

Fiscal Year at a Glance

WASBO Fall Conference
Year of Success

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School Financial Services

October 6, 2022



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

Reminder: Juggling Three Years

Prior Year 2021-22	<p>Most of your DPI reporting involves submitting prior year data in the fall</p> <p>Affects most current year state aids</p>
Current Year 2022-23	<p>Active budget you are working under</p> <p>Pupil counts are <u>very</u> important!</p> <p>October is about Revenue Limit and Tax Levy</p>
Next Year 2023-24	<p>Budget-building process starts over the winter and goes into the spring and summer</p>

How will I keep track of all this?

- **Fiscal Year at a Glance – Due dates for reports by name & purpose**
- **Fiscal Year "Multi-tasker" Planning Calendar**
- **What to do related to prior year, current year and next year**

dpi.wi.gov/sfs/communications/calendars/overview

July to September: Closing the Prior Year & Third Friday September Count



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Audit

120.14 Audit of school district accounts. In a common or union high school district:

(1) At the close of each fiscal year, the school board of each school district shall employ a licensed accountant to audit the school district accounts and certify the audit. The audit shall include information concerning the school district's self-insurance plan under s. 66.0137 (4m) or 120.13 (2) (b), as specified by the commissioner of insurance, and information about expenditures for community programs and services under s. 120.13 (19). If required by the state superintendent under s. 115.28 (18), the audit shall include an audit of the number of pupils reported for membership purposes under s. 121.004 (5). The cost of the audit shall be paid from school district funds. Annually by September 15, the school district clerk shall file a financial audit statement with the state superintendent.

Purpose of the Audit



Phases of the Audit

- **Planning**
- **Preliminary Fieldwork**
- **Final Fieldwork**
- **Communication with Management**



Audit Preparation



Audited Financial Statement Submission

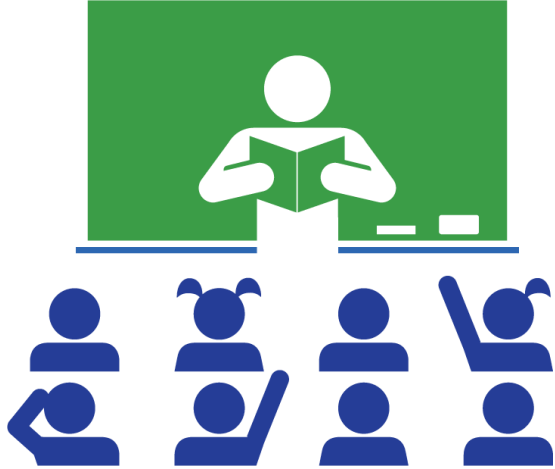


- 2021-21 audits are due to DPI by December 15, 2021
- This is a school board requirement

