Introduction to WUFAR
Wisconsin Uniform Financial Accounting Requirements

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WISCONSIN DEPARTMENT OF
Public Instruction
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What is WUFAR?

❖ A multi-dimensional reporting system that can also be used as an accounting system by the Local Education Agency (LEA).

❖ Not required for accounting, but required for reporting and claims to DPI.

❖ Always used in conjunction with the state Budget and Annual Reports (full and special education), as well as ESSA School-Level Reporting.

Why WUFAR?

DPI needs a uniform system for reporting LEA activity for:

- ❖ Reporting purposes (both state and federal)
- ❖ Calculating general and categorical aid
- ❖ Determining compliance with federal regulations
- ❖ Comparing activity between LEAs
- ❖ State budget building
- ❖ Ensuring compliance with Uniform Grant Guidance requirements to track federal grant expenditures

Why WUFAR?

LEAs need a consistent system and common language for:

- ❖ Purchasing and expenditures
- ❖ Planning, creating, and monitoring local budgets and expenses
- ❖ Budget development and decision-making authority
- ❖ Local budget accountability

Why WUFAR?

Wisconsin Statutes, s. 115.28(13)

UNIFORM FINANCIAL FUND ACCOUNTING.

[The state superintendent shall] prescribe a uniform financial fund accounting system, applicable to all school districts and county children with disabilities education boards, which provides for the recording of all financial transactions inherent in the management of schools and county children with disabilities education board programs and the administration of the state's school aid programs.

Why WUFAR?

Wisconsin Statutes, s. 115.30(1)
...School district officers and employees shall maintain a uniform recording of accounting as prescribed by the department and make such reports to the department as will enable it to distribute state school fund appropriations and state educational appropriations to the schools and persons entitled thereto...

GAAP & GASB

WUFAR meets requirements under Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) which apply to all state and local governments.

WUFAR is KEY

Simplified and flexible chart of accounts - ensures adherence to state and federal financial reporting requirements, and gives LEAs the ability to segregate and group accounts.

Revisions to WUFAR are done on at least a yearly basis to address needed changes, fix errors, or adhere to requirements under GAAP and GASB.

DPI Chart of Accounts integrated by the vendor. Ensure your local accounts account for changes to WUFAR and the DPI COA so accounts roll up correctly.

WUFAR Sequence of Dimensions

This sequence is what you would normally see when looking at an expense report.

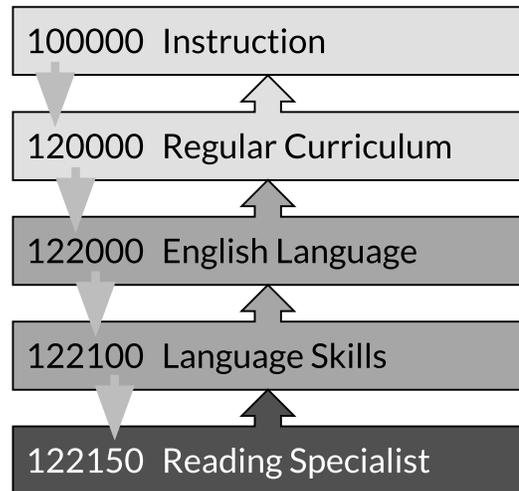| Fund | Location | Object or Source | Function | Project |
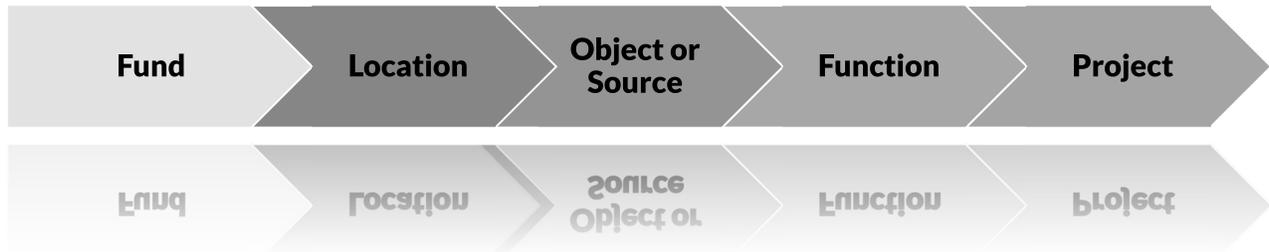
WUFAR Account Sequence

A WUFAR account is a sequence of *dimensions*:

