**SCHOOL FINANCIAL SERVICES TEAM – DEPARTMENT OF PUBLIC INSTRUCTION – SCHOOL FINANCE BULLETIN #785, AUGUST 29, 2019**

**REMINDER – PI-1505-AC REPORTS DUE TOMORROW:** The PI-1505-AC 2018-19 Aid Certification report is due tomorrow. This is the financial portion of the annual school district report required by Wis. Stats. s. 120.18. Data is used for comparison with auditors’ PI-1506-AC reports for the October 15th certification of general school aids.

As a best practice we advise districts to first complete the full PI-1505 Annual Report, resolving all errors, and then use the “Copy to 1505AC” link on the left side of the Annual Report screen to prepopulate data into the PI-1505-AC.

That said, districts are not required to have a completed PI-1505 or an auditor signoff in order to submit the PI-1505-AC and meet the statutory deadline. We ask that, at a minimum, you confirm that you do not have any DPI Amount Errors in the PI-1505 (certified aid values and tax levies).

The review and approval process is as follows:

1. Your PI-1505-AC must be approved before your auditor can complete the PI-1506-AC, which is due on September 13.
2. The PI-1506-AC will not be approved until your PI-1505 matches and is complete with no errors.
3. You can submit the completed PI-1505, which is due September 20, after the PI-1506-AC is approved.

Questions: dpifin@dpi.wi.gov.

**TRANSFER OF SERVICE UPCOMING DATES:** We encourage you to submit Transfer of Service requests in the PI-5000 as soon as possible. The timeline for finalizing requests in late September is very short:

* Friday, September 20: Part A submissions are due.
* Monday, September 23: The second random sample of non-Wisconsin requests will be taken for review.
* Friday, September 25: Part B verifications are due.
* Friday, October 4: Part C summaries and final submissions due.

Questions: Bruce Anderson, bruce.anderson@dpi.wi.gov, 608-267-9707.

**PI-1505 COMMON SCHOOL FUND ADDENDUM 82:** Addendum 82 in the PI-1505 verifies that a district’s Common School Fund (CSF) expenses do not exceed CSF revenue plus any restricted CSF balance from the prior year. If expenses exceed revenue plus balance, you will need to recode the excess to another Fund 10 project code, and then update the addendum.

We are aware that Addendum 82 has a software bug with the check box that indicates acceptance of CSF requirements. Depending on the order you do things, the box may “uncheck” itself. We have been unable to identify the cause but there is a workaround:

* Verify the only remaining error is that Addendum 82 is outstanding.
* Go into Addendum 82 and verify your data are correct and there is no excess reported.
* Check the box and click Save.
* Click the “Run Edits” link on the left, listed under Actions.

The workaround should allow you to complete the PI-1505. This bug does not affect completion and submission of the PI-1506-AC.

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

**NEW SCHOOL FINANCE BULLETIN NEXT WEEK:** We will be debuting a new look for the School Finance Bulletin next week to coincide with the new school year. Those of you who subscribe to DPI ConnectEd (<https://dpi.wi.gov/news/dpi-connected>) will find it familiar. It will be easier to scan but allow us to provide more detail when appropriate. This will be a big change for the SFS Team—our email listserv goes all the way back to issue #1 on April 13, 2000! Our thanks to the DPI Education Information Services Team for their work to help us bring the new School Finance Bulletin to you.

**SFS TEAM UPDATES:**

* Derek Sliter is shifting to a new Accountant-Advanced role on Tuesday, September 3.
* Jillian Raff will be returning from leave on Monday, September 9.

