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Montana  
Office of Public Instruction  
Denise Juneau, State Superintendent

## School Finance



### **Fall Enrollment Counts – AIM Data Used to Populate MAEFAIRS**

MAEFAIRS will be open soon for reporting the Fall Student Count for ANB (Average Number Belonging). The official count date is **Monday, October 3, 2011**. If October 3 is not a school day for your district, use the next school day for your enrollment count. Student count for ANB reports must be submitted to the MAEFAIRS system **no later than October 28, 2011**. Send a copy of the submitted report to your county superintendent.

The MAEFAIRS system will use AIM data to calculate the student count for ANB and to collect the number of American Indian students for the Student Achievement Gap (SAG) payment. We encourage AIM specialists to have all AIM data entered and verified for import into the MAEFAIRS system. AIM specialists and MAEFAIRS registered users should work together to ensure accurate and verifiable data is submitted to the OPI by the October 28 due date.

For more information, contact Nica Merala, (406) 444-4401 or [nmerala@mt.gov](mailto:nmerala@mt.gov)

### **TR-4 Individual Transportation Contracts**

**By October 1**, the county superintendent must log in to the Transportation program and electronically acknowledge receipt of FY2011-12 TR-4 Individual Transportation contracts received from the school districts. The county superintendent must also authorize contracts for which the county transportation committee has approved increased payment due to isolation.

For more information, contact Donell Rosenthal, (406) 444-3024 or [drosenthal@mt.gov](mailto:drosenthal@mt.gov)

## **Contract Soon for FY2010-11 Audits**

If you haven't already done so, please contact your auditor soon to arrange an audit of FY2010-11. School districts and special education cooperatives that spent more than \$500,000 of Federal assistance last fiscal year, including USDA commodities, must submit an "A-133" (aka "Federal") audit report for FY2010-11 by March 31, 2012.

Districts and special education cooperatives that spent less than \$500,000 of Federal assistance and had \$500,000 or more of total revenues in all funds combined must have a "regular" audit and submit a report to OPI within one year of the close of the fiscal year (i.e., FY2010-11 audits are due to OPI by June 30, 2012).

Very small districts with less than \$500,000 of total revenues in all funds combined must have a "financial review" every four years upon OPI request. FY2010-11 financial reviews are due to OPI by June 30, 2012.

For more information, contact Rebecca Phillips, (406) 444-0783 or [rphillips2@mt.gov](mailto:rphillips2@mt.gov)

## **E-Grants System Due Date**

2010-2011 Final Expenditure reports are due **November 10, 2011** for projects that end September 30, 2011.

For more information, contact Julia Dilly, (406) 444-4523 or [jdilly@mt.gov](mailto:jdilly@mt.gov)

## **Update on OPI Data System Developments**

The Office of Public Instruction has been working over the summer on its information systems related to K-12 education. To read more about new data reporting requirements approved by the 2011 legislature, the rewrite of OPI's educator licensure system, and the status of the K-12 education data warehouse, click on this link <http://www.opi.mt.gov/pdf/GEMS/11AugDataSystemsLtr.pdf>.

We urge you to share this information widely with school leaders, information technology directors, and school board members.

For more information, contact Madalyn Quinlan, (406) 444-3168 or [mquinlan@mt.gov](mailto:mquinlan@mt.gov)

## **Fresh Fruit and Vegetable Program**

Schools who are participating in the Fresh Fruit and Vegetable Program have until September 30th to use or allocate funds. Check your school site application sheet to verify your allocation amount.

For more information, contact Sofia Janik, (406) 444-2521 or [sjanik@mt.gov](mailto:sjanik@mt.gov)

## **Retain Grant Records for at Least Three Years**

Federal regulations require grant recipients to maintain grant records for three years after submission of all required reports, or longer if there are other audit or legal matters pending. This requirement applies to all federal grants, including funding received under the American Recovery and Reinvestment Act. For example, retain the ARRA Quarterly reports submitted in MAEFAIRS, E-Grants and other documentation related to State Fiscal Stabilization Funds (SFSF) and Education Jobs Funds (Ed Jobs) received in FY2009-10 and FY2010-11.

For more information about retention of grant records, see the OPI State and Federal Grants Handbook, Section 400 Accounting and Reporting Procedures, located on the OPI website at this link:

<http://www.opi.mt.gov/PDF/FEDPrgms/GH/400Accounting&Reporting.pdf>.

For more information, contact Rebecca Phillips, (406) 444-0783 or [rphillips2@mt.gov](mailto:rphillips2@mt.gov)

## **Best Wishes to Joan Anderson**

Joan Anderson has retired from the Office of Public Instruction after more than 21 years with the agency. In her time at OPI, Joan served as the administrator of the School Finance Division before becoming Assistant Superintendent of Operations in 2005. We appreciate her good work for the Office of Public Instruction, school districts and the school children of Montana. Under Joan's financial and organizational leadership, the OPI has built successful systems for managing the distribution of more than \$800 million annually to K-12 education entities in Montana. We wish Joan well in her retirement.

## **SCHOOL FINANCE DIVISION**

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## **USEFUL LINKS**

*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)

*Student Count for 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)

**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."

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Montana Office of Public Instruction Denise Juneau, Superintendent