

**Private School Choice Programs  
Fiscal Management Training**

**Cover Page & Schedule 1:  
General Information**

School Finance Auditors  
Parental Education Options  
2022-23 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 explain entering the school’s general information in the cover page and Schedule 1.

## 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. 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 during the month of March. 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 [dpichoiceauditreports@dpi.wi.gov](mailto:dpichoiceauditreports@dpi.wi.gov).

## DPI Budget & Cash Flow Report

- New schools that choose the budget option must complete the budget using the DPI Budget & Cash Flow.
- The budget must be completed using Microsoft Excel.
- Do not use Google Sheets or save the file to Google Sheets prior to downloading it to your computer.
- No formatting changes may be made to the budget.
- Do not change headers, footers, or how the document is printed (the print area or page set up).

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New schools that choose the budget option must complete their budget using DPI's Budget & Cash Flow Report. Schools cannot use their own budget document if they are submitting the budget to DPI to meet the new school budget requirement.

When completing the budget, do not update the budget using Google Sheets or first save the budget in Google Sheets before downloading it to your computer.

No formatting changes may be made to the budget.

Lastly, do not change headers, footers, or the document's print settings.

## DPI Budget & Cash Flow Report (cont)

- There is an instructions tab in the budget Excel file. In addition, each schedule in the budget also has its own set of instructions.
- The instructions should be read in full during the budget completion process.
- The instructions explain the steps in completing the budget and how to properly submit the budget.

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For overall instructions on the budget, refer to the tab labeled “Instructions”. In addition, each schedule in the budget also has its own set of instructions. These instructions are to help the person preparing the budget.

Also, when the preparer of the budget is entering information in Excel, there are helpful comments that will be visible when the person places their cursor over a cell that has a red triangle in the top right corner.

Please read the instructions in full when completing the budget. The instructions explain the steps to complete and submit the budget.

## DPI Budget & Cash Flow Report (cont)

- The budget is required to be filled out at the legal entity level.
- All activity and balances for the legal entity of the school **MUST** be included.
- Organizations are considered the same legal entity if:
  - The organizations have the same federal tax id number and use it for all activities including payroll.
  - The organizations are **NOT** separately set up with the Department of Financial Institutions.

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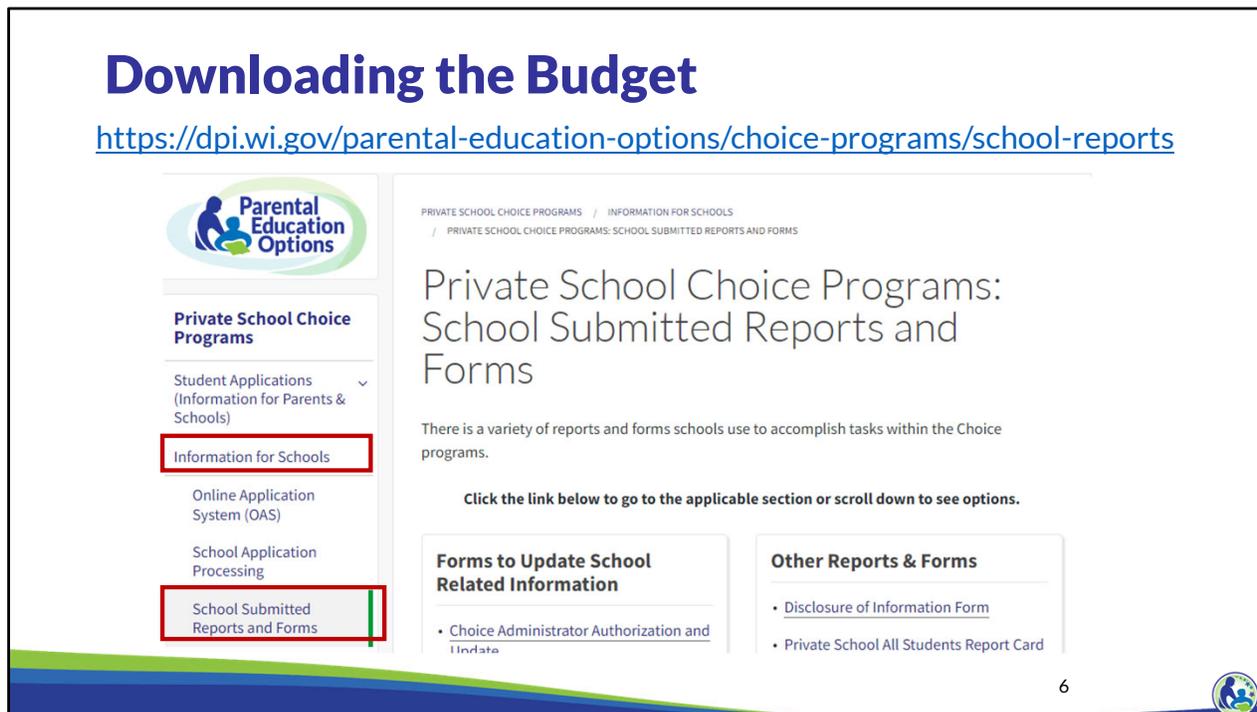
The budget is required to be filled out at the legal entity level. This means all activities and balances for the legal entity must be included in the budget.

For example, if the legal entity of the school consists of educational programming for K thru 8<sup>th</sup> grades and a church, all of the church's and the K thru 8<sup>th</sup> grade's educational programming's activities and balances must be included in the budget.

Organizations are the same legal entity if: they have same Federal Tax ID number and use it for all activities including payroll and they are not separately set up with Department of Financial Institutions

## Downloading the Budget

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



The screenshot shows the website interface for Private School Choice Programs. On the left is a navigation menu with the following items: "Parental Education Options" (with a logo), "Private School Choice Programs", "Student Applications (Information for Parents & Schools)", "Information for Schools" (highlighted with a red box), "Online Application System (OAS)", "School Application Processing", and "School Submitted Reports and Forms" (highlighted with a red box). The main content area has the title "Private School Choice Programs: School Submitted Reports and Forms" and a sub-header "PRIVATE SCHOOL CHOICE PROGRAMS / INFORMATION FOR SCHOOLS / PRIVATE SCHOOL CHOICE PROGRAMS: SCHOOL SUBMITTED REPORTS AND FORMS". Below the title, it states: "There is a variety of reports and forms schools use to accomplish tasks within the Choice programs. Click the link below to go to the applicable section or scroll down to see options." There are two main sections: "Forms to Update School Related Information" containing a link for "Choice Administrator Authorization and Update", and "Other Reports & Forms" containing links for "Disclosure of Information Form" and "Private School All Students Report Card". A page number "6" and a small globe icon are visible at the bottom right of the screenshot.