**UPCOMING DUE DATES AND OTHER EVENTS:**

[**August 30:** PI-1505-AC 2018-19 Aid Certification Due]

[**September 5:** Webinar on Changes for the ESSA School Level 2018-19 Annual Report – register at <https://forms.gle/ihnDF4FM9odecs9r6>]

[**September 9:** ESSA School Level 2018-19 Annual Report Open]

[**September 13:** PI-1506-AC and FB Auditor Reports Due]

[**September 20:** PI-1505 and PI-1505-SE Annual Reports Due]

[**October 1:** PI-1547-SS 2019 Summer/Interim Transportation Report Due]

[**October 15:** DPI Certification of 2019-20 General School Aids]

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

**WASBO School Business Office Professionals Conferences**

* 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

**STATE OF WISCONSIN ACH PAYMENT QUESTIONS:** WIVendors@wisconsin.gov

**SCHOOL FINANCE CONTACTS:**

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[Auditor Questions dpifin@dpi.wi.gov]

**PREVIOUS MESSAGE:**

**SCHOOL FINANCIAL SERVICES TEAM – DEPARTMENT OF PUBLIC INSTRUCTION – SCHOOL FINANCE BULLETIN #784, AUGUST 27, 2019**

**ESSA SCHOOL LEVEL 2018-19 ANNUAL REPORT PUBLIC BETA:**

We have opened up the ESSA School Level Reporting application for 2018-19 annual expenditure reporting as a “public beta” update to our next generation SFS reporting system, which we have rebranded as the Wisconsin School Finance Portal (WiSFiP). The SFS Team has completed our internal testing on the updated system and are opening it up for a public beta test.

WiSFiP is located at a new web address:

<https://sfs.dpi.wi.gov/WiSFiP/>

Please make sure to update your bookmark from the old Combined Reporting site.

If you completed the 2018-19 School Level Budget report for your district/LEA last fall, then your WAMS or Google sign-in should carry forward to WiSFiP from Combined Reporting. We are aware of an issue where it may appear that your login was unsuccessful—clicking the “log in” link in the upper right corner of the page should resolve it.

If you have changed districts/LEAs or are new to School Level Reporting, access instructions are available at:

<https://dpi.wi.gov/sfs/reporting/slr/help#access>

Here’s what’s new in School Level Reporting (SLR) for the 2018-19 annual collection:

* There is a selection for Annual or Budget reporting.
* Your selected district/LEA should carry through all sections of the report.
* Enrollments are Third Friday 2018 counts from WISEdata. Any enrollment values in your upload file will be ignored. Totals are based on your audited and verified WISEdata submission for 2018-19. If you believe your WISEdata totals do not accurately reflect the SLR expenditures being reported, contact dpifin@dpi.wi.gov and we will follow up.
* Expenditure data entry has been combined onto a single screen and reorganized to better clarify that district/LEA-level expenditures do not include any school-level expenditures.
* The Finalize process has been expanded to include side-by-side comparisons against your PI-1505 Annual Report:
	+ Total expenditures should match your PI-1505. The individual dollar amounts entered for SLR are compared to your PI-1505, with totals by fund shown.
	+ The exclusions amount is compared to an expected total based upon typical WUFAR coding for most standard exclusions. You can click to see the PI-1505 account detail for each exclusion. If your exclusions do not match the expected amount, there is a text box to provide an explanation (e.g. “We had a Fund 27 co-op for $850,000”).
	+ Total SLR federal expenditures are compared to federal revenues on the PI-1505 (excluding Impact Aid and Medicaid). Again, there is a text box to enter an explanation.
	+ There is too much data to allow for a live connection between WiSFiP and the PI-1505. Data for comparisons will be refreshed every night at 2 a.m.

Assuming all goes well with the public beta, we will officially open ESSA School Level Reporting for 2018-19 annual expenditures on Monday, September 9, 2019, and reports will be due on Thursday, October 31.

We will be holding a webinar on changes to the School Level Reporting application for 2018-19 annual reporting on Thursday, September 5, at 12:30 pm. Registration is required and is limited to 250 attendees. You can register for the webinar at:

<https://forms.gle/ihnDF4FM9odecs9r6>

Questions: Dan Bush, daniel.bush@dpi.wi.gov, 608-266-6968.