

# School Finance

## Highlights for this Issue

- ◆ [FY 2019 Final Payment Calculation Information](#)
- ◆ [2019-20 Budget Estimates](#)
- ◆ [State Adequacy Target \(SAT\) and Threshold Recalculation](#)
- ◆ [DVM for FY 2020](#)
- ◆ [2019-20 ACH Dates](#)
- ◆ [2018-19 Audit Schedule of Selected Statistics](#)
- ◆ [2018-19 Annual Secretary of the Board Report](#)
- ◆ [PDC Expenditure Requirements Modification Enacted August 28, 2018](#)
- ◆ [PDC – 1% Allocation Requirement](#)
- ◆ [Transfers – 7%, 5%, and Transportation](#)
- ◆ [Annual Report of the County Clerk to the State Board of Education](#)
- ◆ [June 2019 Core Data](#)
- ◆ [2019-20 District Contact Information](#)
- ◆ [Attendance Reporting](#)
- ◆ [Missouri Accountability Portal \(MAP\) – Debt Reporting](#)
- ◆ [Federal Entry Level Driver Training \(ELDT\) Key Information – Effective February 7, 2020](#)
- ◆ [2018-19 State Transportation Aid Calculation](#)
- ◆ [Certified School Bus Driver Instructor Training](#)
- ◆ [National School Bus Safety Week](#)
- ◆ [2018-19 Transportation Data Collection](#)
- ◆ [Missouri State Transportation Aid Document Preparation Manual](#)

## PAYMENT CALCULATIONS

### FY 2019 Final Payment Calculation Information

	Basic Formula <sup>3</sup>	Classroom Trust Fund <sup>1</sup>	Prop C <sup>2</sup>	Small Schools Grant \$10M <sup>1</sup>	Small Schools Grant \$5M <sup>4</sup>
SAT/Amount Per Dollars Distributed	\$6,308	\$413.1680	\$1,006.83376034	\$276.4778	\$157.9610
Denominator	\$3,466,129,814.00	\$343,908,778.15	\$915,335,883.74	\$10,000,000	\$5,000,000
		832,370.1525	909,123.1539	36,169.2722	32,680.1298

<sup>1</sup>ADA / <sup>2</sup> WADA / <sup>3</sup> FWADA / <sup>4</sup> Tax-Rate WADA

Please call or email School Finance at 573-751-0357 ([finadmgov@dese.mo.gov](mailto:finadmgov@dese.mo.gov)) with questions or concerns about the district's calculations.

### 2019-20 Budget Estimates

	Basic Formula <sup>3</sup>	Classroom Trust Fund <sup>1</sup>	Prop C <sup>2</sup>	Small Schools Grant \$10M <sup>1</sup>	Small Schools Grant \$5M <sup>4</sup>	Transportation
SAT/Amount Per/% Increase	\$6,375	\$412.2496	\$1,036.1081	\$276.2431	\$152.9052	1% Increase
Appropriation	\$3,553,211,885	\$349,999,054	\$958,400,000	\$10,000,000	\$5,000,000	107,547,713
Denominator		849,000	925,000	36,200	32,700	

<sup>1</sup>ADA / <sup>2</sup> WADA / <sup>3</sup> FWADA / <sup>4</sup> Tax-Rate WADA

Remember that these amounts will only be achieved if revenue is available to fund at the level appropriated.

## State Adequacy Target (SAT) and Threshold Recalculation

The SAT and related Thresholds for school years 2018-19 and 2019-20 have been recalculated. The SAT was calculated at \$6,375 but per 163.011 RSMo, “should a recalculation result in an increase in the state adequacy target amount, fifty percent of that increase shall be included in the state adequacy target amount in the year of recalculation, and fifty percent of that increase shall be included in the state adequacy target amount in the subsequent year.” The SAT and thresholds are as follows:

State Adequacy Target FY 2019	\$6,308
State Adequacy Target FY 2020	\$6,375
Free & Reduced Lunch Threshold	31.42%
Special Education (IEP) Threshold	12.06%
Limited English Proficiency Threshold	2.50%

*The SAT will remain at an adjusted level through the calculation process until such time as there is funding available to increase the SAT to the calculated level provided above.*

## DVM for FY 2020

The dollar value modifier (DVM) for FY 2020 may be viewed at <http://dese.mo.gov/financial-admin-services/school-finance/data-reports>.

