

May 2010



# SCHOOL FINANCE UPDATE

*A Monthly Newsletter Published by the School Finance Division*

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This newsletter is emailed to school districts, county superintendents, county treasurers, and auditors each month. The newsletter is intended to reach all district staff involved in budgeting, accounting, enrollment, special education funding, and federal programs. Please forward it to all interested parties. Got suggestions for items to include here? We'd love to hear from you!

## Trustees' Organization Meeting Reminder

MCA 20-3-321 requires the trustees of each district to organize as a governing board of the district after the regular election day and after the issuance of the election certificates to the newly elected trustees. This meeting must be held no later than the third Saturday of May, which is May 15 this year.

MCA 20-20-416 requires a certificate of election to be issued to a newly elected trustee within 15 days of the election, which is May 19 this year. However, in order to meet the statutory deadline for the annual organization meeting, election certificates must be issued by May 15.

Please ensure the annual organization meeting is scheduled between May 5 and May 15 to meet these requirements.

**OPI Contact:** Adam Anfinson, (406) 444-4524 or [aanfinson@mt.gov](mailto:aanfinson@mt.gov).

## Important June 1 Deadlines!

All public elementary, high school and K-12 districts which request approval of additional ANB for funding purposes must submit form PAA-3 by June 1. MCA, 20-9-313, lists the conditions when a district is eligible to apply for additional ANB.

### Anticipated Enrollment Increase

School districts may submit applications for an increase in ANB for FY2010-11 through June 1. Districts may be eligible for an increase if anticipated enrollments for FY2010-11 exceed average current year enrollment counts by more than 6%. OPI must review actual enrollment as of October 1, 2010 to verify approved increases actually materialized.

### Reopening an Elementary or High School

The County Superintendent of Schools must provide an estimate of enrollment for the reopened school for the ensuing year, including a clear explanation or documentation showing the basis for the estimate.

### Transition from Half-Time to Full-Time Kindergarten Program

School districts that intend to transition from half-time to full-time kindergarten program in FY2010-11 must indicate the anticipated percentage of kindergarten students to be offered a full-time program for FY2010-11 for each elementary budget unit.

**OPI Contact:** Nica Merala, (406) 444-4401 or [nmerala@mt.gov](mailto:nmerala@mt.gov)

**FY2009-10  
Second  
Semester  
Transportation  
Claims**

FY2009-10 second semester claims for transportation reimbursement (TR-5 and TR-6) are due to the County Superintendent by May 24<sup>th</sup>. Remember to submit the claim electronically to OPI on May 24. The payment will be made to school districts and counties on June 25, 2010.

Payment will be generated only on those routes for which all documents are current and up-to-date in the transportation system. Please be sure to update all driver certificates (TR-35) that might expire during the period. Bus inspections (TR-13) for the second semester must have been completed by January 31, 2010 and entered into the transportation system.

**OPI Contact:** Maxine Mougeot, (406) 444-3096 or [mmougeot@mt.gov](mailto:mmougeot@mt.gov)

**Pupil  
Transportation  
Information Roll  
Over into  
FY2010-11**

School districts that are interested in planning their transportation budget for FY2010-11 can roll forward the bus routes and individual contracts to the next year in the Pupil Transportation program. Instructions are posted on the OPI website at the following link:  
[http://www.opi.mt.gov/PDF/PupilTransport/Rollover\\_Transportation.pdf](http://www.opi.mt.gov/PDF/PupilTransport/Rollover_Transportation.pdf)

**OPI Contact:** Maxine Mougeot, (406) 444-3096 or [mmougeot@mt.gov](mailto:mmougeot@mt.gov)

**Grant Deadlines  
for  
June 30, 2010**

The following grants end June 30, 2010:

- **Adult Basic and Literacy Education**
- **ABLE Incentive Grant - WIA**
- **English Language Civics - ABLE**
- **Carl Perkins**
- **ESEA Title IV, Part B, 21st Century Community Learning Centers**
- **IDEA Part B, Students with Disabilities**
- **IDEA Preschool**
- **Learn and Serve**
- **Gifted and Talented**
- **Services for Significant Needs Students**
- **State Adult Education**
- **Indian Education for All** (state-funded; project number XXXXXX4610 using revenue source code 3290 and expenditure program code 329)

Two payments will be made in June to accommodate year-end accounting. Cash requests submitted and approved by May 25 will be paid on June 10. Cash requests submitted and approved between May 26 and June 21 will be paid on June 23. There will be no payment on July 10.