10 E 120 111 122150 141

Fund – Type – Location – Object/Source – Function - Project

WUFAR is Hierarchical

- WUFAR dimensions "roll up" from lower detail levels to higher summary levels

- A zero means "this includes anything at a lower level with a digit here"

| 100000 Instruction |
| 120000 Regular Curriculum |
| 122000 English Language |
| 122100 Language Skills |
| 122150 Reading Specialist |

WUFAR is Hierarchical

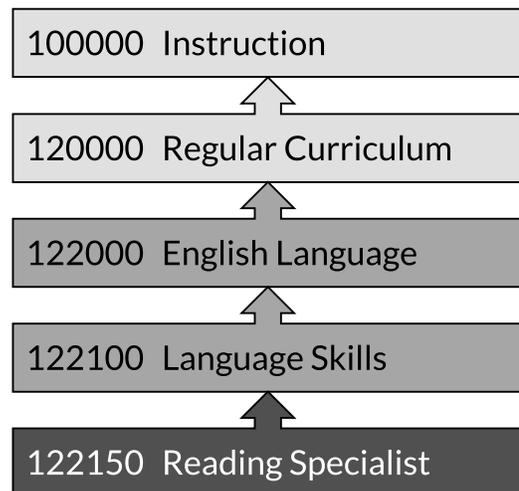- DPI only defines dimensions to a certain level

  100000 and 120000 are required functions
  for reporting to DPI

  122000 and 122100 are optional
  DPI-defined functions for local use

  122150 is a locally created function for an even greater level of detail

| 100000 Instruction |
| 120000 Regular Curriculum |
| 122000 English Language |
| 122100 Language Skills |
| 122150 Reading Specialist |

WUFAR Account Sequence

Fund

10 E 120 111 122150 141

Which accounting entity is it part of?
10 = General Fund

What is a Fund?

- **Independent fiscal and accounting entity**

- **Requiring its own set of books**

- **In accordance with special regulations, restrictions, and limitations that earmark each fund for a specific activity or for attaining certain objectives**

Self-Balancing

Assets – Liabilities = Fund Balance

Starting Balance + Revenues – Expenditures = Ending Balance

Self-Contained

Different funds subject to different legal & program requirements

Resources move between funds only through specifically defined and allowed fund transfers

WUFAR Account Format

Fund
10

Fund 10

- ❖ Typically used for general education costs funded by a combination of local, state and federal funds.

- ❖ Day-to-day operations
    - o General Education Instructional staff
    - o General Instructional activities
    - o Pupil Services staff
    - o Pupil Transportation

WUFAR Account Format

Fund
27

Fund 27

- ❖ Used to account for the excess cost of providing special education and related services for students with IEPs.

- ❖ Separated for State Special Education Categorical Aid calculation and IDEA Maintenance of Effort (MOE) calculations.

WUFAR Account Format

Fund
50

Fund 50

- **Student and elderly food services**

- **May carry a positive balance, but <u>not</u> a deficit**

  Any year-end deficit is covered with a transfer from Fund 10

WUFAR Account Format

Fund
80

Fund 80

- **Used to account for activities such as adult education, community recreation programs**

- **District may adopt a separate tax levy for this fund**

- **School board must establish a Community Service Fund pursuant to s. 120.13(19)**

- **May not expend monies on ineligible costs as defined by DPI**

Other Common Funds

- **Special Revenue (Fund 21)**
  Usually for fundraising and private gifts

- **Debt Service (Funds 38 & 39)**

- **Capital Projects (Funds 41, 46, 49)**

  Debt service and capital projects are booked separately from operations

- **Custodial Fund (Fund 60)**

  Held on behalf of student & parent organizations
  Little to no "administrative involvement" by the district

Special Funds

- **Other Special Projects (Fund 29)**

- **Private Trust Fund (Fund 72)**

- **Employee Trust Fund (Fund 73)**

- **Cooperative Programs (Fund 99)**

WUFAR Account Sequence

Type

10 $\boxed{\text{E}}$ 120 111 122150 141

What sort of account is it?
E = Expenditure

Account Types

DPI defines three types of accounts:

- $\boxed{\text{E}}$xpenditure
- $\boxed{\text{R}}$evenue
- $\boxed{\text{B}}$alance Sheet

Account Types

Most LEAs add detail for account statement types:

Balance Sheet

- **A**sset
- **L**iability
- e**Q**uity

Operating Statement

- **E**xpenditure
- **R**evenue

WUFAR Account Format

Fund	Location
10 - 27	123

Location

- ❖ Where?
- ❖ DPI generally has not collected in the past.
- ❖ Can be used for internal tracking by the LEA, including school level reporting.

