

May #2, 2013; Volume IX Issue 7
Information for Ohio School Treasurers

Inside this issue

Home

- Expenditure simulations to be available
- New and improved ODE website preview now online
- Changes to district contracts with education service centers are coming
- Tangible personal property reimbursement scheduled
- School district projections based on House budget are available
- System is open for nonpublic administrative cost reimbursements

Reminders

- State fiscal year-end closing procedures announced
- ARRA 1512 quarterly reporting period to be June 3-21
- Make updates to five-year forecasts by May 31
- Prepare now for T2 reports

Resources

- Compare Ohio's education revenue to other states
- FY2012 transportation cost reports are posted
- Online grants management courses available to federal grant recipients
- Facts about changes in education, Local Report Card are available
- iLearnOhio is accepting applications for advanced placement tuition waivers

Race to the Top (RttT)

- New budget allocations announced
- FY2013 budget amendment deadline announced
- Schedule for FY2014 budget allocations in CCIP announced
- Year 4 budget Excel templates uploaded for participating education agencies

Home

Expenditure simulations to be available

The Ohio Department of Education will be making available for treasurers the week of May 28 the reports for each school district on expenditures using FY2012 data. Treasurers will receive email notification from their district's Information Technology Centers about the report, which will show the expenditures for each of the new federally aligned categories; the subtotals for classroom instructional, non-classroom and excluded expenditures; and the per-student amounts for each of these. Also given on the report is the percent of operating expenses used for classroom instructional and non-classroom purposes. For comparison, statewide averages for each of these expenditures are posted [here](#). There is a report for each city, exempted village, local, and joint vocational school district, as well as each community school.

Each treasurer should review his or her district's FY2012 report. If any numbers seem odd or incorrect, you can review the school district's coding and ODE's crosswalks and consider corrections for FY2013 reporting that will start after July 1. The FY2012 data will not be posted on ODE's website nor used for rankings, but the FY2013 data will be.

Please keep checking the [expenditure rankings Web page](#) for updated materials. In addition to revised crosswalks that include clarification of equipment spending, available here now is a recording of the webinar on USAS coding changes and reporting categories, as well as an explanation of the FY2012 data and statewide comparison data. Coming soon will be a link to the revised USAS Manual on the Auditor of State website and a Q&A document.

Changes to district contracts with education service centers are coming

The budget bill now under consideration by the legislature includes changes to contracting and payments for Educational Service Centers. In the version of the bill passed by the Ohio House, the department would cease calculating payments to

service centers that are deducted from the client districts, known as the \$6.50 per pupil and supervisory allowance. Instead, each service center and district that have a “primary service agreement” would agree on a contract amount, and report that to the department for payment and deduction. We have received many questions and concerns about this change and its timing. Once the budget bill passes, the department will work with service centers and districts to give them direction on the documents required to make the proper payments and deductions, along with due dates. It is likely that the agency will continue to make initial payments for the first few months in FY2014 based on FY2013 amounts, and then update and reconcile after the document deadlines.

New and improved ODE website preview now online

The department is pleased to share with you a preview of our new website. You can access the site by going to our existing webpage at education.ohio.gov and clicking on the *Preview* link or banner at the top of the page. You also can reach the site directly at <http://preview.education.ohio.gov/>.

The department built the new website using data and ideas from representatives of the more than three million people who used our website each year. Tests with parents and educators have garnered positive reactions, but your feedback is welcome as well. Here are some features that will make the site easier to use:

- The site’s content is organized by what users say they need, instead of the department’s internal organizational structures;
- Topics and quick links found on the home page provide a list of the most frequently accessed information;
- A “How do I?” function directs users to answers for the most frequently asked questions;
- A greatly improved search feature helps in more easily finding relevant information;
- Thousands of outdated items have been removed;
- Page loading is much faster, even during peak usage times;
- It is easier to share individual pages with colleagues through social media and email;
- Pages can be printed more easily; and
- The site auto-adjusts how its pages display to accommodate smartphones and tablet computers.

On May 29, the new website will become ODE’s official Web home and the existing system will move to archive status. While many existing links will automatically connect to the new website, some bookmarks may need to be changed.

The department values the time you and your staff spend each day supporting Ohio’s children, and we hope the new site will assist in that work. If you have additional ideas or suggestions about the new website, please send it to WebCommSupport@education.ohio.gov.

