
Having trouble reading this email? [View it in your browser.](#)



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

School Finance



MAEFAIRS is Open for Fall 2012 Student Count for ANB

The MAEFAIRS web application is open for Fall Student Count for ANB importing from AIM. The official fall count day is Monday, October 3, 2011. MAEFAIRS Student Count for ANB must be submitted **no later than October 28, 2011.**

The following resources are located on the OPI website:

- ANB Memo
http://www.opi.mt.gov/pdf/SchoolFinance/Enrollment/ANB_Info.pdf
- Reporting Instructions
<http://www.opi.mt.gov/pdf/SchoolFinance/Enrollment/EnrollmentInstructions.pdf>
- Step-by-Step Student Count for ANB Instructions
http://www.metnet.mt.gov/Official_mail/I030D28C9

Questions:

- For MAEFAIRS questions, or to correct data once it has been submitted, please contact Nica Merala at (406) 444-4401 or by email at nmerala@mt.gov.
- For AIM questions, including how to correct student information in order to be included in the MAEFAIRS Student Count for ANB, please contact the AIM Helpdesk at 1-877-424-6681, or locally at (406) 444-3800 or by email at opiaimhelp@mt.gov.

For more information, contact [Nica Merala](#), (406) 444-4401

Important Transportation Program Deadline

By November 10, the county superintendent must electronically approve each bus route form (TR-1) submitted by a school district. By mid-November, OPI will electronically notify county superintendents and district clerks of the approved rates for individual and isolated contracts (TR-4). See 10.7.101, Administrative Rules of Montana.

For more information, contact [Donell Rosenthal](#), (406) 444-3024

Changes to FY2010-11 Trustees Financial Summary (TFS)

If you find a material coding error on your FY2010-11 Trustees Financial Summary (TFS), you may submit a revision to Rebecca Phillips in the School Finance Division. As provided in 10.10.504(6), Administrative Rules of Montana, changes to the FY2010-11 TFS are limited to:

- coding revisions between revenue and expenditure line items provided no change occurs in the fund balance of the budgeted funds, and
- revisions in the balance sheet accounts provided no change occurs in the fund balance of the budgeted funds.

OPI cannot process TFS changes that affect the fund balance in a budgeted fund because fund balance is carried forward to the FY2011-12 budget, and a change in fund balance may impact the number of mills already levied in the fund.

Revisions should be submitted to Rebecca Phillips by following these procedures:

1. Photocopy the original page of the TFS with amounts to be revised crossed out and the correct amount written above it.
2. When sending balance sheet account revisions, please also send any expenditure and revenue line item changes that correlate with such changes. The fund balance on the balance sheet should equal the ending fund balance shown on the statement of revenues, expenditures and changes in fund balance report after the revisions are made.
3. Fax the revisions to Rebecca at (406) 444-0509 or mail them to her at P.O. Box 202501, Helena MT 59620-2501. Please submit the revisions by December 10 so that questions or problems related to processing the changes can be addressed before school districts are closed for the holiday break.

Note that immaterial line item coding changes or changes that affect fund balance in the budgeted funds for FY2010-11 must be reported as a prior period adjustment in the TFS for the current year (FY2011-12). The district may need to adopt a budget amendment for the current year to record a prior period expenditure adjustment in a budgeted fund.

For more information, contact [Rebecca Phillips](#), (406) 444-0783

ARRA SFSF Monitoring Survey due October 31

As prime recipient of State Fiscal Stabilization Funds (SFSF) provided by the American Recovery and Reinvestment Act (ARRA), the Office of Public Instruction (OPI) must monitor its sub-recipients' compliance with several key requirements of the program. OPI has developed a survey in the MAEFAIRS system to collect information about a school district's use of the ARRA SFSF funds.

School districts received ARRA SFSF funds in FY2010 and FY2011 as part of the general fund direct state aid payment. The survey for SFSF funds received during FY2011 (July 1, 2010 through June 30, 2011) is now open in the MAEFAIRS system.

Log in to the MAEFAIRS system at <https://data.opi.mt.gov/Maefairs/frmLogin.aspx>. Place your cursor on Data Entry and click on the ARRA SFSF Monitoring Survey. Choose the legal entity from the drop down box. Read the instructions on the General Info tab and complete the report.

For FY2010, school districts responded to two areas of questions: 1) SFSF Procedures and Uses, and 2) Education Reform Areas. We have prefilled the FY2011 survey with the responses provided on the FY2010 survey. Please review and modify your response as necessary before submitting the FY2011 survey to OPI. Completion of the survey is mandatory for all sub-recipients of ARRA SFSF funds (special education cooperatives are not required to complete the survey). OPI recommends the district superintendent and clerk/business manager work together to answer the survey questions.

The report must be submitted to OPI **no later than October 31, 2011.**

For more information, contact [Brenda Thomas](#), (406) 444-4524

Excel Spreadsheets available to help reconcile cash monthly

School district clerks should strive to reconcile the cash balances in the district's accounting records to the county treasurer's cash reports on a monthly basis. OPI has some spreadsheets available on the OPI website at http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#gpm1_3 to help clerks perform this important task.

Spreadsheets include:

- Fund 15 Recap - Reconciling Cash in the Miscellaneous Programs Fund
- Reconciling Cash to the County Treasurer
- Student Activity Fund Recap

For more information, contact [Rebecca Phillips](#), (406) 444-0783

Montana Conference of Education Leadership (MCEL)

MCEL 2011 will be held on October 19-21 at the Great Falls Holiday Inn.

Registration and additional information is located at this link: <http://www.masbo.com/>

For more information, contact Lynda Brannon, MASBO Executive Director at (406) 442-5599

MASBO New Clerk Academy

The Montana Association of School Business Officials (MASBO) will hold its New Clerk Academy on November 3-4 at the Wingate Inn, 2007 North Oakes, in Helena. A registration form is located at this link: <http://www.masbo.com/>

For more information, contact Lynda Brannon, MASBO Executive Director at (406) 442-5599

Verification Packets for School Lunch Applications

School lunch applications require annual verification. OPI School Nutrition Programs sent an instruction packet to school districts in September. The packet includes information that will help you to verify the income of a select group of applications starting on October 1. Verification must be completed by November 15. Please be diligent with follow-up documenting contact with the family and donig your best to achieve a 100% response rate.

For more information, contact Alie Wolf at (406) 444-2501

SCHOOL FINANCE DIVISION

Nica Merala nmerala@mt.gov

Kathleen Wanner kwanner@mt.gov

Janelle Mickelson jmickelson@mt.gov

Denise Ulberg dulberg@mt.gov

Rebecca Phillips rphillips2@mt.gov

Donell Rosenthal drosenthal@mt.gov

Paul Taylor ptaylor2@mt.gov

Brenda Thomas bthomas@mt.gov

USEFUL LINKS

State Entitlement Payments to Schools:

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

Forms and Publications & Tuition:

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

Student Count for ANB:

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

About Our Division "The Montana Office of Public Instruction provides vision, advocacy, support and leadership for schools and communities to ensure that all students meet today's challenges and tomorrow's opportunities."

This message was intended for '%%emailaddress%%' You have received this message because you are subscribed to '%%listname%%'

[Unsubscribe](#) | To contact us please email DRosenthal@mt.gov

%%companyname%%
%%companyaddress%%

Montana Office of Public Instruction Denise Juneau, Superintendent