

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



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov

School Finance



REPORTING AMERICAN INDIAN STUDENTS

Students identified as American Indian in the AIM system at the time the data is imported into the MAEFAIRS fall count will generate funding for the Student Achievement Gap (SAG) payment in the ensuing year.

School district business managers/clerks should verify that the *Students Imported From AIM In SAG Report* located in the MAEFAIRS system accurately reports the number of American Indian students enrolled in the district. If the report is not correct, please contact Nica Merala at (406) 444-4401 or nmerala@mt.gov to make the necessary changes.

Pursuant to ARM 10.21.205, changes to this designation will not be accepted after **December 31**.

Changes to FY2011-12 Trustees Financial Summary

If you find a material coding error on your FY2011-12 Trustees Financial Summary (TFS), you may submit a revision to Steve Hamel in the School Finance Division. As provided in 10.10.504(6), ARM, changes to the FY2011-12 Trustees Financial Summary 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 to the balance sheet accounts provided no change occurs in the fund balance of the budgeted funds.

The Office of Public Instruction cannot process TFS changes that affect the fund balance in a budgeted fund because fund balance is carried forward to the FY2012-13 budget, and a change in fund balance may impact the number of mills already levied in the fund.

Revisions should be submitted to Steve Hamel by following these procedures:

Photocopy the original page of the TFS with the amount to be revised crossed out and the correct amount written above it.

1. 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 Schedule of Revenues, Expenditures and Changes in fund balance report after the revisions are made.
2. Fax the revisions to Steve at (406) 444-0509 or mail them to him at P.O. Box 202501, Helena MT 59620-2501. Please submit the revisions by **December 10, 2012**, 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 that affect fund balance in the budgeted funds for FY2011-12 must be reported as a prior period adjustment on the Trustees Financial Summary for the current year (FY2012-13). 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 Steve Hamel, (406) 444-0783 or shamel@mt.gov.

2014 IMPACT AID APPLICATION INFORMATION

Do phrases like Source Check forms, 8003(b), Table 7, and IPP's have you feeling a bit confused? OPI is here to help!

In addition to the data sheets that will be published the first of January, Nicole Thuotte is available to help with the completion of other elements of the 2014 Impact Aid application. A document listing ways OPI can help and frequently asked questions can be found on the OPI Impact Aid webpage at: [CLICK HERE](#).

Please contact Nicole Thuotte at (406) 444-4524 or nthuotte@mt.gov for more information.

SEID AND TERMS OF EMPLOYMENT – December On Hold, Opening Date Moved to January 2013

Due to staff vacancies, the estimated opening date for the TEAMS system, including the SEID Generator and Terms of Employment (TOE) data collection has been moved to January 2013. OPI plans to run tests with some pilot districts during the first 2 weeks in January and possibly open the system for users in mid-January. You can read more about the timeline at: [CLICK HERE](#)

OPI is in the process of hiring a new Project Manager for the School Staffing Project. The new hire should be in place by the end of December. Joan Anderson, who has helped with the project as a part-time temporary worker this year, will be off from

December 1 – January 3. Joan will not be available for calls during that time. You may leave an email message at janderson3@mt.gov and Joan Anderson will respond in the first week of January.

During December, please DO:

- 1) Continue working on the Terms of Employment (TOE) data collection file so you are ready to upload the file when TEAMS opens in January. Contact your software vendor (if you haven't already) to ask about whether the software has any templates or downloads to help you prepare the TOE; and
- 2) Hold SEID requests until the SEID Generator opens online in January.

During December, please DO NOT:

- 1) Send SEID files to OPI. There is no project staff available to process them. Please hold SEID requests until January.
- 2) Wait to start preparing your TOE file. If you need more information, call your software vendor and review this explanation of TOE data elements: [CLICK HERE](#)

TRANSPORTATION

FY2012-13 2nd Semester Bus Inspections

Prefilled bus inspection forms (TR-13) for the second semester may be printed from the transportation system. Buses must pass inspection for the second semester by January 31, 2013, in order to be eligible for full funding for the second semester. Please schedule inspections early to allow time for re-inspection by January 31, if necessary.

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

RESOURCES AVAILABLE ON IRS WEBSITE

The Internal Revenue Service (IRS) has a section of information resources for federal, state and local government employers. Click on this link [CLICK HERE](#) and check out their newsletter, fact sheets and FAQs on various topics of interest.

SCHOOL FINANCE DIVISION

Debbie Casey dcasey@mt.gov

Donell Rosenthal drosenthal@mt.gov

Dennis Clague dclague@mt.gov

Paul Taylor ptaylor2@mt.gov

Steve Hamel shamel@mt.gov

Nicole Thuotte nthuotte@mt.gov

Nica Merala nmerala@mt.gov

Kathleen Wanner kwanner@mt.gov

Janelle Mickelson jmickelson@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

"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 'dcasey@mt.gov' You have received this message because you are subscribed to 'School Finance Newsletter'

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

Montana Office of Public Instruction, School Finance
P.O. Box 202501, Helena, Montana 50620-2501

Montana Office of Public Instruction
Denise Juneau, Superintendent
opi.mt.gov