


**Private School Choice Programs  
Fiscal Management Training**

**Income Statement Review:  
Schedule 3A**

School Finance Auditors  
Parental Education Options  
2024-25 School Year

 WISCONSIN DEPARTMENT OF  
**Public Instruction**  
Jill K. Underly, PhD, State Superintendent

Welcome to the Wisconsin Department of Public Instruction’s training module for the Private School Choice Programs. We will refer to the Private School Choice Programs as “Choice” or “Choice program” throughout this training.

The Choice program is governed by Wis. Stat. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. This training is based on the requirements in these statutes and rules. Provisions of this training module are subject to statutory and rule changes.

This section of the training will describe how to complete Schedule 3A.

## Completion of Budget Excel Document



This training will explain how to input information into the budget and cash flow report (budget) Excel document.



You must enter this information into your Excel document unless otherwise noted.



Please pause the training if you need additional time to review the example or check your Excel document.



In order to receive credit for having participated in this training, which is required for all Choice administrators, you will be required to upload the completed budget Excel document into the training quiz.

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This training will explain how to input information into the budget and cash flow report Excel document. We will refer to the budget and cash flow report as the budget throughout this training. You must enter this information into your Excel document unless otherwise noted. Please pause the training if you need additional time to review the example or check your Excel document.

As a reminder, in order to receive credit for having participated in this training, you will be required to upload the completed budget Excel document in the quiz you complete after all the trainings are done. The budget that is uploaded into the quiz must include all of the examples for Holy Love that are provided in each of the trainings. Completion of this training is required for all Choice administrators of schools that are first time participants in the Choice program.

If you have any questions as you complete this training, please note them. The department is providing live virtual Q&A sessions. The webpage where this presentation was available has information on these sessions and a copy of the PowerPoint slides with the notes. You can ask questions on any of the trainings at the live Q&A sessions or email them to us at [dpichoiceditreports@dpi.wi.gov](mailto:dpichoiceditreports@dpi.wi.gov).

## Expense Section

Line	A Item Description and Budget Line Reference	B General Ledger Account Number(s)	INCOME STATEMENT REVIEW			F Explanation of Differences over \$5,000
			C 2022-23 Financial Stmt	D Current Budget	E 2022-23 Difference	
EXPENSE REVIEW						
1	Salaries Sch 3-1, Lns 14-34, Col B			0	0	
2	FICA & Medicare Sch 3-1, Lns 14-34, Col C			0	0	
3	State & Federal Unemployment Sch 3-1, Lns 14-34, Col D			0	0	
4	Employer Paid Benefits Sch 3-1, Lns 14-34, Col E			0	0	
5	Telephone & Internet Access Sch 3-2, Ln 1			0	0	



Here is a snapshot of the Expense section of the Income Statement Review tab.

In column B you will enter your organization’s General Ledger account numbers. Column C will be your 2022-23 account balances. Column D will automatically update when you enter expenses into the related schedules, such as Schedule 3-1 and 3-2. Column A identifies which Schedule each balance is coming from. Column E will automatically calculate as the difference between the Current Budget (Col D) and Financial Statement (Col C). Column F will require an explanation if the Difference in column E is greater than \$5,000.

## Expense Totals

		INCOME STATEMENT REVIEW			
Line	A Item Description and Budget Line Reference	B General Ledger Account Number(s)	C 2022-23 Financial Stmt	D Current Budget	E 2022-23 Difference
32	Total Expenses		0	0	0
33	Total Expenses in 2022-23 Income Statement				
34	Difference		0		



The total expenses in the school's 2022-23 income statement must be entered on Line 33. After entering all the account balance totals in Column C, the school must review Line 34, which is the variance between the total expenses entered on Lines 1 – 31 and Line 33. This variance should be zero. If this variance is not \$0 then you will need to go back and verify you entered the prior year expenses correctly.

## Expense Review Entry

		INCOM	
Line	A Item Description and Budget Line Reference	B General Ledger Account Number(s)	C 2022-23 Financial Stmt
			E
1	Salaries Sch 3-1, Lns 14-34, Col B	600100	499,800
2	FICA & Medicare Sch 3-1, Lns 14-34, Col C		
3	State & Federal Unemployment Sch 3-1, Lns 14-34, Col D		
4	Employer Paid Benefits Sch 3-1, Lns 14-34, Col E		
5	Telephone & Internet Access Sch 3-2, Ln 1	600300	5,000

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Here is a partial section of the completed Expense Review. Line 1 is Salaries. We entered the general ledger number of 600100 in Column B, and \$499,800 in Column C because that is the amount of salaries in general number 600100 in Holy Love’s prior year income statement.

