EMIS Change 27-16
This change updates "Five-Year Forecast" to "Budget and Three-Year Forecast." It updates the names of EMIS Manual Sections 7.1 and 7.2 as well as the language within these sections throughout the Manual.

May 21, 2026, update: Public comments have been received indicating that the term being used by the field is "Financial Forecast." Based on these public comments and information provided regarding a potential upcoming rule change, "Five-Year Forecast" is being changed to "Financial Forecast."

1.1 EMIS Overview

EMIS Data Sets and Collection Requests

Financial~~Five-Year~~ Forecast (P)

There are~~is one~~ multiple collections ~~request~~ for the Financial~~Five-Year~~ Forecast (P) Data Set.

1.2 General Data Characteristics

Table. Financial~~Five-Year~~ Forecast Records

Manual	Record Name	Record	Required Fields	Number
7.2	Financial~~Five-Year~~ Forecast Record	QF	Category/Line Number	QF050

7.1 Financial~~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 financial~~five-year~~ forecast is required of all city, local, exempted village, and joint vocational school districts (see ORC §5705.391 and 3301-92-04 of the Ohio Administrative Code). The financial~~five-year~~ forecast consists of three years of historical data, projections for the current year and ~~four~~ three 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 financial~~five-year~~ forecast must be submitted through EMIS early ~~by October 31 of~~ each school year (see the EMIS Collection Calendar for the "P" collections~~collection 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~~financial forecast data ~~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 Financial~~Five-Year~~ Forecast (QF) Record are described in the Financial~~Five-Year~~ Forecast sections of the EMIS Manual.

7.2 FINANCIAL~~FIVE-YEAR~~ FORECAST (QF) RECORD

Required Collections

The Financial~~Five-Year~~ Forecast (QF) Record is to be reported in the Financial~~Five-Year~~ Forecast (P) Collections.

GENERAL GUIDELINES

Category/Line Number (QF050)

These forecasts will be reported in the same fields used for the financial~~five-year~~ forecasts (Prior Year's Actual, Average Annual Change, Forecasted Year's Amounts), along with a forecast note in the financial~~five-year~~ forecast notes field.

Prior Year's Actual (QF060)

The Prior Years Actual field contains the actual expenditure or revenue for the line number. Each row in the forecast contains three prior year actual values containing the three most recent fiscal years.

Average Annual Change (QF070)

Contains the average annual change between the prior year actual values. [(Year 2 - Year 1) + (Year 3 - Year 2)] / 2.

If the Average Annual Change is greater than 999.99, report 999.99. If the Average Annual Change is less than -999.99, report -999.99. In such cases, the *actual* Average Annual Change should be included in the district's Financial~~Five-Year~~ Forecast Assumptions.

Forecasted Year's Amounts (QF080)

Contains the current year budget amount and the forecasted amounts for the next three fiscal years. The first value is the budget amount for the current fiscal year. The remaining three values contain subsequent fiscal year projections. ~~Contains forecasted amounts for the next five fiscal years. The first value is the amount being forecast for the current fiscal year. The remaining four values contain subsequent fiscal year projections.~~

Defining a Unique Record

Each EMIS record has specific fields that must be unique on each row of data reported to the Department. For the Financial~~Five-Year~~ Forecast (QF) Record, the following field must be unique.

7.2 FINANCIAL~~FIVE-YEAR~~ FORECAST (QF) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
QF010	9-10	Sort Type	PIC X(2)
		Always “QF”	
	11	Filler	PIC X
QF020	12-15	Fiscal Year, e.g., 2010	PIC X(4)
QF030	16	Data Set	PIC X
		P – Financial~~Five-Year~~ Forecast	
QF040	17-22	District IRN	PIC X(6)
QF050	23-27	Category/Line Number	PIC 99V999
QF060	28-39	Prior Year Actual – three years prior	PIC S9(11)(s)
QF060	40-51	Prior Year Actual – two years prior	PIC S9(11)(s)
QF060	52-63	Prior Year Actual – one year prior	PIC S9(11)(s)
QF070	64-69	Average Annual Change	PIC S999V99(s)
QF080	70-81	Forecasted Year’s Amounts – current year budget	PIC S9(11)(s)
QF080	82-93	Forecasted Year’s Amounts – next fiscal year	PIC S9(11)(s)
QF080	94-105	Forecasted Year’s Amounts – two fiscal years out	PIC S9(11)(s)
QF080	106-117	Forecasted Year’s Amounts – three fiscal years out	PIC S9(11)(s)
	118-129	Filler – can be excluded from both fixed length and CSV formats	