Lets start off by downloading the budget. Please enter the web address at the top of this slide in your web browser. This will direct you to the New School Registration Web Page.

If you prefer not to enter this link in your web browser, then go to the Private School Choice Programs homepage. On the left hand side of the Screen click "Information for Schools" and then click "School Submitted Reports and Forms".

## Downloading the Budget (cont)

- Scroll down the page and look for the section entitled “Budget and Cash Flow Report. Then click on the link that says “2022-23 Budget and Cash Flow Report”

### Budget and Cash Flow Report

- [2022-23 Budget and Cash Flow Report](#) 
- [2021-22 Budget and Cash Flow Report](#) 
- [Kiteworks Budget Submission Instructions](#) 

Materials explaining how to complete the 2022-23 Budget and Cash Flow Report are available on the [New School Financial Management Training](#) webpage.



Next, please scroll down the web page until you see an area titled “Budget and Cash Flow Report”. Then, find the link that says “2022-23 Budget and Cash Flow Report”. Please click on this link.

Ensure you download the 2022-23 Budget and Cash Flow Report rather than the 2021-22 Budget and Cash Flow Report.

## Navigating the Budget

- Arrows to move the tabs left to right or right to left. Use these arrows to see the additional tabs.
- There are different tabs in the budget for each area such as: expenses and revenues. It is important that you complete each of the tabs in the budget.

**INSTRUCTIONS FOR COMPLETION OF  
BUDGET REPORT AND ANTICIPATED CASH FLOW FOR YEAR ENDING JUNE 30, 2023  
(PI-PCP-14)**

Before starting, save an unused copy of this spreadsheet for further use.

The spreadsheet version of the budget report and anticipated cash flow is being provided as an accommodation for the use of schools in complying with various requirements, including:

- 1) The budget required by Wisconsin Statute 118.60 and Wisconsin Statute 119.23 for certain new Choice schools (generally those considered to be start ups), which is due to the department by August 1, 2021.
- 2) Wisconsin Statute 118.60 and Wisconsin Statute 119.23 requires schools new to the Choice program to either provide a surety bond or a budget. Schools that choose the budget option are required to provide a complete budget and all required attachments to the department by May 1, 2022.
- 3) Schools that may have financial viability concerns that are required to provide a budget to the DPI per Wisconsin Administrative Code. In this case, the due date for the budget is the date identified in the correspondence from the department.
- 4) Determining whether a participant in the Special Needs Scholarship Program (SNSP) meets the requirements of Wis. Stat. 115.7915 (6) (f) 2 and Wis. Admin. Code PI 49.04. SNSP schools must submit the budget and all required attachments to the department by March 1, 2022.

The cells in the spreadsheet have been protected so that data can only be entered in cells that need information. Use the tab keys, arrows or mouse to move to the cells that will accept an entry. The school can only enter information in the cells highlighted in yellow. Do not use the space bar to delete information in a cell. Use the delete key or backspace to remove information in any cell.

The budget must be completed using Microsoft Excel. The school should not use Google docs. No formatting changes to the budget may be made. This includes changes to the headers or footers or changes to the page set up (what is printed or if it is printed in landscape or portrait).

If you have questions, email [dpichoicedtreports@dpi.wi.gov](mailto:dpichoicedtreports@dpi.wi.gov).

**Budget & Cash Flow Report Submission:** The budget will not be considered complete unless all items in the Completeness Requirements section of the cover page are completed. This includes providing all of the required attachments. Once the report is complete, the SNSP/Choice Administrator must electronically sign the cover page and upload the completed Excel document as an Excel document and all required attachments to the school's Kiteworks folder by the date specified above. Schools are encouraged to submit the report and required attachments in advance of the due date in case there are technical difficulties. The school should retain a copy of the spreadsheet.

←
Instructions
Instructions (cont)
Cover Page
Required Attachments
Error Report
SCI
→

- On the right-hand side of the screen there is a scroll bar that moves the screen vertically up and down.

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After opening the budget, please look at the bottom of the Excel document.

The first red box on the bottom left of the screen indicates where the arrows are located that allow you to see the other tabs in the Excel document that aren't visible on the bottom.

The 2nd red box on the bottom of this screen shot shows some of the different tabs of the budget. There are different tabs in the budget for each area such as: expenses and revenues. It is important that you complete each of the tabs in the budget.

The 3rd red box on the right hand side of this screen shot is highlighting the scroll bar that moves the screen vertically up and down.

If you have not previously used these features in Microsoft Excel, you can pause your video and take some time to become familiar with them.

## Budget Cover Page

I. SCHOOL INFORMATION			
Name of Legal Entity of School Must match entity name associated with the school's Federal Tax ID			
School Name	School City		
Place an "X" next to all programs the school will participate in during the 2022-23 school year. This must match the school's Intent to Participate form (ITP). Note the SNSP requires a different ITP from the other programs.			
<input type="checkbox"/>	Milwaukee Parental Choice Program (MPCP)	<input type="checkbox"/>	Wisconsin Parental Choice Program (WPCP or Statewide)
<input type="checkbox"/>	Racine Parental Choice Program (RPCP)	<input type="checkbox"/>	Special Needs Scholarship Program (SNSP)
II. REASON COMPLETING BUDGET			
Place an "X" next to the reason(s) the school is completing this budget.			
<input type="checkbox"/>	Budget due by August 1, 2021 for schools in their first year of participation in the MPCP, RPCP, and WPCP (collectively 'Choice'). If the school withdrew or was terminated from all Choice programs, the school is in it's first year of participation.		
<input checked="" type="checkbox"/>	Budget due by May 1, 2022 for schools in their first year of participation in the MPCP, RPCP, and WPCP (collectively 'Choice'). If the school withdrew or was terminated from all Choice programs, the school is in it's first year of participation.		
<input type="checkbox"/>	Continuing MPCP, RPCP, or WPCP responding to a financial viability request from the department.		
<input type="checkbox"/>	SNSP required financial information for schools that DID NOT participate in SNSP, MPCP, RPCP, or WPCP in both 2020-21 AND 2021-22.		
<input type="checkbox"/>	SNSP required financial information for schools that PARTICIPATED in SNSP, MPCP, RPCP, or WPCP in both 2020-21 AND 2021-22.		

