# SERVS Financial WebEx Wednesday, January 8, 2014

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To ask a question during the presentation, please use the "chat" tool on the WebEx toolbar to type your question to "Host & Presenter." Questions will be answered by MDE staff during Questions & Answers at the end of the presentation.

The meeting will begin shortly. Thank you



# Agenda

- Title Program Updates (John Moorse)
- SERVS Financial and Special Education Updates (George Holt)
- SERVS Financial Resources...
  - Program Area Contacts
  - Reporting Errors and Malfunctions
  - Links to Financial Reports and Trainings
- Time for Questions



# **Title Program Update**

John Moorse
Director, Division of Student Support

**January 8, 2014** 



# **Update Topics**

- ✓ Recalculated 2013-2014 Awards
- ✓ Unreserved funds
- ✓ SERVS/UFARS Closeout
- ✓ Correcting SERVS Set-Aside Errors
- ✓ World's Best Workforce Plan
- ✓ Moving Forward Timeline



#### 2013-2014 Recalculated Awards

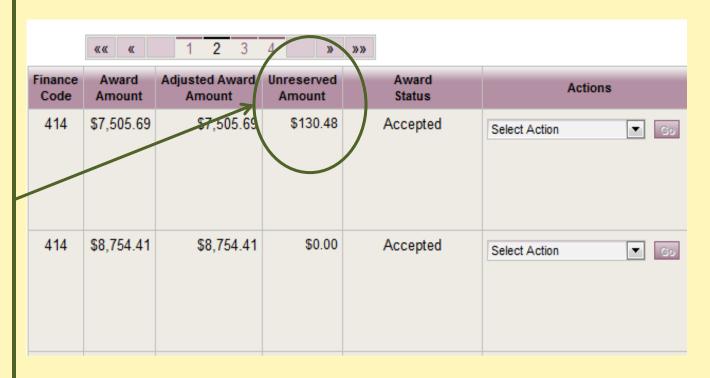
Award Year	Finance Code	Description	Funds Available	Funds Budgeted	Amount Expended	
2014	401	Formula - 401 - SFY 2014,	\$417,210.91	\$401,945.07	\$62,867.44	
		Tiltle I, Part A: Improving the Academic Achievement of the Disadvantaged, FFY 2013, CFDA 84.010A, S010A130023A		\$401,945.07		
2014	414	Formula - 414 - SFY 2014,	\$62,806.24	\$62,151.36	\$12,116.56	
		Title II, Part A: Teacher and Principal Training and Recruitment, FFY 2013, CFDA 84.367A, S367A130022		\$62,151.36		
2014	417	Formula - 417 - SFY 2014,	\$30,061.43	\$0.00	\$0.00	
		Title III, Part A, English Language Acquisition, Language Enhancement and Academic Achievement, FFY 2013, CFDA 84.365A, S365A130023A		\$28,654.24		

Title awards have been recalculated.

(to "Final")

#### **Unreserved Funds?**

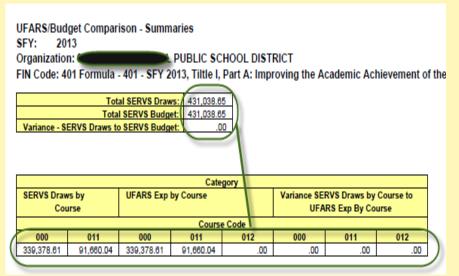
With award recalculations, this would be a good time to check if the district has any "unreserved funds" and if so, assign them to a state fiscal year. Use the "Manage Allocations/ Competitive Awards" tab.