## 2019-20 ACH Dates

The 2019-20 Automated Clearinghouse (ACH) transfer dates are located on the School Finance website under Financial Reports. Below is also a list of those dates:

ACH Deposit Dates	
Payment transmittals will be available the business day prior to the ACH date.	
July 22, 2019	August 21, 2019
September 20, 2019	October 21, 2019
November 21, 2019	December 20, 2019
January 21, 2020	February 21, 2020
March 20, 2020	April 21, 2020
May 21, 2020	June 22, 2020

## AUDIT REPORTS

### 2018-19 Audit Schedule of Selected Statistics

A copy of the 2018-19 Schedule of Selected Statistics that is to be included in the 2018-19 audit report is available at <https://dese.mo.gov/financial-admin-services/school-audits>. The district should print and keep a copy as a reference when it reviews the 2018-19 audit report prior to submitting the audit report to DESE to ensure the **updated schedule** is used by the auditor and included in the report. The district is encouraged to compare the information in the audit on this schedule to the data the district submitted through MOSIS, on Core Data, the Annual Secretary of the Board Report, or other reports and resolve any differences prior to submitting the audit report.

## IMPORTANT REMINDERS AND TOPICS OF INTEREST

### 2018-19 Annual Secretary of the Board Report (ASBR) Updates

The 2018-19 Annual Secretary of the Board Report (ASBR) program is available by logging into the DESE Web Applications at <https://apps.dese.mo.gov/weblogin/login.aspx>.

A few reminders for working in the ASBR system:

- A complete list of changes for the 2018-19 ASBR can be located on the School Finance website at <http://dese.mo.gov/financial-admin-services/school-finance/annual-secretary-board-report-asbr>.

- To obtain detailed information regarding the navigation of the ASBR, access to the ASBR, printing options, the file transfer process, etc. please select the ASBR Help Document on 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.
- To submit the ASBR select Edits, select Run Edits, if there are no edit errors generating and the user has submit authority the submit button will appear on the top of the Edits page.
- Save often when entering data in the ASBR system.

If the user doesn't have access to the ASBR on the DESE web applications menu please contact the district's user manager or complete the login request form at <http://dese.mo.gov/dsm/websystemuserid.htm>.

*The 2018-19 Annual Secretary of the Board Report (ASBR) must be submitted by the due date of midnight, August 15, 2019, or the September Basic Formula payment will be held until October. Continued delay in submitting the ASBR will result in continued holding of the payment.*

### **PDC Expenditure Requirements Modification Enacted August 28, 2018**

Section 160.530.1, RSMo, requires districts to spend one percent (1%) of the Basic Formula monies (based on Line 17B of the district's June basic formula calculation) for professional development committee expenditures. A minimum of seventy-five percent (75%) of one percent (1%) of the current year's Basic Formula current apportionment must be spent in the year received for purposes determined by the Professional Development Committee and identified in the professional development plan in relation to a school improvement plan. This is completely separate from professional development that may be required by other programs such as title or special education programs. Expenditures should be recorded to Function Code 2214. Any portion of the other twenty-five percent (25%) of the one percent (1%) not expended during the year must be shown as a part of the restricted fund balance on June 30.

Effective August 28, 2018, HB 1606 modified 160.530.1, RSMo, to allow "that in any fiscal year ending with fiscal year 2024 in which the amount appropriated and expended to the public schools under section 163.161 for the transportation of pupils is less than twenty-five percent of the allowable costs of providing pupil transportation under said section, a school district may, by majority vote of its board, allocate an amount less than one percent of the moneys received pursuant to section 163.031, exclusive of categorical add-ons, to the professional development committee of the district but in no instance shall the district allocate less than one-half of one percent of the moneys received pursuant to section 163.031, exclusive of categorical add-ons, to the professional development committee of the district."

Function Code 2214 may **only** be used to code those expenditures made to meet the requirement of Section 160.530, RSMo, described above. Any instructional staff professional development required by other programs or expenditures made that do not meet the requirement of Section 160.530, RSMo, should be coded to Function Code 2213. If improper coding has occurred the district should make adjusting entries and amend the Annual Secretary of the Board Report (ASBR) as necessary.

### **PDC – 1% Allocation Requirement**

The PDC 1% allocation requirement for the 2018-19 school year is available on the School Finance website at <http://dese.mo.gov/financial-admin-services/school-finance/data-reports>.

### **Transfers – 7%, 5%, and Transportation**

The final \$162,326 or 7% x SAT x WADA transfer, the Designated Levy or 5% x SAT x WADA transfer, and transportation transfer are available on the School Finance website at <http://dese.mo.gov/financial-admin-services/school-finance/data-reports>. These are the final calculations for the 2018-19 year.

