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Montana  
Office of Public Instruction  
Denise Juneau, State Superintendent

## School Finance



### **FY2014-15 Preliminary General Fund Budget Data Sheets**

The OPI School Finance Division has posted the FY2014-15 Preliminary General Fund Budget Data Sheets and updated the General Fund Budget Excel Spreadsheet to assist schools in budgeting for the FY2014-15 school year. The budget data sheets reflect the new basic and per-ANB entitlement rates shown in 20-9-308, MCA and special education instructional block grant and related services block grant rates.

The Preliminary Budget Data Sheets can be accessed at the following link: [CLICK HERE](#)

The General Fund Budget Excel Spreadsheet designed to assist districts in developing their general fund budget can be accessed at the following link: [CLICK HERE](#)

(Note: Please download this current version of the spreadsheet to your computer (right-click on the link and choose "Save Target As" to save it to your desktop.) Previous versions of the spreadsheet are no longer applicable for preliminary budget purposes.

Other resources posted on the website:

- FY2014-15 General Fund Overview and Worksheets
- FY2014-15 Budget Limitation Summary

Please contact the following individuals with questions:

Dennis Clague, Finance Specialist Supervisor (406) 444-1960 or [dclague@mt.gov](mailto:dclague@mt.gov)

Kathleen Wanner, Financial Specialist (406) 444-9852 or [kwanner@mt.gov](mailto:kwanner@mt.gov)

Nica Merala, Financial Specialist (406) 444-4401 or [nmerala@mt.gov](mailto:nmerala@mt.gov)

### **Revisions to Quality Educator Payments for FY 2014-15**

On February 28, the Office of Public Instruction (OPI) issued Preliminary Budget Data Sheets for FY 2014-15, including the *preliminary estimate* of the Quality Educator

Payment (QE Payment) for districts and cooperatives. The QE Payment for FY 2014-15 is based on the number of licensed Full Time Equivalent (FTE) positions employed at the school or cooperative reported in the Terms of Employment (TOE) module of the TEAMS application as of February 11, 2014.

TEAMS closed March 14, and the OPI is currently conducting an accreditation and FTE review. The final QE payment amounts will be based on the TOE data submitted in TEAMS and any corrections/adjustments made during the accreditation and FTE review process. The OPI will notify districts when FTE changes are made and a revised Preliminary Budget Data Sheet will be issued. We anticipate issuing revised Preliminary Budget Data Sheets beginning in mid-April.

OPI Contact: Janelle Mickelson, (406) 444-3249 or [jmickelson@mt.gov](mailto:jmickelson@mt.gov)

### **School Elections Deadlines**

April is a busy month for school elections! Please pay careful attention to these upcoming election deadlines:

- **Thursday, March 27<sup>th</sup>:** Trustees must pass a resolution calling for an election. The resolution must include the date of the election, the purpose of the election, the polling locations and the times the polls will be open. Levy amounts may be set later (not less than 25 days prior to the election).
- **Friday, March 28<sup>th</sup>:** The last day for trustee candidates to withdraw from an election (a statement of withdrawal must be sent to the election administrator).
- **Tuesday, April 1<sup>st</sup>:** The last day for districts to file resolutions for school election with the county election administrator.
- **Friday, April 4<sup>th</sup>:** The deadline to notify election judges of appointment. Election judges are required to complete the training required in Title 13, must be registered voters in the county and district in which they serve, and must not have specific relationships with a candidate (see the School Election Manual for more information).
- **Sunday, April 6<sup>th</sup> through Wednesday, April 16<sup>th</sup>:** The window for posting election notice. Notices must be published in a newspaper of general circulation, if there is one in the district, and in three public places in each ward/precinct.
- **Monday, April 7<sup>th</sup>:** Voter registration closes for school elections.
- **Monday, April 7<sup>th</sup>:** The first day contact the county election administrator for the biennial absentee ballot list. The list must be received by April 16<sup>th</sup>.
- **Thursday, April 10<sup>th</sup>, by 5 p.m.:** The deadline for write-in candidates to file a Declaration of Intent.
- **Friday, April 11<sup>th</sup>:** The deadline for declaring an election by acclamation and cancellation of election if the number of candidates filing a nomination position

or declaration of intent is less than or equal to the number of open trustee positions. Notice must be given that the election will not be held.

- **Friday, April 11<sup>th</sup>:** The deadline to certify ballot(s).
- **Friday, April 11<sup>th</sup> through Monday, April 21<sup>st</sup>:** The window to send out mail ballots. All ballots must be mailed the same day.
- **Wednesday, April 16<sup>th</sup>:** The deadline to mail absentee ballots.

The School Election Calendar and Election Manual are located on the OPI website at the following link: [CLICK HERE](#)

OPI Contact: Nicole Thuotte, (406) 444-4524 or [nthuotte@mt.gov](mailto:nthuotte@mt.gov)

### **Carl D. Perkins Career and Technical Education Grants for 2013-2014**

FRIENDLY REMINDER to all high school districts with an outstanding or remaining 2013-2014 Carl D. Perkins Career and Technical Education Grant allocation to please obligate your remaining funds before the end of this current school year. If you have questions regarding your grant balance or any submitted cash requests, please contact [Charlotte McMilin](#), Federal Grant Accountant, (406) 444-4403. If you have questions about obligating your Carl D. Perkins Grant funds, please contact [Brad King](#), (406) 444-4451 or [Renee Harris](#), (406) 994-6986.

### **Montana Society of CPAs Hosts GAAFR Conference**

The Montana Society of Certified Public Accountants will hold a one-day Governmental Audit, Accounting and Financial Reporting (GAAFR) Conference on Friday, May 9, 2014, at the Red Lion Colonial Hotel, 2301 Colonial Drive, Helena, MT 59601. The cost is \$150. The conference is designed for auditors of local governments, including school districts, accountants from city, county, town and school district business offices and representatives of local government governing boards.

For more details and to register for the conference go to: [www.mscca.org](http://www.mscca.org)

### **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](#)*

**OPI School Finance Division**

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