



SCHOOL BUSINESS BULLETIN

A publication of the Program Finance Division

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1. Ken Moos Retires

Ken Moos retired from the Education Finance Specialist 2 position within Program Finance, effective September 9th, 2008. We sincerely appreciate the 10 years of service Ken has given to the Program Finance Division. Affectionately referred to as “Mr. UFARS,” he will be missed.

2. Financial Management Contact Information

There will be several changes to assignments within the Financial Management Team as people retire and are hired. The point of contact for many of the team responsibilities are listed below.

For questions related to Uniform Financial Accounting and Reporting Standards (UFARS) submissions, UFARS coding and accounting, UFARS Turnaround Reports, UFARS code requests, or the UFARS manual, please contact Karen Dykoski at karen.dykoski@state.mn.us or at 651/582-8766.

For questions related to Audit Reports, Corrective Action Plans, the Fiscal Compliance Table, Profiles and Other Financial Reports, or MDE Website Information, please contact Mary Weigel at mary.weigel@state.mn.us or at 651/582-8770.

For questions related to the Credit Enhancement Program, Operating Capital Debt, Statutory Operating Debt, Student Activity Accounting, the School Finance Award, School Board Training or Charter School Finances, please contact Charles Speiker at charles.speiker@state.mn.us or at 651/582-8737.

For all other financial management, accounting and reporting questions, please contact Janna Duffy, Financial Management Supervisor, at janna.duffy@state.mn.us or at 651/582-8788.

3. UFARS Training

The financial management team at MDE is sponsoring three UFARS basic training sessions on October 22, 28 and 30, 2008. The sessions will be held at 1500 Highway 36 West in Roseville (MDE Conference Center) from 8:30 a.m. until 4:00 p.m. Business managers, other school officials or board members who would like to participate in an interactive training on the basics of school finance, UFARS reporting, and cost allocation standards should attend. A \$30.00 registration fee covers the cost of morning coffee, lunch, an **FY 2009 UFARS Manual** and presentation materials. Registration is limited to 20 participants per day and will be granted on a first-come, first-served basis. Go to the MDE link below for the registration form and agenda:

http://education.state.mn.us/MDE/Accountability_Programs/Program_Finance/General_Information/index.html

For more information, please contact Karen Dykoski at karen.dykoski@state.mn.us or at 651/582-8766.

4. FY 2007 Report Card and Report to Taxpayers

The **FY 2007 Report Card** and **FY 2007 Report to Taxpayers** are available on the MDE Website at: <http://education.state.mn.us/ReportCard2005/index.do>. It is also available by going to the MDE home page, scrolling down the Academic Excellence menu and selecting School Report Card.

The **Report Card** provides information about the status of a school and/or district's 2008 Adequate Yearly Progress, Reading, Math and Science Proficiency, student demographics, 2008 Minnesota Comprehensive Assessment Series II Scores and staffing information. The **Report to Taxpayer** provides General Fund Expenditure and Revenue Data, School District Property Tax Information and other data.

For further information, please contact Mary Weigel at mary.weigel@state.mn.us or at 651/582-8770.

5. School Finance Award

This is another "final" reminder for the FY 2009 award. Please make sure that a self evaluation form is submitted to MDE on or before the December 11, 2008 at 4:30 p.m. The Minnesota Department of Education (MDE) Website contains the current FY 2008 winners and the application for FY 2009 at:

http://education.state.mn.us/MDE/Accountability_Programs/Program_Finance/Financial_Management/School_Finance_Awards/index.html

For further information, contact Charles Speiker at charles.speiker@state.mn.us or at 651/582-8737.

6. Financial Reporting Reminder

Financial Reporting deadlines for UFARS data and audit submissions are rapidly approaching. Statutory requirements are:

Minnesota Statutes, section 123B.77, subd. 2. Audited financial statement. Each district must submit to the commissioner by **September 15** of each year unaudited financial data for the preceding fiscal year. These financial data must be submitted in the format prescribed by the commissioner.

