

**CHANGES, CLARIFICATIONS, AND HIGHLIGHTS TO THE
2007-2008 ANNUAL SCHOOL REPORT FINANCIAL SECTION (ASRFIN)**

This attachment provides information regarding important changes and clarifications to the 2007-2008 (FY 2008) Annual School Report Financial Section (ASRFIN).

GENERAL ASRFIN CHANGES AND HIGHLIGHTS:

Due to a change in State law passed during the 2008 General Assembly session, all programs formerly referred to using the term "mental retardation" are now referred to using "intellectual disability."

For FY 2008 the ASRFIN submission process has been changed. In the past you completed your Excel template and generated a text file that you submitted using the SSWS application. This year you will submit your Excel file using the SSWS application.

The revised steps for your ASRFIN submission are:

- Download the ASRFIN Excel Template to your computer using the instructions in Attachment A.
- Open the Excel Template and begin by reading the Important Reminders page and then clicking on the "Start 2007-2008 Annual School Report" button at the bottom of the page. This will take you to the "Contact Information" worksheet.
- Select your school division from the drop-down box at the top of the page.
- Verify that the school division is correct.
- Complete the "Contact Information" worksheet.
- Select the "Important Reminders" tab to go to the navigation menu.
- Enter your ASRFIN data by navigating to the appropriate worksheets using the navigation menu.
- Check the data you have entered using the "Final Edit Check" button on the navigation menu and correct any errors found during the edit check.
- Prepare the template for submission by pressing the "Possible Errors Reviewed and All Corrections Completed, Prepare EXCEL File For Submission" button to prepare the Excel file for submission.
- Use the SSWS (Single Sign-on for Web Systems) application to upload your EXCEL file.

Your Excel file will be processed by the Department of Education and, if there are no processing errors, the data will be loaded

into the Department of Education database. You will be notified by e-mail when you will be able to access your verification report.

AutoSave Feature Discontinued:

Several school divisions have upgraded to Excel 2007. Because of differences between Excel 2003 and Excel 2007, we are no longer able to provide the automatic naming and saving of your Excel template to your computer.

Excel 2007

Directions for accessing the ASRFIN template using Excel 2007 have been included in the Attachment A - ASRFIN Download Instructions and in Attachment C - ASRFIN instruction manual.

Requests for Deadline Extension

As required by Section 22.1-81, *Code of Virginia*, the submission deadline for the 2007-2008 ASRFIN is September 15, 2008. School divisions and regional programs who wish to file for an extension (until September 30, 2008, per Section 22.1-81, *Code of Virginia*) for their 2007-2008 ASRFIN must request the extension in writing to Kent Dickey, Assistant Superintendent for Finance prior to the September 15, 2008 deadline. If an extension is granted, the deadline for submitting the 2007-2008 ASR Financial Section will be Thursday, September 30, 2008. Please note, however, that the Code of Virginia does not permit submission extensions beyond this date. An explanation for the requested extension as well as an anticipated submission date must be included in the written request.

ASRFIN REVENUE CHANGES AND HIGHLIGHTS:

Revenue Codes have been added to the "State Incentive funds" (Category C), "Other State Funds" (Category E), and to the "Federal Funds Paid Through the Virginia Department of Education" (Category F) in the 2007-2008 ASRFIN template to reflect actual payments.

State Revenue Codes Added

- 240273 National Board Certification Teacher Bonus
- 240392 Pre K Pilot Programs
- 240397 Virginia Preschool Initiative-Start-up Expansion Grants
- 240391 Math Specialists Grants
- 240394 Project Word
- 240396 Middle Peninsula Regional CTE Program Planning Grant
- 240465 Alternative Licensure Program

240603 Math Diagnostic Test
240604 Assistance for Standards of Learning
240704 National Governor's Association High School Reform
Grant - Symposium and Training
240705 National Governor's Association High School Reform
Grant - College Entrance Exams
240707 National Governor's Association STEM Grant
240708 SOL Implementation
240801 Preserve American Teacher Award Program