#### **SERVS to UFARS Closeout**

Award Year	Finance Code	Description	Funds Available	Funds Budgeted	Amount Expended		
2013	152	Stimulus - 152 - SFY 2013, Education Jobs Fund Formula, FFY 2010, CFDA 84.410A, S410A100024	\$378,392.87	\$378,392.87	\$378,392.87		
2013	401	Formula - 401 - SFY 2013, Tiltle I, Part A: Improving the	\$431,038.65	\$431,038.65	\$431,038.65		
		Academic Achievement of the Disadvantaged, FFY 2012, CFDA 84.010A, S010A120023A		\$431,038.65			
2013	406	Formula - 406 - SFY 2013, Title I, Part D: Prevention	\$296,944.45	\$296,944.45	\$296,944.45		
		and Intervention Programs for Children who are Neglected and Delinquent or At-Risk, FFY 2012, CFDA 84.010A, S010A120023A		\$296,944.45			
2013	414	Formula - 414 - SFY 2013, Title II, Part A: Teacher and	\$135,726.03	\$135,726.03	\$135,726.03		
		Principal Training and Recruitment, FFY 2012, CFDA 84.367A, S367A120022		\$135,726.03			
2013	417	Formula - 417 - SFY 2013, Title III, Part A, English	\$9,978.11	\$9,978.11	\$9,978.11		
		Language Acquisition, Language Enhancement and Academic Achievement, FFY 2012, CFDA 84.365A, S365A120023A		\$9,978.11			



These screen shots show "ready to close."

# Variance SERVS Budget to UFARS Expense

#### **UFARS/SERVS Budget Comparison**

SFY: 2013

Organization: SCHOOL DISTRICT Balance Selection: 'Positive' OR 'Negative' OR 'Zero'

FIN Code: 401 Formula - 401 - SFY 2013, Tiltle I, Part A: Improving the Academic Achievement of the Disadvantaged, FFY 2012, CFDA 84.010A, \$010A120023A

Section Name	Object Code	Object Description	SERVS Budget Total	UFARS Current Year Award Course Code 000	UFARS Prior Year Award Course code 011	UFARS 2nd Prior Year Award Course Code 012	UFARS Total	Variance SERVS Budget to UFARS Exp
Professional	110	Administration/Supervision	6,274.05	6,274.05	.00	.00	6,274.05	.00
Development								
	145	Substitute Teacher Salaries	.00	.00	.00	.00	.00	.00
	161	Paraprofessional/personal care assistant	7,778.18	7,778.18	.00	.00	7,778.18	.00
	210	FICA/Medicare	1,050.76	1,050.76	.00	.00	1,050.76	.00
	214	PERA (Public Employees Retirement	574.83	574.83	.00	.00	574.83	.00
		Association)						
	218	TRA (Teacher Retirement Association)	406.50	406.50	.00	.00	406.50	.00
Revise	220	Health Insurance	762.35	762.35	.00	.00	762.35	.00
	230	GRP LIFE INSURANCE	49.49	49.49	.00	.00	49.49	.00.
to	235	GRP DENTAL INSURANCE	36.03	36.03	.00	.00	36.03	.00
Actuals	250	Tax Sheltered Annuities/Minnesota Deferred	199.45	199.45	.00	.00	199.45	.00
_		Compensation Plan						
	270	Workers Compensation	70.74	70.74	.00	.00	70.74	.00
	366	Travel, Conventions And Conferences	319.30	319.30	.00	.00	319.30	.00
Total Professional Development		17,521.68	17,521.68	.00	.00	17,521.68	.00	
otal Finance Code			228,316.04	211,572.46	16,743.58	.00	228,316.04	.00

Application Planning, building and Submission Working Budget, draws and Amendment Windows Reporting

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# Variance SERVS Budget to UFARS Expense (Zero, Positive and Negative)

UFARS/SERVS Budget Comparison

SFY: 2013

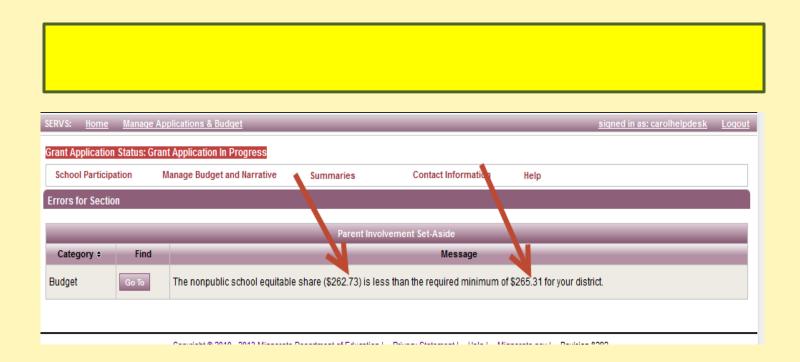
Organization: SCHOOL DISTRICT Balance Selection: 'Positive' OR 'Negative' OR 'Zero'