Minnesota Statutes, section 123B.77, subd. 3. Statement for comparison and correction. By **November 30** of the calendar year of the submission of the unaudited financial data, the district must provide to the commissioner audited financial data for the preceding fiscal year. The audit must be conducted in compliance with generally accepted governmental auditing standards, the federal Single Audit Act, and the Minnesota legal compliance guide issued by the office of the state auditor. An audited financial statement prepared in a form which will allow comparison with and correction

of material differences in the unaudited financial data shall be submitted to the commissioner and the state auditor by **December 31**. The audited financial statement must also provide a statement of assurance pertaining to uniform financial accounting and reporting standards compliance and a copy of the management letter submitted to the district by the school district's auditor.

When a due date falls on a Saturday or a Sunday, the due date is moved out one or two days. The upcoming report deadlines are changed as:

- Audited Final UFARS data submission – Due Dec. 1, 2008 (Nov. 30th falls on a Sunday)
- Fiscal Compliance Table data submission – Due Dec. 1, 2008 (Nov. 30th falls on a Sunday)
- Audit Report – Due Dec. 31, 2008

The **June 2008 School Business Bulletin No. 37** contained a summary of the FY 2008 audit requirements. This information was also sent through the Superintendent's mailing and the business manager listserv.

For assistance with questions on audit deadlines, please contact Mary Weigel at (651) 582-8770 or at mary.weigel@state.mn.us.

7. FY 2008 Reporting of Federal Funds

The reporting of federal funds has changed during FY 2008. **School Business Bulletin No. 37** provides detailed information on the proper accounting treatment of federal funds by a pass-through entity. Use the following link to connect to the bulletins:

http://education.state.mn.us/MDE/Accountability_Programs/Program_Finance/Financial_Management/index.html

8. Comparison Report Changes (EDRS/UFARS)

The Special Education Electronic Data Reporting System (EDRS) and Uniform Financial Accounting and Reporting Standards (UFARS) Comparison Report is a tool to assist districts in finalizing reporting. Special education aid entitlements are based on eligible expenditures reported on EDRS.

There have been several reporting changes that affect the Special Education EDRS/UFARS Comparison Report for FY 2008. The accounting requirements for reporting federal sub awards and sub contracts over and under \$25,000 were changed in June of 2008. The report will now have UFARS Object Codes of 303 (Federal Sub Awards and Sub Contracts – under \$25,000) and 304 (Federal Sub Awards and Sub Contracts – over \$25,000) attached to EDRS Service Code b (contracted services for staff).

More information on the change in reporting can be found in the **June 2008 School Business Bulletin No. 37** on the MDE Website at:

http://education.state.mn.us/MDE/Accountability_Programs/Program_Finance/Financial_Management/index.html.

The UFARS coding information can be found in the **UFARS Manual**, Chapter 10 Object Dimensions at:

http://education.state.mn.us/MDE/Accountability_Programs/Program_Finance/Financial_Management/UFARS/index.html

9. Shared Time Revenue Recognition

Minnesota Statutes, section 127A.45, subdivision 11 was amended in 2006 to change the manner in which shared time revenue was paid. Beginning in FY 2007, shared time revenue was paid as a reimbursement aid. Revenue earned in the current fiscal year is not received until the following fiscal year. The aid is metered through IDEAS.

Estimated revenue should be set up as a receivable on June 30th of the year in which it is earned.

For further information, please contact Karen Dykoski at karen.dykoski@state.mn.us or at 651/582-8766.

10. FY 2008 Corrective Action Plans

The Minnesota Department of Education (MDE) is a pass-through entity of federal awards and therefore must review each audit and any corrective action plans (CAPs). As prescribed in the Office of Management and Budget (OMB) Circular A-133, a pass-through entity for federal awards is required to review a subgrantee's audit and must ensure that appropriate and timely corrective action on audit findings happen within six months after receipt of the subgrantee's audit report.

The intent of a CAP is not to require districts to hire more staff or require additional audit assistance. The intent is to have a corrective action plan that shows progress toward eliminating a finding or mitigating an internal control weakness. Prior year audit findings that have not been eliminated will require a revised corrective action unless there is an assurance from the auditor that progression has been made.