Prior Year DPI Reports

	PI # / Report Title	Purpose / Data Collected	Report Year	Open Date	Due Date	What is affected?	Impact
MANDATORY	PI-1547 Transportation (Regular)	Ridership data for the regular school-year (number of pupils transported by mileage category)	2021-22	6/30/2022	7/15/2022	Regular Transportation Aid	January 2023 Transportation Aid Payment (not High Cost)
	PI-1505 Calendar	Days and hours of instruction	2021-22	6/8/2021	8/19/2022	State Aid and Federal Reporting	N/A
	PI-1505 Census	Data on the number of district residents ages 4 through 20 as of June 30, 2022	2021-22	4/8/2021	8/19/2022	Common School Fund - School Library Aid	April 2023 Common School Fund Payment
	PI-1505 AC Aid Certification	District revenue/expenditure data; "preliminary" Annual Report to meet statutory deadline of September 1st	2021-22	7/20/2022	8/26/2022	General Aids Calculation	Oct. 15, 2022 and Final Gen. Equalization Aid (Spring 2023) Eligibility
As App.	Energy Efficiency Reporting	To update utility savings for districts that issued debt under an energy efficiency resolution	2022-23	Always	9/1/2022	Revenue Limit	Calculation of the correct Revenue Limit exemption
MANDATORY	PI-1506 AC AUDITOR Aid Certification	Auditor reported revenue/expenditure data; The District's PI-1505 Annual must match the PI-1506-AC Report	2021-22	7/20/2022	9/23/2022	General Aids Calculation	Oct. 15, 2022 and Final Gen. Equalization Aid (Spring 2023) Eligibility
	PI-1506 FB AUDITOR Ending Fund Balance	District Fund Balance data, is an auditor report, but the district's Annual Report must match the PI-1506 FB report	2021-22	7/20/2022	9/23/2022	General Aids Calculation	Oct. 15, 2022 and Final Gen. Equalization Aid (Spring 2023) Eligibility
As App.	PI-5000 Transfer of Service Part A	Formal request for a Transfer of Service Exemption to the Revenue Limit (including narrative requests)	2022-23	6/1/2021	9/16/2022	2021-22 Revenue Limit	Step 1 of 3 step process
MANDATORY	PI-1505 Annual Report	All district revenue/expenditure data; "complete" Annual Report	2021-22	7/20/2022	10/7/2022	State Aid and Federal Reporting	Validation of PI-1506 auditors' reports
	PI-1505 SE Special Ed Annual	District detailed special education (Fund 27) expenditure data	2021-22	7/20/2022	10/7/2022	Special Education and School-Age Parents Aid; IDEA Maint. of Effort	2022-23 Spec Ed Aid payments; 2021-22 IDEA MOE compliance
As App.	PI 5000 Transfer of Service Part B	Confirmation of student information by other Wisconsin school districts	2022-23	6/1/2022	9/23/2022	2021-22 Revenue Limit	Step 2 of 3 step process
MAND.	WISEgrants	End of the GEER and ESSER I Performance Period 9/30/22 (allocations obligated by 9/30/22 and liquidated by 11/22/22)	2021-22	N/A	9/30/2022	Federal Grant Claim Revenue	Federal reporting requirements on stimulus programs
	WISEgrants	Final federal grant claims for 2021-22 (including ESSER/GEER programs)	2021-22	N/A	9/30/2022	Federal Grant Claim Revenue	Annual reporting, district financial statements
As App.	PI-5000 Transfer of Service Part C	Submission of Transfer of Service total requests	2022-23	6/1/2022	9/30/2022	2021-22 Revenue Limit	2022-23 Revenue Limit TOS Adjustment
MAND.	School Level Annual Report (WISEFIP)	Financial Transparency Report of Per pupil expenditures by Location (ESSA)	2021-22	7/20/2022	10/14/2022	Federal Reporting Requirement for ESSA	ESSA Compliance
As Applicable	PI-1804/1805 Summer & Interim Session FTE	MEMBERSHIP: summer and interim session classes, completed prior to September 1st, minutes and fee data.	Summer 2022, Interim 2022-23	8/15/2022	9/30/2022	Equalization / General Aid and Revenue Limit	2022-23 Revenue Limit and 2023-24 General Equal. Aid
	PI-1547 SS Summer and Interim Session Transportation	Ridership data for the summer/interim session (number of pupils transported by mileage category)	Summer 2022, Interim 2022-23	8/15/2022	9/30/2022	Regular Transportation Aid	January 2024 Transportation Aid Payment (not High Cost)
MAND.	PI-1563 Pupil Count-September	MEMBERSHIP: 3rd Friday in September pupil count for Revenue Limit and General Equalization Aid	2022-23	9/16/2022	9/30/2022	Equalization / General Aid and Revenue Limit	2022-23 Revenue Limit and 2023-24 General Equal. Aid
	PI-1563 Challenge Academy-September	MEMBERSHIP: District residents enrolled in Youth Challenge Academy	2022-23	9/16/2022	9/30/2022	Equalization / General Aid and Revenue Limit	2022-23 Revenue Limit and 2023-24 General Equal. Aid
Applicable	PI-1588 Supplemental Aid	Enrollment, tax-exempt property & district area	2021-22	Manual form	10/14/2022	Supplemental Aid	October 2022 Supplemental Aid Payment
	PI-1541 Inter-district	Expenditure data pertaining to Inter-district Aid (certain districts only)	2021-22	Manual form	10/14/2022	Compliance	Required under s.121.87(1)(1), Wis. Stats.