Tangible personal property reimbursement scheduled

The second FY2013 scheduled Tangible Personal Property (TPP) phase-out reimbursement distribution will take place this month. The first round of the reimbursements was distributed in November 2012.

School district projections based on House budget are available

To view what state funds would be available to your district in the House version of the FY2014-2015 budget bill, click [here](#) for the Finance and Appropriations Committee hearing minutes and look under the April 9 heading. For a comparison between Governor Kasich’s budget proposal and Am. Sub. House Bill 59, please click [here](#). The bill is now under review in the Senate and is not expected to be final until June 30.

System is open for nonpublic administrative cost reimbursements

The School Finance Payment System will be open for mandated nonpublic administrative cost reimbursements applications (SF-240) from June 1 to July 31. The SF-240 is located in the system and can be accessed through the district’s SAFE account.

Reminders

State fiscal year-end closing procedures announced

As in the past, the state’s accounting system will stop processing payments in mid-June for routine fiscal year-end closing procedures. Therefore, the department must adjust its timetable to approve payment cash requests before the fiscal year ends. To ensure timely payment, the ODE Office of Grants Management must receive July project cash requests by the following dates:

- Paper requests (PCRs) by **June 6**; and
- Requests through the CCIP by **June 13** at 11:59 p.m.

The Office of Grants Management will process the requests as quickly as possible. **To expedite the process, please**

include support documentation if requests require justification or are being submitted for reimbursement.

Cash requests received after these deadlines cannot be guaranteed to be paid before the statewide shutdown and therefore will be made when the state accounting system is back online.

Please remember that all cash requests must comply with the provisions of the Cash Management Improvement Act (34 CFR 80.21). To receive approval consideration, cash requests must be made for immediate needs for the month requested. If a submitted cash request does not comply with the standards, it will be returned unapproved and may not be paid until after July 1. questions regarding your cash requests, please contact the Office of Grants Management at (614) 752-1483.

ARRA 1512 quarterly reporting period to be June 3-21

The American Reinvestment and Recovery Act (ARRA) 1512 Quarterly Survey will launch June 3 for activity through the first quarter of calendar year 2013. All local education agencies receiving ARRA funding through Race to the Top (RttT), School Improvement Grants (SIG) and the Teacher Incentive Fund are required to report their data through this survey. Title I, Title II-D (non-ARRA) and Ed Jobs do not have to report since those grants are now closed.

Please note that those districts that receive FY2013 ARRA/SIG competitive 1003(g) funds for approved SIG buildings may still obligate those funds through Sept. 30, 2013.

For further assistance with the reporting survey, please see information under heading *Data and Reporting Guidance* on the Stimulus Updates Web page [here](#). The survey will remain available through close of business on **June 21**; no submissions can be accepted after that time. Please direct any questions concerning the ARRA 1512 reporting to recovery@education.ohio.gov.

Make updates to board-approved five-year forecasts by May 31

All city, local, exempted village and joint vocational school districts are required to submit an updated five-year forecast by **May 31**. The forecast should be approved by your board and submitted electronically through EMIS. Traditional districts are reminded of the following details regarding their submissions:

- While the numeric five-year projections **must** be submitted through EMIS, districts continue to have the **option** of submitting forecast assumptions in PDF format via email. If choosing the email option, please be sure that your EMIS assumption submission section has this text: "*Please visit the Ohio Department of Education website at <ftp://ftp.ode.state.oh.us/geodoc/5-yrForecast/>."*
- PDF files should have this naming convention: **DISTRICT_NAME-IRN**, where all parts of the name are separated with an underscore followed by a dash and the IRN, with no spaces. For example, Newton Falls Exempted Village School District would be named NEWTON_FALLS-045567 and Newton Local would be NEWTON-048637. Note that school district type (city, local, exempted village, joint vocational) should **not** be part of the file name. Email PDF assumptions to Sonja Hunter at sonja.hunter@education.ohio.gov.

Community schools need only update their five-year forecasts if there are changes to their October submissions. An update to a community school five-year forecast will need to be reviewed and approved by the school's governing authority and submitted to the Office of Community Schools (**not** through EMIS) before May 31. Community school five-year forecasts and questions should be directed to mary.cotton@education.ohio.gov.

