SUMMER AT A GLANCE

Mark Elworthy, Director School Financial Services Team WASBO Spring Conference, May 11, 2023



Spring 2023 Updates



2023 Spring Updates

- WDF and WiSFiP LEA's financial ledger (the local "books") <u>pushed</u> to WDF must be consistent with WUFAR accounting and the DPI Chart of Accounts to avoid WISEdata Finance reporting quality issues
- WDF and WiSFiP We recommend LEAs <u>push</u>
 financial data to WISEdata Finance at least monthly,
 suggested as a task after the monthly bank
 reconciliation

Summer Activities Current Fiscal Year



Upcoming Reports and Activities



Fiscal Audit



Monitor and Amend Current Year Budget WISEdata Finance

2022-23 Budget UPDATES

- 2020-21 Final Revenue Limit Computation
- 2019-20 Final Revenue Limit Computation

Final 2022-23 Revenue Limit Calculation



July 8, 2019 District: USC ARROY AT RIGHT TO G	ELECTORITHICI.	District Code:	
	enge Academy, WPCP	to the June and July General Aid payments, including adjust /RPCP General Aid reduction, 2X Charter, and Other Adjustm ry)	
Debits		Credits	
June 17th General Aids Deposit Amount	\$0.00	10. June Equalization Aid	\$0.00
June 17th General Aids Deposit Amount (Cash - Fund 10 Account 711 000)	\$0.00	10. June Equalization Aid (Fund 10 Source 621)	\$0.00
	\$0.00		\$0.00
(Cash - Fund 10 Account 711 000)	V	(Fund 10 Source 621)	
(Cash - Fund 10 Account 711 000) June 17th Deposit Amount - SPED Aid Held	V	(Fund 10 Source 621) 11. June Special Adjustment Aid	
. June 17th Deposit Amount - SPED Aid Held	V	(Fund 10 Source 621) 11. June Special Adjustment Aid (Fund 10 Source 623)	\$0.00

June aid withholding

PI 1563 Membership Report

- 1. All changes after audit reports are due must be requested
- 2. Changes may impact revenue limit

Open Enrollment for June Aid



Open Enrollment

Debits		Credits			
1. June 17th General Aids Deposit Amount	\$0.00	10. June Equalization Aid	\$0.00		
(Cash - Fund 10 Account 711 000)		(Fund 10 Source 621)			
2. June 17th Deposit Amount - SPED Aid Held	\$0.00	11. June Special Adjustment Aid	\$0.00		
(Cash - Fund 27 Account 711 000)		(Fund 10 Source 623)			
	12. Integration Transfer - Non-Resident		\$0.00		
		(Fund 10 Source 616)			
	13. Integration Transfer - Resident		\$0.00		
		(Fund 10 Source 615)			
3. Open Enrollment Tuition Expense	\$0.00	14. Open Enrollment Tuition Revenue	\$0.00		
(Fund 10 Function 435 000 Object 382)		(Fund 10 Source 345)			
4. Additional Year Tuition Waiver Expense	\$0.00	15. Additional Year Tuition Waiver Revenue	\$0.00		
(Fund 10 Function 435 000 Object 382)		(Fund 10 Source 345)			

Open Enrollment for July

- Contact Parental Education Options Team with corrections by mid-June
- Update PI-1563 September and January Pupil Counts for any membership changes
- Aid adjustments are then calculated by the Parental Education Options Team

Actual and Projected State Aid Adjustments

- Aid withheld for Open Enrollment adjustment in June
- Worksheet posted showing aid withheld in anticipation of June deductions
- Revised worksheet for 2023 includes aid eligibility, withheld and paid
- https://dpi.wi.gov/sfs/finances/aids-register/aidpayment-adj-exp

