



**Montana  
Office of Public Instruction**  
Denise Juneau, State Superintendent

**Office of Public Instruction**  
P.O. Box 202501  
Helena, MT, 59620-2501  
(406) 444-3095  
(888) 231-9393  
(406) 444-0169 (TTY)  
**opi.mt.gov**

June 2016

TO: County Treasurers  
County Superintendents

FROM: Kathleen Wanner, Financial Specialist

RE: COUNTY FORMS

The forms listed below are available on the OPI School Finance website under County and at the following link:

[http://opi.mt.gov/Finance&Grants/SchoolFinance/Index.html#gpm1\\_5](http://opi.mt.gov/Finance&Grants/SchoolFinance/Index.html#gpm1_5)

Form No.	Form Name	Action Required	Send to OPI?
FP-6a	County Treasurer's Statement to the County Superintendent of Schools – district data	<ol style="list-style-type: none"> <li>1. County treasurer will submit this form to county superintendents by July 20<sup>th</sup> for each district.</li> <li>2. County treasurers provide bond information and cash balances for school trustees' financial summaries. This information is verified by the county superintendent.</li> </ol>	No.
FP-6b	County Treasurer's Report of Countywide School Funds – county data.	<ol style="list-style-type: none"> <li>1. County treasurer will submit this form for the fiscal year ending to county superintendents by July 20<sup>th</sup>.</li> </ol>	To OPI by August 15.
FP-8a	Joint District Basic Data Transmittal Form	<ol style="list-style-type: none"> <li>1. Non-located county, fill out sections I, II and IV and send this to located county for each joint district by August 10.</li> <li>2. Located county, fill out sections III and IV and return to non-located county by August 15. MCA 20-9-151.</li> <li>3. Respective Counties send copy to district clerks by August 15.</li> </ol>	No.



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<b>Form No.</b>	<b>Form Name</b>	<b>Action Required</b>	<b>Send to OPI?</b>
FP-8b	Joint District Tax Levy Summary	1. The located county sends to the non-located county by August 25.  2. County superintendents of non-located counties of joint districts - use FP-8b to notify commissioners of mill levies for the joint district. MCA 20-9-151	No.
FP-10a	Retirement and Transportation Fund Mill Levy Calculation Worksheet	Electronic entry only. Authorized users log on to <a href="https://apps.opi.mt.gov/County/frmLogin.aspx?ReturnUrl=/County/frmDefault.aspx">https://apps.opi.mt.gov/County/frmLogin.aspx?ReturnUrl=/County/frmDefault.aspx</a> For county superintendents to budget county retirement levy and county transportation levy and report to OPI under MCA 20-3-209. Obtain "Net District Requirements" for this form from districts' and/or coops' budgets and FP-8b if applicable.	To OPI on or before September 15th
FP-15	Tuition Report	Districts should submit this form to the Office of Public Instruction to report resident students attending 1) another district out of state and/or 2) day treatment programs under approved IEP's at private, non-sectarian schools.	Yes. This form must be submitted to OPI in the year following the year of attendance in order to qualify for reimbursement.

The following link will take you to the School Finance – County webpage that contains all of the forms listed above:  
[http://opi.mt.gov/Finance&Grants/schoolfinance/Index.html#gpm1\\_5](http://opi.mt.gov/Finance&Grants/schoolfinance/Index.html#gpm1_5)

After we've received all your districts' budgets (due to OPI on or before September 15th) (MCA 20-9-134(1)). OPI will send county superintendents the FP-9 Verification of Mills requesting the number of mills actually levied by the Commissioners.

If you have questions, please call Kathleen Wanner 444-9852 [kwanner@mt.gov](mailto:kwanner@mt.gov)