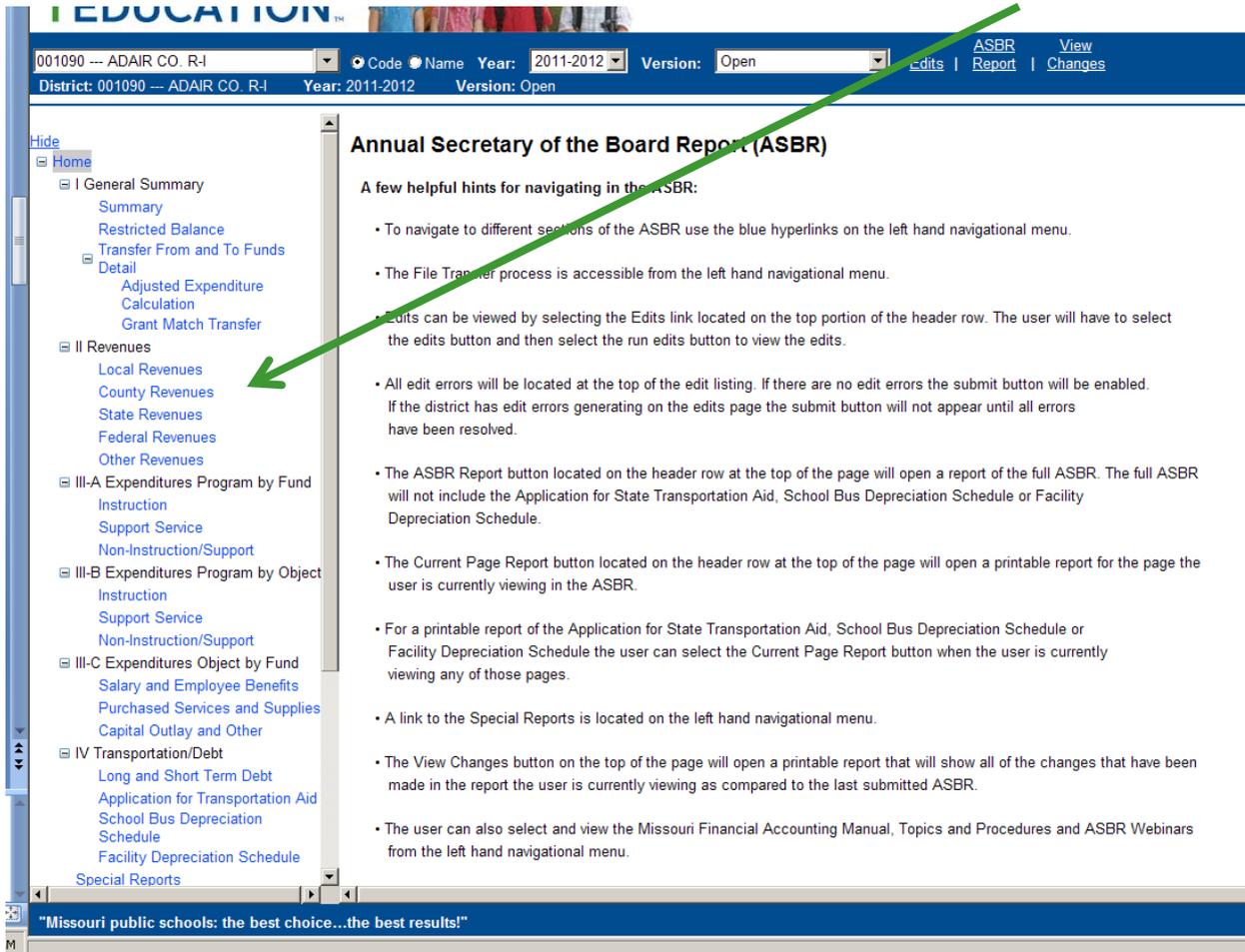
Below are examples of revenue code detail information

