

## **Changes, Clarifications, and Highlights to the 2004-2005 Annual School Report Financial Section (ASRFIN)**

This attachment provides information regarding important changes and clarifications to the 2004-2005 (FY 2005) Annual School Report Financial Section (ASRFIN).

### **GENERAL ASRFIN CHANGES AND HIGHLIGHTS:**

#### **Budget Analyst Support**

The assignments of the Department of Education budget analysts who review ASRFIN submissions and provide support to divisions and regional programs have been rotated for the 2004-2005 ASRFIN. Below are their new assignments:

Larry Forrest: Division/ regional program numbers from 001 to 052

Mary Walpole: Division/ regional program numbers from 053 to 106

Leigh Williams: Division/ regional program numbers from 107 to 124 and from 260 to 308

Doris West: Division/ regional program numbers from 126 to 207 and from 309 to 430

These budget office staff can be reached at (804) 225-2025 with any questions you may have.

#### **ASRFIN Instruction Manual (Attachment C to the Superintendent's Memorandum)**

Attachment C to this memorandum has been revised to provide additional detail for the ASRFIN collection and screen shots of the Excel template. This revised Instruction Manual is designed to help the user through each worksheet in the ASRFIN Excel template, and is organized in the same worksheet order as the template. All users are strongly encouraged to review this revised Instruction Manual before beginning the ASRFIN submission process.

### **ASRFIN REVENUE CHANGES AND HIGHLIGHTS:**

#### **State Revenue Codes Deleted**

- 240210 Student Achievement Grants
- 240237 Additional Lottery
- 240249 Special Education In-service
- 240250 Special Education Vocational Education
- 240254 Career and Technical Education – Conference Travel
- 240461 SOL Test Activities
- 240269 Southside Virginia Regional Technology Consortium
- 240274 SOL Remediation
- 240299 English as a Second Language (*changed to 240309 – SOQ funding*)

#### **State Revenue Codes Added**

- 240293 Virtual Advanced Placement
- 240294 Competitive Leadership Grants
- 240298 Race to GED
- 240309 English as a Second Language (*changed from 240299 – categorical funding*)

- 240312 Sales Tax Receipts - 1/8%
- 240340 Mentor Teacher Grant - Hard-to-Staff Schools
- 240418 Project Graduation Summer Regional Academy Grants

**Federal Revenue Codes Deleted**

- 09084 Federal Surplus Property
- 16549 Challenge Grant
- 32001 E-Rate (*moved to local funds, 1900110*)
- 84162 Emergency Immigrant Assistance
- 84194 Title VII – Bilingual Education
- 84215 Partnerships in Character Education (*moved to funds paid directly to localities*)
- 84276 Goals 2000/Technology Literacy Challenge
- 81815 Title VIII of PL 95-561 (formerly PL 81-185 – Impact Aid)
- 81874 Title VII of PL 95-561 (formerly PL 81-874 – Impact Aid)
- 93600 Head Start (*moved to federal funds paid directly to localities*)

**Federal Revenue Codes Added**

- 15130 Indian Education Assistance to Schools (Title VII, Johnson O'Malley Act)
- 84040 Impact Aid - Facilities Maintenance (Title VIII)
- 84041 Impact Aid (Title VIII)
- 84060 Indian Education Grants to LEAs (Title VII, Part A)
- 84206 Javits Gifted and Talented Students Education Grant Program (Title V, Part D)
- 84215 Fund for Improvement of Education (Partnerships in Character Education, Teaching American History, Smaller Learning Communities)
- 84366 Mathematics and Science Partnerships (Title II, Part B)
- 84369 State Assessments and Related Activities Grants (Title VI, Part A, Subpart 1)
- 93600 Head Start (*moved from federal funds paid through VDOE*)
- 99900 JROTC

**Local Revenue Codes Added**

- 1900110 E-Rate (Universal Service Fund Schools and Libraries Program) (*moved from federal funds*)

**Beginning Of Year Carry-Forward Balances Deleted**

- Additional Lottery (Local Share of Matching Requirement Only)
- Additional Lottery (State Share Only)

**Federal Revenue Catalog of Federal Domestic Assistance Number**

When entering the detailed description of federal revenue on the “Other Federal Funds Worksheet,” please include the Catalog of Federal Domestic Assistance (CFDA) number of the federal funds, if possible. CFDA numbers for federal revenues can be found at the following Web site: <http://12.46.245.173/cfda/cfda.html>.