WUFAR Account Sequence

Location

10 E **120** 111 122150 141

↑

Where is this activity located?
*120 = Shady Meadow Elementary**

* Local account detail

WUFAR Account Format

Fund	Location	Source
10	000	619

Source

Where

Source identifies revenues and other sources of funds according to their origins.

Used exclusively with Revenues

WUFAR Account Format

Fund	Location	Object	Object
10 - 27	123	300	**What or Who** Object identifies the type of cost by category, such as salaries, materials, supplies, or contracted services. **What** you are buying, or **Who** you are buying it from

WUFAR Account Sequence

Object/Source

10 E 120 111 122150 141

↑

Expense Object: What is being paid for?
111 = Certified Staff Salary*

* Local account detail

Types of Objects

- ❖ Salaries & Benefits (100 / 200 Objects)
- ❖ Purchased Services (300 Objects)
- ❖ Non-Capital Objects (400 Objects)
- ❖ Capital Objects (500 Objects)
- ❖ Insurance (700 Objects)
- ❖ Other Objects (900 Objects)

WUFAR Account Format

Fund	Location	Object	Function
10 - 27	123	300	110 000 - 158 000

Function

- ❖ Why?
- ❖ For what area or purpose?
  - ○ 100 000-level functions are instructional.
  - ○ 200 000-level functions are support services.

WUFAR Account Sequence

Function

10 E 120 111 122150 141

What is the purpose?
122150 = Reading*

* Local account detail

Types of Functions

Instruction – 100 000

- ❖ **110 000 - Undifferentiated Curriculum**
- ❖ **120 000 - Regular Curriculum**
- ❖ **130 000 - Vocational Curriculum**
- ❖ **140 000 - Physical Curriculum**
- ❖ **150 000 - Special Education Curriculum**
- ❖ **160 000 - Co-curricular Activities**
- ❖ **170 000 - Other Special Needs**

Types of Functions

Support Services – 200 000

- ❖ 210 000 - Pupil Services
- ❖ 220 000 - Instructional Staff Services
- ❖ 230 000 - General Administration
- ❖ 240 000 - School Building Administration
- ❖ 250 000 - Business Administration
- ❖ 260 000 - Central Services
- ❖ 270 000 - Insurance and Judgements

Example: Instructional Function Detail

110 000 - Undifferentiated Curriculum: Teaches two or more curricular areas to the same group of students

- ❖ Language arts / social studies program
- ❖ First grade teacher

Example: Instructional Function Detail

120 000 - Regular Curriculum: Teaches one curricular area

- ❖ **122 000 – English Language**

- ❖ **124 000 – Mathematics**

  - ○ 124 100 – Algebra

  - ○ 124 300 – Calculus

  - ○ 124 600 – Geometry

Example: Instructional Function Detail

150 000 – Special Education Curriculum

152 000 – Early Childhood

156 000 – Physical / Sensory

- ❖ 156 100 – Deaf & Hard of Hearing
- ❖ 156 200 - Homebound
- ❖ 156 600 – Speech / Language
- ❖ 156 700 – Visually Impaired

158 000 – Cross Categorical - SE

159 000 – Other Special Curriculum

- ❖ 159 100 – Special Education Program Aide
- ❖ 159 200 – Special Education Short Term Subs
- ❖ 159 300 – Special Education Specialty Teachers

Types of Functions

Non-Program Transactions – 400 000s

❖ 431 000 - General Education Contracted Instruction

❖ 436 000 - Special Education Contracted Instruction

Instructional functions (100 000 series) become 400 000 functions when the instruction is purchased.