Budget amendments must be submitted by June 1.

Final Expenditure Reports are due August 10. Districts must have one approved cash request before a Final Expenditure Report can be submitted.

Questions? Click on <http://opi.mt.gov/Finance&Grants/egrants/>, then click on the Contact button to expand the page for OPI program and accounting staff contact information.

**OPI Contact:** Kellee English, (406) 444-7841 or [kenglish@mt.gov](mailto:kenglish@mt.gov)

## Spend PHEP Grants by July 30, 2010

Public Health Emergency Preparedness (PHEP) grants were provided to school districts through the Montana Department of Public Health and Human Services. Please plan to obligate all grant funds by July 30, 2010. There is no carryover provision; you will lose access to the money if it is unspent. These funds can be used for any reasonable expenditure related to supplies, goods or services that will strengthen the school's ability to respond to health concerns among your population within the school.

**Contact:** Jim Murphy, DPHHS, (406) 444-4016 or [jmurphy@mt.gov](mailto:jmurphy@mt.gov).

## 2010 Summer Budgeting and Accounting Workshops

Save the date! The OPI School Finance Division Summer Budgeting and Accounting workshops are scheduled for the following dates and locations:

July 6 in Missoula  
July 7 in Kalispell  
July 8 in Havre  
July 9 in Great Falls  
July 13 in Sidney  
July 14 in Miles City  
July 15 in Billings  
July 16 in Bozeman

Registration and agenda will be posted to the OPI website soon.

**OPI Contact:** Adam Anfinson, (406) 444-4524 or [aanfinson@mt.gov](mailto:aanfinson@mt.gov)

## Year-End Procedures for ARRA Grants

The grant period for the FY2009-10 ARRA grants is July 1, 2009 – September 30, 2011. Districts are required to submit a Periodic Expenditure Report in E-Grants. This report will enable the OPI to review the status of expenditures and potential carryover. The Period Expenditure Report is submitted in E-Grants just like the Final Expenditure report, without the Final Expenditure box checked on the bottom of the report page.

Please submit the Periodic Expenditure Report by the following dates:

- **August 10, 2010:** ARRA IDEA-B and ARRA IDEA-Preschool
- **November 10, 2010:** ARRA Title I and ARRA Title I School wide

For information on Title I, Part A and ARRA Title I carryover and the waiver request process, please refer to the March 29, 2010 Official Email at this link:

[http://www.metnet.mt.gov/Official\\_mail/I02D467B7](http://www.metnet.mt.gov/Official_mail/I02D467B7)

Note: Districts will not complete a FY2010-11 ARRA application.

**OPI Contact:** Kellee English, (406) 444-7841 or [kenglish@mt.gov](mailto:kenglish@mt.gov)

## Accounting Guidance

Accounting guidance for legislation approved by the 2009 Legislature and the American Recovery and Investment Act (ARRA) is located on the OPI website at [http://www.opi.mt.gov/pdf/SchoolFinance/ARRA/Guidance\\_ARRA.pdf](http://www.opi.mt.gov/pdf/SchoolFinance/ARRA/Guidance_ARRA.pdf). The guidance is for the reporting and tracking of revenues and expenditures related to funding provided in several bills approved in the 2009 legislative session, including HB645, and funding provided by the ARRA.

**OPI Contact:** Rebecca Phillips, (406) 444-0783 or [rphillips2@mt.gov](mailto:rphillips2@mt.gov).

## Montana Race To The Top

The following link will direct you to the official Montana Race to the Top (RTTT) Memorandum of Understanding document.