- Check the second box in Section II to indicate the budget is being completed to meet the May 1, 2022 budget requirement.



This is a screen shot of the budget's cover page.

In Section I of this schedule, the school should enter the name of the legal entity of the school, which may be different than the school's name.

Then, the school must identify which programs the school indicated it would participate in on the Intent to Participate that was due by January 10.

In Section II of this Schedule, the school should put an X next to the second option. This indicates that the school is completing the budget that is due by May 1.

## Budget Cover Page

- There are errors on almost every schedule that feed into Line 4.
- The budget isn't complete until all of the errors have been cleared.

III. COMPLETENESS REQUIREMENTS	
In order to be considered complete, the budget MUST MEET ALL OF THE REQUIREMENTS below. Line 4 may not say ERROR(S) IDENTIFIED! unless an email from one of the DPI Auditors specifically excusing the error is attached to the budget. FAILURE TO PROVIDE ALL OF THE REQUIRED DOCUMENTS ON THE REQUIRED ATTACHMENTS PAGE MAY RESULT IN A NEW CHOICE SCHOOL BEING BARRED FROM PARTICIPATION IN THE PROGRAM IN THE 2022-23 SCHOOL YEAR.	
1	The budget is <b>received</b> by DPI no later than the required due date.
2	The budget submitted to the DPI is the final school version. Drafts are not acceptable.
3	The Choice/SNSP administrator on the Intent to Participate form must sign and date the yellow box below.
4	No errors may be included on the error report. <b>ERROR(S) IDENTIFIED!</b>
5	The budget has been completed at the legal entity level, meaning it includes all balances and activity for the organization with the same Federal Tax ID number as the school.
6	All of the required documents with a "Yes" in Column B of the required attachments page have been submitted with the budget.

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The completeness requirements section identifies the items the school must meet for the budget submission to be considered complete.

The budget must be provided no later than the due date. The budget must be the final school version, it cannot be a draft.

It must be signed by the Choice administrator. The budget cannot have any errors on the Error Report. If the cover page indicates "ERROR(S) IDENTIFIED!", review the Error Report to determine what errors are in the budget. We will go through the error report shortly.

The budget must be prepared at the legal entity level.

Finally, the budget must be submitted with all required attachments. The Required Attachments tab will identify which attachments must be submitted with the budget. We will go through this tab in a few slides.

## Budget Cover Page

IV. SIGNATURE	
<p>All schools: I certify that the information contained herein is correct and accurate, and includes all liabilities of the legal entity of the school. I understand the budget MUST MEET ALL OF THE REQUIREMENTS in Section III above. I agree that typing my name below constitutes a legal signature.</p> <p>For new schools participating in the MPCP, RPCP, or WPCP for the 2022-23 school year: I understand that the Department of Public Instruction (DPI) must receive a complete budget, including all required attachments, by the date in the instructions. Failure to provide a complete budget and all attachments by the required date may result in the school being ineligible to participate in the Choice program in the 2022-23 school year.</p>	
Electronic Signature of Choice/SNSP Administrator <i>The Administrator must type his/her name below.</i>	Date Signed
V. INDIVIDUAL PREPARING REPORT	
Name of Individual Preparing the Report	E-mail Address
Employer of Individual Preparing the Report - If Self Employed so State	
<p><b>BUDGET WILL NOT BE CONSIDERED COMPLETE WITHOUT ALL REQUIRED DOCUMENTS WITH A "YES" IN COLUMN B OF THE REQUIRED ATTACHMENTS PAGE</b></p>	

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This is a screen shot of the lower part of the cover page pertaining to Sections IV and V.

The Choice administrator on the Intent to Participate must electronically sign and date Section IV. The Choice administrator signs their name by typing it in the box.

In Section V, the school must include the name of the individual preparing the report. For example, if the school's accountant is assisting with the budget preparation, the accounting firm must be identified in this section.

## Class Activity – Budget’s Cover Page

- Go to the Budget and Cash Flow Report document in Excel that you downloaded from the Internet earlier. Input the below information into the budget for our example school.
- Click on the tab at the bottom of the Excel document and select Cover Page. Then, complete Section I and II of the Cover Page tab with the following information:
  - The legal entity of the school is Holy Love Church and School.
  - The name of the school is Holy Love School and it is located in Milwaukee.
  - The school indicated in its Intent to Participate that it will participate in the Milwaukee Parental Choice Program (MPCP) and the Wisconsin Parental Choice Program (WPCP).
  - The school is completing the budget that is due by May 1.

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We will now begin working in the Budget document. Please find the tab on the lower part of your screen titled Cover Page.

Next, please pause the video and take a few minutes to complete Section I and II of the Cover Page based on the information on this slide. The entity in our example is called Holy Love Church and School.

When you ready to proceed, resume the training.

## Cover Page

I. SCHOOL INFORMATION	
Name of Legal Entity of School <i>Must match entity name associated with the school's Federal Tax ID</i>	
Holy Love Church and School	
School Name	School City
Holy Love School	Milwaukee
Place an "X" next to all programs the school will participate in during the 2022-23 school year. <i>This must match the school's Intent to Participate form (ITP). Note the SNSP requires a different ITP from the other programs.</i>	
<input checked="" type="checkbox"/>	Milwaukee Parental Choice Program (MPCP)
<input checked="" type="checkbox"/>	Wisconsin Parental Choice Program (WPCP or Statewide)
<input type="checkbox"/>	Racine Parental Choice Program (RPCP)
<input type="checkbox"/>	Special Needs Scholarship Program (SNSP)
II. REASON COMPLETING BUDGET	
Place an "X" next to the reason(s) the school is completing this budget.	
<input type="checkbox"/>	Budget due by August 1, 2021 for schools in their first year of participation in the MPCP, RPCP, and WPCP (collectively 'Choice'). If the school withdrew or was terminated from all Choice programs, the school is in it's first year of participation.
<input checked="" type="checkbox"/>	Budget due by May 1, 2022 for schools in their first year of participation in the MPCP, RPCP, and WPCP (collectively 'Choice'). If the school withdrew or was terminated from all Choice programs, the school is in it's first year of participation.
<input type="checkbox"/>	Continuing MPCP, RPCP, or WPCP responding to a financial viability request from the department.
<input type="checkbox"/>	SNSP required financial information for schools that DID NOT participate in SNSP, MPCP, RPCP, or WPCP in both 2020-21 AND 2021-22.
<input type="checkbox"/>	SNSP required financial information for schools that PARTICIPATED in SNSP, MPCP, RPCP, or WPCP in both 2020-21 AND 2021-22.



