**DPI Reporting Portal Instructions - Recurring, Non-recurring and Debt Issue**

**After the Board passes the initial resolution to go to referendum:**

**1. District should scan and e-mail a copy of Initial Resolution and Referendum Question to exceed the revenue cap or issue debt.** E-mail to  [Roger.Kordus@dpi.wi.gov](mailto:%20Roger.Kordus@dpi.wi.gov) .

(Note: The initial resolution is typically one to three paragraphs that starts with “BE IT RESOLVED by the School Board,” lists the counties, gives a brief description of the referendum and has a space for the district signatures. The questions begin with SHALL.)

**2. The referendum information should be entered into the School Finance Reporting Portal.** The Portal can be accessed at: <http://dpi.wi.gov/sfs> . The security access for this is based on who the district has listed in the PI-1500 contacts report as having access to the Full Annual and Budget Reports (PI-1505 and PI-1504 reports).

Once at the District Home Page, select Financial Data Home and then select Referenda. You may add a new Referendum by clicking on the “Add a new Referendum or Energy Efficiency Resolution” or revise an existing one by clicking on the ID to the referendum you would like to edit.

District Contact - the person who would answer any questions about the referendum and who will provide the results to DPI after the election.

Date of referendum – enter the date of the election, not the date the resolution was passed by the board.

Type – choose from the dropdown.

Brief Description - summarize how the debt or additional revenue limit authority will be used

Actual Wording – enter the Initial Resolution.

Amount - should be filled in for all referenda. (Only use numbers. Do not use commas, periods or dollar signs in these fields).

Fall Tax Levy Year-enter the year in which the referendum amount to exceed will be added to the revenue limit worksheet in the fall.

SAVE CHANGES

**3. The morning after the election:**

E-mail preliminary results to  [Roger.Kordus@dpi.wi.gov](mailto:%20Roger.Kordus@dpi.wi.gov) so a preliminary summary report of all referenda results can be compiled for the State Superintendent. Alternatively, the districts could go in and edit the Referendum on the School Finance Reporting Portal and enter in the Yes and No Votes and whether the Referendum passed or failed. If the preliminary results change after Canvassing has been completed the District may change the Yes and No Votes to agree to the final tallies per the Board of Canvassers report.

**4. Within 10 days after the election:**

District should scan and e-mail, fax or send paper copy of the Board of Canvassers Report to DPI. E-mail to  [Roger.Kordus@dpi.wi.gov](mailto: Roger.Kordus@dpi.wi.gov) or fax to 608-266-2840.