

# **ODE EMIS MANUAL**

## **Section 7.1: Five-Year Forecast Overview**



**Version 2.1**  
April 5, 2016

## REVISION HISTORY

The revision history sections of the EMIS Manual provide a means for readers to easily navigate to the places where updates have occurred. Significant changes and updates are indicated through red text for additions and strikethroughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

Version	Date	Effective Date (FY & Reporting Period)	Change #	Description
<u>2.1</u>	<u>4/5/16</u>	<u>FY16</u>		<u>Added Coming Changes section.</u>
<u>2.0</u>	<u>12/13/15</u>	<u>FY15H</u>		<u>Updated language to reflect shift from reporting periods to FY15 reporting.</u>

## COMING CHANGES

The coming changes sections of the EMIS Manual provide a means to share with the field currently known information about upcoming changes. The final details of these changes have not all been determined at this time, however, those currently known are included here. Once all relevant details of the change(s) are known, the main text of the EMIS Manual section will be updated and the change(s) will be removed from this list.

At this time, there are no known FY16 EMIS changes that will impact the Five-Year Forecast Overview.

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## 7.1 FIVE-YEAR FORECAST OVERVIEW

### *General Guidelines*

The five-year forecast is a financial projection required by Sub. HB 412. For details or assistance in preparing the forecast contact the State Auditor's Office or the Office of School Finance. The Auditor's Office maintains a web site with the latest HB 412 information at: Auditor's HB 412 Information.

A five-year forecast is required of all city, local, exempted village school districts, joint vocational (see ORC §5705.391 and 3301-92-04 of the Ohio Administrative Code). The five-year forecast consists of three years of historical data, projections for the current year and four ensuing years, the ADM forecast, and a summary of key assumptions. For details or assistance in preparing AMD forecasts contact your Area Coordinator or the Office of School Finance.

The initial five-year forecast must be submitted through EMIS by October 31 of each year (~~reporting period~~collection request P). Districts are also required to submit an updated forecast through EMIS between April 1 and May 31 of each year. Both the five-year projections and the forecast notes must be successfully submitted to EMIS in order to meet these statutory requirements.

The record layout is in standard EMIS format. Because the source of this data is likely to be a spreadsheet application, the EMIS Software used by the ITC will also accept this data as a comma-delimited file. See desc\_forecast\_rec for the detailed record layout. The fields required on the Five-Year Forecast Record are described in the Five-Year Forecast sections of the ODE EMIS Manual.