The general ledger account numbers and 2022-23 financial statement amounts should be entered in before entering in any information into your budget because this will help you identify where each of the expenses and revenues should be included in your budget. For example, this tells us that telephone and internet access, which is in Holy Love’s account number 600300, should be entered in Schedule 3-2, Line 1.

Please take a moment to enter the general ledger account numbers in Column B and the amounts in Column C for Lines 1 and 5 in your Holy Love budget.

## Expense Review Entry

Line	A Item Description and Budget Line Reference	B General Ledger Account Number(s)	INCOME STATEMENT REVIEW			F Explanation of Differences over \$5,000
			C 2022-23 Financial Stmt	D Current Budget	E 2022-23 Difference	
EXPENSE REVIEW						
1	Salaries Sch 3-1, Lns 14-34, Col B	600100	499,800	529,800	30,000	Hired 1 additional teacher aid for Grades 3 and 4.
2	FICA & Medicare Sch 3-1, Lns 14-34, Col C			0	0	
3	State & Federal Unemployment Sch 3-1, Lns 14-34, Col D			0	0	
4	Employer Paid Benefits Sch 3-1, Lns 14-34, Col E			0	0	
5	Telephone & Internet Access Sch 3-2, Ln 1	600300	5,000	2,400	-2,600	



At this time, you will not have Column D completed in your budget. However, once you complete the Schedule 3 series trainings, you will see \$529,800 in Column D based on what was entered in Schedule 3-1 in the budget. Column E will be the difference between the Current Budget and prior year financial statement.

In the example on this slide, the salaries expense is increasing by \$30,000 so an explanation is needed in Column F because the amount increased by more than \$5,000. When it increases by more than \$5,000, we are looking for an explanation of the full increase. We entered - Hired 1 additional teacher aid for Grades 3 and 4.

## Revenue Section

		INCOME STATEMENT REVIEW				
Line	A Item Description and Budget Line Reference	B General Ledger Account Number(s)	C 2022-23 Financial Stmt	D Current Budget	E 2022-23 Difference	F Explanation of Differences over \$5,000
35	Tuition Sch 4-1, Ln 1 & 2			0	0	
36	Food Service Fees from Individuals Sch 4-1, Ln 3			0	0	
37	K-12 Before & After School Care Fees Sch 4-1, Ln 4			0	0	
38	Other Fees Charged to Non-Choice Pupils Sch 4-1, Ln 5			0	0	
39	Other Fees Charged to Choice Pupils Sch 4-1, Ln 6			0	0	



Here is a snapshot of the Revenue section of the Income Statement Review tab.

In Column B you will enter your organization’s General Ledger account numbers. Column C will be your 2022-23 revenues. Column D will automatically update when you enter revenues into the related schedules, such as Schedule 4-1. Column A identifies which Schedule each balance is coming from. Column E will automatically calculate as the difference between the Current Budget (Col D) and the amount in the school’s 2022-23 Financial Statement (Col C). Column F will require an explanation if the difference in column E is greater than \$5,000.

## Revenue Totals

		INCOME STATEMENT REVIEW			
Line	A Item Description and Budget Line Reference	B General Ledger Account Number(s)	C 2022-23 Financial Stmt	D Current Budget	E 2022-23 Difference
57	<b>Total Revenues</b>		0	0	0
58	<b>Total Revenues in 2022-23 Income Statement</b>				
59	<b>Difference</b>		0		

		INCOME STATEMENT REVIEW				
Line	A Item Description and Budget Line Reference	B General Ledger Account Number(s)	C 2022-23 Financial Stmt	D Current Budget	E 2022-23 Difference	F Explanation of Differences over \$5,000
47	External Contributions, Non Government Grants, & Fundraising Sch 4-2, Lns 1-8		0	0	0	
48	Church Offerings Sch 4-2, Ln 20, Col C			0	0	
49	Endowment Fund Income Sch 4-3, Ln 1		0	0	0	
50	Other Investment Income Sch 4-3, Ln 2		0	0	0	
51	Related Party Organization Contributions Sch 4-3, Ln 3-12		0	0	0	

The total revenues in the school's 2022-23 income statement must be entered on Line 58. Then, the school must review Line 59, which is the variance between the total revenues entered on Lines 35 – 56 and Line 58. The total of Lines 35-56 is on Line 37. The variance on Line 59 should be zero.

If this variance is not \$0 then you will need to go back and verify you entered the prior year revenues correctly. Please note that in the revenue section, some of the 2022-23 Financial Stmt amounts come from other schedules because certain revenue schedules include the prior year amounts in them. If this is the case, Column A will identify the schedule and line where the amount is coming from. You must directly update the prior year information in the referenced schedule. For example, on Lines 47-51, Line 48, Column C is yellow. That means you can directly update the 2022-23 Financial Stmt amount in that cell. Conversely, Column C is white in Lines 47, 49, 50, and 51. That means you must go to the lines that are referenced in Column A to revise the 22-23 financial statement amounts in Column C.