FIN Code: 401 Formula - 401 - SFY 2013, Tiltle I, Part A: Improving the Academic Achievement of the Disadvantaged, FFY 2012, CFDA 84.010A, S010A120023A

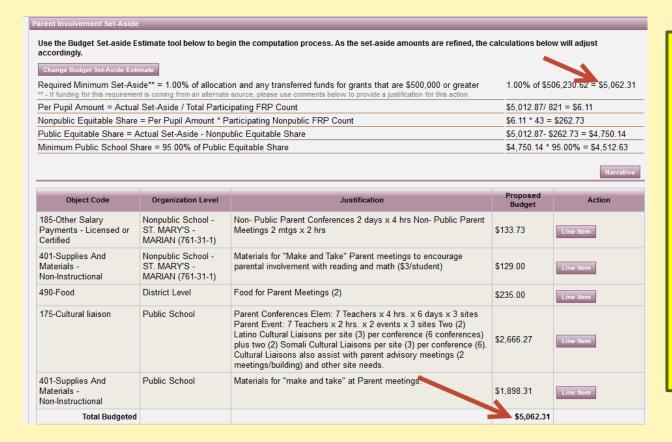
Section	Object	Object	SERVS Budget	UFARS Current Year Award	UFARS Prior Year Award	UFARS 2nd Prior Year Award	UFARS	Variance SERVS
Name	Code	Description	Total	Course Code 000	Course code 011	Course Code 012	Total	Budget to UFARS Exp
Non Set Aside	110	Administration/Supervision	7,636.00	7,636.00	.00	.00	7,636.00	.00
	140	Licensed Classroom Teacher	77,566.38	46,741.68	30,824.70	.00	77,566.38	.00.
	161	Paraprofessional/personal care assistant	74,767.12	65,899.44	.00	.00	65,899.44	8,867.68
	210	FICA/Medicare	12,867.03	12,926.06	.00	.00	12,926.06	(59.03)
	214	PERA (Public Employees Retirement Association)	5,250.07	5,306.02	.00	.00	5,306.02	(55.95)
	218	TRA (Teacher Retirement Association)	6,421.61	6,421.61	.00	.00	6,421.61	.00
	220	Health Insurance	19,251.36	19,251.36	.00	.00	19,251.36	.00
	230	GRP LIFE INSURANCE	328.43	330.66	.00	.00	330.66	(2.23)
	235	GRP DENTAL INSURANCE	.00	71.81	.00	.00	71.81	(71.81)
	240	LONG TERM DISABILITY	.00	423.75	.00	.00	423.75	(423.75)
	250	Tax Sheltered Annuities/Minnesota Deferred Compensation Plan	.00	2,280.82	.00	.00	2,280.82	(2,280.82)
	251	Employer-Sponsored Health Reimbursement Arrangements	.00	4,634.48	.00	.00	4,634.48	(4,634.48)
	299	Other Employee Benefits	.00	.00	.00	.00	.00	.00
	366	Travel, Conventions And Conferences	.00	.00	.00	.00.	.00	.00
	401	Supplies And Materials - Non-Instructional	.00	458.59	.00	.00	458.59	(458.59)
	430	Supplies And Materials - Non-Individualized Instructional	11,520.00	5,760.00	.00	.00	5,760.00	5,760.00

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2. Verify that the estimated set-aside amount entered in the worksheet equals the Total Budgeted Amount. **Note**: there are required minimums based on a percent of the allocation that also might need to be taken into account.





Notice that the Parent Involvement Set-Aside amount is not equal to the Total Budgeted Amount or the calculated Required Minimum Set-Aside. The Budget Set-Aside Estimate amount for Parent Involvement Set-Aside must equal \$5062.31.