Reoccurring audit findings require specialized treatment since MDE must ensure that corrective actions are properly executed.

- 1) The district may resubmit a FY 2007 corrective action plan if the auditor states in the finding that progression toward the elimination or mitigation of the prior year finding has occurred.
- 2) If an auditor assurance has not been stated in the finding, then a new corrective action plan must be submitted for approval in the prescribed format listed below.

If a conscious decision by management or those charged with governance accept the risk of a significant deficiency or material weakness due to cost or other considerations, a statement explaining that position should be included in the corrective action plan. By including this statement in the corrective action plan, MDE will not require a revised corrective action plan in order to comply with OMB A-133. However, reporting entities that take this position will be included in a report issued to the various divisions within MDE that administer federal programs. This report will be used in the evaluation process to determine future fiscal monitoring site visits of the various federal programs including, but not limited to: special education, title programs, discretionary grants, food service and adult basic education.

MDE will request additional information or a revised CAP within 60 days of its receipt of an audit. In most cases, if a notification for additional information has not been received within 60 days, the revised corrective action plan has been accepted.

The FY 2008 corrective action plans must identify the following items for each finding(s): (1) actions planned in response to the finding; (2) the person responsible for the corrective action; (3) the planned completion date of the corrective action; (4) an explanation of any disagreement with the findings from the auditor; and (5) a plan to monitor the completion of the corrective actions. Specifically,

Actions Planned

Describe the new action that will be implemented to eliminate or mitigate the finding.

Official Responsible

List the person responsible for carrying out the plan.

Planned Completion Date

“Not Applicable” is not a valid response. Provide the implementation timeline on the plan. If immediate implementation is required, provide a specific date.

Explanation

It assumed that an entity would be in agreement with the auditor’s finding.

Plan to Monitor

“Not Applicable” is not a valid response. Designate who is the person responsible for plan monitoring and how the monitoring will be conducted.

For further information, please contact Mary Weigel at mary.weigel@state.mn.us or at 651/582-8770.

11. FY 2009 UFARS Code Changes

There are numerous new codes in the **UFARS Manual** for FY 2009. New Finance Dimension Codes and Balance Sheet Codes are listed below.

Finance Dimension Code Changes

390 Taconite Revenue for Building Maintenance and Repairs (Fund 01)

Record the revenue and expenditures from taconite disbursements for use on building maintenance and repairs. This code is used to record all activity for Balance Sheet Code 417, Reserved for Taconite used for building maintenance and repair. Minn. Stat. § 298.28, subd. 4.

499/699 Miscellaneous Federal Revenue received from MDE

Record the revenue and expenditures for miscellaneous federal aid received from the Minnesota Department of Education where there is no other designated finance code.

599 Miscellaneous Direct Federal Revenue

Record the revenue and expenditures for miscellaneous federal aid received directly from federal sources where there is no other designated finance code.

706 Fresh Fruit & Vegetable Program (Fund 02)

Record revenues and expenditures for the USDA Fresh Fruit and Vegetable Grant Program (CFDA No. 10.582). The program is designed to serve fresh fruits and vegetables and give nutrition education outside the existing meal times. Administrative costs are limited to 10% of expenditures.

793 Funded Liabilities not held in a Trust (Funds 01, 02, and 04)

Record revenues and expenditures for other post-employment benefits (OPEB) not held in a trust and funded by OPEB bond proceeds. The activity in this code applies to Balance Sheet Code 452, Reserved for Funded OPEB not held in a Trust. Minn. Stat. § 475.52, subd. 6.

Finance Code 338 Violence Prevention has been inactivated.