Third Friday of September Count



Membership vs. Enrollment

MEMBERSHIP



- Where kids live
- Drives district revenues

ENROLLMENT



- Where kids learn
- Drives district expenses

This Year Affects the Future

School Year	Membership Data Funding Impacts
2022-23	Revenue Limit (1/3 of 3-year average membership) ...and Tax Levy Per Pupil Aid (also uses 3-year average)
2023-24	General State Aids (last year's membership) and Revenue Limit (3-year average)...and Tax Levy Per Pupil and Other Categorical State Aids
2024-25	Revenue Limit and Per Pupil Aid
2025-26	Revenue Limit (starts with comparison to the previous year's 3-year average)

October to December: Budget & Tax Levy



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The Bottom Line



General State Aids function as tax relief under the Revenue Limit.

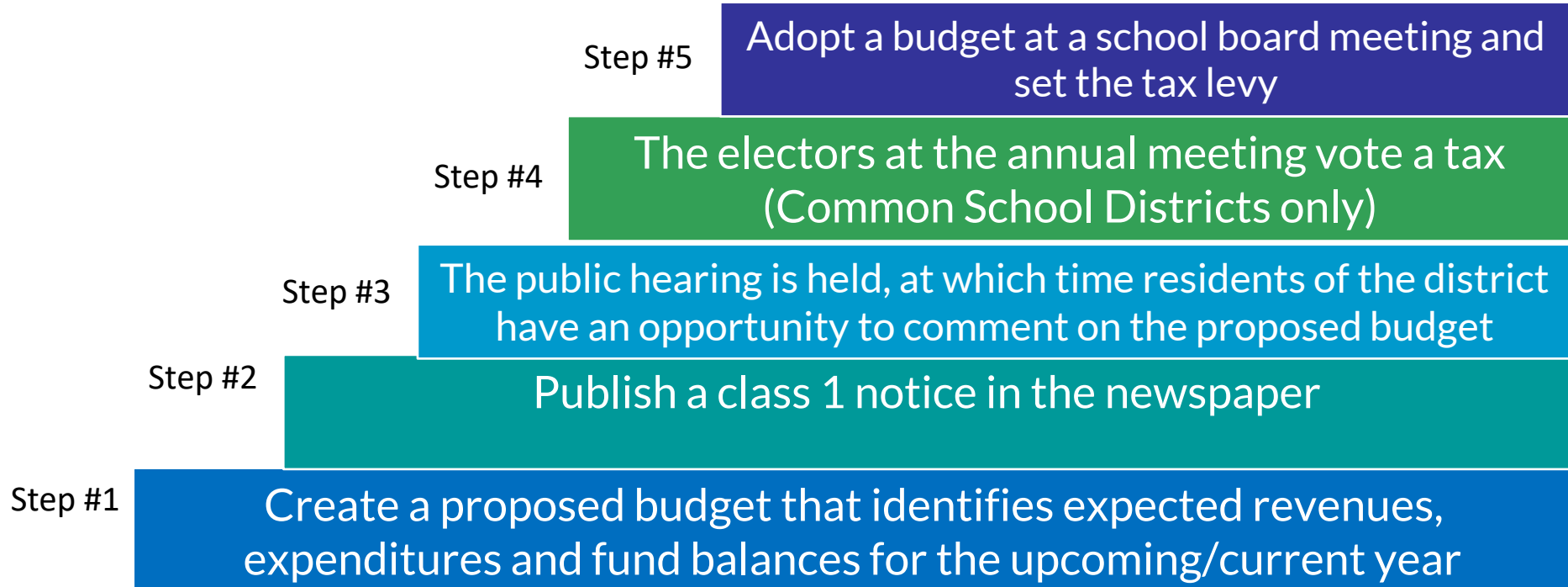
October 15 Aid Certification

- On October 14th, the School Financial Services team will release the district's current year General School Aid Certification.
- This amount represents the amount of General Aid the district is eligible to receive during the current year. Adjustments could reduce, such as Open Enrollment, new Independent charter and Private School Voucher deductions.
- This number is what is used in the current year Revenue Limit Worksheet.