State Aid Payment Adjustments

Aid withheld for Open Enrollment and Voucher

adjustn

1. June 18th and 25th General Aids Deposit Amount	\$0.00	10. June Equalization Aid	\$0.00
(Cash - Fund 10 Account 711 000)		(Fund 10 Source 621)	
2. June 18th Deposit Amount - SPED Aid Held	\$0.00	11. June Special Adjustment Aid	\$0.00
(Cash - Fund 27 Account 711 000)		(Fund 10 Source 623)	
		12. Integration Transfer - Non-Resident	\$0.00
		(Fund 10 Source 616)	
		13. Integration Transfer - Resident	\$0.00
		(Fund 10 Source 615)	
3. Open Enrollment Tuition Expense	\$0.00	14. Open Enrollment Tuition Revenue	\$0.00
(Fund 10 Function 435 000 Object 382)		(Fund 10 Source 345)	
4. Tuition Waiver Expense	\$0.00	15. Tuition Waiver Revenue	\$0.00
(Fund 10 Function 435 000 Object 382)		(Fund 10 Source 245)	
5. WPCP/RPCP State General Aid Reduction	\$0.00	16. Equalization Aid (held in prior periods)	\$0.0
(Fund 10 Function 438 000 Object 387)		(Fund 10 Source 621)	
SNSP State General Aid Reduction	\$0.00	17. Special Adjustment Aid (held in prior periods)	\$0.0
(Fund 10 Function 438 000 Object 387)		(Fund 10 Source 623)	
7. Challenge Academy	\$0.00	18. High Poverty Aid Held	\$0.0
(Fund 10 Function 431 000 Object 387)		(Fund 10 Source 628)	
3. General Aid Payment Adjustment	\$0.00	\$0.00 19. Pupil Transportation Aid Held	
(Fund 10 Function 492 000 Object 972)		(Fund 10 Source 612)	
		20. July Delayed EQ Aid to be Held or Refund Due	\$0.0
		(Due to State - Fund 10 Account 813 500)	
		21. F/T Open Enrollment Transfer Payments	\$0.0
		(Fund 10 Source 649)	
		22. AGR/SAGE Aid Held	\$0.0
		(Fund 10 Source 650)	
		23. Sparsity Aid Held	\$0.0
		(Fund 10 Source 694)	
		24. Per Pupil Aid Held	\$0.0
		(Fund 10 Source 695)	

Bank Reconciliations

- Someone in your office needs to reconcile the bank statement to the district ledger EVERY MONTH
- You cannot balance your reports if you don't account for your CASH
- Segregation of duties would suggest that the person making deposits should not reconcile the account
- If necessary, the district may/should hire an accounting service to reconcile



Annual Financial Audit

- Select firm to complete your audit
- Determine if your employee benefits require and actuarial study or table update and select a vendor
- Determine if there are any other needs to complete your financial statements
- Have a plan and schedule the work if possible to meet report deadlines
- Actuarial Study required by statute

Early DPI Reports

- Transfer of Service (PI-5000) Opens June 1
- WDF Snapshot June 9
- Pupil Transportation
- Census
- Calendar
- Group and Foster Home Membership

2022-23 Budget Changes

Budget Impact Areas Board approves a Budget for the hearing

Board adopts a
Budget
(original) and
approves a Tax
Levy after the
hearing

Board amends
Budget when
appropriation
and purposes
change

Student Needs

(Enrollment)

Grant Revenue Availability

Equipment Failures

Weather

Estimates based on trends

Base amount

Estimated expense

Utility based on trends

3rd Friday in September

Carryover is calculated

Boiler Fails

Heavy Snow (Removal costs) New course needs teacher

Change in plans/needs

Roof Fails

Late spring (Heating)

Final Board Amended Budget

Changes to the Current Budget

- Per Statute § 65.90(5) " ... the amounts of the various appropriations and the purposes for such appropriations state in a budget ..."
- Appropriation = \$ amount
- Purpose = in the WUFAR, this is the Function
- DPI recommends budgets and changes are approved at the two digit function level by the Board of Education

Changes to the Current Budget

- Per Statute § 65.90(5) " ... the amounts of the various appropriations and the purposes for such appropriations state in a budget ..."
- Appropriation = \$ amount
- Purpose = in the WUFAR, this is the Function
- DPI recommends budgets and changes are approved at the two digit function level by the Board of Education

Budget Adoption Format

REVENUES & OTHER FINANCING SOURCES
100 Transfers-in
Local Sources
210 Taxes
240 Payments for Services
260 Non-Capital Sales
270 School Activity Income
280 Interest on Investments
290 Other Revenue, Local Sources

Federal Sources
710 Federal Aid - Categorical
720 Impact Aid
730 DPI Special Project Grants
750 IASA Grants
760 JTPA
770 Other Federal Revenue Through Local Units
780 Other Federal Revenue Through State
790 Other Federal Revenue - Direct

Minimum detail to the second digit......