Balance Sheet Dimension Code Changes

417 Reserved for Excess Taconite Building Maintenance Funds (Fund 01)

Represents resources remaining from the distribution of taconite revenue for the purpose of building maintenance and repair. See Finance Code 390 Taconite Revenue used for

building maintenance and repair for a description of expenditures. Minn. Stat. § 298.28, subd. 4. (ii). *This reserve account is not allowed to go into deficit.*

452 Reserved for Funded OPEB Liabilities not held in a Trust (Funds 01, 02, 04)

Represents available resources from OPEB bond proceeds used to fund OPEB Liabilities that are not held in a trust. Activity for this reserve will be related to Finance Code 793. Minn. Stat. §475.52, subd. 6. *This reserve account is allowed to go into deficit.*

Balance sheet account 414 Reserved for Operating Debt has been inactivated.

For further information, please contact Karen Dykoski at karen.dykoski@state.mn.us or at 651/582-8766.

12. Permanent Transfers

There are two major categories of interfund transfers: residual equity transfers and operating transfers. Residual equity transfers are generally infrequent. The key to identifying residual equity transfers is their non-recurring or non-routine nature. Residual equity transfers are reported as direct additions to or deductions from the appropriate fund balance code. If transactions are recurring or routine, they are reported as operating transfers. Operating transfers include all interfund transfers which are not residual equity transfers. An operating transfer is reported as an expenditure (object 910) and a revenue (source 649) in the appropriate funds.

The Governmental Accounting and Standards Board (GASB) Statement No. 34 suggests the elimination of the residual equity transfer; however, Minnesota Statutes does allow for certain permanent transfers. In order to keep from overstating revenues and expenditures, the residual equity transfer is allowable in some circumstances.

The following are allowable residual equity transfers (direct additions/deductions from fund balance codes):

1. Correction for Prior Year's Errors (Minn. Stat. § 123B.79, subd. 1);
2. Deficit in Discontinued Fund (Minn. Stat. § 123B.79, subd. 1);
3. Discontinues Operation of a District-Owned Bus Fleet (Minn. Stat. § 123B.79, subd.1) ;
4. Reorganizing Districts (Minn. Stat. § 123B.79, subd. 8);
5. Elimination of Reserved Accounts (Minn. Stat. § 123B.79, subd. 9);
6. Commissioner Approval (Minn. Stat. § 123B.80 subd. 1);
7. Debt Service Surplus.(Minn. Stat. § 475.61 subd. 4);
8. Building Construction Balance (Minn. Stat. § 475.65);
9. Requirement of UFARS (Minn. Stat. § 123B.77 subd. 1) including, but not limited to, adjustments to one-way reserves (basic skills, learning and development, etc.).

For further information, please contact Janna Duffy at janna.duffy@state.mn.us or at 651-582-8788.

13. Safe Schools Levy

Effective in FY 2010, a school district must annually certify that its total spending on licensed school counselors, licensed school nurses, licensed school social workers, licensed school psychologists, and licensed alcohol and dependency counselors is not less than the sum of its expenditures for these purposes in the previous year (adjusted for the safe school levy expenditures). This requirement is stated in Minnesota Statutes, section 126C.44.

Districts will be required to maintain effort in this area between FY 2009 and FY 2010 and thereafter unless there is a statutory change. Since FY 2009 UFARS is not structured to isolate the expenditures identified in Minnesota Statutes, section 126C.44, the FY 2009 costs will be reported as a supplemental input field to the FY 2009 Fiscal Compliance Table (similar to the Operating Capital Transfer fields in the FY 2008 Fiscal Compliance Table).

For further information, please contact Janna Duffy at janna.duffy@state.mn.us or at 651-582-8788.

14. Bonding for OPEB Liabilities

The Omnibus Tax Bill, 2008 Minnesota Laws, Chapter 154, Article 10, provides authority for school district boards to issue bonds without voter approval for funding actuarial liabilities to pay other post-employment benefits (OPEB), as defined by the Governmental Accounting Standards Board (GASB) Statement No. 45. A district may annually make a debt service levy in the newly created OPEB Debt Service Fund (Fund 47) to service the payment of principal and interest on those bonds.