[http://racetothetop.mt.gov/content/docs/MT\\_LEA\\_MOU\\_Amended\\_3.pdf](http://racetothetop.mt.gov/content/docs/MT_LEA_MOU_Amended_3.pdf)

We are asking that each district in Montana return a complete or incomplete MOU to the Governor's Office of Budget and Program Planning by emailing it to [racetothetop@mt.gov](mailto:racetothetop@mt.gov) or fax to (406) 444-2893 **no later than 5:00 p.m. May 19, 2010**. If your school system is made up of more than one district, we ask that you return an MOU for each district.

Incomplete MOUs will be important to the Montana RTTT application as the number of types signatures and the count of Y's and N's on Exhibit I must be tabulated and entered into the state's grant application. So, as noted previously we are asking that complete and incomplete MOUs be returned by the deadline.

The only requirement regarding Exhibit I is that each row in the LEA participation column must be marked 'Y' or 'N'; comments are optional.

Additional information about the elements in Exhibit I are available at this link,

[http://racetothetop.mt.gov/content/docs/Explanation\\_of\\_Exhibit\\_I.pdf](http://racetothetop.mt.gov/content/docs/Explanation_of_Exhibit_I.pdf)

Questions about Race to the Top, should be submitted from the official RTTT website at <http://racetothetop.mt.gov/contactinfo.mcpX> or emailed directly to [racetothetop@mt.gov](mailto:racetothetop@mt.gov).

If there are questions regarding EDGAR 34 CFR Parts 75,77,79,80,82,84,85,86,97,98, or 99 that are referenced on page 3 of the MOU click this link [http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?sid=1874b6de3929d8f794ffc155d9c61c14&c=ecfr&tpl=/ecfrbrowse/Title34/34cfrv1\\_02.tpl](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?sid=1874b6de3929d8f794ffc155d9c61c14&c=ecfr&tpl=/ecfrbrowse/Title34/34cfrv1_02.tpl).

Official Montana Race To The Top website is now live at:

<http://racetothetop.mt.gov/default.mcpX>

**OPI Contact: Dennis Parman, (406) 444-5643 or [dparman@mt.gov](mailto:dparman@mt.gov)**

## Reminder Regarding ARRA Funds

The intent of Congress in passing the American Recovery and Reinvestment Act (ARRA) was to provide monies that could be used to quickly stimulate the economy. This is true for all monies provided under the ARRA, including the IDEA ARRA and Title I ARRA funds. While the act allows for the funds to be used through September 30, 2011, districts are encouraged to spend down significant portions of your ARRA funds so the carryover amounts are not so great that you can't reasonably spend the excess along with the regular allocations for FY2010-11.

IDEA ARRA funds may be used for activities, projects and supplies that might not otherwise be possible. Consider such things as:

- Increased professional development activities
- Minor remodeling to improve access for students with disabilities
- Assistive technology
- Construction and equipment purchase (any costs over \$5,000 requires OPI approval)
- Other allowable costs under IDEA-B

Title I ARRA funds may be spent on materials and programs that you might normally not be able to invest in due to limited funding, such as:

- Researched-based materials
- Summer program for either school-age or pre-school children, or both
- Family literacy events
- Parent training sessions
- Professional development for staff

**OPI Contacts:**

IDEA ARRA: **Frank Podobnik, (406) 444-4428 or [fpodobnik@mt.gov](mailto:fpodobnik@mt.gov)**

Title I ARRA: **Jack O'Connor, (406) 444-3083 or [JOConnor2@mt.gov](mailto:JOConnor2@mt.gov)**

## Useful Links

ARRA Quarterly Reporting, Accounting Guidance and Other Resources  
<http://www.opi.mt.gov/Finance&Grants/SchoolFinance/Index.html>

State Entitlement Payments to Schools:  
[http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1\\_9](http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_9)

School Accounting:  
[http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1\\_3](http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_3)

Forms and Publications & Tuition:  
[http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1\\_10](http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_10)

Pupil Transportation:  
[http://www.opi.mt.gov/Programs/SchoolPrograms/Pupil\\_Transportation/index.html](http://www.opi.mt.gov/Programs/SchoolPrograms/Pupil_Transportation/index.html)

Enrollment and ANB:  
[http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1\\_8](http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_8)

Audit Information: [http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1\\_4](http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_4)

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Happy May ☺