5112	<p><u>Taxes, Delinquent Ad Valorem.</u> Amounts derived from prior years' ad valorem taxes. Delinquent taxes received after June 30 for the prior year and delinquent taxes received with no tax year indicated. Receipt of prior year (delinquent) M & M Surtax should be coded to 5115.</p>	<p>Placed in each fund on the same basis as receipts from current taxes, except where the previous years' obligations of the district would be affected by such distribution. Then the delinquent tax shall be distributed according to the tax levies established for the years in which the obligations were incurred. The apportionment must be carried to six decimal places rounded back to five.</p>
5113	<p><u>School District Trust Fund (Proposition C)</u> Amounts received from the state from a one cent state sales tax. One-half of the total received is used to roll back the current tax levy unless a simple majority of voters has voted to forego all or part of the reduction per Section 164.013, RSMo.</p>	<p>No less than 75% of $\frac{1}{2}$ of the funds received shall be placed in the Special Revenue (Teachers) Fund and the remaining percent placed in the General (Incidental) Fund.]</p>



Revenue Codes - ASBR

Revenue Codes are reported in Part II of the ASBR



EDUCATION™

001090 --- ADAIR CO. R-I Code Name Year: 2011-2012 Version: Open ASBR View
District: 001090 --- ADAIR CO. R-I Year: 2011-2012 Version: Open Edits | Report | Changes

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 - Special Reports

Annual Secretary of the Board Report (ASBR)

A few helpful hints for navigating in the ASBR:

- To navigate to different sections of the ASBR use the blue hyperlinks on the left hand navigational menu.
- The File Transfer process is accessible from the left hand navigational menu.
- Edits can be viewed by selecting the Edits link located on the top portion of the header row. The user will have to select the edits button and then select the run edits button to view the edits.
- All edit errors will be located at the top of the edit listing. If there are no edit errors the submit button will be enabled. If the district has edit errors generating on the edits page the submit button will not appear until all errors have been resolved.
- The ASBR Report button located on the header row at the top of the page will open a report of the full ASBR. The full ASBR will not include the Application for State Transportation Aid, School Bus Depreciation Schedule or Facility Depreciation Schedule.
- The Current Page Report button located on the header row at the top of the page will open a printable report for the page the user is currently viewing in the ASBR.
- For a printable report of the Application for State Transportation Aid, School Bus Depreciation Schedule or Facility Depreciation Schedule the user can select the Current Page Report button when the user is currently viewing any of those pages.
- A link to the Special Reports is located on the left hand navigational menu.
- The View Changes button on the top of the page will open a printable report that will show all of the changes that have been made in the report the user is currently viewing as compared to the last submitted ASBR.
- The user can also select and view the Missouri Financial Accounting Manual, Topics and Procedures and ASBR Webinars from the left hand navigational menu.

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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)



Function Codes – Accounting Manual

- Expenditure Codes
 - ▣ Function Code Alphabetical Listing
 - Alphabetical Listing of all function codes by title
 - Provides a quick reference for locating function codes
 - This section begins on page F.1 in the Accounting Manual



Function Codes – Accounting Manual

- Expenditure Codes
 - Function Code Descriptions and Posting Options
 - Provides function code and function code titles
 - Provides a description of the function code
 - Provides description of the funds that are open for posting of the expenditure transactions
 - This section begins on page F.7 in the Accounting Manual



Function Codes – Accounting Manual

- Function Codes
 - Function Codes includes the activities or actions that are performed to accomplish the objectives of a school district
 - The activities of a school district are classified into five broad areas or functions:
 - Instruction
 - Support Services
 - Operation of Non-Instructional Services
 - Facilities Acquisition/Construction Services
 - Debt Service