EXPEND	OITURES & OTHER FINANCING USES
Instructi	on
110 000	Undifferentiated Curriculum
120 000	Regular Curriculum
130 000	Vocational Curriculum
140 000	Physical Curriculum
160 000	Co-Curricular Activities
170 000	Other Special Needs
Subtota	I Instruction
Support	Sources
210 000	Pupil Services
220 000	Instructional Staff Services
230 000	General Administration
240 000	School Building Administration
250 000	Business Administration
260 000	Central Services
270 000	Insurance & Judgments
280 000	Debt Services
290 000	Other Support Services
Subtota	I Support Sources
	gram Transactions
410 000	Inter-fund Transfers
	Instructional Service Payments
490 000	Other Non-Program Transactions

WISEdata Finance Budget

Update with Board

(Amended)

Adopted Budget

Changes to the Current Budget

- School District Treasurers must also comply with Wis Stat § 120.16(2) to assure disbursements from the school district treasury are made within the law
- Class 1 notice within 15 days after the change is made (publication)

PI-1547 Transportation Report

Regular
School Year
Transportation

Transportation Data Reporting FAQs

Frequently Asked Questions

- · How is Transportation Aid applied for, calculated and paid?
- · Who is eligible for aid and who should be counted?



Specialized
Transportation
Route

Using The Transportation Report Wizard

Overview

This series of transportation report web pages is called a "wizard" and it walks you through a series of screens and either asks you to enter data or to answer certain questions.

Subsequent questions and pages may be based on answers given on previous pages.

PI-1547 Transportation Report

Districts need to document the procedures used to determine actual ridership. Auditors review this documentation as part of the year end audit

PI-1505 Calendar Report



PI-1505 Census Report

- Includes ALL (K-12) district children ages 4-20
- Actual physical count of children by June 30th or
- Use a mathematical calculation which is based on the prior year September count



PI-1505 Census Report

- Residents Enrolled in a Public School District or attending a State School
- Residents Enrolled in Private Schools
- Home-based private education programs
- Other Children ages 4 and 20 graduates from the two prior classes both public and private



PI-1589 Foster and Group Home Membership

PI-1589 Group and Foster Home FTE Log

The PI-1589 Group and Foster Home FTE log has been updated for 2020-21. By law, completed forms are due on **June 30, 2022**. PI-1589 forms submitted after this date will not be accepted.

Forms *must* be submitted by DPI's secure Kiteworks file transfer system or postal mail; submissions via standard email will not be accepted. When your form is completed, signed, and scanned, contact us to request a Kiteworks invitation.

☐

Details on completing the PI-1589 form are available in our updated <u>Group and Foster Home</u> Membership Guidance and Instructions.

PI-1524 State Tuition Claim



State Tuition

Program Description

School districts that provide educational services to students residing in certain types of facilities are eligible to receive tuition from the state. Students reside in these facilities as a result of action by a unit of local, state or federal government. Districts may apply for reimbursement for the eligible students they enrolled in the prior year. Click the appropriate links below for more information.

- Quick Links
- Program Overview
- Eligibility History

This report is not in SAFR – for more info see http://dpi.wi.gov/sfs/aid/categorical/state-tuition

PI-1505 Full Annual Report

1. PI-1505 must match the PI-1506 AC auditor report to be approved

2. PI-1506 AC must be approved before the PI-1505 can be submitted

PI-1505 SE Annual Report

The PI-1505 SE values must match the PI-1505 values for successful PI-1505 submission





Final Grant Claims

- Claims for budgeted expenditures*
 7/1/2022 through 6/30/2023
- Feds require DPI to accept claims through 9/30 but it's best for you & your auditor to get it done sooner



* Technically "liquidated obligations" which has nearly the same meaning as expenditures; difference comes into play most often with grant-funded renovation work over the summer. Talk with your grant consultant for details.

ESSER II & III Claims

 Plan for quarterly claiming next year onward



Additional federally required reporting will be included for certain quarters

Good practice to adopt across all your grants

Transfer of Service Exemption to the Revenue Limit



PI-5000 Transfer of Service

	· .
8.	Total 2022-23 Recurring Exemptions (A+B+C+D+E)
A.	Prior Year Carryover
B.	Transfer of Service
C.	Transfer of Territory/Other Reorg (if negative, include sign)
D.	Federal Impact Aid Loss (2020-21 to 2021-22)
E.	Recurring Referenda to Exceed (If 2022-23 is first year)