In Section I on the print screen, we have filled in the name of the legal entity, school name, and school city from our example. The Choice programs the school indicated it would participate in are the Milwaukee Parental Choice Program and the Wisconsin Parental Choice Program, so an X was placed in the yellow box next to each of these programs.

Also, you will need to check the second box in Section II that indicates you are completing the Budget due by May 1.

## Budget - Required Attachments

- Certain areas in each schedule may trigger an attachment.
- We will discuss attachments applicable for each section as we go through that schedule.
- The required attachments are not accurate until the budget has been completed.

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We will be discussing applicable attachments as we go through each schedule. We may also refer to an attachment as supporting documentation in this training.

The Required Attachments tab may not identify all of the required attachments until the budget has been fully completed. In addition, the budget is also not complete unless all of the required attachments are submitted with the budget.

## Budget - Required Attachments Tab

GENERAL ATTACHMENTS		
Line	A Attachment Description	B Document Required
1	Current balance sheet for the legal entity of the school dated no earlier than two months before the due date of the budget.	YES
2	Current year-to-date income statement for the legal entity of the school dated no earlier than two months before the due date of the budget.	YES
3	All cash and investment account bank statements for the legal entity of the school dated no earlier than two months before the due date of the budget.	YES
4	June 30, 2021 balance sheet for the legal entity of school. If the school is a current participant in the MPCP, RPPC, WPCP, or SNSP and submitted a standard 2020-21 financial audit (not a modified financial audit) at the legal entity level by October 15, 2021, this balance sheet is not required.	YES
5	Income statement from July 1, 2020 to June 30, 2021 for the legal entity of school. If the school is a current participant in the MPCP, RPPC, WPCP, or SNSP and submitted a standard 2020-21 financial audit (not a modified financial audit) at the legal entity level by October 15, 2021, this income statement is not required.	YES
6	Classroom configurations by classroom that indicates the number of students and their grade(s), number of teachers, and number of teacher's aides in each classroom.	NO
7	Printscreen from the City assessor office showing the owner of all locations included on Schedule 5-2. If unavailable, a property deed showing the owner. The address on the printscreen or deed must exactly match the address in Schedule 5-2. If the school does not have any locations at the time of budget submission and Schedule 5-2, Line 1 indicates a location is TBD (building address and city), the requirement for this attachment is automatically waived.	YES
8	Lease agreement for all non rent leases with total payments owed in Schedule 5-3, Columns D-F greater than \$10,000. If a lease agreement has not yet been completed, indicate in the box on the next line when it is expected to be completed. A copy must be sent to the Department when completed.	No
9		
10	Rental agreement for all rented locations on Schedule 5-3. If a rental agreement has not yet been completed, indicate in the box on the next line when it is expected to be completed. A copy must be sent to the Department when completed.	YES
11		
12	New Private Schools as defined by Wis. Stat. 118.60 and 119.23 or schools that were not operating as a school in the previous school year: All written agreements for contributions from individuals or unrelated organizations, non-government grants, or fundraising on Schedule 4-2, Lines 1-18 above \$1,000. The written agreement must include the following: a) who will provide the funds, b) that the funds will be provided to the school, c) the amount that will be provided, d) when the funds will be provided, and e) an indication that the amounts do not need to be paid back. All Other Schools: All written agreements for contributions from individuals or unrelated organizations, non-government grants, or fundraising on Schedule 4-2, Lines 1-18 with a Yes in Column F that are at or above the threshold described at the top of Schedule 4-2.	YES

- The required attachments will be identified with a “Yes” and will be green.



As the school completes the budget, the “Required Attachments tab” will identify what attachments must be submitted with the budget based on the information entered. A “Yes” will appear in green in this tab for any of the attachments that the school must submit.

The school should review this tab after finishing all the schedules to ensure that all required attachments are submitted with the budget.

## General Financial Related Attachments



Current balance sheet for the legal entity of the school dated no earlier than 2 months before the due date of the budget.



Current year-to-date income statement for the legal entity of the school dated no earlier than 2 months before the due date of the budget.



All current bank statements for the legal entity of the school dated no earlier than 2 months before the due date of the budget.



June 30, 2021 balance sheet and an income statement from July 1, 2020 to June 30, 2021 for the legal entity of school. (Prior period financial statements)



All schools must submit several financial related attachments.

The school must submit a balance sheet dated between February 28, 2022 and May 1, 2022 for the legal entity of the school. The school must also submit the income statement for the period from July 1, 2021 to February 28, 2022 for the legal entity of the school.

Additionally, the school must submit all cash and investment account bank statements for the legal entity of the school dated no earlier than February 28, 2021. Finally, the school must submit its June 30, 2021 balance sheet and its income statement from July 1, 2020 to June 30, 2021.

Please note these financial statements must include all the legal entity's financial information. So, if a church and school are the same legal entity but have separate financial statements, the financial statements for both the church and school must be submitted. In addition, all the cash and investment bank statements must be submitted for the church and school.

## Budget Error Report

All errors on this page must be removed except if an email from a DPI auditor specifically excusing the error is submitted with the budget. See the comment on the question mark for information on resolving each error. Please be aware certain errors ensure that different amounts match exactly (including with decimal points).