Use the Budget Set-aside E accordingly.	stimate tool below to be	gin the computation process. As the set-aside amounts are refined, the	calculations belo	w will adjust
Change Budget Set-Aside Est	imate			
		on and any transferred funds for grants that are \$500,000 or greater e source, please use comments below to provide a justification for this action.	1.00% of \$5	06,230.62 = \$5,062.3
Per Pupil Amount = Actua	l Set-Aside / Total Partic	cipating FRP Count	\$5,012.87/ 8	321 = \$6.11
Nonpublic Equitable Share	e = Per Pupil Amount * P	Participating Nonpublic FRP Count	\$6.11 * 43 =	\$262.73
Public Equitable Share = /	Actual Set-Aside - Nonpo	ublic Equitable Share	\$5,012.87- \$	\$262.73 = \$4,750.14
Minimum Public School S	hare = 95.00% of Public	Equitable Share	\$4,750.14 *	95.00% = \$4,512.63
				Narrativ
Object Code	Organization Level	Justification	Proposed Budget	Action
185-Other Salary Payments - Licensed or Certified	Nonpublic School - ST. MARY'S - MARIAN (761-31-1)	Non- Public Parent Conferences 2 days x 4 hrs Non- Public Parent Meetings 2 mtgs x 2 hrs	\$133.73	Line Item
401-Supplies And	Nonpublic School -	Materials for "Make and Take" Parent meetings to encourage parental involvement with reading and math (\$3/student)		
Materials - Non-Instructional	ST. MARY'S - MARIAN (761-31-1)	parental involvement with reading and math (\$5/student)	\$129.00	Line Item
		Food for Parent Meetings (2)	\$129.00 \$235.00	Line Item
Non-Instructional	MARIAN (761-31-1)	, , ,		



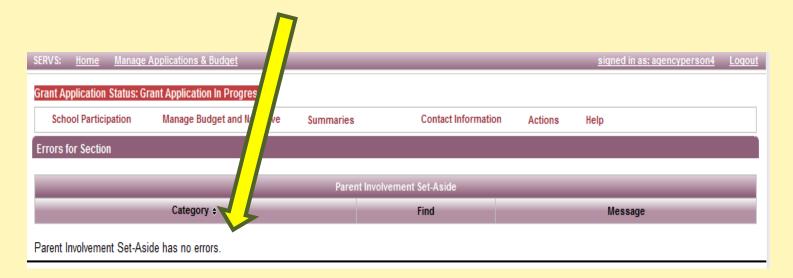
**Total Budgeted** 

\$5,062.31

- If you want to keep your same budget amount, then decrease a public line item object code by this amount, and increase a nonpublic line item object by this amount.
- If you want to use a different budget amount, then enter that new Total Budgeted amount into the worksheet and adjust your public and nonpublic line items as indicated.



5. Re-run the error check and verify that you get this message:





### World's Best Workforce – Legislation & Goals

### "World's Best Workforce" means striving to:

- Have all students meet school readiness goals
- Have all third grade students achieve grade-level literacy
- Close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and their more privileged peers as well as students receiving special education services and those that are not
- Have all students graduate from high school
- Have all students attain college and career preparedness



### World's Best Workforce - Performance Measures

# Success in reaching the World's Best Workforce goals will rest on the following performance measures:

- Student performance on the National Assessment of Education Progress (NAEP)
- Reduction of the academic achievement gap by student subgroups
- Student performance on the MN Comprehensive Assessments
- College and career readiness under section 120B.30, subdivision 1
- Other locally utilized assessment measures



#### World's Best Workforce

### Plan development:

– Dialog as the district plan is developed regarding "How Title Applications for federal funds will align and support the district World's Best Workforce plan"?



