**SCHOOL FINANCIAL SERVICES TEAM – DEPARTMENT OF PUBLIC INSTRUCTION – SCHOOL FINANCE BULLETIN #772, JUNE 27, 2019**

**REMINDER – AUDITOR UPDATES:** If you haven’t already, now is a great time to let us know if your district/LEA has changed auditors, or if your auditor has changed firms (e.g. Schenck to CliftonLarsonAllen, Stotz & Co. to Two Rivers Accounting). An email to dpifin@dpi.wi.gov with the district/LEA and contact information for the **partner or firm responsible for the audit engagement**—not the audit manager or fieldwork contact—is all that’s needed to check this off your list and head off potential reporting delays in August!

**JULY 1 AID ESTIMATE ON MONDAY:** DPI will announce the statutorily required estimate of 2019-20 general school aids by district on Monday, July 1, at 10 a.m. Estimates will be based upon the biennial budget adopted by both houses of the Legislature this week, as well as our most current budget, membership, and equalized value data.

**ANNUAL AUDITOR LETTER TOMORROW:** The annual “Information for School District Audits” letter to independent auditors will be available on Friday, June 28 at:

<https://dpi.wi.gov/sfs/finances/auditors/listserve/overview>

The letter describes changes in law and updates to the DPI audit programs for review of the 2018-19 fiscal year. An announcement will go out to the SFS auditor listserv when the letter is posted.

**SUMMER 2019 PI-1804 SUMMER AND INTERIM SESSION PUPIL COUNT:** The PI-1804 report opens on Monday, July 8, 2019 for school districts to report summer and interim session instructional minutes. Districts are strongly encouraged to review summer school fees and verify expenditures for every course before submitting the report. A workbook for compiling and documenting enrollment and fees data, which includes instructions and is updated annually, is available at:

<https://dpi.wi.gov/sfs/children/summer-school>

Once the workbook is complete, you can fill in and submit the PI-1804 summer report through the SAFR reporting portal at:

<http://dpi.wi.gov/sfs/reporting/safr/overview>

The report is listed on the Non-Financial Data Home page as “Pupil Count – Summer (PI-1804).”

Milwaukee-area districts participating in the Integration Transfer Program (ITP or “Chapter 220”) can submit instructional minutes for students attending summer school under that program. Use the “PI-1804 and PI-1805 Downloadable Excel Worksheet,” available on the same page as the standard workbook, to compile the additional data needed. ITP districts report these minutes using an additional “Step 4: ITP Only” screen in the online PI-1804 report.

Please note that Summer 2019 pupil counts begin the 2019-20 school year for membership purposes.

Questions: Roger Kordus, roger.kordus@dpi.wi.gov, 608-267-3752.

**​EDUCATION FOUNDATIONS ASSOCIATED WITH WISCONSIN SCHOOL DISTRICTS:** DPI has a webpage listing educational foundations to help citizens connect with their local foundations and to support education in Wisconsin communities. Please review the list for your district’s information at:

[https:/dpi.wi.gov/sfs/communications/education-foundations](https://dpi.wi.gov/sfs/communications/education-foundations)

If you have any updates, email them to Scott Huelsman, scott.huelsman@dpi.wi.gov.

**FUND 73 CONTRIBUTIONS FOR 2018-19 “DUE” JULY 30, 2019:** As a reminder, districts with Fund 73 Employee Benefit Trusts must make their annual trust contributions by **Tuesday, July 30, 2019** in order to be recorded as expenditures for the 2018-19 fiscal year. The actual deposit or transfer must be recorded by the bank in the trust account no later than July 30.

Contributions deposited in a Fund 73 trust account afterJuly 30, 2019, including contributions deposited on July 31, are considered 2019-20 expenditures and recorded as such.

**UPCOMING DUE DATES AND OTHER EVENTS:**

[**June 28:** PI-1589 Group and Foster Home Report Due]

[**July 1:** 2018-19 Estimate of General School Aids Available]

[**July 8:** PI-1547 2018-19 Transportation Report Due]

[**July 8:** PI-1804/1805 Summer and Interim Session 2019-20 Membership Report Open]

[**July 15:** PI-1505, -AC, and -SE 2018-19 Annual Reports Open]

[**July 15:** PI-1506-AC and –FB 2018-19 Auditor Reports Open]

[**July 29:** PI-1547-SS 2019 Summer School Transportation Report Open]

[**July 26:** PI-1505-Calendar 2018-19 School Calendar Report Due]

[**August 1:** ESSA School Level 2018-19 Actual Expenditures Report Open]

[**August 9:** PI-1505-Census 2018-19 Census Report Due]

**UPCOMING WASBO** [<https://www.wasbo.com>] **and WASDA** [<http://www.wasda.org>] **WORKSHOPS AND CONFERENCES:**

**WASBO Custodial & Maintenance Conferences**

* July 17 – New Berlin
* July 24 – Westby
* July 31 – Appleton

**New School Administrators and Support Staff Conference**

* August 7-8 – Holiday Inn, Stevens Point

**WASBO School Business Office Professionals Conferences (previously Bookkeeper and Payroll Professionals Conference)**

* August 15 – CESA 3, Fennimore, WI
* October 17 – CESA 4, West Salem, WI
* November 20 – CESA 6, 7 and 8, Fox Valley Technical College, Appleton