COVER PAGE		
Line	Item	Result
[?]	1 Cover page completed	ERROR
[?]	2 The school must indicate the reason the budget is being completed	OK
[?]	3 The school must revise the reasons the budget is being completed	OK
SCHEDULE 2-1, 2-2, AND 2-3		
[?]	4 Prelim, 3rd Fri Sept, and/or 2nd Fri Sept Choice and SNSP enrollment is more than the all pupil enrollment	OK
[?]	5 The all pupil enrollment counts must be included for all count dates (Prelim, 3rd Fri Sept & 2nd Fri Jan)	OK
[?]	6 The Choice pupil enrollment counts must be included for all count dates (Prelim, 3rd Fri Sept & 2nd Fri Jan)	OK
[?]	7 Choice pupils by program does not equal the total Choice pupils count	OK
[?]	8 The SNSP pupil enrollment counts must be included for all count dates (Prelim, 3rd Fri Sept & 2nd Fri Jan)	OK
[?]	9 Planned outreach activities totaling 87.5 hours must be included on Schedule 2-3	OK
SCHEDULE 3		
[?]	10 Month of hire is not completed	OK
[?]	11 An explanation of who is included in Other Employees is not entered	OK
[?]	12 One or more explanations regarding supplies & utilities have not been entered	OK
[?]	13 One or more provider names have not been provided	OK
[?]	14 Expenses must be included for an auditor	OK
[?]	15 The school has indicated a contractor will provide transportation but no transportation costs are included	OK
[?]	16 The salaries eligible education expenses and primarily SNSP expense salaries are more than the total salaries	OK
[?]	17 Sch 3-1 and/or Sch 3-2 include SNSP expenses but the school isn't participating in SNSP	OK
[?]	18 The prepaid balance on Schedule 3-3 is less than the DPI auditor fee as of 6/30/20 or 6/30/21	OK
[?]	19 Expenses must be included for a student information system	OK
[?]	20 The cash payments section in Schedules 3-1, 3-2, and/or 3-3 are not completed	OK

- The school will see an error if certain items are missing or incomplete.
- The error report does **not** check for every item that can be incomplete or incorrect.
- Errors within each schedule will be discussed during the training on that schedule.

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This is a screen shot of the Error Report Tab in the budget.

The school will see an error if certain items are missing from the budget. However, the error report does not check for every possible situation that would result in the budget not being complete or correct. We will discuss potential errors throughout this training.

When you submit your budget, the results column on the right must have "OK" in all the rows.

## Budget Error Report

- If you have an error you are trying to resolve, put your cursor on the [?]. A comment will show explaining how to resolve the error.
- If you are not able to resolve the error, email a copy of your budget to [dpichoicedata@dpi.wi.gov](mailto:dpichoicedata@dpi.wi.gov) and explain which error you are trying to resolve.

(question mark for information on resolving each error. Please be aware certain errors ensure that different amounts match exactly (including with decimal points).

COVER PAGE		
Line	Item	Result
[?]	<b>COVER PAGE COMPLETE:</b>	<b>ERROR</b>
[?]	The school must complete all yellow cells on the cover page, including indicating all programs it will be participating in.	OK
[?]		OK
[?]	Full enrollment	OK
[?]	5 The all pupil enrollment counts must be included for all count dates (Prelim, 3rd Fri Sept & 2nd Fri Jan)	OK

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Next, this is close up screen shot of the same error report. Please note the Question Mark column on the left. When the cursor is placed over the Question Mark, a comment will appear that explains the error and/or how to resolve the error.

Lastly, if you are not able to resolve the error, email a copy of your budget to [dpichoicedata@dpi.wi.gov](mailto:dpichoicedata@dpi.wi.gov) and explain which error you are trying to resolve. We will then help you resolve the error.

## Knowledge Check

The legal entity of the school includes a church. What activity, balances and general information needs to be included in the budget?

- a. Only the school's activity, balances and general information needs to be included in the budget.
- b. The entire legal entity's activity, balances and general information needs to be included in the budget. This means all of the church activity, balances and general information must be included, in addition to the schools.

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Please pause the training and take a few minutes to read through the question on this slide. Once you are ready to go through the answer, resume the training.

The legal entity of the school includes a church. What activity, balances and general information needs to be included in the budget?

The correct answer is b. All of the legal entity's information must be included in the budget. This includes the church activity if the church has the same Federal Tax ID number as the school.

## Knowledge Check

Which of the following attachments is a school **not** required to provide to DPI with its 2022-23 budget if it selects the budget and cash flow report option?

- a. The **balance sheet** dated between **February 28, 2022** and **May 1, 2022** for the legal entity of the school.
- b. The **bank statements** dated no earlier than **February 28, 2022** for all of the bank accounts for the church associated with the school if the church and school have the same federal tax id number.
- c. The **income statement** for the period from **July 1, 2021 to February 28, 2022** for a daycare that is related to the school if the school and daycare have different federal tax id numbers.
- d. The **income statement** from **July 1, 2020 to June 30, 2021** for the legal entity of school.

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Please pause the training and take a few minutes to read through question on this slide. Once you are ready to go through the answer, resume the training.

Which of the following attachments is a school **not** required to provide to DPI with its 2022-23 budget if it selects the budget and cash flow report option?

The correct answer is c. The school does not need to provide information for related party organizations that have a different federal tax id numbers than the school.

Please remember that if a church and school have the same federal tax id number, the school needs to provide the financial statements and bank statements for all cash accounts of the church and the school. This would include bank accounts in the church's name.

## Schedule 1: General

GENERAL		QUESTION COMPLETED	
1) What year did the organization begin operating a school?		Complete question 1	ERROR
2a) Is the school affiliated with a church?		Complete question 2a	ERROR
2b) If 2a is yes, what is the name of the church?		Complete question 2b	OK
2c) If 2a is yes, do the church and school have the same federal tax id number?		Complete question 2c	OK
3a) Is the school part of a synod, archdiocese, or other association of churches?		Complete question 3a	ERROR
3b) If 3a is yes, what is the name of the association?		Complete question 3a	OK
4a) Does the legal entity of the school operate a daycare/preschool? <i>If part of the legal entity of the school includes a daycare/preschool, "Yes" must be selected from the drop down. This does not include before or aftercare for students in K-12 in educational programming.</i>		Complete question 4a	ERROR
4b) Explain any non-school activities of the legal entity, other than operating a church or daycare. If there are none, insert "None."			
5a) Select the explanation of the operating organization of the school from the drop down.		Complete question 4b	ERROR
5b) Do additional information required		Complete question 5a	ERROR
		Complete question 5b	OK

- An error will show if the school has not answered the required questions.
- The operating organization is the organization that operates the school. For a combined church/school, this is typically the church.