MDE has worked with the Office of the State Auditor (OSA), the Advisory Committee on Financial Management, Accounting and Reporting, the GASB 45 Committee, and other individuals to determine the extent of the authority provided by the law and to develop accounting procedures for districts whose school boards choose to issue those taxable bonds. Based on the legislation and consultation, it has been determined that districts issuing bonds should record the bond proceeds into the Operating Funds (Funds 01, 02, and/or 04) and transfer the funds to the appropriate account, if necessary.

The bond proceeds may be held in a separate account within the Operating Funds if no trust account is established (Balance Sheet Account 452), a Revocable Trust Internal Service Fund (Fund 25), or an Irrevocable Trust Fund (Fund 45). Accounting instructions for OPEB will be provided in Chapter 13 of the FY 2009 UFARS Manual. **All prior handouts or materials on OPEB accounting should be disregarded.**

A summary of accounting entries are identified in **TABLE ONE: ACCOUNTING FOR OTHER POST-EMPLOYMENT BENEFITS.**

Funds held in the Operating Funds (Funds 01, 02 and/or 04) or the Internal Service Fund (Fund 25) are controlled and owned by the district and therefore would not fund the liability according to GASB No. 45. Minnesota Statutes, section 475.52, subd. 6, gives districts the authority to

issue OPEB bonds. The statute permits placement of the bond proceeds into either of the two trusts and does not appear to prohibit the placement of proceeds into a separate reserve within the operating funds.

TABLE ONE: ACCOUNTING FOR OTHER POST-EMPLOYMENT BENEFITS

	Operating Funds	Operating Funds	Internal Service	Fund 45
	Unreserved - 422	Reserved - 452	Revocable Trust	Irrevocable Trust
	No Bonds or Trust	Bond Proceeds - No Trust	May Have Bond Proceeds	May Have Bond Proceeds
Bond Proceeds				
Debit - Net Proceeds	n/a	FD 1-2-4, GL 101	FD 1-2-4, GL 101	FD 1-2-4, GL 101
Debit - Advisors/Counsels/Agencies	n/a	FD 1-2-4, OBJ 305	FD 1-2-4, OBJ 305	FD 1-2-4, OBJ 305
Credit - PAR, Underwriters Discount	n/a	FD 1-2-4, FIN 793, SRC 631	FD 1-2-4, FIN 000, SRC 631	FD 1-2-4, FIN 000, SRC 631
Debit - Unused Discount	n/a	FD 1-2-4, OBJ 910	FD 1-2-4, OBJ 910	FD 1-2-4, OBJ 910
Debit - Unused Discount	n/a	FD 47, GL 101	FD 47, GL 101	FD 47, GL 101
Credit - Unused Discount	n/a	FD 47, SRC 649	FD 47, SRC 649	FD 47, SRC 649
Credit - Unused Discount	n/a	FD 1-2-4, GL 101	FD 1-2-4, GL 101	FD 1-2-4, GL 101
Debit - Amt of Bond Issue	n/a	FD 99, GL 151	FD 99, GL 151	FD 99, GL 151
Credit - Amt of Bond Issue	n/a	FD 99, GL 250	FD 99, GL 250	FD 99, GL 250
Transfer to Trust Fund				
Debit - Net Proceeds	n/a	n/a	FD 1-2-4, OBJ 252/290	FD 1-2-4, OBJ 252/290
Credit - Net Proceeds	n/a	n/a	FD 1-2-4, GL 101	FD 1-2-4, GL 101
Debit - Net Proceeds	n/a	n/a	FD 25, GL 101	FD 45, GL 101
Credit - Net Proceeds	n/a	n/a	FD 25, SRC 614	FD 45, SRC 614
District Payments for OPEB				
Debit - Amt Paid	FD 1-2-4, NOT FIN 793, OBJ 291	FD 1-2-4, FIN 793, OBJ 291	FD 25, PRG 935, OBJ 220/230/235	FD 45, PRG 935, OBJ 220/230/235
Credit - Amt Paid	FD 1-2-4, GL 101	FD 1-2-4, GL 101	FD 25, GL 101	FD 45, GL 101
Retiree Contributions for OPEB				
Debit - Amt Received	FD 1-2-4, GL 101	FD 1-2-4, GL 101	FD 25, GL 101	FD 45, GL 101
Credit - Amt Received	FD 1-2-4, NOT FIN 793, OBJ 291	FD 1-2-4, FIN 793, OBJ 291	FD 25, SRC 616	FD 45, SRC 616
Levy Proceeds				
Debit - Amt Received	n/a	FD 47, GL 101	FD 47, GL 101	FD 47, GL 101
Credit - Amt Received	n/a	FD 47, SRC 001	FD 47, SRC 001	FD 47, SRC 001
Bond Payments				
Debit - Principal	n/a	FD 47, OBJ 710	FD 47, OBJ 710	FD 47, OBJ 710
Debit - Interest	n/a	FD 47, OBJ 720	FD 47, OBJ 720	FD 47, OBJ 720
Credit - Payment	n/a	FD 47, GL 101	FD 47, GL 101	FD 47, GL 101
Debit - Amt of Bond Paid	n/a	FD 99, GL 250	FD 99, GL 250	FD 99, GL 250
Credit - Amt of Bond Paid	n/a	FD 99, GL 151	FD 99, GL 151	FD 99, GL 151