	2022-2023 Revenue Limit Works	sheet
1.	2022-23 Base Revenue (Funds 10, 38, 41)	(from left)
2.	Base Sept Membership Avg (2019+.4ss, 2020+.4ss, 2021+.4ss)/3	(from left)
2. 3.	2022-23 Base Revenue Per Member (Ln 1 / Ln2)	(with cents)
4.	2022-23 Per Member Change (A+B)	
	2022-23 Low Revenue Ceiling per s.121.905(1):	10,000.00
A.	Allowed Per-Member Change for 22-23	0.00
	Low Rev Incr ((Low Rev Ceiling-(3+4A))-4C) NOT<0	Ö
C.	Value of the CCDEB (22-23 DPI Computed-CCDEB Dists only)	Ö
5.	2022-23 Maximum Revenue / Member (Ln 3 + Ln 4)	
	Current Membership Avg (2020+.4ss, 2021+.4ss, 2022+.4ss)/3	(from left)
	2022-23 Rev Limit, No Exemptions (Ln7A + Ln 7B)	(rounded)
A.	Max Rev/Memb x Cur Memb Avg (Ln 5 x Ln 6)	0
B.	Hold Harmless Non-Recurring Exemption	Ö
8.	Total 2022-23 Recurring Exemptions (A+B+C+D+E)	(rounded)
_	Prior Year Carryover	0
B.	Transfer of Service	0
C.	Transfer of Territory/Other Reorg (if negative, include sign)	0
	Federal Impact Aid Loss (2020-21 to 2021-22)	0
E.	Recurring Referenda to Exceed (If 2022-23 is first year)	Ö
9.	2022-23 Limit with Recurring Exemptions (Ln 7 + Ln 8)	
10.	Total 2022-23 Non-Recurring Exemptions (A+B+C+D+E+F+G+H+I)	
A.	Non-Recurring Referenda to Exceed 2022-23 Limit	0
B.	Declining Enrollment Exemption for 2022-23 (from left)	
_	Energy Efficiency Net Exemption for 2022-23 (see pg 4 for details)	0
D.	Adjustment for Refunded or Rescinded Taxes, 2022-23	0
_	Prior Year Open Enrollment (uncounted pupil[s])	0
_	Reduction for Ineligible Fund 80 Expenditures (enter as negative)	0
	Other Adjustments (Fund 39 Bal Transfer)	0
_	WPCP and RPCP Private School Voucher Aid Deduction	0
_	SNSP Private School Voucher Aid Deduction	0
11.	2022-23 Revenue Limit With All Exemptions (Ln 9 + Ln 10)	

PI-5000 Transfer of Service

Three Parts to the Process

- 1. Part A <u>initial</u> request for a student
- 2. Part B former district response
- 3. Part C final submission

Transfer of Service

Now is the time to gather TOS information:

- Establish the contact person in your district who is responsible for this report (PI-5000)
- Gather information related to costs associated with student transfers into your district
- Application opens June 1, 2023
- Decision Tree and other resources
 https://dpi.wi.gov/sfs/limits/exemptions/transfer-service

Summer Activities Next Fiscal Year



PI-1547-SS Transportation Report

Summer and Interim
Session
Transportation



Using The Transportation Report Wizard

Overview

This series of transportation report web pages is called a "wizard" and it walks you through a series of screens and either asks you to enter data or to answer certain questions.

Subsequent questions and pages may be based on answers given on previous pages.

Transportation Data Reporting FAQs

Frequently Asked Questions

- How is Transportation Aid applied for, calculated and paid?
- Who is eligible for aid and who should be counted?