### **Annual Report to the County Clerk to the State Board of Education**

The district can locate a copy of their Annual Report of the County Clerk to the State Board of Education on the School Finance Report Menu in the DESE web applications under "Annual Financial Reports". Please note that if a county is not listed on this report, the county has not yet submitted its Annual Report.

## June 2019 Core Data

The 2018-19 June Core Data Cycle screens to complete are 9, 10, 10A, 12, 13, 14, 14A, 14B, 17, 19 and 24. Several of these screens are populated directly from files submitted through the MOSIS Data Collection System. When all errors are resolved for a MOSIS file and it is "certified", the data will be aggregated as needed and copied by DESE to the appropriate Core Data screen. The screens and related Core Data reports should be reviewed to verify that the data are correct.

These screens are to be completed and submitted by June 30, 2019. *Districts whose June Cycle data are not entered by July 15 may have their August Basic Formula payment held until September. Continued delay in submitting the June Cycle may result in the continued holding of the payment.*

## 2019-20 District Contact Information

Much of the notification process used for the ASBR, payments, and other correspondence is done by e-mail. In order to provide proper and timely notification, DESE must have an accurate e-mail address for the person(s) responsible for financial functions. The e-mail addresses must be reported on Core Data Screen 3 for the ASBR, Finance, and Bookkeeper contacts, as well as, Screen 4 for the Superintendent. Please check all of the information on the appropriate Core Data Screens to ensure the contact person's name, e-mail address, and phone number are correct.

# ATTENDANCE HOUR REPORTING

## Attendance Reporting

For guidance regarding various attendance reporting scenarios please refer to the School Finance website at <http://dese.mo.gov/financial-admin-services/school-finance/finance-topics-procedures> and select Attendance Reporting from the General Guidance section.

Attendance hours are an important component of the average daily attendance (ADA) calculation. Accurate documentation must be kept to ensure that districts are properly reporting attendance data on students. To help ensure that districts/LEAs are reporting attendance correctly, an Attendance Hour Reporting document is available on the School Finance Topics and Procedures page located [here](#). Following are a few points to help clarify what can and cannot be claimed as attendance hours for State Aid:

- State law requires all school district personnel who are responsible for working with students in an instructional or supervisory capacity during the school day to have a valid Missouri teaching certificate. This applies to in-school suspension teachers as well as those supervising study hall, recess, virtual courses taken in school, or other computer-based instructional programs taken in school. A substitute certificate meets the requirement of a certificate when the employee is functioning as a substitute teacher in the absence of the teacher-of-record or is employed as the teacher-of-record.
- Attendance Recovery - Law does not allow for the make-up of attendance hours. If a student is absent those hours must be reported as absent hours. A school district may require a student to make-up time for excessive absences; however, this does not allow the district to count those hours as attendance hours for the student.
- Poor Attendance Days - Districts are required to report all hours of student attendance and absence. There is no allowance in state statute to drop a day of school due to poor attendance and make that day up with another day. This would be considered intentional manipulation of attendance records and would result in an overstatement of attendance hours. If the district attended school the day must be reported unless it did not meet the minimum day length to count as a day of school according to state statute.
- The only attendance hours that can be claimed for state aid that does not occur under the supervision of a certified instructor is virtual course hours. Computer based courses are different from virtual courses and cannot be claimed unless under the supervision of a certified instructor.
- Any hours claimed as remedial hours must meet the definition of remedial hours as outlined in 167.640.1, RSMo, 167.340.2, RSMo, and 167.645, RSMo. See the Attendance Hour Reporting Document for more detailed information.

- If a program is 100% funded with federal funds then the hours cannot be claimed for state aid (do not report as remediation hours, attendance hours, or summer attendance hours).
- Districts/LEAs do not have the ability to claim attendance hours for students when school is closed due to weather. There is no allowance in law to have attendance hours claimed for students if they perform school work at home or do online school work.
- Other Topics Included in the Attendance Reporting Document located [here](#) include:
  - Credit Recovery
  - District Paid Local Effort
  - District Paid Tuition
  - Early Dismissal of Seniors
  - Excused Absences
  - Map Testing
  - Out-of-School Suspension
  - Parent Paid Tuition
  - Zero Hour
  - Non-Tradition Methods of Instruction
    - Virtual Courses
    - Computer Based Courses
    - Homebound Instruction
    - Correspondence Courses
    - School Flex Program

### Missouri Accountability Portal (MAP) – Debt Reporting

Section 37.850, RSMo, requires school districts to report all bonded indebtedness and requires charter schools to report all debt. This information shall be supplied to Office of Administration (OA) for display on the State's Accountability Portal.

