

New Features, Additions, and Deletions to the 2000-2001 Annual School Report (ASR) – Financial Section

This document provides information regarding important changes that have been made to the 2000-2001 ASR. Please read all bullets carefully.

- **Data Entry** – The Excel template for the 2000-2001 ASR has been modified to accept entries only into unshaded (white) cells. The 2000-2001 ASR template will also accept both positive and negative numbers.
- **Revenue Code Changes for Fiscal Year 2001** – As noted in Informational Superintendent’s Memorandum Number 131, dated June 30, 2000, revenue codes for state funds for fiscal year 2001 are comprised of six digits instead of seven (the ending zero has been removed from all of the state revenue codes). The five-digit Catalog of Federal Domestic Assistance (CFDA) code (excluding the decimal) is used as the revenue code for federal funds. The revenue code for Sales Tax was changed to 240308 for fiscal year 2001.

In addition, several revenue codes were added to the 2000-2001 ASR to accommodate programs that were funded in fiscal year 2001. These include:

Administrative Software Support	240309
Composite Index Transition Payments	240213
Elementary Alternative Education Pilots	240272
Year-Round School Pilots	240276

- **Reminder of New Revenue/Expenditure/Full-time Equivalent (FTE) Codes Added in 1999-2000** – Several revenue, expenditure, and FTE codes were revised or added to last year’s ASR (1999-2000) that will continue in effect for 2000-2001. These include:

<u>Revenue:</u>	<u>Revenue Code:</u>
Prior Year Lottery	240235
 <u>Expenditure:</u>	 <u>Object Code:</u>
Retiree Health Care Credit	2750
Prepaid Tuition to Joint Operations	7050
Deferred Tuition to Joint Operations	7060

Expenditure object codes 6020 (Textbooks) and 6030 (Instructional Materials) were added to the following functions and cost centers: 61100 (cost center 9), 61210 (cost centers 2 and 3), 61230 (cost centers 2 and 3), and 61320 (cost centers 2 and 3).

- **Reporting Balances from “Other” Funds** All funds controlled by the local school board must be reported on the 2000-2001 ASR including textbook funds, Lottery

escrow funds, school food fund, etc., regardless of how these funds are accounted for at the local level. New beginning-of-year and year-end balance lines have been added to the ASR template to account for balances from the textbook fund, Lottery escrow fund, and school food fund. The balance sections of the revenues and recapitulation sheets in the template contain new lines for these funds.

In addition, function 67200 has been renamed “Intra-agency Fund Transfers” to account for transfers between funds within the school division. For example, if moneys are deposited into the division’s textbook fund from the general school operating fund, this should be reported as an inter-agency fund transfer and not an expenditure for textbooks.

- **Reporting Expenditures Made from “Other Fund” Revenues** Any funds that were actually expended for goods or services that originated from the special funds noted above should be reported among the appropriate object codes within the expenditures section. For example, if funds from the division textbook fund were used to purchase textbooks, the expenditure should be recorded in object code 6020 in the appropriate function. **Please note that this is a requirement for the 2000-2001 ASR.**
- **New Function for Inter-agency Fund Transfers** – Function 67300 has been added to the 2000-2001 ASR to account for transfers to other agencies. This function is not to be used to report expenditures for goods or services (such as tuition payments) but should be used when the division receives funds on behalf of another agency as its fiscal agent. For example, if VPSA technology funds are received by a division for a joint center, the pass-through of those funds to the joint center should be reported as an inter-agency fund transfer.
- **New Function for Technology Expenditures** – As explained in Superintendent’s Memorandum Number 157, dated August 18, 2000, the 68000 series function code has been created to collect information regarding technology-related expenditures for the 2000-2001 ASR. This new function replaces Schedule H in the 1999-2000 ASR template, which required divisions to report technology expenditures for personal and non-personal services and FTE staff. For the 2000-2001 ASR, technology expenditures should be reported under the newly created 68000 function only.