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In the budget Excel document, please click on the tab located at the bottom part of the screen labeled "SCH 1 General Info".

This slide is a screen shot of the top part of Schedule 1.

Please note the red box on the right hand side of this slide. This section identifies an ERROR if any of the questions still need to be completed. If there are one or more errors on the side, the Error Report will show an error for Schedule 1.

For question 5a, the school must select the operating organization of the school from the drop down list. The drop down options are: the school is its own operating organization, the church in 2b is the operating organization, or a different organization is the operating organization. If a different organization is the operating organization, the operating organization's name would need to be identified in question 5b.

## Schedule 1: Budget Questionnaire

DEBT/LIABILITIES	
6a) Does the legal entity of the school have any liens, levies, or other disputed amounts with the IRS, DOR, DWD, or a vendor/third party. All items must be included whether or not the amounts owed are in dispute.	
6b) If 6a is yes, describe them below and attach documentation from the other party related to these amounts.	

- We will refer to the legal entity of the school as the “organization” during this training.
- The organization must disclose any outstanding liens, levies or disputed amounts with a government agency or any other organization; whether or not the organization agrees with them.
- The school does not need to identify a mortgage that includes a lien on the mortgaged property unless the payments are past due, the school is not in compliance with the debt covenants, or the lender has exercised the lien.
- Failure to disclose amounts could result in the school not being allowed to participate in the program.

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We will refer to the legal entity of the school as the “organization” during this training.

This slide is a screen shot of the middle part of the schedule labeled Debt/Liabilities.

In question 6a the organization must disclose any outstanding liens, levies, or disputed amounts with a government agency or any other organization.

This line item is **not** for disclosing mortgages and loans that are in good standing.

However, the school must identify mortgages or loans that are past due, not in compliance with any debt requirements or covenants, or the lender has exercised a lien on the property.

Failure to fully disclose the information in question 6 could result in the school not being allowed to participate in the program.

## Drop Down Lists

Questions that have a Drop-Down List

GENERAL	QUESTION COMPLETED
1) What year did the organization begin operating a school?	Complete question 1 OK
2a) Is the school affiliated with a church?	Complete question 2a OK
2b) If 2a is yes, what is the name of the church?	Complete question 2b OK
2c) If 2a is yes, do the church and school have the same federal tax id number?	Complete question 2c OK
3a) Is the school part of a synod, archdiocese, or other association of churches?	Complete question 3a OK
3b) If 3a is yes, what is the name of the association?	Complete question 3a OK
4a) Does the legal entity of the school operate a daycare/preschool? <i>If part of the legal entity of the school includes a daycare/preschool, "Yes" must be selected from the drop down. This does not include before or aftercare for students in K-12 in educational programming.</i>	Complete question 4a OK
4b) Explain any non-school activities of the legal entity, other than operating a church or daycare. If there are none, insert "None."	
5a) Select the explanation of the operating organization of the school from the drop down.	Complete question 4b OK
5b) No additional information required.	Complete question 5a OK
	Complete question 5b OK

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The boxes in red on the left-hand side of this screen identify certain questions that contain a drop-down list.

There are blue arrows that show the approximate location of where the drop down list is located. In order to activate the drop-down list: click on the cell where the blue arrow is on this slide, an arrow pointing down will appear on your screen to the right of the area in yellow, then click on the arrow and select the correct answer from the drop-down list.

Please remember that not all areas of the budget have a drop down list. However, if an area of the budget is not accepting the data you are entering, it may be because the input must be one of the items in a drop down list.

## Schedule 1: Budget Questionnaire

TRANSPORTATION		
7a) Place an X next to each type of transportation the school will provide (check all that apply):		
<input type="checkbox"/> To and from school	<input type="checkbox"/> Extra-curricular activities	<input type="checkbox"/> Daycare/church
<input type="checkbox"/> No transportation will be provided	<input type="checkbox"/> Field Trips	<input type="checkbox"/> Other (Explain Below)
<input type="text"/>		
7b) If the school is providing transportation, how will it be provided (check all that apply):		
<input type="checkbox"/> School provides own transportation	<input type="checkbox"/> School district provides and charges the school	
<input type="checkbox"/> School district provides free of charge	<input type="checkbox"/> Contracted from other third party	

- The organization must disclose if they will provide transportation (7a).
- If the organization will provide transportation, they must disclose how it will be provided (7b).



The next part of Schedule 1 is labeled Transportation.

In questions 7a, the organization must disclose if it will be providing certain types of transportation.

If the organization will be providing transportation, then they must also disclose how it will be provided in question 7b.

## Schedule 1: Budget Questionnaire

FOOD SERVICES		
<b>8a)</b> Will the school provide food (check all that apply)?		
<input type="checkbox"/> School breakfast, lunch, or milk	<input type="checkbox"/> The school will not provide food	<input type="checkbox"/> Other (Explain Below)
<input type="checkbox"/> Daycare breakfast, lunch, milk or snack	<input type="checkbox"/> Food for church	
<b>8b)</b> How will the food service be provided (check all that apply)?		
<input type="checkbox"/> School district provides free of charge	<input type="checkbox"/> 3rd party contracted by school	<input type="checkbox"/> School provides itself
<input type="checkbox"/> School district provides at a cost	<input type="checkbox"/> 3rd party paid for directly by pupils	

- Indicate what type of food service will be provided (8a).
- Identify how the food service will be provided (8b).
- If food is provided directly by a 3<sup>rd</sup> party vendor and the students pay the vendor directly, select, "3<sup>rd</sup> party paid for directly by pupils."
- When students pay the 3<sup>rd</sup> party vendor directly, the food costs and revenues are not included in the budget.

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Question 8a addresses what type of food service will be provided and question 8b then asks how the food service will be provided.

If food is provided directly by a 3<sup>rd</sup> party vendor and if the students pay the vendor directly for the food, select 3<sup>rd</sup> party paid for by pupils in question 8b.

Also, when the students or students' parents are paying a 3<sup>rd</sup> party food provider directly, the food costs and revenues associated with this arrangement should not be included in the budget.

