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## School Finance



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

The MAEFAIRS web application is open for reporting the Spring Student Count for ANB (Average Number Belonging). The official count date was **Friday, February 1, 2013**. If February 1 was 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](mailto:nmerala@mt.gov).

### **FY2012-13 First Semester Transportation Claim Forms Due**

By **February 15, 2013**, school districts must electronically submit first semester transportation claim forms TR-6 Bus Route Reimbursement and TR-5 Individual Transportation Contract Reimbursements to the OPI online Pupil Transportation Program. In addition, a hard copy of each claim form must be signed by the board chair and submitted to the county superintendent. A copy of the signed claim form must be maintained at the district.

By **February 22, 2013**, the county superintendent must electronically authorize each district's TR-5 and TR-6 for the first semester.

Upon receipt of the electronic claims and authorization, OPI will verify and disburse the approved amount of state reimbursement for first semester transportation. Payments will be made on March 22, 2013. Upon receipt of the electronic state payment report, the county superintendent orders the payment of the county reimbursement for first semester transportation on the basis of the state reimbursement.

OPI Contact: Donell Rosenthal, (406) 444-3024 or [drosenthal@mt.gov](mailto:drosenthal@mt.gov)

### **2013 School Election Calendar**

The 2013 School Election Calendar is available on the OPI website at this link: [CLICK HERE](#)

The School Election Handbook is available at this link: [CLICK HERE](#)

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

### **FY2013-14 Indirect Cost Rate Applications Now Available**

Districts that plan to charge indirect costs (e.g., general administration, accounting services, and personnel services) to FY2013-14 federal and state grant awards using an indirect cost rate must complete an indirect cost application form. Application for an indirect cost rate does not increase the amount of the grant award.

Indirect Cost Rate Application forms and resources for FY2013-14 are now available on the OPI website.

**Indirect Cost Rate Cover Letter** (please read): [CLICK HERE](#)

**Indirect Cost Rate Instructions:** [CLICK HERE](#)

If you intend to reclassify costs to adjust your indirect cost rate, please read the indirect cost rate instructions carefully. For your convenience, costs that may be reclassified are highlighted in blue. We have also created a reclassification calculator to assist in the determination of your adjusted indirect cost rate. The calculator is located at the following link: [CLICK HERE](#)

**The Schedule A, which shows preliminary rates, is located at the following link:** [CLICK HERE](#)

**The Certification forms are located at:** [CLICK HERE](#)

If you have questions or need assistance viewing the files, please contact Debbie Casey at (406) 444-3096 or e-mail [dcasey@mt.gov](mailto:dcasey@mt.gov).

### **Final Payment of One-Time Incentive Funds for Districts Participating in Multidistrict Cooperatives**

Senate Bill 329 and House Bill 2 appropriated \$2 million for the biennium for one-time payments to school districts participating in multidistrict cooperatives as of December 31, 2012. The Office of Public Instruction (OPI) made the final payments on February 1, 2013, to school districts that submitted written agreements to the OPI by December 31<sup>st</sup>.

The allocations are posted on the OPI website at the following link: [CLICK HERE](#)

Accounting guidance for the One-Time Incentive Payment is posted on the OPI website at: [CLICK HERE](#)

If you have questions or need assistance viewing the files, please contact Debbie Casey at (406) 444-3096 or [dcasey@mt.gov](mailto:dcasey@mt.gov) .

If you have questions regarding the payment amounts, please contact Janelle Mickelson at (406) 444-3249 or [jmickelson@mt.gov](mailto:jmickelson@mt.gov) .

If you have accounting questions, please contact Steve Hamel at (406) 444-0783 or [shamel@mt.gov](mailto:shamel@mt.gov) .

### **FY2013 Budgets and FY2012 Trustee Financial Summaries**

The OPI School Finance Division has posted FY2013 Budgets and FY2012 Trustee Financial Summaries on the website.

The Budgets may be accessed at the following link: [CLICK HERE](#)

The Trustee Financial Summaries may be accessed at the following link: [CLICK HERE](#)

If you need assistance in viewing these files, please contact Debbie Casey at (406) 444-3096 or email [dcasey@mt.gov](mailto:dcasey@mt.gov).

### **GEMS Data Warehouse**

The School Finance domain was recently added to the Montana Statewide Longitudinal Education Data System. The domain provides access to multiple years of financial data reported by school districts and counties, including Student Counts for ANB, Trustees Financial Summaries (TFS), Budgets, Per Pupil Information, and County Finances. Users are able to view, print, analyze, and compare data for all Montana school districts and counties.

You are encouraged to visit the site at the following link: [CLICK HERE](#)

For more information, contact Jamey Ereth, (406) 444-4409 or [jereth@mt.gov](mailto:jereth@mt.gov)

### **School Staffing Project Announces New Project Manager**

OPI welcomes Danielle Murphy as the new Project Manager for the School Staffing Project! Danielle has lived in Helena where she previously managed large data projects for the Montana Department of Transportation. She is off to a great start, having just come onboard with OPI in the first week of January. You can reach Danielle at [dmurphy@mt.gov](mailto:dmurphy@mt.gov) or (406) 444-1625.

### **School Staffing Project Update (SEIDs and Terms of Employment)**

OPI is currently testing the first modules of the new TEAMS system that will include the School Employee ID (SEID) generator and Terms of Employment (TOE) data collection. We will be running field tests with several school districts during February. We plan to open the system in early March. OPI will follow up to assign user IDs and passwords during February, and we will email them to users right before the system opens. At that time, we will also provide additional information to help users enter data into the system. The reporting deadline has not been set yet; however, we anticipate the window for reporting will span approximately 3 weeks during March and will allow for technical assistance where needed. Please contact OPI if you need information about the Terms of Employment (TOE) collection. Preparing your TOE file to submit when the TEAMS System opens may require a significant amount of time on the part of the district clerk or human resource manager, so lead time is recommended.

For more information, contact Joan Anderson, [janderson3@mt.gov](mailto:janderson3@mt.gov) or (406)444-0701

### **Important E-Grants Dates and Deadlines**

**February 10, 2013:** The OPI pays cash requests received through January 25, 2013.

**February 25, 2013:** Cash requests are due to the OPI for grant payments in March. For E-Grants projects, submit requests online using the E-Grants cash request process.

**End of February:** Career and Technical Education Student Participation Reports are due to the OPI.

### **OPI School Nutrition Programs Meal Counting Policy**

Daily meal counts for the School Breakfast Program (SBP) and the National School Lunch Program (NSLP) are required. It is imperative the SFA follow correct meal counting procedures for each meal service to receive reimbursement.

The meal must be checked at the point of service to show it contains the required quantity and type of food items. The point of service is where a staff member, who is trained to know the meal pattern, accurately determines a reimbursable meal has been selected by an eligible student.

An accurate daily meal count system must distinguish which meals/students are claimed as free, reduced price, or full price without overt identification. One meal per student per meal service may be claimed for reimbursement; adult meals, a la carte items, and second or partial meals should be accounted for separately.

If you have questions about daily meal counts, please contact School Nutrition Programs at (406) 444-2501.

### **Useful Links**

*State Entitlement Payments to Schools:* [CLICK HERE](#)

*School Accounting Manual:* [CLICK HERE](#)

*Forms and Publications & Tuition:* [CLICK HERE](#)

*Pupil Transportation:* [CLICK HERE](#)

*Student Count for ANB:* [CLICK HERE](#)

*Audit Information:* [CLICK HERE](#)

**OPI Calendar:** [CLICK HERE](#)

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