Key: FD = Fund; GL = General Ledger; FIN = Finance Code; OBJ = Object Code; SRC = Source Code.

For further information, please contact Janna Duffy at janna.duffy@state.mn.us or at 651-582-8788.

15. Borrowing for FY 2008

There are a variety of methods used by Minnesota public schools for borrowing. One of the most common methods involves the use of the Minnesota Credit Enhancement Program. The Credit Enhancement Program was established to allow Minnesota school districts to borrow funds at a lower interest rate by extending the State's credit rating to the districts, thus saving the taxpayers millions of dollars each year. The details of the program are found in Minnesota Statutes, section 126C.55.

Table Two contains a summary of activity for the past few years of the Credit Enhancement Program. There is a consistent reduction in the use of the program for short-term borrowing from the high number of issues in FY 2004 of 165 to the low of 111 issues in FY 2008. FY 2009 appears to be on track for an even lower use of the program for short-term borrowing.

TABLE TWO: FY2004-FY2008 CREDIT ENHANCEMENT ACTIVITY

Type of Activity	FY 2008	FY 2007	FY 2006	FY 2005	FY 2004
G.O. Bonds	49	29	43	34	29
G.O. Refunding	43	43	63	74	66
Anticipations	111	125	156	158	165
Capital Equipment	6	7	4	5	7
COP	1	2	2	1	0
Total Issues	210	206	268	272	267
Total \$ Issued	1.27B	1.475B	1.918B	2.258B	1.4B
Savings with Program	21.8M	21.2M	46.79M	48.65M	23.84M

G.O. stands for General Obligation Bonds, including Alternative Facility Bonds.
 Anticipations are aid or tax anticipation certificates.
 C.O.P. stands for Certificates of Participation.

Refer to Chapter 12 in the FY 2009 **UFARS Manual** for additional information on the program.

For further information, contact Charles Speiker at charles.speiker@state.mn.us or at 651/582-8737.

16. Full-Day, Every Day Kindergarten and Targeted Services

The following article is intended to answer two critical questions on the topic of kindergarten and targeted services.

Question One: Can a district that offers a free three-day-per-week kindergarten program and a parent-paid program for kindergarten students on the alternate two days per week use extended time revenue generated by eligible Targeted Services kindergarten students to fund the two parent-paid days? (The discussion below would also apply to a district that offers a free half-day, daily kindergarten program with parent-paid programming during the other half of the day.)

Background:

- MDE considers parent-funded programs for kindergarten students as a community education program, Fund 4.
- Targeted Services is a general education program, Fund 1.
- Parents cannot be charged tuition for general education instruction.
- Student membership cannot be claimed for time that parents are paying for the activity/instruction.

MDE Response:

Districts cannot use extended time revenue generated by eligible Targeted Services kindergarten students to fund parent-paid kindergarten days.