As described in Superintendent’s Memorandum Number 157, the object codes for the technology capital outlay section have been revised as follows:

8300 Technology – Hardware Replacement: To include capital outlay for replacement of hardware or classroom technology equipment.

8350 Technology – Hardware Additions: To include capital outlay for additional hardware or classroom technology equipment.

8400 Technology – Infrastructure Replacement: To include capital outlay for replacement of technology infrastructure.

8450 Technology – Infrastructure Additions: To include capital outlay for additional technology infrastructure.

Also, please note that the technology sub-functions 68100 through 68900 correspond to most of the standard ASR functions with the exception of 68200 “Instructional Support.” **For purposes of technology function 68000 only, please include all technology-related expenditures for the following ASR functions under 68200, “Instructional Support:”**

- 61210 – Guidance Services
- 61220 – Social Worker Services
- 61230 – Homebound Instruction
- 61310 – Improvement of Instruction
- 61320 – Media Services
- 61410 – Office of the Principal

The District FTE spreadsheet within the template has been modified to include positions in the 68000 function as well. Please note that two classifications have been changed since the last guidance was sent to better align technology-related FTE classifications with existing classifications. Specifically, FTE object code 1130 has been changed to 1131 (Technology, Technical Development) and 1140 has been changed to 1141 (Technology, Technical Support).

- **Joint Center Tuition Revenue** – Beginning with fiscal year 2001, data relating to joint center revenues and expenditures (ASR Schedules F and G) will not be collected in odd-numbered fiscal years (this data is used for Standards of Quality costs on a biennial cycle). Joint centers and participating divisions will be required to complete Schedules F and G again for the 2001-2002 ASR. However, all joint centers are required to complete the main portions of the 2000-2001 ASR and participating divisions are required to report expenditures for tuition, following the guidance provided on pages 9 and 10 of the instructions document (Attachment C within this package).
- **Average FTE Salary Check Spreadsheets** – The FTE sheets have been revised to include an average salary calculation for each FTE classification. The formulas in the FTE sheets calculate average salaries based on the amount of expenditures reported for each classification divided by the number of FTE positions reported for each classification. The formula for the average salary calculation of function 61100, object code 1120 includes the expenditures for Supplemental Salaries and Wages (object code 1620). These calculations are provided only as an alert that reported expenditures and corresponding FTE positions may not be accurately reported. For example, if \$2 million was reported as the total personal service expenditure for a particular FTE classification with only one corresponding FTE reported, the message would prompt you to review the reported expenditure and reported FTEs based on the resulting average salary of \$2 million. Except to alert you to possible errors in expenditure or FTE data, these calculations are not intended to be used to assess the appropriateness of salary averages at the local level.

- **New Schedule H for Capital Expenditures** – The information provided in Schedule H will be used in a revised methodology for calculating Table 15 of the Superintendent's Annual Report (Total & Per Pupil Expenditures for Operations). Table 15 provides the total and per pupil spending for operational costs only and should exclude federal and state funds that were expended for capital purposes (i.e., capital expenditures paid with federal and state funds and reported in object code 8200). Please report the data in Schedule H as accurately as possible, as the new information will improve the accuracy of the data shown in Table 15.
- **Superintendent's Verification Report** In an effort to streamline the 2000-2001 ASR process, the department will not send a Superintendent's Verification Report unless information is changed after the final Excel template has been received. In previous years, this report had been sent to each division after the department completed its review of the division's final ASR submission. If no changes are made to the final Excel template subsequent to its submission, then the Superintendent's Certification within the template will serve as the final approval document.
- **Returning the Completed 2000-2001 ASR to the Department** – Divisions will only e-mail the completed Excel template to the department; a corresponding text file does not also have to be generated for the 2000-2001 ASR. After the ASR is completed, please return the Excel file to the department via e-mail at k12budget@mail.vak12ed.edu. In addition, please send a hardcopy of the entire report, including the Superintendent's Certification signed by the division superintendent, to:

Virginia Department of Education
Attention: Budget Office
P.O. Box 2120
Richmond, VA 23219