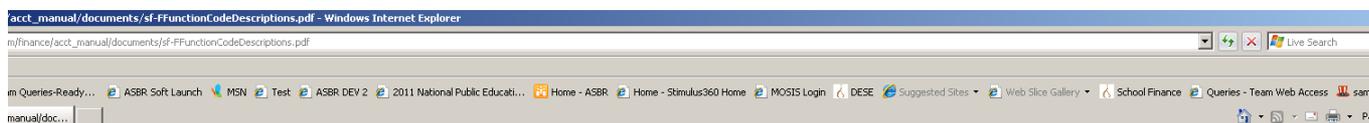


Function Codes – Accounting Manual

- Function Codes
 - Class codes (codes ending in zero) are for subtotaling purposes only and are not used for posting transactions
 - Subclass codes (codes ending in zero) are for subtotaling purposes only and are not used for posting transactions
 - Detail codes are used for posting transactions
 - No revenue code has their own corresponding, separate, specific function/program code



Function Code – Accounting Manual



1300

Career Education Programs - Programs, services and activities which will provide students and adults with the knowledge and skills needed for employment in current or emerging fields, to continue their education, or to be retrained for new business and industry practices.

Not used for posting transactions.

Not used for posting transactions

1310

Agricultural Education

Not used for posting transactions.

1311 **Agricultural Education** - Agricultural Education prepares secondary, postsecondary and adult students for a variety of careers and advanced college or technical training in the Agriculture, Food and Natural Resources System.

General (Incidental)
Special Revenue (Teachers)
Capital Projects

Used for posting transactions

- Transactions in Function Code 1311 can be posted to the General (Incidental) Fund, Special Revenue (Teachers) Fund or the Capital Projects Fund



Function Code – ASBR

Function Codes are reported in Part III-A Expenditures Program by Fund and Part III-B Expenditures Program by Object

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

Annual Secretary of the Board Report (ASBR)
Version 1.48.0383

001090 --- ADAIR CO. R-I Code Name Year: 2011-2012 Version: Open Edits Report Current Page View Report Changes

District: 001090 --- ADAIR CO. R-I Year: 2011-2012 Version: Open Save

Part III-A Instruction Expenditures Program by Fund

Function Code	Description	General (Incidental) Fund	Special Revenue (Teachers) Fund	Debt Service Fund	Capital Projects Fund	Total All Funds
1110	Elementary	43,357.64	451,430.76		0.00	494,788.40
1130	Middle/Junior High	0.00	0.00		0.00	0.00
1150	Senior High	93,211.61	430,132.11		2,934.00	526,277.72
1191	Summer School (Regular)	17,131.62	9,637.77		0.00	26,769.39
1192	Juvenile Program	0.00	0.00		0.00	0.00
1210	Gifted	0.00	0.00		0.00	0.00
1221	Special Education and Related Services	109,295.23	90,148.39		0.00	199,443.62
1223	Coordinated Early Intervening Services	0.00	0.00		0.00	0.00



Function Code - ASBR

- 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



Function Code – ASBR

Part III-A Expenditures Program by Fund

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 - Capital Outlay and Other
 - IV Transportation/Debt
 - Long and Short Term Debt
 - Application for Transportation Aid
 - School Bus Depreciation Schedule
 - Facility Depreciation Schedule
 - Special Reports