October 15 Revenue Limit Worksheet

- **On October 14th, the School Financial Services Team posts a pre-populated Revenue Limit Worksheet**
- **Review for accuracy data used to populate the worksheet**
- **Remember that the calculation is yours until DPI does the final, official version in May**

Overview: Budget Adoption and Tax Levy



Tax Levies by Fund

INSIDE THE LIMIT	OUTSIDE THE LIMIT
Fund 10 – General Fund	Fund 39 – Referendum Debt Service Fund
Fund 38 – Non-Referendum Debt Service Fund	Fund 80 – Community Service Fund
Fund 41 – Capital Expansion Fund	Tax Chargebacks (Fund 10)

Tax Levy Helpful Hints

- Figure out your Fund 38 and Fund 41 levies before Fund 10
- Levy non-referendum debt service directly into Fund 38
- Adopt separate Fund 38 and Fund 39 debt levies

Tax Levy Helpful Hints

- Budget is school year but debt service is calendar year

This year's levy is part of the 2022-23 budget

The levy pays for your March 2023 & September 2023 debt service payments

Money for the September 2023 payment is part of 2022-23 year-end fund balance

Tax Levy Helpful Hints

- **ASK FOR HELP**
 - Your first tax levy can be scary...
 - But there are resources for help
 - Your neighbors had their own first tax levies and most are glad to help if you reach out
 - Call the SFS Team if you still aren't sure about something...better to fix it on the front end!

PI-401 Tax Levy Report for 2022-23

- Levy set by Nov. 1
- Report due Nov. 4
- PI-1508 forms to local municipalities by Nov. 10

FY 2019-2020 Tax Levies

Helpful Links

- [Edit Results](#)
- [Reasonability Check](#)
- [Rounding](#)
- [Audit Trail](#)
- [Contact Page](#)
- [Referendum Approved](#)
- [How to Use this Wizard](#)
- [PI-1508 Forms](#) 
- [Certification Page](#)
- [How to Change Names on the Reports](#)

Review Answers

PI-401			
Account	Description	Revenue Limit Worksheet Line	Amount
10R-000000-211	General Fund Operating Levy	Line 14A	1,328,227.00
38R-000000-211	Non-Referendum Debt Levy	Line 14B	0.00
41R-000000-211	Capital Expansion Fund Levy	Line 14C	0.00
Total Revenue Limit Levies:			1,328,227.00
10R-000000-212	Property Tax Chargebacks	Line 15C	0.00
39R-000000-211	Referendum Approved Debt Levy	Line 15A	690,000.00
80R-000000-211	Community Service Fund Operating Levy	Line 15B	65,000.00
Total Certified Tax Levies:			2,083,227.00

Budget Reporting in WISEdata Finance

- **PI-1504 Budget Report is retired**
- **For the 2022-23 school year, the statutory requirement will be met if your district transmits budget data to WISEdata Finance by December 1**

January to June

Current year reports and activities



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DPI Reports and Requirements

- **2nd Friday in January membership count - PI-1563**
- **Possible selection for Membership Audit**
- **Debt Schedule Reporting (year round)**
- **Referendum Reporting (year round)**

January Pupil Counts PI-1563



Membership Audit



On or about February 1st, the School Finance Team will announce which districts are required to have a membership audit



The district's auditor will verify the district's reported counts for:

- 3rd Friday in September
- 2nd Friday in January
- Summer and Interim Session (as well as fees)

Referenda Report PI-1572

BALLOT



Referenda Report PI-1572



Debt Issues

- **Debt schedules must be reported to DPI within 10 days for all issues:**

New debt

Refinancings

Bond Anticipation Notes (BANs)