156 700 for Visual Impairment Teacher Salary / Benefits

⬇

436 000 for Contracted Visual Impairment Instruction

Example: Support Services Function Detail

210 000 – Pupil Services

❖ 211 000 – Direction of Pupil Services

❖ 212 X00 – Social Work

❖ 213 X00 – Guidance

❖ 214 X00 – Health

❖ 215 X00 – Psychological Services

218 000 – Therapy

❖ 218 100 – Occupational Therapy

❖ 218 200 – Physical Therapy

220 000 – Instructional Staff Services

WUFAR Account Format

Fund	Location	Object	Function	Project
10 - 27	123	300	110 000 - 158 000	141 - 341

Project

❖ **How is it paid for?**

❖ **Project is designed to identify a funding source.**

WUFAR Account Sequence

Project

10 E 120 111 122150 141

Which special program or project is it part of?
141 = Title I

Project Codes

Grants and programs managed by DPI get their own project codes

Payments on the Aids Register show the project code

❖ **Aids Register WUFAR Codes -** https://apps6.dpi.wi.gov/AID/WufarReport

Aids Register WUFAR Codes:

📊 Export to Excel

	Project	Appn	CFDA / S.S.	Program Title ▲	Fiscal Contact	Telephone	Email
730	341	241	84.027	IDEA Flow Through Entitlement	Glenn Aumann	(608) 266-3489	glenn.aumann@dpi.wi.gov
730	348	241	84.173	IDEA PreSchool Disc Aid Public	Glenn Aumann	(608) 266-3489	glenn.aumann@dpi.wi.gov
730	347	241	84.173	IDEA VIB Preschool Entitlement Public	Glenn Aumann	(608) 266-3489	glenn.aumann@dpi.wi.gov
730	251	343	45.310	LSTA System Aids Public	Mark Rudman	(608) 267-9187	mark.rudman@dpi.wi.gov
730	372	344	84.366	Math & Science Partner Private Aids	Ryan Egan	(608) 266-1723	ryan.egan@dpi.wi.gov
630	005	235	255.952	Milwaukee Parental Choice Program	Tricia Collins	(608) 266-7475	tricia.collins@dpi.wi.gov

Fund 10 Project Codes

ESEA	IDEA	CARES
141 – Title I-A	341 – IDEA Coordinated Early Intervening (CEIS)	160 – Elementary and Secondary Emergency Relief Fund (ESSER)
365 – Title II-A		
391 – Title III-A	341 – IDEA Comprehensive CEIS (CCEIS)	
381 – Title IV-A		
360 – Wisconsin Charter Schools Program	341 – IDEA Title I Schoolwide Set-Aside	162 – Governor's Emergency Education Relief Fund (GEER)
400 – Carl D. Perkins CTE		

Fund 27 Project Codes

Local	Federal
011 – State Special Education Categorical Aid	341 – IDEA Flow-through
	347 – IDEA Preschool
019 – Non-aidable Special Education Cost	160 - ESSER
	162 - GEER
ALL special education expenditures must have a project code.	

Project Codes

Project codes are used to identify expenditures funded by a particular program or grant

10 E 120 111 122150 141

141 = Title I

The default project for local, non-specific costs is 000

10 E 120 111 122150 000

Local Project Codes

- LEAs can use their own codes for specific projects or programs
  (e.g. referendum construction,
  non-DPI grants)
- 900s are reserved for local projects

WUFAR Account Sequence

What does this account mean?

10	E	120	111	122150	141

Salary expenditures for a regular education Title I reading specialist at Shady Meadow Elementary School

Expenditure vs. Revenue Accounts

One dimension varies depending on the account type:

10 │E│ 120 │111│ 122100 141

**With an expenditure account this is an <u>Object</u>,
what is being paid for.**

Expenditure vs. Revenue Accounts

One dimension varies depending on the account type:

10 │R│ 000 │621│ 000000 000

**With a revenue account this is a <u>Source</u>,
where money is coming from and what it's used for.**
Source 621 = State Equalization Aid

Revenue Account Detail

10 R 000 621 000000 000

Note that this revenue account does not have
a location, function, or project.
DPI does not collect these for most revenues.

Revenue Account Detail

DPI specifies revenue functions only for fund transfers:

27 R 000 110 411000 000

Operating transfer

from the General Fund

to the Special Education Fund

Revenue Account Detail

An LEA may add detail to provide more information:

10 R 000 271 000000 000

Source 271 is used for Co-Curricular Admissions.

Revenue Account Detail

10 R 400 271 000000 000

Source 271 is used for Co-Curricular Admissions.

An LEA using location 400 for its high school
might want to track admissions by sport...

Revenue Account Detail

An LEA may add detail to provide more information:

10 R | 400 | 271 | 162120 | 000

...so they choose to use the detail function
they have defined for Girls Basketball, 162120,
to code those admissions

Balance Sheet Accounts

Balance sheet accounts use three dimensions:

80 | A | 711000

Fund

Type

Function

Balance Sheet Accounts

What does this account mean?

80	A	711000

Community Service Fund cash (asset).