Part III-A Instruction Expenditures Program by Fund

Function Code	Description	General (Incidental) Fund	Special Revenue (Teachers) Fund	Debt Service Fund	Capital Projects Fund	Total All Funds
1110	Elementary	43,357.64	451,430.76		0.00	494,788.40
1130	Middle/Junior High	0.00	0.00		0.00	0.00
1150	Senior High	93,211.61	430,132.11		2,934.00	526,277.72
1191	Summer School (Regular)	17,131.62	9,637.77		0.00	26,769.39
1192	Juvenile Program	0.00	0.00		0.00	0.00
1210	Gifted	0.00	0.00		0.00	0.00
1221	Special Education and Related Services	109,295.23	90,148.39		0.00	199,443.62
1223	Coordinated Early Intervening Services	0.00	0.00		0.00	0.00
1224	Proportionate Share Services	0.00	0.00		0.00	0.00
1250	Supplemental Instruction	56,290.48	47,778.31		0.00	104,068.79
1271	Bilingual	0.00	0.00		0.00	0.00
1280	Early Childhood Special Education	0.00	0.00		0.00	0.00
1300	Career Education Programs	7,389.24	52,702.41		4,768.34	64,859.99
1400	Student Activities	101,981.03	0.00		0.00	101,981.03
1911	Tuition to Other Districts within the State	0.00	21,100.00			21,100.00
1912	Tuition to Districts Outside the State & Private Schools	0.00	0.00			0.00
1921	Area Voc. School Fees	0.00	18,525.00			18,525.00
1931	Tuition, Severely Handicapped Program within the State	0.00	0.00			0.00



Function Code - ASBR

- 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



Function Code - ASBR

Part III-B Expenditures Program by Object

Save | Part III-B Instruction

Part III-B Instruction Expenditures Program by Object

Function Code	Description	6110 Certificated Salaries	6150 Non- Certificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Supplies	6500 Capital Outlay	Total
1110	Elementary	347,829.26	27,636.23	116,280.86	1,202.00	1,840.05	0.00	494,788.40
1130	Middle/Junior High	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1150	Senior High	366,969.70	38,062.38	111,235.51	933.10	6,143.03	2,934.00	526,277.72
1191	Summer School (Regular)	8,312.00	8,058.40	2,208.36	0.00	8,190.63	0.00	26,769.39
1192	Juvenile Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1210	Gifted	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1221	Special Education and Related Services	98,001.92	30,028.54	45,760.46	24,842.26	810.44	0.00	199,443.62
1223	Coordinated Early Intervening Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1224	Proportionate Share Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1250	Supplemental Instruction	36,836.16	20,520.43	13,685.93	3,637.76	29,388.51	0.00	104,068.79
1271	Bilingual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1280	Early Childhood Special Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1300	Career Education Programs	42,015.46	0.00	11,433.93	1,621.95	5,020.31	4,768.34	64,859.99
1400	Student Activities	0.00	0.00	0.00	0.00	101,981.03	0.00	101,981.03
1911	Tuition to Other Districts within the State				21,100.00			21,100.00
1912	Tuition to Districts Outside the State & Private Schools				0.00			0.00
1921	Area Voc. School Fees				18,525.00			18,525.00
1931	Tuition, Severely Handicapped Program within the State				0.00			0.00
1932	Tuition, Sev Dis Prog Outside the State & Private Schools				0.00			0.00

Object Codes – Accounting Manual

- Expenditure Codes
 - ▣ Object Code Alphabetical Listing
 - Alphabetical listing of all Object Codes by title
 - Provides a quick reference for locating Object Codes
 - This section begins on page G.1 in the Accounting Manual



Object Codes – Accounting Manual

- Expenditure Codes
 - Object Code Descriptions and Posting Options
 - Provides Object Code and Object Code titles
 - Provides a description of the Object Codes
 - Provides description of the funds that are open to post the expenditure transactions to
 - This section begins on page G.5 in the Accounting Manual



Object Codes – Accounting Manual

- Expenditure Object means the service or commodity obtained as a result of a specific expenditure
- Class codes (codes ending in zero) are for subtotaling purposes and are not used for posting transactions
- Subclass codes (codes ending in zero) are for subtotaling purposes and are not used for posting transactions
- Detail codes are used for posting transactions



Object Codes – Accounting Manual

Below is an example of Object Code detail information

<u>Class</u>	<u>Subclass</u>	<u>Detail</u>	<u>Description</u>	<u>Expenditure Transactions</u>
6100			Salaries - Amounts paid to LEA employees who are considered to be in a position of permanent nature or hired temporarily, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the LEA payroll.	Not used for posting transactions.
	6110		Certificated Teacher Salaries	Not used for posting transactions.
		6111	Regular Salaries - Full-time, contract and prorated portions of the costs for work performed by teachers (defined in the broad sense of Section 168.104 (7), RSMo) who are considered to be in positions of a permanent nature. If a supplemental duty is a part of the regular year contractual duties or required of the position, it should be included in this object. Career ladder is also included in this object code.	General (Incidental) Special Revenue (Teachers)