PI-1804-1805 Summer & Interim Session

	Wisconsin Departme									le school name
Ni -	SUMMER OR INT PI-1804-W1SS (Rev. I		MEMBERSHIP	REPORTI					he district. he online repor	*i=====
163-	F1-1004-W1 35 (MeV.)	03-17JJ								the workbook.
					1100011011			iio ii dalic dob	o to complete	THE HOMEOUN.
	Reporting Period	IMMER OF		OR						
	INTERIM SESSIC	September 2,	to September 1,							
District Name			District Code		School N	ame <i>Interim</i>				
District Con	tact Person Comp	leting this Report								
Name										
CodeMio										
Email										
Title										
			GENEI	RAL INFO	RMATION					
Summer Sessi	on Courses must take	place over the sum	mer months in betwe	en school te	rms. Interim	Session Cou	irses are no	t an extensio	n of the regula	school day or
week at the yea	r-round school. Year-r	ound school means	a school with an aca	ademic progr	am calendar	that does no				
sessions durin	g which hours of direct	pupil instruction are	counted to meet the	requiremen	t in s.121.02(1)(f) Stats.				
	vious Regular Session				FFFC	if fees are				
	nmer or Interim Session							d satural ages	per student pe	
	nmer or Interim Session									rcourse
								cost of eac		
	start of the upcoming		01011						or interim sess	ion
	S OF SUMMER OF							of eligible co		
TUTAL DAY	S REGULAR SCH								enalty; 3) DPI F	I E reduction
	CALCULATING	MINUTES OF I	NSTRUCTION FO	R SUMMI	R MEMB	ERSHIP F	ULL-TIME	EQUIVEL	ANCY FTE	
Academic C	ourses for Summe	er and Interim Se	ssion Membersh	ip						
Total Resident	Pupil Minutes From F	7I-1804-W2 Academi	c Courses, Col. 8b		48,60	Minutes = 1	summer F1	E		0
Total Non-Res	ident Pupil Minutes Fr	om PI-1804-W2 Aca	demic Courses, Col.	9b. (The nor	n-resident pu	pil minutes is	not reporte	ed to DPI, Dis	tricts are to	0
record data loc	ally).			· ·						
PI 17.03(2)(d	l) Online Courses	(meeting require	ements of 118.33(1)(a)1.) ON	LY)					
Under eastein e	ircumstances, online o	la accompanha attac	alaal oistoolla Caa DI	7 02(2)(4)	d connect the	Callandon Car	atualanta th		No. of	
	in online courses wher						students tr	at earneu	Successful Completers	Pupil Minut
	nts participating in virt						sos Cole	0 and 0h	Completers	η αριπτικία
	nt students participatin							ou and ob		,
	nt students participatin nt students participatin	•								0
	from certain online									0
	duplicate count.		1 11 11					Panil Miss	tes/48,600)	ů
	of Resident Students e							_		
									- N College	
	-Resident Students er						niin Sessio	n ciasses (no	at Uninej	
	n-Resident Students er									





District Home Financial Data

Non-Financial Data

Change District

PI-1500 Contacts Contact History

SFS Consultants Program Contacts

Related Links

SPED Licensure All-District Reports Activity Reports SFS Data Warehouse

Edgerton (1568)

- Introduction A note from the Director
- Status & Due Dates Information on district data entry and upcoming deadlines
- Financial Data Home Includes the PI-1505 Full Financial Report
- Non-Financial Data Home Pupil Count (Summer, September, January), Pupil Transportation, 5
- FTE Reports
- PI-1500 Contacts Report Identify specific district staff for report submission authorization
- District Contact History Report Submission History

Information on the auditor and audit firm of the district Special Education Licensure information for auditors

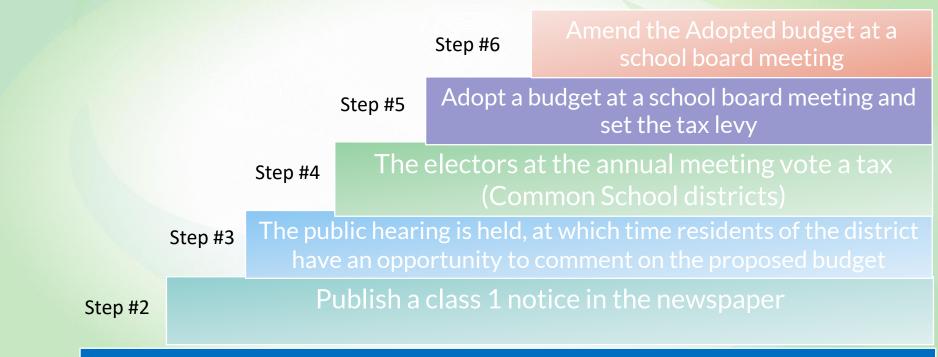
School Fees

- Fees for the resident student or parent may be charged for individual use supplies (towels, gym clothes, band instruments, notebooks, pencils), textbooks, or similar items (workbooks) if the district claims state aid under state statute 121.14.
- Fees may be charged for social, recreational, or extracurricular summer classes and programs which are neither credited toward graduation nor eligible for state aid [s. 118.04(4)].