If a school district issues new bonds or a charter school enters into debt obligations the new debts are required to be entered onto the portal within seven days of issuing a bond or incurring an obligation or debt per section 37.850, RSMo.

A user link for the portal is available on the main page <http://mapyourtaxes.mo.gov/MAP/Bonds/HomePage.aspx>. In order to submit information, an entity will need to visit the portal website and obtain a secure user name and password. The user name and password can be created by selecting "create account" on the right hand side of the screen. Once credentials are granted, a user may enter the site to enter or update bond or debt information.

Most of the required fields on the reporting tool are self-explanatory; however, there have been questions regarding a couple of the fields. The description of the revenue stream is generally something such as revenue generated from a levy that was established, Classroom Trust Fund revenue, or local revenue. This list is not an all-inclusive list but provides a general idea as to what would seem to be an appropriate response. The description of the project would be a description as to what the project was, for example, a building project.

If you have questions regarding accessing the portal website, please contact OA at (573) 751-2971 or [MAPBonds@oa.mo.gov](mailto:MAPBonds@oa.mo.gov). For questions regarding what debt should be entered on the portal please do not hesitate to contact School Finance at 573-751-0357.

## STUDENT TRANSPORTATION

### Federal Entry Level Driver Training (ELDT) Key Information – Effective February 7, 2020

Following is a link to a document, which details key points regarding the new Federal Entry Level Driver Training, which is effective February 7, 2020, for your transportation department and any other entry level employees who are obtaining their CDL or making changes to their CDL (<https://dese.mo.gov/sites/default/files/sf-EntryLevelDriverTraining-2019.pdf>).

### 2018-19 State Transportation Aid Calculation

The fiscal year 2018-19 state transportation aid calculation is available through the School Finance website. Select Monthly Financial Reports. Input County-District number. The Payment Transmittal is then displayed. Click on the revenue name "Transportation" on the Payment Transmittal to access the transportation aid calculation. The link to School Finance Monthly Financial Reports is <http://dese.mo.gov/financial-admin-services/school-finance/financial-reports>.

This is the ninth live state transportation calculation made for the current year. The calculation is based on 2018-19 school year data submitted by the district on the state transportation aid documents included in Part IV of the Annual Secretary of the Board Report (Application for State Transportation Aid, School Bus and Facility Depreciation Schedules).

The percent of reduction to the calculated entitlement computed for the June 2019 calculation follows. This reduction percentage represents the amount the entitlement exceeded the appropriation and will fluctuate from month to month as revisions are made to individual school district data. The percent of reduction and the A and B factors are also reflected on each district's Summary Transportation Report.

The percentage reduction and the A and B factors are as follows:

	<u>Reduction Factor</u>	<u>A Factor</u>	<u>B Factor</u>
June 2019	66.671447	3.532133	-1.361616

### Certified School Bus Driver Instructor Training

The Certified School Bus Driver Instructor recertification training will be held in Columbia on July 19, 2019. The Certified School Bus Driver Instructor workshop is scheduled for July 24-26, 2019, in Warrensburg. Registration forms for this training are available at <http://dese.mo.gov/financial-admin-services/school-transportation/certified-bus-driver-instructors>, also, a listing of all current Certified School Bus Driver Instructors can also be viewed at this site.

### National School Bus Safety Week

National School Bus Safety Week is October 21-25, 2019. This Year's Theme is "My School Bus, the Safety Form of Student Transportation!" School Bus Safety Week posters can be obtained from the National Assn. of Pupil Transportation at (800) 989-NAPT.

### 2018-19 Transportation Data Collection

The transportation data are collected through the Annual Secretary of the Board Report via the ASBR web applications process. The data required for the Application for State Transportation Aid and School Bus and Facility Depreciation Schedules have not changed. The ASBR must be submitted via the Web Application by midnight, August 15, 2019.

### Missouri State Transportation Aid Document Preparation Manual

The 2019 Missouri State Transportation Aid Document Preparation Manual is available on the School Transportation website at <http://dese.mo.gov/financial-admin-services/school-transportation/document-preparation-manual>. This manual should be used as a reference guide as the district completes the transportation documents within the ASBR and finalizes the ASBR transportation coding.

## **School Finance**

**P.O. Box 480  
205 Jefferson Street  
Jefferson City, MO 65102  
Phone # (573) 751-0357  
Fax # (573) 526-3897**

<http://dese.mo.gov/divadm/finance/>



*The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6<sup>th</sup> Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email [civilrights@dese.mo.gov](mailto:civilrights@dese.mo.gov).*