Object Codes - ASBR

Object Codes are reported in Part III-C Expenditures
Object by Fund

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Part III-C Salary & Employee Benefit Expenditures Object by Fund

Object Code	Description	General (Incidental) Fund	Special Revenue (Teachers) Fund	Debt Service Fund	Capital Projects Fund	Total All Funds
6100	Salaries	479,965.65	1,070,845.82			1,550,811.47
6199	Salaries - Subtotal	479,965.65	1,070,845.82	0.00	0.00	1,550,811.47
6211	Teacher Retirement	1,872.84	171,509.76			173,382.60
6221	Non-Teacher Retirement	30,732.03	0.00			30,732.03
6231	Old Age Survivor and Disability (OASDI)	30,817.31	1,068.90			31,886.21
6232	Medicare	7,096.22	13,277.78			20,374.00
6240 - 6270	Employee Insurance	74,931.46	122,073.75			197,005.21
6290	Other Benefits	0.00	0.00			0.00
6299	Employee Benefits - Subtotal	145,449.86	307,930.19	0.00	0.00	453,380.05

Part III-C Expenditures – Grand Total

Object Code	Description	General (Incidental) Fund	Special Revenue (Teachers) Fund	Debt Service Fund	Capital Projects Fund	Total All Funds
9999	Grand Total	1,233,060.73	1,418,401.01	0.00	50,651.39	2,702,113.13



Object Codes - ASBR

- 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



Object Codes - ASBR

Part III-C Expenditures Object by Fund

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 - Purchased Services and Supplies
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 - Application for Transportation Aid

Part III-C Salary & Employee Benefit Expenditures Object by Fund

Object Code	Description	General (Incidental) Fund	Special Revenue (Teachers) Fund	Debt Service Fund	Capital Projects Fund	Total All Funds
6100	Salaries	479,965.65	1,070,845.82			1,550,811.47
6199	Salaries - Subtotal	479,965.65	1,070,845.82	0.00	0.00	1,550,811.47
6211	Teacher Retirement	1,872.84	171,509.76			173,382.60
6221	Non-Teacher Retirement	30,732.03	0.00			30,732.03
6231	Old Age Survivor and Disability (OASDI)	30,817.31	1,068.90			31,886.21
6232	Medicare	7,096.22	13,277.78			20,374.00
6240 - 6270	Employee Insurance	74,931.46	122,073.75			197,005.21
6290	Other Benefits	0.00	0.00			0.00
6299	Employee Benefits - Subtotal	145,449.86	307,930.19	0.00	0.00	453,380.05

Part III-C Expenditures – Grand Total

Object Code	Description	General (Incidental) Fund	Special Revenue (Teachers) Fund	Debt Service Fund	Capital Projects Fund	Total All Funds
9999	Grand Total	1,233,060.73	1,418,401.01	0.00	50,651.39	2,702,113.13



Project Codes – Accounting Manual

- Project Codes may be used to detail the source of funds, project, or even responsibility depending upon the LEA informational needs
- If the district's vendor program allows for a three digit Project Code the district may want to use a 3 in front of all state Project Codes and a 4 in front of all federal Project Codes
- The project code will allow the district to track various projects across Funds and Codes



Project Codes – Accounting Manual

- School Finance is unable to see what Project Codes a district uses
- Project Codes are for district use
- Example:
 - A district may choose to use Object Code 51 for Title I – ESEA
 - The use of this Project Code would allow for the summation of all expenditures associated with the Project Code regardless of the Fund, Function or Object Code used.