# **Moving Forward .... Some Key Dates**

Activity	Due Date	
Audited 2012-2013 UFARS Data and Closeout	Past Due!	
2012-2013 Application Closeout	Past Due!	
World's Best Workforce discussion/planning	Ongoing	
Amendment Window One (Revise application/budget) (SIP Upload Focus & Priority Schools) (Complete and/or revisit School Improvement Setasides – Continuous Improvement Schools, Focus and Priority Schools)	March/April 2014	
World's Best Workforce Planning	Spring 2014	
Title I 15% Carryover Limitation Waiver?	June 30, 2014	



# **SERVS Financial Updates**

**George TL Holt, Supervisor Division of School Finance** 

**January 8, 2014** 



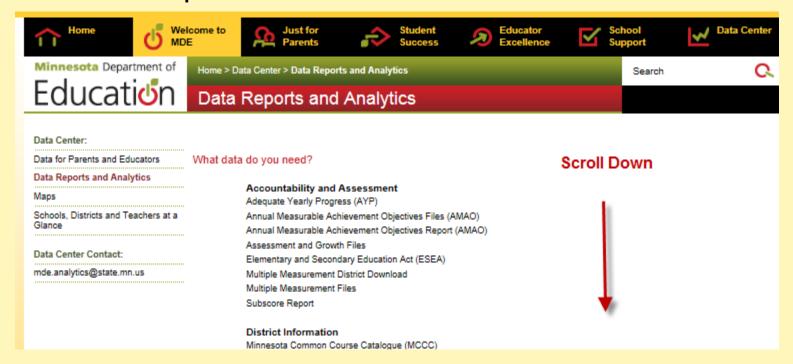
# **SERVS Financial Public Reports**

# SERVS Financial reports are now available in the MDE Data Center!



# Reports can now be accessed directly from the MDE Data Center!

 On MDE Home Page, select Data Center>Data Reports and Analytics, then scroll down to find SERVS Financial Public Reports.





### **Data Reports and Analytics Home Page**

Once you've scrolled down to the SERVS Financial Public Reports, you can choose the report you wish to view from the appropriate group

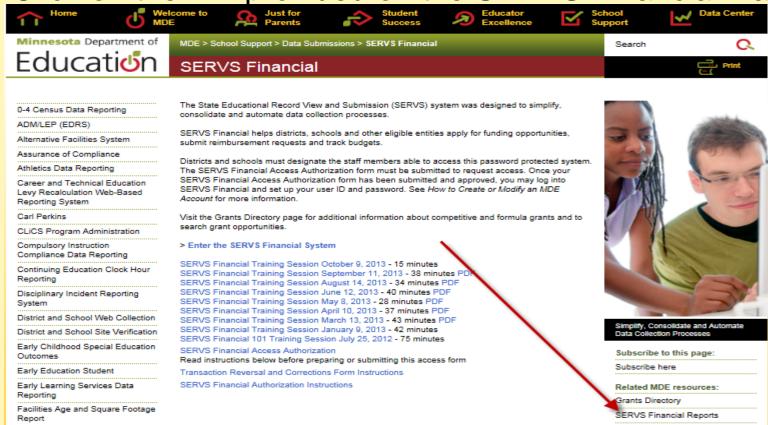
(Details about how to do this are explained in subsequent





# Reports can be accessed from the Data Submissions Page

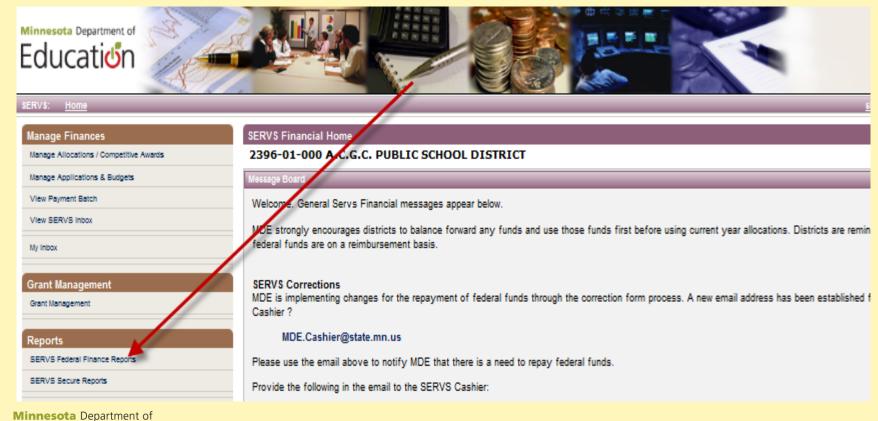
2. Click on the link provided on the SERVS Financial Data