## Schedule 1: Budget Questionnaire

8c) If the school will provide lunch, breakfast, or milk to the K-12th grade pupils enrolled in educational programming, insert the amount that will be provided in Columns B and C. If the school is paying a set dollar value for a contractor to provide lunch, breakfast, and/or milk, also insert the cost per meal or milk the contractor will charge in Column D. If the school is not providing any of a certain type, insert 0.

	A Type	B Number Served Per Day	C Number of Days Food Served	D Contractor Cost Per Meal or Milk
8d)	School Lunch			
8e)	School Breakfast			
8f)	School Milk			

	A Type	B Total Cost	C Eligible Education Expenses
8h)	Other Contracted Food Costs		
8i)	Other Non-Payroll Food Service Costs		

- If the organization is providing the food services, complete 8d-8f, Columns B & C.
- If the organization has a contractor providing food service then complete 8d-8f, Columns B, C, & D.



Continuing, if the organization is providing its own food services, then complete columns B and C for lines 8d through 8f.

However, if a contractor is providing food service for the school, then complete columns B, C, and also column D for lines 8d through 8f. This would include situations where the school is paying a set dollar amount for lunch, breakfast, and/or milk to a third-party food provider. If a school is purchasing food from a vendor but then preparing meals themselves and serving it, this budget should be completed based on the organization providing the food service. In that situation, the cost of the food would go on line 8h.

The number served per day in column B should include all meals that are for K through 12<sup>th</sup> grade educational programming students. If a food contractor or the school provides food that is not for K through 12<sup>th</sup> grade educational programming students, it should be reported on line 8h.

## Schedule 1: Budget Questionnaire

8g) On Line 8h, include any costs paid to a contractor other than the cost for meals and milk for K-12th grade pupils included in Lines 8d-8f above. Insert the cost of any food or food supplies purchased from a vendor or other supplier on Line 8i. Payroll related food costs should not be included below; instead payroll related costs should be included on Schedule 3-1.

	A Type	B Total Cost	C Eligible Education Expenses
8h)	Other Contracted Food Costs		
8i)	Other Non-Payroll Food Service Costs		

- If the organization has a contracted vendor providing non-payroll food costs, then the total cost for the legal entity should be entered in Line 8h.
  - Column B must include the total cost, even if the cost is not related to the school's educational programming.
  - Column C must include any other contracted costs that are eligible education expenses.
- If question 8b indicates the school is contracting for food service or paying for food from a district, but the school does not have any other contracted costs, 0 must be inserted in Line 8h for Column B and C or the school will receive an error.

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On line 8h, include any costs paid to a contractor other than the cost for meals and milk for K-12th grade pupils included in lines 8d-8f above. For example, this may include the amount paid to a contractor to provide food for a daycare that is part of the school's legal entity.

Column C of line 8h would include the portion of costs in column B that are eligible education expenses. Eligible education expenses are the expenses that are related to K-12th grade educational programming. We will talk about this in more detail in the training on Schedule 3.

If the school indicated that it is contracting for food service or paying for food from a district in question 8b and the school does not have any other contracted food costs, 0 must be inserted in line 8h, column B and C, or the school will receive an error.

## Schedule 1: Budget Questionnaire

8g) On Line 8h, include any costs paid to a contractor other than the cost for meals and milk for K-12th grade pupils included in Lines 8d-8f above. Insert the cost of any food or food supplies purchased from a vendor or other supplier on Line 8i. Payroll related food costs should not be included below; instead payroll related costs should be included on Schedule 3-1.

	A Type	B Total Cost	C Eligible Education Expenses
8h)	Other Contracted Food Costs		
8i)	Other Non-Payroll Food Service Costs		

- If the school is purchasing food and/or food related supplies itself, the related costs must go in line 8i.
- If question 8b indicates the school is providing food themselves, contracting for food service, or paying for food from a district, line 8i must be completed or the school will receive an error. If there are no other food service costs, insert a 0 in Columns B and C.

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Continuing, if the school is purchasing non-payroll food or food related supplies itself instead of from a food vendor, the related costs must go in line 8i. This may include items such as the cost of utensils and trays or the cost to buy food from a grocery store.

Further, if question 8b indicates the school is: providing food themselves, contracting for food service, or paying for food from a district, then line 8i must be completed or the school will receive an error. Food service supplies can be costs for utensils, pots and pans, plates, napkins, etc.

If the school does not have any food service supplies costs related to 8i, then insert 0 in columns B and C.

## Class Activity – Schedule 1

- Next, go to the tab labeled Schedule 1 . In the top part of this Schedule enter the following information:
  - The school began operating in 1966.
  - It is part of a church named Holy Love.
  - Holy Love is the operating organization.
  - The school and the church have the same federal tax id number.
  - The legal entity of the school is Holy Love Church and School. It includes a church and a daycare.
  - The church is not part of an association of churches.



In this next activity, please enter the information on this slide into the “General” section of Schedule 1. Pause the presentation until you have input the information based on this slide.

## Schedule 1: General Information

GENERAL		QUESTION COMPLETED
1) What year did the organization begin operating a school?	1966	Complete question 1 OK
2a) Is the school affiliated with a church?	Yes	Complete question 2a OK
2b) If 2a is yes, what is the name of the church?	Holy Love	Complete question 2b OK
2c) If 2a is yes, do the church and school have the same federal tax id number?	Yes	Complete question 2c OK
3a) Is the school part of a synod, archdiocese, or other association of churches?	No	Complete question 3a OK
3b) If 3a is yes, what is the name of the association?		Complete question 3a OK
4a) Does the legal entity of the school operate a daycare/preschool? <i>If part of the legal entity of the school includes a daycare/preschool, "Yes" must be selected from the drop down. This does not include before or aftercare for students in K-12 in educational programming.</i>	Yes	Complete question 4a OK
4b) Explain any non-school activities of the legal entity, other than operating a church or daycare. If there are none, insert "None."	None	Complete question 4b OK
5a) Select the explanation of the operating organization of the school from the drop down.	Church in #2b is the operating organization	Complete question 5a OK
5b) No additional information required.		Complete question 5b OK

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Now let's review the top section of Schedule 1 titled General. For item 1, we entered the year the school began operating which was 1966. We are also told that the school is affiliated with the church so 2a was marked Yes.

The name of the Church is Holy Love and Holy Love is the operating organization for 2b and 2c. Holy Love is not part of a synod, archdiocese, or other association of churches for question 3a.