**Fall 2019 Certified School Risk Managers Program (CSRM)** To learn more visit: <https://wasbo.com/riskmanagement>

* Fundamentals of Risk Management – September 18 – Madison
* Handling School Risks – September 19 – Madison
* Measuring School Risks – October 16 – Madison
* Funding School Risks – October 17 – Madison
* Administering School Risk – November 13 – Madison
* Crisis Prevention – November 14 – Madison

**WASBO Fall Conference**

* October 2 – Golf Fundraiser, Quit Qui Oc
* October 3-4 – The Osthoff Resort, Elkhart Lake

**SCHOOL FINANCE CONTACTS:**

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**PREVIOUS MESSAGE:**

**SCHOOL FINANCIAL SERVICES TEAM – DEPARTMENT OF PUBLIC INSTRUCTION – SCHOOL FINANCE BULLETIN #771, JUNE 21, 2019**

**PRELIMINARY INDIRECT COST RATE CALCULATIONS FOR 2019-20:** The Department of Public Instruction’s approved LEA indirect cost plan effective for the period July 1, 2017 to June 30, 2022 is available at <https://dpi.wi.gov/sms/fedaids/indirect-costs>. The preliminary indirect cost rates including carry-forward adjustments for all districts have been posted at <https://dpi.wi.gov/sms/fedaids/indirect-costs>. Under the department’s policy approved by the U.S. Department of Education on indirect cost, each LEA may choose to apply the fixed with carry-forward method for indirect costs.

Please note that the indirect cost rates shown on the indirect cost rate computation are preliminary only. The preliminary rates may be adjusted by filing Form PI-1161 which is available on our website by selecting “PI-1161 – Indirect Cost Rate Adjustments Schools” at <https://dpi.wi.gov/sms/fedaids/indirect-costs>. If your district has already submitted Form PI-1161, the posted rates include the adjustments on the submitted form.

Form PI-1161 has an optional indirect cost adjustment section to adjust certain 2017-2018 costs, if appropriate. It also has a required “Certification by Agency Official” section to establish indirect cost rates. If there are no adjustments that need to be made to the preliminary rate calculation and you wish to have an official approval letter of your district’s final rates please sign and date Form PI-1161 and email a copy to our department **BY JUNE 28, 2019** to indirectcost@dpi.wi.gov.

Questions: Kendra Glander, 608-266-2819, Kendra.Glander@dpi.wi.gov.

**STATE BUDGET PROPOSAL UPDATE**: The Joint Committee on Finance took executive action on the 2019-21 biennial budget and the full Legislature is beginning its review of those funding decisions. We have had several questions regarding the proposed $200 per pupil increase for 2019-2020. This is a reference to a per member revenue limit (Line 4a) increase of $175 and a per pupil categorical aid increase of $25 (i.e., a proposed per pupil categorical aid amount of $679 in 2019-2020 compared to the $654 in 2018-2019). Please note that the state budget process is not yet complete.

**If you have a question regarding who can be included in the pupil transportation report**: Read through the Q: Who is eligible for aid and who should be counted? <https://dpi.wi.gov/sfs/reporting/safr/transportation/overview#Definitions>. On this same webpage are other pupil transportations questions that may also benefit your district as you work through the PI-1547 (regular year) report or the PI-1547SS (summer – interim) report portals.

Questions: Bruce.Anderson@dpi.wi.gov or DPIFIN@dpi.wi.gov.

**So your district will have staff changes as of July 1st**: New staff members who will be working with in the School Financial Services reporting portals will need to be entered or updated in the PI-1500 District Contact Report <https://apps4.dpi.wi.gov/SFS_PI-1500/>. To assist these new staff members in doing their job, the District Administrator or someone assigned to monitor and update the PI-1500, should do as early as practical. A couple of points to consider:

1. Start by reviewing the SFS/DPI-1500 District Contacts Report <https://dpi.wi.gov/sfs/reporting/pi-1500-report-process#IT%20Security> webpage before completing any updates or entering any new staff members.
2. Do not allow a new employee to use the same ID as they had in their previous district. If this happens, it could result in difficulties for both school districts in the coming year.
3. If your district is changing their email system, check to make sure the each staff member in the PI-1500 has their email address in line with the new protocol.
4. This would also be true if there are changes taking place I your phone system. Make the edits for each one in the PI-1500.

Questions: Bruce.Anderson@dpi.wi.gov or DPIFIN@dpi.wi.gov.

**GRANTING new staff members access to the PI-5000 (Transfer of Service) portal**: The Transfer of Service (TOS) on-line application security is processed through the Application User Management system. The district administrators already have some familiarity with CMM system, as it is used for both Open Enrollment (OPAL) and Homeschool Reporting (HOMER) applications. Authorizing Additional Users is done by the district administrator who has the authorized to access the Transfer of Service-LEP and Transfer of Service-SPED application by using the user ID and password they were issued by the CMM system.

If any other district staff members are to have access to Transfer of Service-LEP and/or Transfer of Service-SPED applications, the district administrator must authorize them as users. Transfer of Service-LEP users are not automatically authorized to use Transfer of Service-SPED.

To authorize additional users for Transfer of Service-LEP and Transfer of Service-SPED, the district administrator must sign into the user administration page at: <https://apps4.dpi.wi.gov/CMM/>. (Only the district administrator’s ID and password can access this site.)

Detailed information on this process can be found at <https://dpi.wi.gov/sites/default/files/imce/sfs/pdf/Assigning_TOS_Access_to_School_District_Staff_Member_December_2015.pdf>

Questions: Bruce.Anderson@dpi.wi.gov or DPIFIN@dpi.wi.gov