

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



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

School Finance



Spring 2013 Student Count for ANB – AIM Data Used to Populate MAEFAIRS

MAEFAIRS will be open soon for reporting the Spring Student Count for ANB (Average Number Belonging). The official count date is **Friday, February 1, 2013**. If February 1 is not a scheduled pupil instruction 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 February 11, 2013**. Send a copy of the submitted report to your county superintendent.

AIM data will be used to provide student count for ANB to the MAEFAIRS system. 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 closely to ensure accurate and verifiable data is submitted to the OPI by the February 11 due date.

Please read the document located at: [CLICK HERE](#) for more information about enrollment and ANB.

Student Count for ANB reporting instructions are available on the OPI website at this link: [CLICK HERE](#)

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

FY2011-12 Second Semester Bus Inspections

Buses must pass inspection 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.

Pre-filled bus inspection forms (TR-13) for the second semester may be printed from the transportation system.

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

IRS Mileage Rate for 2013

Effective **January 1, 2013**, the reimbursement rate for personal car mileage driven in connection with State business is 56.5 cents per mile. The rate is authorized by MCA 2-18-503 and is made in conjunction with the official change by the Internal Revenue Service (IRS). The IRS announcement is available at the following link: [CLICK HERE](#). For more information, contact Steve Hamel, (406) 444-0783 or shamel@mt.gov.

FY2011-12 Federal A-133 Audits Due March 31, 2013

A-133 "Federal" audits for FY2011-12 are due to the OPI by **March 31, 2013**. This affects districts and cooperatives that spent more than \$500,000 of federal money (including USDA commodities) during FY2011-12.

For districts and cooperatives that spent less than \$500,000 of federal funds and received more than \$500,000 of revenue under all sources during that year, audits for FY2011-12 are due **June 30, 2013**.

Audited financial statements must comply with national reporting requirements passed by the Governmental Accounting Standards Board (GASB) under Statement No. 34. For more information about GASB 34, see the GASB 34 webpage at: [CLICK HERE](#). For more information, contact Steve Hamel, (406) 444-0783 or shamel@mt.gov.

Employee Social Security Rate Back To 6.2%

The employee social security withholding 2-year holiday has ended. Beginning January 1, 2013 the EMPLOYEE share of social security is back to 6.2%. The employer share stays at 6.2%. The Medicare rate stays unchanged at 1.45% for both the employee and employer. Visit the IRS website for more information on social security and the new 2013 tax tables at: [CLICK HERE](#). For more information, contact Steve Hamel, (406)444-0783 or shamel@mt.gov

2013 Election Calendar and Handbook

The 2013 Election Calendar and Handbook will be available the first week of January. Please look for that updated information on our website at: [CLICK HERE](#) OPI Contact: Nicole Thuotte, (406) 444-4524 or nthuotte@mt.gov

Reconcile County Treasurer Reports to District Records

In 10.10.501(3), Administrative Rules of Montana, each school district is required to reconcile ending cash, investments, cash receipts and cash disbursements reported by the county treasurer with the district's records for all funds. Any difference shall be documented and adjustments to the school district or county treasurer's records made as necessary.

School district clerk/business managers 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 spreadsheets available on our website at: [CLICK HERE](#) to help with 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 Steve Hamel, (406) 444-0783 or shamel@mt.gov.

2014 Impact Aid Applications

Just a reminder that 2014 Impact Aid applications, along with the *signed* cover page and assurances (pages 1 and 2), are due to the Department of Education no later than 4:30pm Washington DC time (**2:30pm** Montana time) on Thursday, **January 31, 2013**. If districts do not submit all three documents by the deadline, the application will be subject to a 10% late application penalty. Even if the information is incomplete, districts should submit what they have by the deadline. Amendments to the application can be submitted through September 2013.

For more information, contact Nicole Thuotte, (406) 444-4524 or nthuotte@mt.gov

School Nutrition Programs Update – Make the Most of Your Food Budget

2014 USDA Foods Orders

The USDA Foods order form was opened on November 29, 2012. Click on this link to go directly to the login: [CLICK HERE](#). The order form is available through **January 25, 2013**.

USDA Foods Reminder

There are Charbroiled Beef Patties and Chicken Pattie Tenders available for the 2013 school year. These products are processed using your state matching funds and must be used by the end of June. If your district has not placed an order for your share, please do so today. E-mail your order request to chickman@mt.gov.

DoD Fresh Program Dollars

The DoD Fresh Fruit and Vegetable contract with Sysco is set to expire on **January 31, 2013**. Please spend your entitlement accordingly. We will send a notice in early January to notify districts of the remaining balance for the 2013 school year.

Our office will send a survey by e-mail in January to ask if districts wish to participate in the DoD program in the 2014 school year. Be sure and watch for this survey.

OPI Cooperative Purchase Program

Food Services of America was the successful bidder for the Winter 2013 Bid. The first delivery period will start on **January 21, 2013** and the fourth delivery period will end in **May**. The deliveries will be scheduled every four weeks.

If you have questions about the USDA Foods Program, DoD Fresh Program or Cooperative Purchase Program, please contact our office at (406) 444-2501.

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 Manual

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

OPI Calendar

<http://opi.mt.gov/Calendar/calendar.php>

"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 DCasey@mt.gov

%%companyname%%
%%companyaddress%%

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