Question 4a asks about daycare/preschool and for Holy Love the answer is Yes. Question 4b asks if there are any non-school activities of the legal entity other than operating a church or daycare. Since Holy Love doesn't have any non-school activities other than daycare/childcare, you should type "None" for question 4b.

Question 5a asks about the operating organization of the school. For Holy Love, the church is the operating organization.

## Class Activity – Schedule 1

- Complete Schedule 1 based on the following information:
  - Holy Love church and school do not have any disputed amounts.
  - The school district provides busing for the students to and from school. The school does not receive any money or pay any money for this.
  - The school uses a transportation contractor for school field trips.
  - The school provides 123 lunches, 50 breakfasts, and 123 milks through a contractor. They are provided 180 days of the year.
  - The school's food contractor charges \$3.00 per lunch, \$2.00 per breakfast, and \$0.20 per milk.
  - The school also contracts for lunch for the daycare which costs \$60,000.



Next, please use this information to complete the “Debt/Liabilities”, “Transportation”, and “Food Services” sections of Schedule 1. Pause the presentation until you are ready to go through the answers for these sections.

## Schedule 1: Debt/Liabilities & Transportation

DEBT/LIABILITIES		
6a) Does the legal entity of the school have any liens, levies, or other disputed amounts with the IRS, DOR, DWD, or a vendor/third party. All items must be included whether or not the amounts owed are in dispute.		No
6b) If 6a is yes, describe them below and attach documentation from the other party related to these amounts.		
TRANSPORTATION		
7a) Place an X next to each type of transportation the legal entity of the school will provide (check all that apply):		
<input checked="" type="checkbox"/>	To and from school	<input type="checkbox"/> Extra-curricular activities
<input type="checkbox"/>	No transportation will be provided	<input checked="" type="checkbox"/> Field Trips
		<input type="checkbox"/> Daycare/church
		<input type="checkbox"/> Other (Explain Below)
7b) If the legal entity of the school is providing transportation, how will it be provided (check all that apply):		
<input type="checkbox"/>	School provides own transportation	<input type="checkbox"/> School district provides and charges the school
<input checked="" type="checkbox"/>	School district provides free of charge	<input checked="" type="checkbox"/> Contracted from other third party



As discussed earlier, this section of Schedule 1 requires Holy Love to identify if it has any liens, levies or disputed amounts, which it does not.

Then, Holy Love has to identify what kind of transportation it plans on providing and how it is being provided. For our example, transportation is identified in 7a as “To and From School” & “Field Trips”. In 7b, we then indicate how it will be provided.

For Holy Love, the local school district is providing the “To and From School” transportation free of charge, so, we will not see any costs or revenues related to this transportation in the budget. However, for the contracted transportation costs for Field Trips, the school will need to include contractor transportation expenses in Schedule 3-3. We will go through this schedule later in the training.

## Schedule 1: Food Services

FOOD SERVICES				
8a) Will the legal entity of the school provide food (check all that apply)?				
<input checked="" type="checkbox"/>	School breakfast, lunch, or milk	<input type="checkbox"/>	The school will not provide food	
<input checked="" type="checkbox"/>	Daycare breakfast, lunch, milk or snack	<input type="checkbox"/>	Food for church	
8b) How will the food service be provided (check all that apply)?				
<input type="checkbox"/>	School district provides free of charge	<input checked="" type="checkbox"/>	3rd party contracted by school	
<input type="checkbox"/>	School district provides at a cost	<input type="checkbox"/>	School provides itself	
8c) If the school will provide lunch, breakfast, or milk to the K-12th grade pupils enrolled in educational programming, insert the amount that will be provided in Columns B and C. If the school is paying a set dollar value for a contractor to provide lunch, breakfast, and/or milk, also insert the cost per meal or milk the contractor will charge in Column D. If the school is not providing any of a certain type, insert 0.				
	A Type	B Number Served Per Day	C Number of Days Food Served	D Contractor Cost Per Meal or Milk
8d)	School Lunch	123	180	3.00
8e)	School Breakfast	50	180	2.00
8f)	School Milk	123	180	0.20
8g) On Line 8h, include any costs paid to a contractor other than the cost for meals and milk for K-12th grade pupils included in Lines 8d-8f above. Insert the cost of any food or food supplies purchased from a vendor or other supplier on Line 8i. Payroll related food costs should not be included below; instead payroll related costs should be included on Schedule 3-1.				
	A Type	B Total Cost	C Eligible Education Expenses	
8h)	Other Contracted Food Costs	60,000	0	
8i)	Other Non-Payroll Food Service Costs			

Complete question 8a	OK
Complete question 8b	OK
Complete number served by day and number of days (Cols B and C, Lns 8d-8f)	OK
Complete contractor costs (Col D, Lns 8d-8f and Cols B and C, Ln 8h)	OK
Complete Food Service Supplies	ERROR
Total Number of Errors	1

Similar to the transportation section, we identified what types of food services will be provided by Holy Love. We then identify how the food will be provided. In this example, a 3<sup>rd</sup> party vendor is providing the food and charging Holy Love for each meal, so Holy Love needs to complete columns B, C, and D in lines 8d-8f.

As a reminder, only columns B and C in 8d-8f are completed if the school is providing breakfast, lunch, or milk itself.

Since Holy Love has a daycare, it must include the food costs related to the daycare on line 8h. The total food cost related to the daycare of \$60,000 is recorded in column B but since daycare is not an eligible education expense \$0 should be entered in column C.

We are seeing an error because 8i needs to be filled in. Later in the training on Schedule 3-2, we will add the information related to the food service supplies costs, which will resolve this error.



## Available Resources

### On Demand Trainings

- K4 Parental Outreach (Training 1-3)
- Auditor Authorization Form (Training 3-3)
- Surety Bond and New School Budget & Cash Flow Report (Training 3-5)
- Financial Audit Requirements (Training 5)
- Fiscal & Internal Control Practices (Training 6)
- Payment Process, Pupil Count Overview, 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
- Tuition and Fees Bulletin
- Criminal Background Check 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:**  
[dpichoicedauditreports@dpi.wi.gov](mailto:dpichoicedauditreports@dpi.wi.gov)

**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 [dpichoicedauditreports@dpi.wi.gov](mailto:dpichoicedauditreports@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).