Under ‘Search for Assistance Programs (HTML)’, a search engine is available that provides various ways to locate the CFDA number of federal grants. The CFDA number allows for proper reporting of federal grant funds to the United States Department of Education. The

CFDA numbers are displayed in the ASRFIN Excel template without the decimal, however, the decimal is necessary when using the search engine at the CFDA Web site.

### **Federal Cash in Lieu of USDA Commodities**

Federal Revenue CFDA number 10550, “Cash in Lieu of USDA Commodities,” should be used by those divisions that receive the value of the food in cash in the CLOC (Cash in Lieu of Commodities) program. Divisions approved by the Virginia Department of Agriculture and Consumer Services (VDACS) for this program are the only divisions that should report revenues under this account. No other divisions or regional programs should use this account.

### **E-Rate (Universal Service Fund Schools and Libraries Program)**

On May 7, 1997, the Federal Communications Commission (FCC) adopted a Universal Service Order implementing the Telecommunications Act of 1996. The order was designed to ensure that all eligible schools and libraries have affordable access to modern telecommunications and information services. Funding is available annually to provide eligible schools and libraries with discounts for approved goods and services. This discount is often referred to as “E-rate” and is administered by the Universal Service Fund. Even though the FCC established this fund, it is not federal funding; therefore, report E-rate revenue (1900110) as local revenue and not as federal revenue (32001).

## **ASRFIN EXPENDITURE CHANGES AND HIGHLIGHTS:**

### **Attendance and Health Services: Speech/Audiology Services (function 62240)**

The definition for this function has been updated to clarify that all Speech Language Pathologists should be reported under the instruction function. The definition now reads as follows:

- *62240 Speech/Audiology Services*  
Activities that identify, assess, and treat children with speech, hearing, and language impairments. Speech Language Pathologists and those providing this service should be reported under instruction regardless of the type of pay scale, even if the position is itinerate, or even if the service is contracted. Audiologist should be reported here.

### **Pupil Transportation Services: Other Vehicle and Equipment Purchases (function 67300)**

The definition for this function has been updated to clarify that all vehicles purchased for the division or regional program do not have to be reported under the transportation function. The definition now reads as follows:

- *63700 Other Vehicle and Equipment Purchases*  
Activities involved with purchasing vehicles and equipment, excluding school buses. Any vehicles, activity buses, or equipment purchased to support pupil transportation not reported in activities 63100 – 63600 should be reported in 63700. Vehicles and equipment purchased in support of other functions should be reported under the appropriate function (i.e., vehicles purchased to support operations and maintenance services should be reported under Operations and Maintenance - 64000).

**Fund Transfers (functions 67100 and 67200)**

Clarification and additional information are included in the Instructional Manual and in the Chart of Accounts regarding fund transfer expenditures. Highlights of this information are as follows:

- *Intra-Agency Fund Transfers*  
Transfers to and from intra-agency funds can be recorded in function 67200 under any of the available object codes as long as ASRFIN revenues are not inflated to match transfer expenditures to balance the ASRFIN Excel template. Please note that intra-agency transfers do not have to be recorded if they cause the ASRFIN not to balance without inflating ASRFIN revenues. However, if such transfers are not recorded, they will need to be noted as a reconciliation item when the ASRFIN and Auditor of Public Accounts (APA) report are compared.
- *Object Code 9500: Fund Transfers – Service/Non-Capital Provided by Locality*  
This object code is similar to object code 9550 “Fund Transfers – Service/Non-Capital Provided by Other Fund.” Transfers reported here are counted toward required local effort and are counted as division expenditures. These expenditures are not reported anywhere else in the ASRFIN, as the funds are transferred to another governmental agency, where they are reported. An example would be a transfer to a health insurance fund to support a shortfall in health insurance funds when the division is self-insured jointly with the local government and the local government administers the health insurance fund. This transfer would be considered a transfer of funds to cover *expenses* of the division, which would count toward the division meeting required local effort.
- *Object Code 9550: Fund Transfers – Service/Non-Capital Provided by Other Fund*  
This new object code, available under function 67200, “Intra-Agency Fund Transfer,” is for transfers to intra-agency funds (funds controlled by the division or regional program) to account for expenditures made by the intra-agency fund on behalf of the division or regional program. An example would be a transfer to a division’s health insurance fund when the division is self-insured, to support a shortfall in health insurance funds. This transfer would be considered a transfer of funds to cover *expenses* of the division, which would count toward the division meeting required local effort.
- *Object Code 9700: Fund Transfers – Transfer to Inter-Agency Fund*  
This object code is handled similar to object code 9800, “Fund Transfers – Transfer to Intra-Agency Fund.” Transfers reported here are not counted towards a division’s required local effort, as these are transfers of *resources* and not *expenses* of the school division for services rendered. An example would be the transfer of a state regional program grant from a division serving as fiscal agent to a regional program.
- *Object Code 9800: Fund Transfers – Transfer to Intra-Agency Fund*  
This re-titled object code is different from 9550, “Fund Transfers – Service/Non-Capital Provided by Other Fund.” Object code 9550 is to record the transfer of funds to cover *expenses* on behalf of the school division while 9800 (previously titled “Fund Transfers – Other”) is to record the transfer of *resources* to the other fund. The expenditure of the transferred resources would be recognized when made by the other fund. An example

would be a transfer of funds to a textbook fund. The transfer to the textbook fund would not count toward required local effort until an expenditure was actually made from the textbook fund, at which time the expenditure would be reported under an appropriate object code and function in the ASRFIN Excel template.

### **Data Entry Blocked**

Some of the cells in the ASRFIN Excel template in functions 68000 and 69000 have been blocked from data entry to correspond with the approved object codes in other functions. For example, board members' salary and wages (object code 1111) is not allowed under function 69100, "Contingency Reserve – Classroom Instruction," since this object code is not allowed under function 61100 "Classroom Instruction."

### **End-Of-Year Carry-Over Balances Added**

- Competitive Leadership Grants (State Share Only)
- Textbooks (Local Share of Matching Requirement Only)
- Textbooks (State Share Only)

## **FULL-TIME EQUIVALENT (FTE) POSITIONS WORKSHEETS CHANGES AND HIGHLIGHTS:**

### **FTE Calculator**

The FTE Calculator now includes an optional comments section. This section is for divisions or regional programs that may want to include text for their own use when they print the FTE Calculator.

## **SUPPLEMENTAL SCHEDULES CHANGES AND HIGHLIGHTS:**

### **Schedule C – School Nurse Staffing**

Schedule C was modified in the following ways:

- An additional group, "Group 4," was added to allow for up to four different staffing groups of nurses instead of just three different staffing groups.
- Section 2, "Estimated Nurse Hours Provided by Local Health Department," is not required for the FY 2005 ASRFIN data collection. This data will be requested in the FY 2006 ASRFIN and for every year thereafter. The data is used in calculating base year school nurse costs for the Standard of Quality budget each biennium.

### **Schedule I – FY 2005 Salary Survey**

Schedule I was changed for 2004-2005 so that the information provided from divisions and regional programs is consistent with the reporting requirements for this information. Each section in Schedule I was expanded to collect each data element at the elementary, secondary, and district levels.

The information in Schedule I is used to compile the annual salary report that is due to the General Assembly by December 1 of each year (Item 146 of Chapter 951, 2005 Acts of Assembly). Schedule I must be received by the ASRFIN due date (September 15, 2005) to ensure that your school division is included in the annual salary report, which is provided to the Governor and the Chairmen of the Senate Finance and House Appropriations Committees.

The information provided in this schedule is also used to complete Table 19 (Total Instructional Positions and Average Annual Salaries) of the *Superintendent's Annual Report for Virginia*.