## Revenue Entry Review

Line	A Item Description and Budget Line Reference	B General Ledger Account Number(s)	INCOM	
			C 2022-23 Financial Stmt	R
35	Tuition Sch 4-1, Ln 1 & 2	400100	77,500	
36	Food Service Fees from Individuals Sch 4-1, Ln 3	400200	2,000	
37	K-12 Before & After School Care Fees Sch 4-1, Ln 4	400300 & 400302	1,000	
38	Other Fees Charged to Non-Choice Pupils Sch 4-1, Ln 5	400400	2,100	
39	Other Fees Charged to Choice Pupils Sch 4-1, Ln 6	400500		

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Here is a partial section of the completed Revenue Review. Line 35 is Tuition. We entered the general ledger number of 400100 in Column B and \$77,500 in Column C because that is the amount of tuition in general ledger number 400100 in Holy Love's prior year income statement. The before and after school care line includes more than one general ledger account, so we included both accounts in Line 37, Column B.

As mentioned on the previous slide, some of the 2022-23 Financial Stmt amounts in the revenue section come from other schedules because certain revenue schedules include the prior year amounts in them. If this is the case, use Column A to identify the schedule and line where the amount is coming from. You must directly update the prior year information in the referenced schedule in Column A.

Please take a moment to enter the general ledger account numbers in Column B and the amounts in Column C for Lines 35-39 in your Holy Love budget.

## Revenue Entry Review

Line	A Item Description and Budget Line Reference	B General Ledger Account Number(s)	INCOME STATEMENT REVIEW			F Explanation of Differences over \$5,000
			C 2022-23 Financial Stmt	D Current Budget	E 2022-23 Difference	
REVENUE REVIEW						
35	Tuition Sch 4-1, Ln 1 & 2	400100	77,500	80,000	2,500	
36	Food Service Fees from Individuals Sch 4-1, Ln 3	400200	2,000	2,400	400	
37	K-12 Before & After School Care Fees Sch 4-1, Ln 4	400300 & 400302	1,000	7,000	6,000	Before/after care usage has increased after COVID
38	Other Fees Charged to Non-Choice Pupils Sch 4-1, Ln 5	400400	2,100	2,600	500	
39	Other Fees Charged to Choice Pupils Sch 4-1, Ln 6	400500		0	0	

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At this time, you have not entered the budget revenues in, so Column D will be 0. However, once you complete the budget, tuition will include \$80,000 in Column D, Line 35. Similar to the expenses, Column E is the difference between the Current Budget and prior year financial statement.

In this example, the before and after care fees are increasing by \$6,000 so an explanation is needed in column F because the amount increased by more than \$5,000. When it increases by more than \$5,000, we are looking for an explanation of the full increase. We entered - Before/after care usage has increased after COVID.

## Available Resources

### On Demand Trainings

- K4 Parental Outreach (Training 1-3)
- Auditor Authorization Form (Training 3-3)
- Financial Audit Requirements (Training 5)
- Fiscal & Internal Control Practices (Training 6)
- Payment Process, Pupil Count Report, & Audit Overview (Training 9-1)
- Count Reports (Training 9-2 & 9-3)
- Report Cards, Student Information System, and WISEdata (Training 4-1)

<https://dpi.wi.gov/parental-education-options/choice-programs/on-demand-training>

### Bulletins

- Financial Audit and PSCP/SNSP Reserve Balance Bulletin
- PSCP Eligible Education Expenses Bulletin
- K4 Parental Outreach Activities Bulletin
- Student Tuition and Fees Bulletin
- Criminal Background Checks Bulletin
- Staff Credentials Bulletin
- Insurance and Fidelity Bulletin
- Summer School Bulletin
- Accreditation Bulletin

<https://dpi.wi.gov/parental-education-options/choice-programs/bulletins>



The department has on demand trainings and bulletins available to help schools understand programmatic requirements. Schools are encouraged to review these trainings and bulletins throughout the year when you have questions on the Choice program requirements.

## Questions?

**Auditors for the Choice Program**

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**Budget questions should be sent to:**  
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**General program questions should be sent to:**  
[privateschoolchoice@dpi.wi.gov](mailto:privateschoolchoice@dpi.wi.gov)

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The contact information for each of the Choice program auditors is listed on the screen. Questions on this training, including questions on the budget and cash flow report, should be directed to [dpichoiceauditreports@dpi.wi.gov](mailto:dpichoiceauditreports@dpi.wi.gov), rather than a specific auditor. This mailbox is monitored by all of the Choice program auditors.

If you have general Choice program questions, they should be directed to the Choice program consultants at [privateschoolchoice@dpi.wi.gov](mailto:privateschoolchoice@dpi.wi.gov).