

SPRING AT A GLANCE: Budget Adjustments

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Assistant Director
School Financial Services Team
March 16, 2022**



WISCONSIN DEPARTMENT OF
Public Instruction
Jill K. Underly, PhD, State Superintendent

Spring Activities

Current Fiscal Year: 2021-22



WISCONSIN DEPARTMENT OF
Public Instruction
Jill K. Underly, PhD, State Superintendent

Upcoming Reports and Activities



Membership Audits Due May 2, 2022



Monitor and Amend Current Year Budget

SCHOOL FINANCIAL SERVICES / REVENUE LIMITS / FINAL REVENUE LIMIT WORKSHEETS

Final 2021-22 Revenue Limit Calculation

June 29, 2021

District: District Code:

The following is a breakdown of the expected journal entries related to the June and July General Aid payments, including adjustments for Open Enrollment and Tuition Waiver, Challenge Academy, WPCP/RPCP General Aid reduction, 2X Charter, and Other Adjustments.

June 21, 2021 General Aids Payments (Must be posted as a FY20-21 entry)

| Debits | | Credits | |
|--|----------------|---|----------------|
| 1. June 15th General Aids Deposit Amount | \$5,604,945.40 | 11. June Equalization Aid | \$6,237,934.00 |
| (Cash - Fund 10 Account 711 000) | | (Fund 10 Source 621) | |
| 2. June 15th Deposit Amount - SPED | (\$110,950.00) | 12. June Special Adjustment Aid | \$0.00 |
| (Cash - Fund 27 Account 711 000) | | (Fund 10 Source 623) | |
| | | 13. Integration Transfer - Non-Resident | \$0.00 |
| | | (Fund 10 Source 616) | |

June and July aid withholding

Upcoming Reports and Activities

SCHOOL FINANCE "Multi-tasker" PLANNING CALENDAR

| Month of 2021-2022 | Prior Fiscal Year Activities LAST YEAR | Current Fiscal Year Activities THIS YEAR | Future Fiscal Year Activities NEXT YEAR |
|--|--|---|---|
| MAY/ JUNE | 2020-2021 | 2021-2022 | 2022-2023 |
| ANNUAL DPI REPORTS, DATA CERTIFICA- TIONS, REQUIREMENTS, and OTHER NOTIFICATIONS | <ul style="list-style-type: none"> • LEAs that failed IDEA MOE compliance implement corrective actions • Locate final aid payment withholding file posted to DPI payment webpage • Indirect cost rate adjustment form PI-1162 | <ul style="list-style-type: none"> • Membership Audits Due • Open Enrollment application OPAL locked for aid transfer calculation • PI-1589 Group and Foster Home • PI-7206 19-20 SAGE Classroom Expansion Claim Limited to certain districts, DPI will contact directly • PI-1504 Budget (updates) | <ul style="list-style-type: none"> • WUFAR update for the coming fiscal year |

Upcoming Reports and Activities

YEAR AT A GLANCE: District Financial Reports Due to the DPI SFS Team 7/1/2021 to 6/30/2022 (select non-SFS reports shown in orange, other program-specific reports not shown)

| PI# / Report Title | Purpose / Data Collected | Data Year | Open Date | Due Date | What is affected? | Impact |
|--|--|-----------|-----------|---------------------------------|--|---|
| Debt Schedules (will be moving to WISFIP) | District is responsible to enter or update actual long term debt repayment schedules within 10 days of a change in district debt schedules | | N/A | Anytime | Monthly reporting of district long term debt | Compliance with statutory requirement and reconciliation of Annual Report |
| Referenda: Initial Resolution (will be moving to WISFIP) | Tracking upcoming referenda items | | N/A | Within 10 days of Board passage | Revenue Limit | State Law Compliance |

| | | | | | |
|---------------------------------------|--|--|--|--------|-------------------------------|
| PI-1505 Debt Schedule | District is responsible to enter or update actual long term debt repayment schedules within 10 days of a change in district debt schedules | | | Always | Anytime |
| PI-1572 Referenda: Initial Resolution | Tracking upcoming referenda items | | | Always | W/in 10 days of Board passage |

PI-1505 Debt Schedule Report

Financial Data Home

Financial data, such as **revenues, expenses,** are collected in the following categories. Please