Project Codes – Accounting Manual

- Project Codes should be used in lieu of the district creating Function Codes that aren't outlined in the Accounting Manual
- Concerns associated with districts creating specifically labeled Function Codes
 - The code that was created may need to be used by the department at some point as a specific code for district use and this could cause problems for the district
 - The code may not roll into the correct code in the ASBR report



Accounting Manual

- Expenditure coding examples
 - Provides examples of commonly asked coding questions
 - Provides what Fund, Function Code and Object Code should be used for various examples
 - Begins on page H.1 in the Accounting Manual



Accounting Manual

- Updates to the Accounting Manual are provided in July of each year
- The Accounting Manual and Accounting Manual updates are available at http://dese.mo.gov/divadm/finance/acct_manual/
- The Accounting Manual is also available as a link in the ASBR
- School Finance Topics and Procedures are available at <http://dese.mo.gov/divadm/finance/topicsandprocedures/index.html> and are also available as a link in the ASBR
 - The Topics and Procedures includes such items as:
 - Equipment vs. Supply
 - General Obligation Bonds
 - Guaranteed Energy Savings Performance Contracts
 - Lease Purchase
 - Loans
 - Refunds and reimbursements
 - Transfers
 - And more.....



Refunds and Reimbursements

□ Refunds and Reimbursements – Incoming to the District

Refunds and reimbursement that were charged to an:

- Expenditure Account in the current year should be credited to the appropriate Expenditure Xccount (reduces apparent expenditures).
- Expenditure account of previous year should be credited to a Revenue Account (account 5195, Prior Period Adjustment).
 - Reimbursement or receipts for a salary expenditure should always be recorded as a Revenue (Account 5198, Miscellaneous Local Revenue, Account 5397, Other State Revenue, or Account 5497, Other Federal Revenue) and then expensed in the appropriate salary expenditure category.



Refunds and Reimbursements

□ Refunds and Reimbursement – Outgoing from District

Payments made by an LEA correcting or adjusting previous revenues that were recorded in:

- Revenue Accounts in the current year should be debited to the same Revenue Account (reduces apparent revenue).
- Revenue Account of a previous year should be debited to current year expense (Function Code 2329, Executive Administration or Function Code 2529, Business/Central Services, Object Code 6398, Other Expenses).



Equipment Versus Supply Items

- General guideline:
 - Unit cost is \$1,000 or more
 - Useful life estimated at more than one year
 - Purchase would be considered capital outlay
 - District may establish a policy to use a unit cost of less than \$1,000 to determine capital outlay expenditures
 - Districts may also differentiate an equipment item from a supply item via the repair or replacement criterion



Equipment Versus Supply Items

CRITERIA FOR DISTINGUISHING EQUIPMENT FROM SUPPLY ITEMS

(Listed in Priority Order)

YES ↓	←	Lasts more than one year	→	NO
YES ↓	←	Repair rather than replace	→	NO
YES ↓	←	Independent unit rather than being incorporated into another item	→	NO
YES ↓	←	Cost of tagging and inventory a small percent of item cost	→	NO
YES ↓ ↓	←	Exceeds minimum dollar value established by State or other governmental unit. Current minimum is \$1,000.00, however, the district may establish a lower limit.	→	NO

**AT FIRST “NO”
THE ITEM IS
CONSIDERED A
SUPPLY ITEM**

ITEM IS CONSIDERED EQUIPMENT



Interfund Transfers

- Section 165.011, RSMo, and administrative interpretations provide for several interfund transfers that a school district may make.
- The following slides list all allowable interfund transfers and provide detailed information regarding some of the most frequently used transfers.