Audit of Summer School Fees

- Complete the fee reconciliation tab in the PI1804 workbook
- If your district is required to have a membership audit, the auditor will review your summer school FTE and the PI1804 reconciliation spreadsheet
- The auditor will question fees if:
 - the fee does not appear to be legal
 - the amount of the fee charged per course exceeds the actual cost of the course

Budget Adoption, Tax Levy and Amendments



Step #1

Create a proposed budget that identifies expected revenues, expenditures and fund balances for the upcoming/current year

Budget Adoption Format

March. 2019			
Recommended Format for Budget Adoption	•		
Instructions: This recommended format contains the minir			
adopted budget. Any subsequent changes made by the sc	nool board to the adopted	buaget snould be pr	ocessed
as required by s.65.90 (5).			
Richland	▼	4851 ▼	
BUDGET AD	OPTION 2019-20*		
GENERAL FUND (FUND 10)	Audited 2017-18	Unaudited 2018-19	Budget 2019-20
Beginning Fund Balance (Account 930 000)	2,463,492.05	2,961,049.00	2,961,049.0
Ending Fund Balance, Nonspendable (Acct. 935 000)	0.00	0.00	0.0
Ending Fund Balance, Restricted (Acct. 936 000)	4,132.73	0.00	0.0
Ending Fund Balance, Committed (Acct. 937 000)	90,000.00	0.00	0.0
Ending Fund Balance, Assigned (Acct. 938 000)	0.00	0.00	0.0
Ending Fund Balance, Unassigned (Acct. 939 000)	2,866,916.27	0.00	0.0
TOTAL ENDING FUND BALANCE (ACCT. 930 000)	2,961,049.00	2,961,049.00	2,961,049.0
REVENUES & OTHER FINANCING SOURCES			
100 Transfers-in	500.00	0.00	0.0
Local Sources			
210 Taxes	4,999,259.37	0.00	0.0
240 Payments for Services	0.00	0.00	0.0
260 Non-Capital Sales	15,381.11	0.00	0.0
270 School Activity Income	19,442.42	0.00	0.0
280 Interest on Investments	49,751.10	0.00	0.0
290 Other Revenue, Local Sources	51,706.75	0.00	0.0
Subtotal Local Sources	5,135,540.75	0.00	0.0

Pre-Populated
Budget Hearing
and Adoption
Workbooks
available

Budget Adoption Format

March. 2019			
Recommended Format for Budget Adoption	•		
Instructions: This recommended format contains the minir			
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Richland	▼	4851 ▼	
BUDGET AD	OPTION 2019-20*		
GENERAL FUND (FUND 10)	Audited 2017-18	Unaudited 2018-19	Budget 2019-20
Beginning Fund Balance (Account 930 000)	2,463,492.05	2,961,049.00	2,961,049.0
Ending Fund Balance, Nonspendable (Acct. 935 000)	0.00	0.00	0.0
Ending Fund Balance, Restricted (Acct. 936 000)	4,132.73	0.00	0.0
Ending Fund Balance, Committed (Acct. 937 000)	90,000.00	0.00	0.0
Ending Fund Balance, Assigned (Acct. 938 000)	0.00	0.00	0.0
Ending Fund Balance, Unassigned (Acct. 939 000)	2,866,916.27	0.00	0.0
TOTAL ENDING FUND BALANCE (ACCT. 930 000)	2,961,049.00	2,961,049.00	2,961,049.0
REVENUES & OTHER FINANCING SOURCES			
100 Transfers-in	500.00	0.00	0.0
Local Sources			
210 Taxes	4,999,259.37	0.00	0.0
240 Payments for Services	0.00	0.00	0.0
260 Non-Capital Sales	15,381.11	0.00	0.0
270 School Activity Income	19,442.42	0.00	0.0
280 Interest on Investments	49,751.10	0.00	0.0
290 Other Revenue, Local Sources	51,706.75	0.00	0.0
Subtotal Local Sources	5,135,540.75	0.00	0.0

Pre-Populated
Budget Hearing
and Adoption
Workbooks
available

Energy Efficiency Savings Reporting

- Districts should review their reported utility savings in the SAFR Reporting Portal
- Report/update savings within two weeks of the budget hearing date. Confirm <u>before</u> setting your levy in the fall
- Districts needing to update their energy efficiency utility savings are to contact Roger Kordus at 608-267-3752 or roger.kordus@dpi.wi.gov

Getting Ready for WISEdata Finance

Access info available at:

dpi.wi.gov/sfs/wdf

You have submitted 2022-23
 budget data. This summer, you
 will provide 2022-23 actual data
 via WISEdata Finance

Points to Remember

- Board approves appropriations and purposes of the budget (authority for spending)
- Update your WISEdata Finance 2022-23 budget, monitor MOE
- Revenue Limits will determine the majority of your resources and pre pops are available as a resource, the calculation is yours until May
- Transfer of Service Requests must be timely

Contact Us

Team Directory:

dpi.wi.gov/sfs/communications/

staff-directory

General Mailbox: dpifin@dpi.wi.gov