- [Aid Certification](#) (PI-1505-AC)
- [Annual Report](#) (PI-1505)
- [Special Education Annual](#) (PI-1505-SE)
- [Budget Report](#) (PI-1504)
- [Special Education Budget](#) (PI-1504-SE)
- [Tax Levies](#) (PI-401)
- [Debt Schedules](#) (PI-1505-Debt)
- [Referenda](#) (PI-1572) Reporting

Long-Term Debt Issues

Each district must enter all long-term debt amortization (repayment) schedules for all district indebtedness. Please update the information below anytime new data has been amended. Below are the long-term debt issues on record at DPI for this district. The following is a link to the [Annual Debt Service Summary](#).

[All Debt](#) | [Bonds](#) | [Land Contracts](#) | [Notes](#) | [State Trust Fund](#) | [BANs](#) | [NANs](#)

Click on columnar headings to sort the data. Click on a category (located above) to limit display to just that type of long-term debt.

Click on the Issue Date to edit or delete the debt issue. **Click on the Add New Issue** button (located below the grid) to add a debt issue. **Click on the View** button to view the schedule for a given debt issue.

| Long-Term Debt Issues - All Debt | | | | | | |
|--------------------------------------|---|----------------------|--------------------------|----------------------------|-------------------------------|---------------------------------|
| Name | Debt Type ^A _Z ↓ | Fund | Function | Issue Date | Maturity Date | Original Amount |
| | Bond Issue | 39 | 281 | 11/07/1997 | 04/01/2015 | \$2,895,000.00 |
| General Obligation Refinancing Bonds | Bond Issue | 39 | 281 | 01/16/2008 | 10/01/2015 | \$1,505,000.00 |

PI-1505 Debt Schedule Report



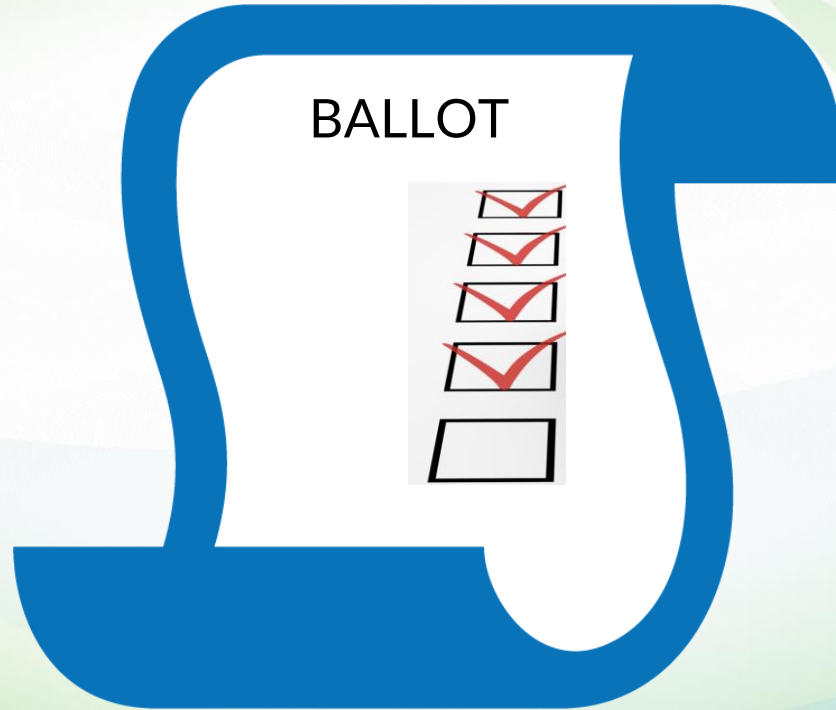
**Report any
changes within
10 days**

Debt Summary for FY 2020-2021

How to Fix a Debt Schedule Error

The most common debt schedule variance relates to the interest payment (to the penny) scheduled in the current period.