Prepare now for T2 reports

The T2 report for FY2012 is due on Aug. 1. While that date may seem far away, now is the time to plan the data summary reports and other account summaries that will be needed. This report is the mechanism that collects all pupil transportation costs and reports them to the department. Special education transportation costs are particularly dependent upon this report.

Resources

Compare Ohio's education revenue to other states

The U. S. Census Bureau just released on their [website](#) the annual report Public Education Finances: 2011. The report gives state-by-state data on education revenue and spending, including per-pupil amounts.

FY2012 transportation cost reports are posted

Two [transportation cost analysis reports](#) are available for FY2012. First, the reimbursement analysis report details all costs and ridership reported by the district. Also, the cost analysis reports detail operating costs for students who ride yellow school buses.

Online grants management courses available to federal grant recipients

Online courses about grant administration are now available to provide technical support and information to U.S. Department of Education grant recipients. The Risk Management Service, Office of the Deputy Secretary of Education, encourages all recipients of U.S. Department of Education grants to take advantage of this opportunity to increase their awareness of proper grant management. The five courses, which are described in more detail [here](#), are: Discretionary Grants Administration, Formula Grants Administration, Internal Controls, Cash Management and Indirect Costs.

ilearnOhio is accepting applications for advanced placement tuition waivers

Under the direction of the Ohio Board of Regents, *ilearnOhio* is offering one-time funds for Ohio high school students (public and private) who want to enroll in online advanced placement (AP) courses at little to no cost to the student or school. A student may receive only one Digital AP Tuition Waiver and must attend a public or private Ohio high school or be homeschooled with an Ohio school of residence. A school official must complete the application for the student through *ilearnOhio*. The district or school (or school of residence for homeschooled students) enrolling the student shall award the student credit for successful completion of the course. For more information, please contact the program office at web@ilearnOhio.org or visit the [ilearnOhio](#) website.

ilearnOhio is accepting applications for the Digital AP Tuition Waiver to begin anytime now through this fall. For students who want to enroll in an online AP course for the next academic year, now is the time to begin considering this option. Interested applicants also may wish to inquire how this program may apply to students enrolling in postsecondary education option (PSEO) programs.

Race to the Top (RttT)

New budget allocations announced

The revised four-year budget allocations for currently participating local education agencies are now posted on the Race to the Top [website](#). These allocations reflect adjustments the department made to redistribute unused funding. The last round of updated budget allocations was posted on May 1. Due to the possibility of participants withdrawing from RttT during Year 4 of the grant, the department will need to update the budget allocations more frequently than in previous years. When future revised budget allocations are made, you will be asked to review the revised allocation amounts.

FY2013 budget amendment deadline announced

Districts have until June 24 to submit any budget allocation changes in the CCIP through the amendment process. CCIP budget allocations for FY2013 must be in a status of "final approved" on June 30. Final expenditure reports will be due in the CCIP between July 1 and Sept. 30. For districts that are receiving RttT funding outside of the CCIP system (e.g. an RttT Innovative Grant), please remember that the paper final expenditure reports also are due between July 1 and Sept. 30.

Schedule for FY2014 budget allocations in CCIP announced

The RttT budget allocation for FY2014 will be loaded into the CCIP by June 24. These budget allocations will not include any carryover funding from FY2013. Carryover or unused funding from FY2013 will be loaded into the FY2014 budget allocation once the final expenditure report has been approved by the Office of Grants Management. You are strongly encouraged to obtain budgetary approval on FY2014 budget allocations on or after July 1, 2013, and then obtain a secondary approval once the FY2013 carryover funds are included into the FY2014 budget allocation in CCIP.

Year 4 budget Excel templates uploaded for participating education agencies

The department is assisting with Year 4 budgets by uploading a Year 4 Excel budget template in the Collaboration Center (SharePoint). The Year 4 budget template is uploaded and placed into the Year 4 budget folder for each RttT participating agency. Districts are responsible for updating their budgets using the template with the actual expenses for the first three years of RttT. Budget templates will need to be fully updated after the carryover from FY2013 has been approved and placed into the FY2014 budget allocation in CCIP.

For more information, contact your [area coordinator](#) or the ODE staff member below.

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