Debt Issues


- Review debt information on our **WUFAR Issues & Examples** page

dpi.wi.gov/sfs/finances/wufar/accounting-issues-examples

Energy Efficiency Savings Reporting

SCHOOL FINANCIAL SERVICES / REVENUE LIMITS / EXEMPTIONS / REVENUE LIMIT EXEMPTION FOR ENERGY EFFICIENCIES

Revenue Limit Exemption for Energy Efficiencies

NEW: Districts are no longer able to enter energy efficiency data into the School Finance Portal for the portal has been closed per 2017 Wisconsin Act 59 (2017-19 Budget). Districts may review their utility savings by going to the SAFR Reporting Portal at <http://dpi.wi.gov/sfs/reporting/safr/overview>. However, Districts who need to update their energy efficiency utility savings, or have other related questions are to contact Roger Kordus at 608-267-3752 or roger.kordus@dpi.wi.gov 

ENERGY EFFICIENCY EXEMPTION (EEE) TO THE REVENUE LIMIT B... 2017 WISCONSIN ACT 59

Budget Amendments

March, 2019				
SAMPLE: PUBLISHED NOTICE OF BUDGET CHANGES - STATUTE 65.90(5)(a)				
EXAMPLE: CHANGE IN ANTICIPATED REVENUES AND/OR EXPENDITURE APPROPRIATIONS				
On "Line Item" enter name of account being amended.				
NOTICE OF CHANGE IN ADOPTED BUDGET SCHOOL DISTRICT OF ANYPLACE				
Notice is hereby given, in accordance with the provisions of Wisconsin Statute 65.90(5)(a), that the School Board of Anyplace, on date, adopted the following changes to previously approved budgeted 20XX - XX amounts. The following presents only adopted budget line items with changes. Unchanged line items are not presented.				
GENERAL FUND				
LINE ITEM	ACCOUNT CODE	PREVIOUS APPROVED AMOUNT \$	AMENDED APPROVED AMOUNT \$	CHANGE \$
Anticipated Revenue:				
Taxes	Enter	0.00	0.00	0.00
State Aid -General	Enter	0.00	0.00	0.00
Total Anticipated Revenue		0.00	0.00	0.00
Expenditure Appropriations:				
Undifferentiated Curriculum	Enter	0.00	0.00	0.00
Regular Curriculum	Enter	0.00	0.00	0.00
Business Administration	Enter	0.00	0.00	0.00
Total Expenditure Appropriations		0.00	0.00	0.00
Projected Ending Fund Balance:				
Fund Balance, Restricted	Enter	0.00	0.00	0.00
Projected Ending Fund Balance	Enter	0.00	0.00	0.00

Changes in amount of appropriation and purposes (functions) must be approved by a two-thirds vote of the full school board.

Budget Amendments

- **We will be asking for complete & current 2022-23 budget data in spring 2023 for the July 1 aid estimate for 2023-24.**

January to June: Planning for Next Year



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2022-23 Budget Development



2022-23 Budget Development



Final Aid & Revenue Limits

- **Final determinations of General Aids & Revenue Limits are made in May**


What should your aid eligibility have been vs. the October 15 certification?

Did you levy over your max?

Final Aid & Revenue Limits

- **General Aids: October-to-Final**
adjustments applied to the next year
- **Revenue Limits: “Overlevy”** is a dollar-for-dollar penalty against next year’s aid & revenue limits

Points to Remember

- **Statutory requirements, reports, and deadlines**
 - **The SFS Team & our website are a resource**
 - **Board approves appropriations and purposes of the budget (authority for spending)**
 - **Membership FTE drives most of your funding**
 - **Revenue Limits will determine the majority of your resources and pre pops are available**
- 

If You Haven't Done It Yet...



- **Subscribe today!**

dpi.wi.gov/sfs/communications/bulletins

Contacting the SFS Team

- Email: dpifin@dpi.wi.gov
- Phone: (608) 267-9114
- Web: dpi.wi.gov/sfs

Team Directory:

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

My Contact Information

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Thank You!