Referenda Report PI-1572



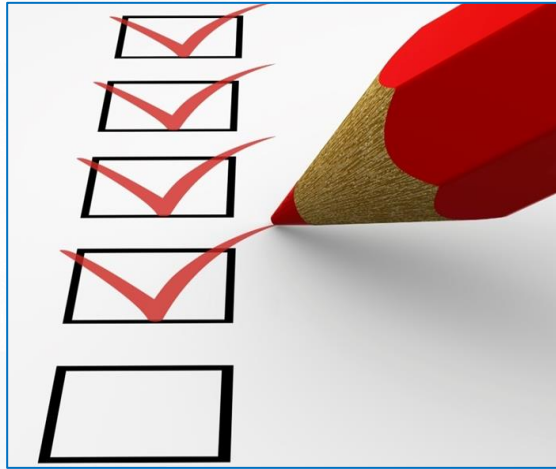
Referenda Report PI-1572



Membership and Pupil Count Changes

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

Open Enrollment




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) | |

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 2022 includes aid eligibility, withheld and paid
- <https://dpi.wi.gov/sfs/finances/aids-register/aid-payment-adj-exp>

Budget Report - WISEdata Finance



**Update with Board
(Amended)
Adopted Budget**

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 an 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**

Early DPI Reports

- **Achievement Gap Reduction (AGR) / SAGE Classroom Expansion – due May 6th**
- **Transfer of Service (PI-5000) opens May**
- **Pupil Transportation**
- **Census**
- **Calendar**
- **Group and Foster home Membership**

Budget Adoption and Amendment



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Budget Adoption, Tax Levy and Amendments

Step #6

Amend the Adopted budget at a school board meeting

Step #5

Adopt a budget at a school board meeting and set the tax levy

Step #4

The electors at the annual meeting vote a tax (Common School districts)

Step #3

The public hearing is held, at which time residents of the district have an opportunity to comment on the proposed budget