State Revenue Codes Deleted

240237 Additional Lottery
240254 Voc Ed Conference Travel
240261 Electronic Classroom
240293 Virtual Advanced Placement
240390 Hold Harmless Sales Tax Credit
240466 Teacher Certification

Federal Revenue Codes Added

9060 Miscellaneous Revenue
10560 State Administrative Expense for Child Nutrition
-Public School Pupils
17259 Race for GED Education for Independence-WIA STEM-3
17260 Race for GED Education for Independence-WIA STEM-1

Federal Revenue Codes Deleted

84336 Teacher Quality Enhancement Grants (Title II, Part A)
84346 Career Resource Network
84352 School Renovation/Technology Grants
84938 Emergency Impact Aid for Displaced Students

ASRFIN EXPENDITURE CHANGES AND HIGHLIGHTS:

Supplemental Wages and Salary (Object Code 1620) has been added to all applicable expenditure functions.

National Board Certification Teacher Bonus (Object Code 1650) has been added to all applicable expenditure functions.

SUPPLEMENTAL SCHEDULES CHANGES AND HIGHLIGHTS:

Schedule E - Required Local Effort

In Section five, "Verify Required Local Effort," the one-time FY 2007 "Required Local Effort Neutral Credit for Hold Harmless Sales Tax" has been removed.

Similar to previous years, the data for Schedule E, including the new expenditure codes, are populated as the Excel template is completed and does not require any additional data entry for completion.

Schedule E.2 - Required Local Match

The Required Local Match Schedule E.2 has been modified to take into account the changes in Schedule E that represent the removal of the Hold Harmless Sales Tax credit.

Expenditures for the Virginia Preschool Initiative (VPI) can not be counted toward a division's Required Local Effort and are therefore excluded from calculations on Schedule E. However, local funds spent for VPI may qualify toward the division's required local match for the VPI program only. Schedule E.2 has been modified to allow VPI expenditures from local funds to satisfy the VPI Required Local Match. ***Please note that, while previous ASRFIN collections have required no input on Schedule E.2, divisions must now enter the amount spent for VPI out of local funds.*** The amount entered must not exceed the total Nonregular Day School (Program 8) expenditures, excluding capital outlays, less State VPI and Federal Head Start revenues.

Chapter 847 directs the Department of Education to verify the appropriation of a locality's share of local matching funds required for any Incentive or School Facilities program in which a school division elects to participate. The Department of Education must also verify that the required local matching funds are actually spent. Similar to Required Local Effort for Standards of Quality accounts, this language amendment instructs the department to make calculations based on submitted school division data to ensure that school divisions have expended adequate local operational funds, above the required local effort for the Standards of Quality, to support the required local match based on the Incentive and School Facilities programs in which the division has elected to participate.

Please note that, beginning in fiscal year 2008, any amount of local funds that a locality has not expended by the end of a fiscal year in support of the required local match must be paid by the locality into the general fund of the state treasury.

Revenue Reports

The Revenue Reports available for download from the departments' web site have been modified as follows:

- **Cash Basis Locality Ledger** has been removed and replaced with a link to the Locality Ledger web application.
- **Report 1 - Adjusted Locality Ledger** provides details of all revenues preloaded into the ASRFIN Excel template.
- **Sales Tax - Cash Basis** has been removed and replaced with a link to the Locality Ledger web application.
- **Report 2A - Sales Tax - One-Month Accrual.**
- **Report 2B - Sales Tax - Two-Month Accrual.**
- **Report 3 - End-Of-Year Basic Aid Adjustments** details the methodology for reporting Basic Aid revenues for fiscal year 2008.

For Fiscal Year 2009

Salary Survey - New language approved by the 2008 General Assembly requires the Department of Education collect information on starting salaries by school division and average teacher salaries by school, in addition to information on division-level average salaries.