Rationale for Decision:

- Parents cannot be charged for the time students are claimed for Targeted Services programming. The fee parents are charged must be reduced for the amount of time the district claims Targeted Services student membership. For example, if Targeted Services student membership is claimed for two of the three hours during the parent paid program, it must be clear that the parent is paying for only one hour of the program.
- The Targeted Services program is a separate program, therefore, the students would need to be provided educational services in a separate location, e.g., classroom, from the parent-paid program and provided education that meets both the intent and laws for Targeted Services.
- The Targeted Services portion of the day must be taught by a licensed teacher. This teacher cannot be also “teaching” the parent-paid program simultaneously. For example, two staff, of which at least one is licensed, will be needed during the time that some students are in the parent-paid program and eligible students are in the Targeted Services program. The licensed teacher must be with the Targeted Services students.
- A Continual Learning Plan (CLP) would need to be written for each Targeted Services participant.
- At least 90 percent of the revenue generated by the Targeted Services program must remain in the Targeted Services program and spent on the students who generated it. It cannot be used to offset the cost of the parent-paid program for kindergarten children. This general education revenue cannot be transferred to Fund 4 or other than a state-approved alternative program.

- Students who qualify for Targeted Services (at-risk as defined in Minnesota Statutes, section 124D.68, subdivision 2) but whose parents choose not to participate in the parent-paid program, must be given the option to participate in the Targeted Services program.
- Expenditures and revenue reported on UFARS must be done under two separate Org/School numbers. For example, the revenue and expenditures for the Targeted Services program must be reported under the Targeted Services site number. The parent paid Community Services tuition/fees and expenditures must be reported under the Community Services Org number.

Considerations:

- The maximum amount of extended time ADM for kindergarten students in a Targeted Services program is 0.20 ADM or 0.12 pupil units or \$552 extended time revenue.
- The district may need to provide transportation for students who qualify for Targeted Services (at-risk as defined in Minnesota Statutes, section 124D.68, subdivision 2) but whose parents choose not to participate in the parent-paid program.
- The ratio of students served in a Targeted Services program to the total number of students in the grade should be similar in each of the grades the Targeted Services program serves. For example, if 10 percent of the first graders are identified as at-risk and eligible for Targeted Services, the kindergarten ratio should be similar.

Question Two: Can a district that offers a free full-day, every day kindergarten program generate extended time revenue by eligible Targeted Services kindergarten students during part of the day?

MDE Response:

At risk students are eligible to generate extended time ADM and revenue for participation in a state-approved Targeted Services program for instruction provided outside the required school day. A school board that has determined its kindergarten program is full-day, every day (with no parent fees) requires kindergarten students to attend every day, all day. The Targeted Services program provided to eligible at-risk students after the kindergarten day is eligible to generate extended time ADM and revenue. However, students who are pulled out from the classroom during the kindergarten day to receive Targeted Services programming are ineligible to claim for Targeted Services membership because they are already being claimed as full-time kindergarten students.

Contacts:

- Marceline DuBose for Targeted Services program questions
 - 651-582-8586 or marceline.dubose@state.mn.us
- Karen Dykoski for UFARS reporting
 - 651-582-8766 or karen.dykoski@state.mn.us
- Sharon Peck for student membership reporting
 - 651-582-8811 or sharon.peck@state.mn.us

17. Special Education Federal Indirect Calculation

A federal audit of Minnesota's indirect cost rate has resulted in a change in how that rate will be generated for special education in FY 2009. This change will affect only those local education agencies (LEAs) that requested indirect costs on their FY 2009 federal application. This change will affect all federal funds relating to special education.

To assist districts, cooperatives and charter schools to calculate the federal indirect costs to a federal sub grant, the Division of Program Finance has developed an Excel spreadsheet that will be distributed to directors of special education and school district business managers. The spreadsheet has been pre-loaded with the calculated indirect cost rate for each district, cooperative and charter school. By typing the district number in the appropriate cell and touching enter, the approved indirect cost rate will be shown in the cell. The spreadsheet will perform the necessary calculations to provide the amount of the indirect costs to be entered on EDRS. In addition to the spreadsheet, directions will be provided in the mailing that will assist districts to use the Excel spreadsheet and examples are provided.