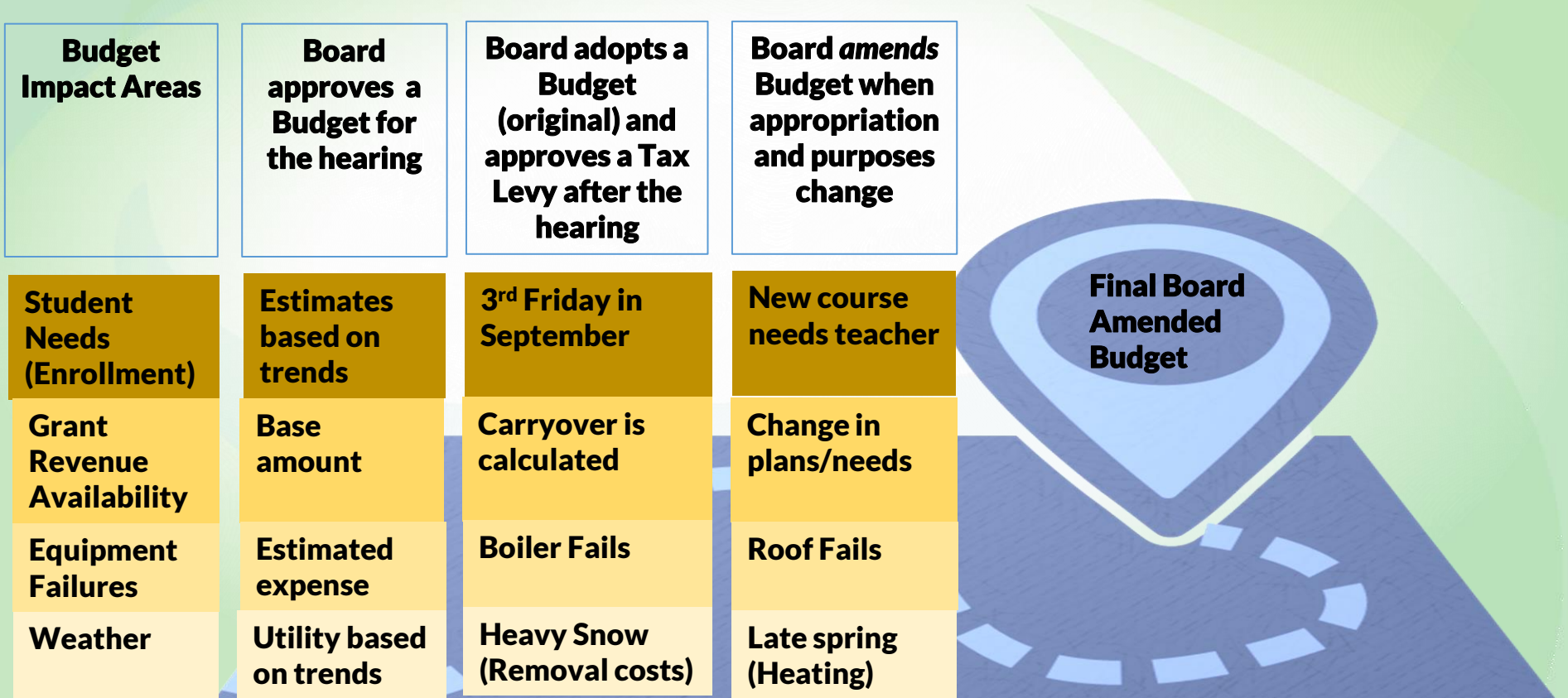
Step #2

Publish a class 1 notice in the newspaper

Step #1

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

2021-22 Budget Changes



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.....

| EXPENDITURES & OTHER FINANCING USES |
|--|
| Instruction |
| 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 |
| Subtotal 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 |
| Subtotal Support Sources |
| Non-Program Transactions |
| 410 000 Inter-fund Transfers |
| 430 000 Instructional Service Payments |
| 490 000 Other Non-Program Transactions |

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)**

Spring Activities Related to the Next Fiscal Year (2022-23)

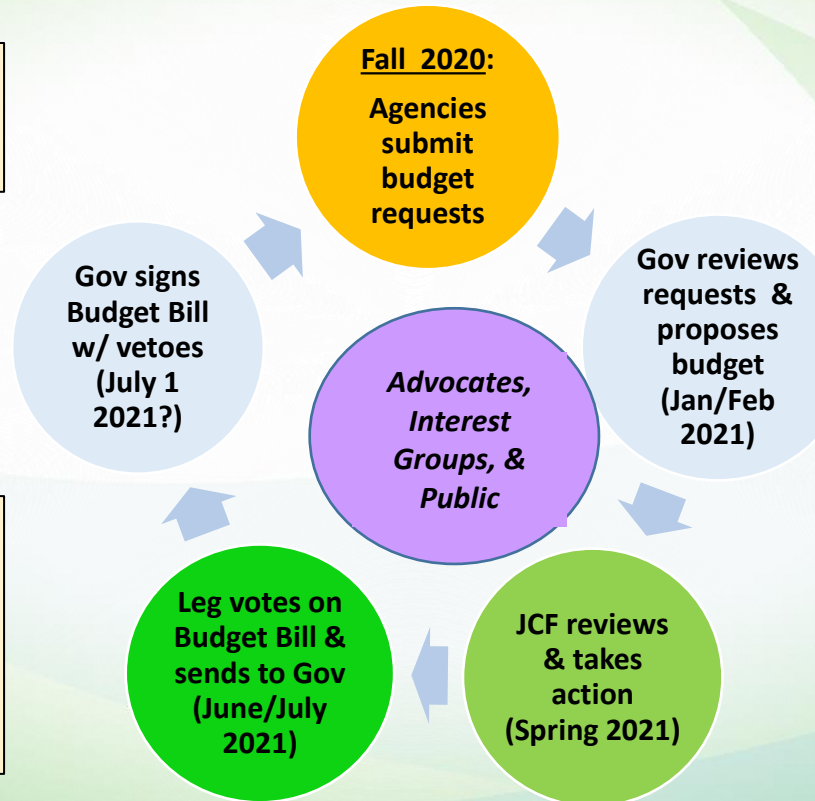


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Impact of State Biennial Budget Cycle