# Reports can be accessed from the SERVS Financial Home Page

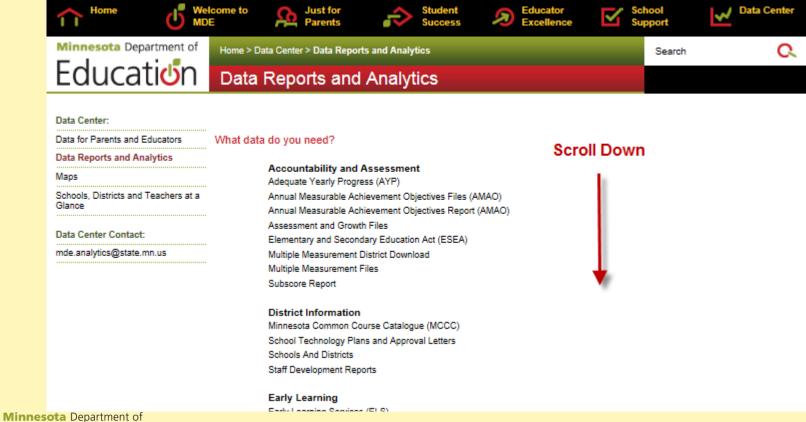
3. Or, click on the link provided in the left navigation bar from the SERVS Financial Home page





# **Accessing Reports in the Data Center**

All report links will bring you to the Data Reports and Analytics page



# Accessing Reports in the Data Center (2)

Scroll down to the grouping titled "SERVS Financial Public Reports"



Reports have been organized into common categories based on the information they provide



# Accessing Reports in the Data Center (3)

Clicking on one of the categories will bring up a list of reports in that category. For this example, we clicked on the category "Applications"



Reports associated with your grant applications will be displayed



# **New Report Launch Pages**

When you click on a report, a launch page will display. The launch page will look a bit different than they do today



- Long report names are truncated to fit on the screen
- A short description has been added at the top of the screen for each report



# **New Report Launch Pages – Print Options**

#### Print Options will work a little differently



- "Run Report" button will display the report as HTML
- "Download" button will bring up an Excel version
- "PDF" button will bring up a PDF



# Other things to be aware of regarding SERVS Financial Reports

- The reports themselves have not changed
- Clicking on the report link from within SERVS Financial will now take you out of SERVS and redirect you to the Data Center. You will have to log back into SERVS
- Not all print options are available for every report. Some may only be available as an Excel report. If so, the "run report" button may bring up Excel rather than HTML
- In the future, the link to SERVS Financial reports will be removed from within SERVS Financial and reports will only be accessible from within the Data Center or from the link on the Data Submissions page. This will make accessing SERVS reports consistent with our other MDE applications



# **Special Education Updates**

# George TL Holt, Supervisor Division of School Finance

**January 8, 2014** 



# **Topics for Today**

- Balancing Forward State Fiscal Year (SFY) 2013
- Reversals
- EDRS Load Errors
- Service Dates for Course Code 011
- Unused Federal Funds
- Last Thoughts



# **Now is the Time for SFY 2014**

- Now that SFY 2013 has been closed, it is time for districts, cooperatives and charter school to balance forward the remaining funds from SFY 2013.
- You will need to make sure that the budgets are final before balancing forward any funds.
- Double check to make sure that the budgets reflect actual expenditures according to the district's Uniform Financial Accounting and Reporting Standards (UFARS) data.



# **Complete Reversals NOW!**

- Once the SFY 2013 funds have been balanced forward to SFY 2014, do the necessary reversals to assure that these funds are expended – NOW, do not wait until the end of the fiscal year or later.
- Monitor the reversals to assure that SERVS Financial clears those reversals.
- If the reversals do not show cleared at the end of one week, please contact the SERVS Cashier at MDE.Cashier@state.mn.us.