For further information, contact George Holt at george.holt@state.mn.us or at 651/582-8889.

18. Vacancy – Charter School Finance Specialist

This position exists to improve financial and program management in the business operation of charter schools. The Charter School Finance Specialist will coordinate charter school finance requirements, services and information throughout the Minnesota Department of Education. This position will collect, analyze, summarize and report financial data on charter schools to be used in state budgeting and in local funding decisions, and in required reporting to the federal government and other agencies.

For more information on the position please visit the MDE Website at <https://statejobs.doer.state.mn.us/JobPosting/6b48a8823adcd34cdeb1db16155b36ed/Results> and click on the Hiring Agency Posting Number **08EDUC000031**.

Minimum Qualifications –

Four-year degree in Accounting, Business Administration, Education Administration, or a related field

AND

Two years of professional experience in school financial management/accounting with Uniform Financial Accounting and Reporting Standards (UFARS) and/or other related computer database/financial systems. Experience may have been acquired at a local education agency (LEA) as a School Financial Officer/Business Administrator, Chief School Business Official, Accountant, or related position with responsibility for accounting and budgeting or in a regional, state or federal education agency with responsibility for providing direct assistance to LEAs in a broad range of financial operations.

How to Apply –

You are strongly encouraged to submit your resume through the online Resume Builder at <<https://statejobs.doer.state.mn.us/ResumeBuilder>>. You may copy and paste in your existing resume or let the software create a resume for you. You may edit your resume later should your contact information or experience change. The Resume Builder also collects your work preference information so we can match you with future job openings that meet your interests.

Deadline –

September 22, 2008.

For more information on the Charter School Finance Specialist position, please contact Janna Duffy at janna.duffy@state.mn.us or at 651/582-8788.

19. Vacancy – Education Finance Specialist 2

Minnesota Department of Education Vacancy Education Finance Specialist 2

This position is responsible to provide state administration of statutory requirements regarding school district financial operations and to provide expert management assistance in all areas of school business operations. Also, to collect, analyze, summarize and report financial data on school districts to be used in state budgeting and in local funding decisions, and in required reporting to the federal government and other agencies.

For more information on the position please visit the MDE Website at <https://statejobs.doer.state.mn.us/JobPosting/6b48a8823adcd34cdeb1db16155b36ed/Results> and click on the Hiring Agency Posting Number **08EDUC000032**.

Minimum Qualities –

Four year degree in Accounting, Business Administration, Education Administration, or a related field

AND

Two years of professional experience in school financial management/accounting with Uniform Financial Accounting and Reporting Standards (UFARS) and/or other related computer database/financial systems. Experience may have been acquired at a local education agency (LEA) as a School Financial Officer/Business Administrator, Chief School Business Official, Accountant, or related position with responsibility for accounting and budgeting or in a regional, state or federal education agency with responsibility for providing direct assistance to LEAs in a broad range of financial operations.

How To Apply -

You are strongly encouraged to submit your resume through the online Resume Builder at <https://statejobs.doer.state.mn.us/ResumeBuilder> . You may copy and paste in your existing resume or let the software create a resume for you. You may edit your resume later should your contact information or experience change. The Resume Builder also collects your work preference information so we can match you with future job openings that meet your interests.

If you wish to apply with a paper copy, submit your resume AND a completed State of Minnesota Employment Application form to: Minnesota Department of Employee Relations (DOER), 200 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155. Be sure to indicate the posting number of this job on your application. The paper application is available on the State Employment Web and DOER web sites, at any state agency HR office, or by calling 651-259-3637 or, in greater Minnesota, 1-800-657-3974.

Submission Deadline –

September 25, 2008.

For more information on the Education Finance Specialist 2 position, please contact Janna Duffy at janna.duffy@state.mn.us or at 651/582-8788.