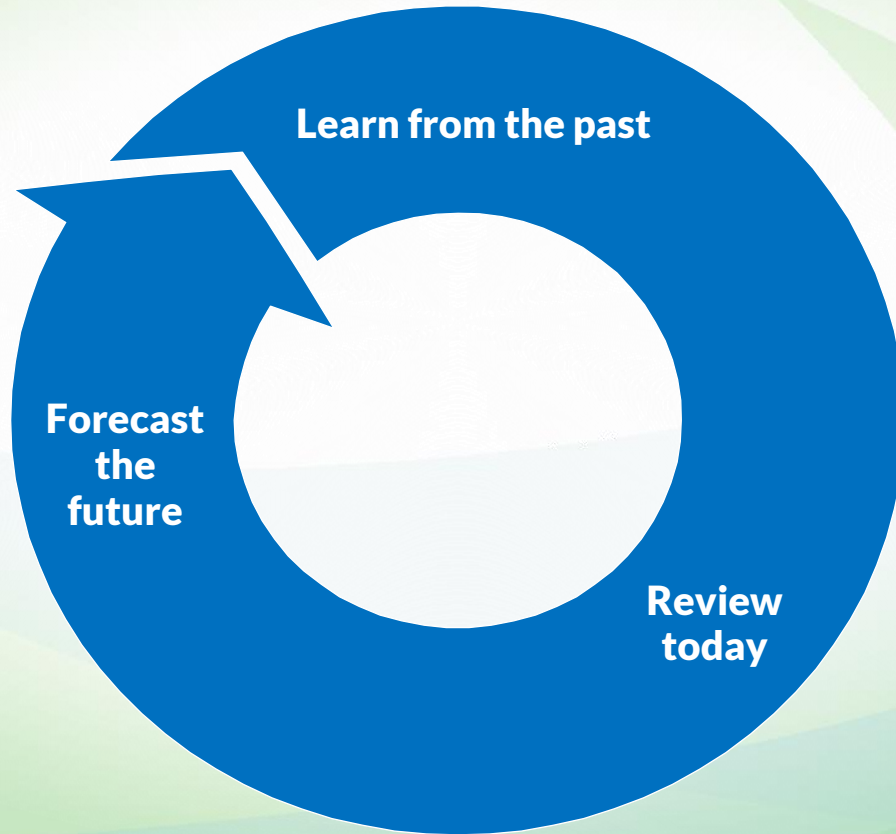
State budget is for a two-year period

Current budget: July 1, 2021 through June 30, 2023

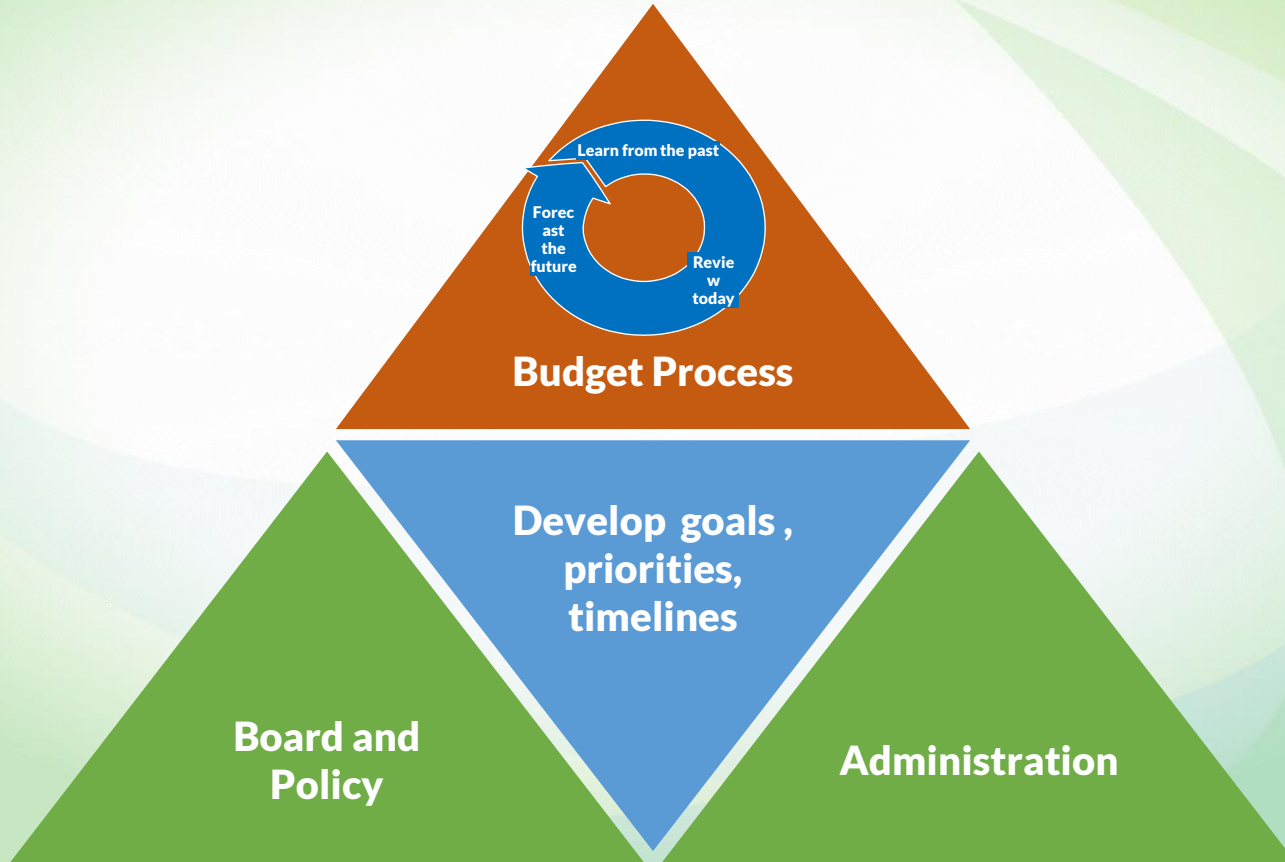


From agency requests to a signed budget bill: 9 to 12 months (or longer)