Interfund Transfers

Transfer Type	Transfer From	Transfer To
Teachers Fund	General (Incidental) Fund	Special Revenue (Teachers) Fund
Debt Service Balance	Debt Service Fund	Capital Projects Fund
Transportation Calc Cost	General (Incidental) Fund	Capital Projects Fund
Area Career Center	General (Incidental) Fund	Capital Projects Fund
Grant Match	General (Incidental) Fund	Capital Projects Fund
DNR Energy Conservation Loans	General (Incidental) Fund	Capital Projects Fund
Food Services	General (Incidental) Fund	Capital Projects Fund

Interfund Transfers

Transfer Type	Transfer From	Transfer To
Student Activities	General (Incidental) Fund	Capital Projects Fund
\$162,326 or 7% x SAT x WADA	General (Incidental) Fund	Capital Projects Fund
Capital Projects Fund Interest	Capital Projects Fund	General (Incidental) Fund
Unspent Bond Proceeds	Capital Projects Fund	Debt Service Fund
Capital Projects Unrestricted Funds	Capital Projects Fund	General (Incidental) Fund
FY06 Designated Levy or 5% x SAT x WADA	General (Incidental) Fund	Debt Service Fund
FY06 Designated Levy or 5% x SAT x WADA	General (Incidental) Fund	Capital Projects Fund

Interfund Transfers

Transfer Type	Transfer From	Transfer To
Lease Purchase Prior to 01/01/1997	General (Incidental) Fund	Capital Projects Fund
Guaranteed Energy Performance Contract	General (Incidental) Fund	Capital Projects Fund
Excess Incidental Fund Balance	General (Incidental) Fund	Special Revenue (Teachers) Fund



Interfund Transfers

□ Teachers Fund Transfer

- A district may transfer revenue, on a regular basis (monthly, quarterly, etc.), from the General (Incidental) Fund to the Special Revenue (Teachers) Fund to cover checks being written against the fund. Section 165.021.4, RSMo, states, “No check shall be drawn ... unless there is sufficient money in the treasury and in the proper fund for the payment of the indebtedness.” District must transfer an amount sufficient to cover all expenditures that are not covered by another source of revenue. Section 165.011, RSMo.



Interfund Transfers

□ **Transportation Calculated Cost Transfer**

- A district in compliance with Section 163.031.6, RSMo may transfer from the General (Incidental) Fund to the Capital Projects Fund an amount based on prior year allowable transportation capital outlay expenditures, including school bus and facility depreciation. This amount is calculated by the Department of Elementary and Secondary Education and is indicated monthly on the Calculation of State Transportation Aid Report. The transferred amount may be used for any capital outlay expense, or it may be used to build a balance in the Capital Projects Fund. Section 165.011, RSMo.



Interfund Transfers

- **\$162,326 or 7% x SAT x WADA Transfer**
 - Per Section 165.011, RSMo, a district in compliance with Section 163.031.6, RSMo may transfer from the General (Incidental) Fund to the Capital Projects Fund amounts necessary for capital outlay expenditures. If the transfer is in excess of adjusted expenditures, the board must pass a resolution identifying the specific projects and the estimated expenditure date (or dates).
 - The maximum \$162,326 or 7% x SAT x WADA transfer amounts are calculated annually by School Finance based upon the first preceding year weighted average daily attendance and the current year state adequacy target and are not finalized until June 30 of that year. The maximum transfer amount is calculated by determining the greater of:
 - \$162,326 or
 - 7% of the current year's state adequacy target multiplied by the district's first preceding year weighted average daily attendance.

Interfund Transfers

- Preliminary and Final maximum transfer amounts are available at <http://dese.mo.gov/divadm/finance/transfers/index.html> for the following transfers:
 - Transportation Calculated Cost Transfer
 - \$162,326 or 7% x SAT x WADA Transfer
 - FY06 Designated Levy or 5% x SAT x WADA Transfer



Bookkeeper Contact Information

- Please ensure that the district has the appropriate district personnel listed as the bookkeeper contact on Core Data Screen 3.
- This contact information is used when bookkeeper specific information is being shared or contact needs to be made with the bookkeeper specifically.



Contact Information

School Finance 573.751.0357

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