# **EDRS Load Error Message**

- If a budget did not load to SERVS Financial after the Thursday morning EDRS/SERVS Budget load process than the district, cooperative or charter school needs to check SERVS Financial for the error message.
- Under Manager Applications and Budgets, in the Actions portion of the page, an icon will appear that is entitled "View EDRS Messages."



# **EDRS Load Error Message (2)**

- Example of the error messages are:
  - The total amount in your budget (\$XXX.XX) is greater than the total funds available (\$XXX.XX). Please go to the EDRS system and reduce your budget.
- Or
  - "Your superintendent/executive director has not accepted the funds for this finance code. Please have them go to the manage allocation feature to reserve funds in this state fiscal year."
- Over 60 budgets still have not been processed for SFY 2014.



#### **Service Dates for Course Code 011 Funds**

- Remember: If you are drawing Course Code 011 Funds the Service Dates entered on SERVS Financial cannot cross the October 1, 2013 date.
- MDE draws by Federal Fiscal Years (FFY) and the beginning of the new FFY is October 1.
- Draws for Course Code 011 Funds can be from
  - 07/01/2013 to 09/30/2013 and/or
  - 10/01/2013 to 01/08/2014
- Dates cannot be: 07/01/2013 01/08/2014 as
   SERVS will error the draw request.



### **Unused Federal Funds**

- Again, now that SFY 2013 is closed, the students with disabilities in Minnesota did not receive the benefit of all the federal special education funds that have been made available.
- Thousands of dollars were not drawn on SERVS Financial that could have been used.
- Monitor your budgets and federal funds and if you anticipate that you cannot use Course Code 011 Funds (SFY 2013 Allocations), please notify mde.spedfuding@state.mn.us. We can reallocate those funds!



# By the Numbers...

- Again, we are asking all districts, charter schools and cooperatives to include their district number and type in their communication.
- The district number and type can be in the body of the email or in the signature, and we will be returning emails for the district number and type as it takes too much time to stop and look these up.



#### **MDE Financial Management Contacts**

Sarah Miller
Education Finance Specialist
Division of School Finance
Sarah.C.Miller@state.mn.us or 651-582-8370

David Day

Education Finance Specialist
and

Division of School Finance

David.Day@state.mn.us or 651-582-8384

Patti Scott
Education Finance Specialist
Division of School Finance

Patti.Scott@state.mn.us or 651-582-8646

Karen Dykoski

Supervisor, Financial Management, Facilities

Transportation

**Division of School Finance** 

Karen.Dykoski@state.mn.us or 651-582-8766

UFARS Helpdesk: <u>MDE.ufars-accounting@state.mn.us</u>

MDE IT-Helpdesk for technical questions or problems with the MDE website:

MDE.helpdesk@state.mn.us



# **Program Area Contacts**

- UFARS
  - Email to: <u>mde.ufars-accounting@state.mn.us</u>
- ESEA Title Programs
  - Email to: <u>mde.esea@state.mn.us</u>
  - Phone: +1 (651) 582-8579 or your district area director
- Special Education Funding
  - Email to: <u>mde.spedfunding@state.mn.us</u>
- SWIFT Help Desk
  - Phone: +1 (651) 201-8100, Option 7
- SERVS Financial Cashier
  - Email to: <u>mde.cashier@state.mn.us</u>



# **Reporting Errors and Malfunctions**

- If you have discussed your problem with the primary contact for the finance code in question please report the issue to: <a href="mailto:mde.it-helpdesk@state.mn.us">mde.it-helpdesk@state.mn.us</a>
- Make sure to include the following information in your email message:
  - Your name and phone number
  - Your district name, number, and type (0625-01)
  - SFY, FFY, FIN Code in question
  - Specific details about the issue you are having



### **Time for Questions**

- Questions will now be answered by MDE staff
- To ask a question please use the "chat" tool on the WebEx toolbar to enter your question.
- Address questions to both "Host & Presenter"



#### **Thank You!**

The next WebEx presentation will be on Wednesday, February 12 at 1:00 PM

Registration information for the next presentation will be distributed through the SERVS Financial email message.

Thank you for your time and attention! Goodbye.