Budget Planning

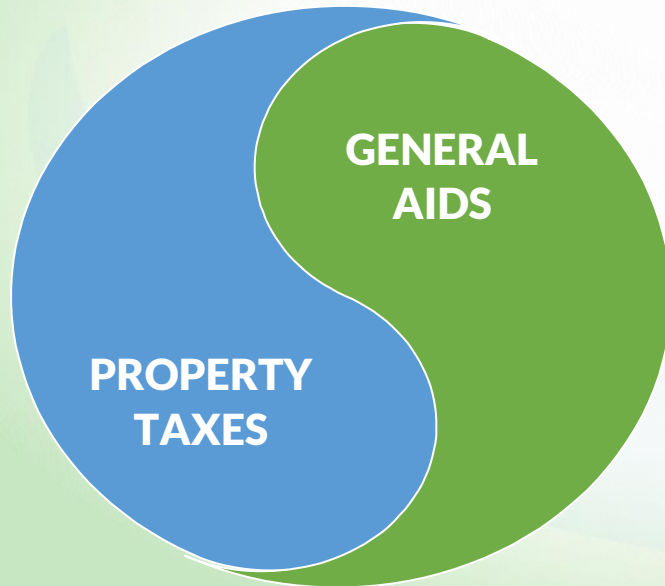


Budget Building

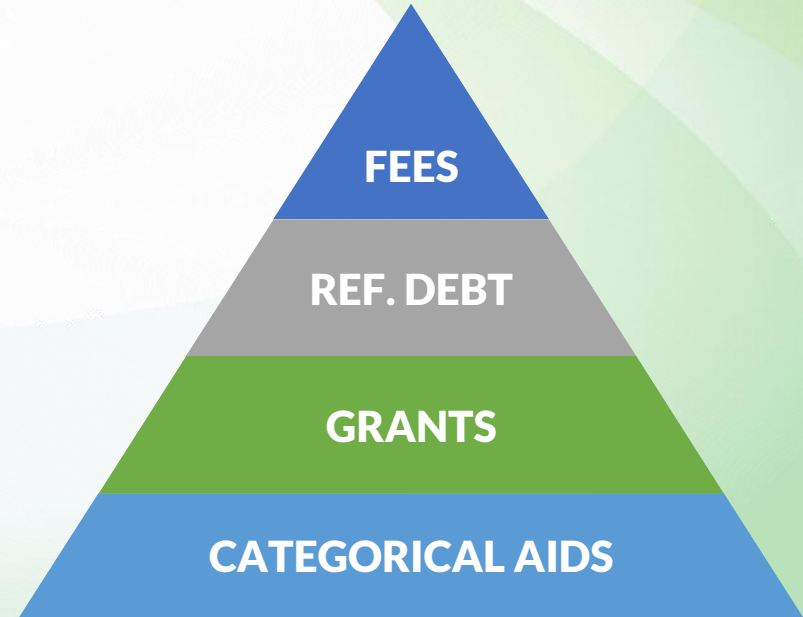


Budget Building- Revenues

CONTROLLED BY REVENUE LIMITS



OUTSIDE REVENUE LIMITS



Budget Building



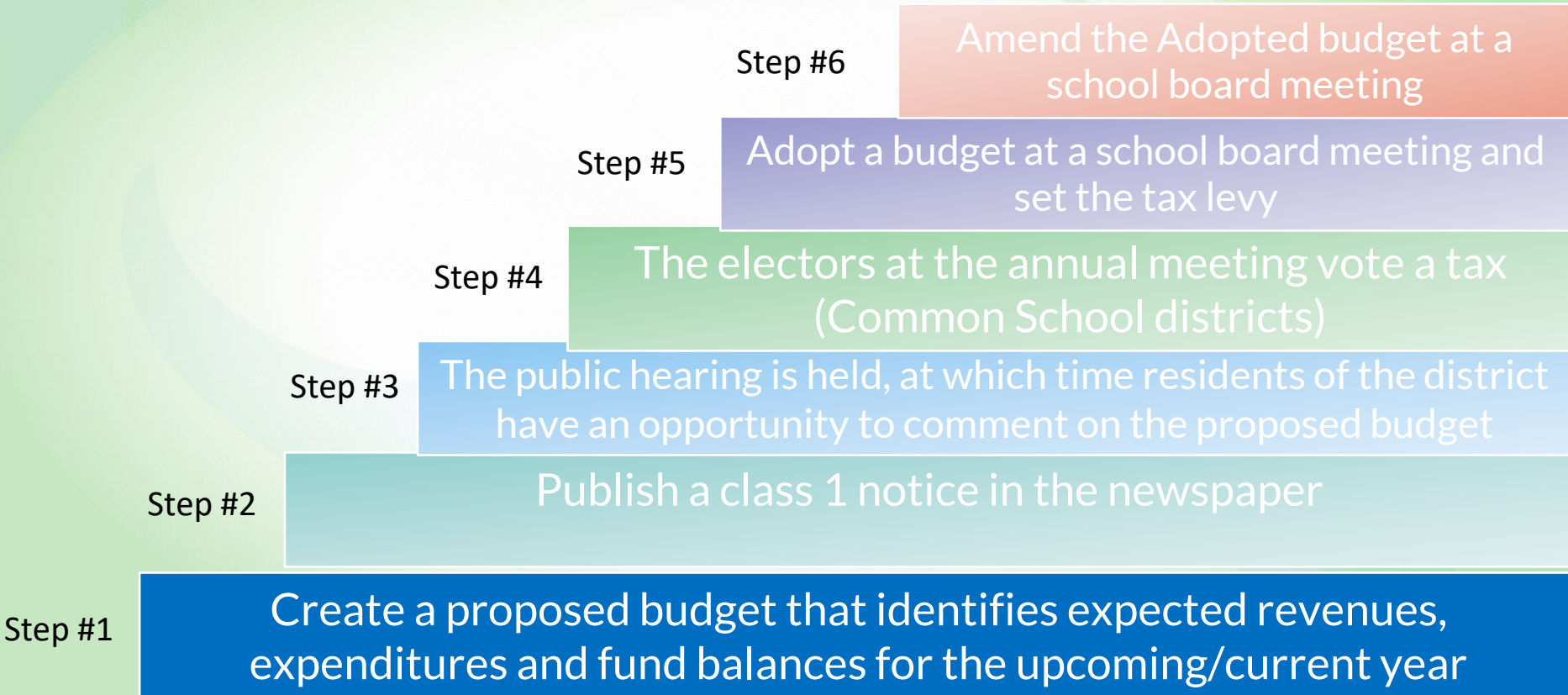
Budget Building - Expenses



Budget Building - Expenses



Budget Adoption, Tax Levy and Amendments



Points to Remember

- **Board approves appropriations and purposes of the budget (authority for spending)**
- **You will often have three budget years cycling at the same time**
- **Statutory requirements, reports, and deadlines**
- **2021-22 Parallel Reporting in WISEdata Finance and SAFR**

Points to Remember

- **Revenue Limits will determine the majority of your resources and pre pops use the data on file at DPI (you need to estimate for 2022-23)**
- **Membership FTE drive the Revenue Limit**
 - **Know your student trends**
- **State aids are paid on prior year data**

Contact Us

- **Team Directory:**

dpi.wi.gov/sfs/communications/staff-directory

- **General Mailbox:** dpifin@dpi.wi.gov