WUFAR

Wisconsin Uniform Financial Accounting Requirements (WUFAR)

SCHOOL FINANCIAL SERVICES / ACCOUNTING, AUDITING & FINANCIAL MANAGEMENT
/ WISCONSIN UNIFORM FINANCIAL ACCOUNTING REQUIREMENTS (WUFAR)

Overview

The Wisconsin Uniform Financial Accounting Requirements (WUFAR) manual presents a uniform financial fund accounting system for all school districts in the state of Wisconsin as required by Wis. Stats. § 115.28(13).

The chart of accounts listing included in the WUFAR is effective as of July 1, 2002. The WUFAR word document has a table of contents with quick links set up so that you may quickly move through the document to a particular page. To access a page in the document, press the 'Ctrl' key and click on the page number identified in the table of contents.

- **Find it on the DPI School Financial Services webpage:** dpi.wi.gov/sfs/finances/wufar/overview

- WUFAR resources updated at least yearly, including the manual, summary of revisions, and account matrices

- Will transition to Online WUFAR module in WiSFiP

Account Matrices

- **Supplemental charts showing allowed account combinations**

  Allowed combinations officially defined in the written account dimension

TYPE	WUFAR FUNCTION	WUFAR OBJECT	ACCOUNT TITLE	INSTRUCTIONAL FUNDS						TEACH FUNDS		DEBT SERVICE FUNDS		CAPITAL PROJECTS FUNDS				FOOD AND COMMUNITY SERVICE FUNDS		FIDUCIARY FUNDS			
				FD 10	FD 21	FD 29	FD 91	FD 99	FD 27	FD 23	FD 93	FD 38	FD 39	FD 41	FD 46	FD 48	FD 49	FD 50	FD 80	FD 60	FD 72	FD 73	FD 76
E	254410	250	Other Insurance	X	X	X	X	X	X									X	X				
E	254410	290	Other Employee Benefits	X	X	X	X	X	X									X	X				
E	254410	310	Personal Services	X	X	X	X	X	X									X	X				
E	254410	320	Property Services	X	X	X	X	X	X	X	X							X	X				
E	254410	342	Employee Travel	X	X	X	X	X	X									X	X				

High-level WUFAR: Sources

Source	Label	Examples (not a complete list)
100	Transfers	Transfers of money from one fund to another
200	Local Sources	Taxes, fees, donations, sales, interest & investment proceeds
300	Inter-District Payments (WI)	Service payments & aid transits from another WI district
400	Inter-District Payments (OOS)	Service payments from districts outside the state
500	Intermediate Sources	Service payments & aid transits from CESAs & counties
600	State Sources	State aids and grants
700	Federal Sources	Federal aids and grants
800	Other Financing Sources	Debt proceeds, sales of real estate & capital equipment
900	Other Revenues	Cash balance adjustments, refunds, trust contributions

High-level WUFAR: Balance Sheet

Function	Label	Examples (not a complete list)
810000	**Current Liabilities**	**What you owe**
811000	Payables	Accounts payable, accrued payroll & benefits
812000	Due to Other Funds	Fund transfers pending
813000	Due to Other Governments	Payments due to other districts, CESA, etc.
814000	Due to Student Organizations	Money held for student clubs & activities
815000	Deposits Payable	Self-funded insurance, HRAs
816000	Deferred Revenues	Items recorded as revenues in the future
817000	Health Benefit Claims Payable	Unpaid claims for self-funded benefits
818000	Due to Parent Organizations	PTO
819000	Other Fund Liabilities	Anything else

High-level WUFAR: Balance Sheet

Function	Label	Examples (not a complete list)
930000	**Fund Balance**	**Surplus in fund at year end**
935000	Non-Spendable	Non-cash assets, donor restricted funds
936000	Restricted	Restricted by laws or creditors
937000	Committed	Held for specific purpose by formal Board action
938000	Assigned	Intended to be used for specific purpose
939000	Unassigned	Anything not in other fund balance categories

High-level WUFAR: Balance Sheet

Optional fund balance accounts for local use

Function	Label	Examples (not a complete list)
939000	**Unassigned**	**Anything not in other fund balance categories**
939100	Revenue Stabilization	"Rainy Day" fund
939200	Working Capital Needs	Cash flow
939300	Contingencies	Pending litigation, environmental remediation
939400	Emergencies	Disasters, "acts of God"
939900	Other Unassigned	Anything else

SFS Contacts

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