**SCHOOL FINANCIAL SERVICES TEAM – DEPARTMENT OF PUBLIC INSTRUCTION – SCHOOL FINANCE BULLETIN #771, JUNE 21, 2019**

**PRELIMINARY INDIRECT COST RATE CALCULATIONS FOR 2019-20:** The Department of Public Instruction’s approved LEA indirect cost plan effective for the period July 1, 2017 to June 30, 2022 is available at <https://dpi.wi.gov/sms/fedaids/indirect-costs>. The preliminary indirect cost rates including carry-forward adjustments for all districts have been posted at <https://dpi.wi.gov/sms/fedaids/indirect-costs>. Under the department’s policy approved by the U.S. Department of Education on indirect cost, each LEA may choose to apply the fixed with carry-forward method for indirect costs.

Please note that the indirect cost rates shown on the indirect cost rate computation are preliminary only. The preliminary rates may be adjusted by filing Form PI-1161 which is available on our website by selecting “PI-1161 – Indirect Cost Rate Adjustments Schools” at <https://dpi.wi.gov/sms/fedaids/indirect-costs>. If your district has already submitted Form PI-1161, the posted rates include the adjustments on the submitted form.

Form PI-1161 has an optional indirect cost adjustment section to adjust certain 2017-2018 costs, if appropriate. It also has a required “Certification by Agency Official” section to establish indirect cost rates. If there are no adjustments that need to be made to the preliminary rate calculation and you wish to have an official approval letter of your district’s final rates please sign and date Form PI-1161 and email a copy to our department **BY JUNE 28, 2019** to indirectcost@dpi.wi.gov.

Questions: Kendra Glander, 608-266-2819, Kendra.Glander@dpi.wi.gov.

**STATE BUDGET PROPOSAL UPDATE**: The Joint Committee on Finance took executive action on the 2019-21 biennial budget and the full Legislature is beginning its review of those funding decisions. We have had several questions regarding the proposed $200 per pupil increase for 2019-2020. This is a reference to a per member revenue limit (Line 4a) increase of $175 and a per pupil categorical aid increase of $25 (i.e., a proposed per pupil categorical aid amount of $679 in 2019-2020 compared to the $654 in 2018-2019). Please note that the state budget process is not yet complete.

**If you have a question regarding who can be included in the pupil transportation report**: Read through the Q: Who is eligible for aid and who should be counted? <https://dpi.wi.gov/sfs/reporting/safr/transportation/overview#Definitions>. On this same webpage are other pupil transportations questions that may also benefit your district as you work through the PI-1547 (regular year) report or the PI-1547SS (summer – interim) report portals.

Questions: Bruce.Anderson@dpi.wi.gov or DPIFIN@dpi.wi.gov.

**So your district will have staff changes as of July 1st**: New staff members who will be working with in the School Financial Services reporting portals will need to be entered or updated in the PI-1500 District Contact Report <https://apps4.dpi.wi.gov/SFS_PI-1500/>. To assist these new staff members in doing their job, the District Administrator or someone assigned to monitor and update the PI-1500, should do as early as practical. A couple of points to consider:

1. Start by reviewing the SFS/DPI-1500 District Contacts Report <https://dpi.wi.gov/sfs/reporting/pi-1500-report-process#IT%20Security> webpage before completing any updates or entering any new staff members.
2. Do not allow a new employee to use the same ID as they had in their previous district. If this happens, it could result in difficulties for both school districts in the coming year.
3. If your district is changing their email system, check to make sure the each staff member in the PI-1500 has their email address in line with the new protocol.
4. This would also be true if there are changes taking place I your phone system. Make the edits for each one in the PI-1500.

Questions: Bruce.Anderson@dpi.wi.gov or DPIFIN@dpi.wi.gov.

**GRANTING new staff members access to the PI-5000 (Transfer of Service) portal**: The Transfer of Service (TOS) on-line application security is processed through the Application User Management system. The district administrators already have some familiarity with CMM system, as it is used for both Open Enrollment (OPAL) and Homeschool Reporting (HOMER) applications. Authorizing Additional Users is done by the district administrator who has the authorized to access the Transfer of Service-LEP and Transfer of Service-SPED application by using the user ID and password they were issued by the CMM system.

If any other district staff members are to have access to Transfer of Service-LEP and/or Transfer of Service-SPED applications, the district administrator must authorize them as users. Transfer of Service-LEP users are not automatically authorized to use Transfer of Service-SPED.

To authorize additional users for Transfer of Service-LEP and Transfer of Service-SPED, the district administrator must sign into the user administration page at: [**https://apps4.dpi.wi.gov/CMM/**](https://apps4.dpi.wi.gov/CMM/). (Only the district administrator’s ID and password can access this site.)

Detailed information on this process can be found at [**https://dpi.wi.gov/sites/default/files/imce/sfs/pdf/Assigning\_TOS\_Access\_to\_School\_District\_Staff\_Member\_December\_2015.pdf**](https://dpi.wi.gov/sites/default/files/imce/sfs/pdf/Assigning_TOS_Access_to_School_District_Staff_Member_December_2015.pdf)

Questions: Bruce.Anderson@dpi.wi.gov or DPIFIN@dpi.wi.gov

**UPCOMING EVENTS:**

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

**WASBO Custodial & Maintenance Conferences**

• July 17, 2019 – New Berlin

• July 24, 2019 - Westby

• July 31, 2019 – Appleton

**WASBO School Business Office Professionals Conferences (previously Bookkeeper and Payroll Professionals Conference)**

• Aug. 15 – CESA 3, Fennimore, WI

• Oct. 17 – CESA 4, West Salem, WI

• Nov. 20 – CESA 6,7 and 8, Fox Valley Technical College, Appleton

**WASBO Certified School Risk Managers Program (CSRM)** To learn more visit: <https://wasbo.com/riskmanagement>

Fall CSRM Dates

• Fundamentals of Risk Management – September 18, 2019 – Madison

• Handling School Risks – September 19, 2019 – Madison

• Measuring School Risks – October 16, 2019 – Madison

• Funding School Risks – October 17, 2019 – Madison

• Administering School Risk – November 13, 2019 – Madison

• Crisis Prevention – November 14, 2018 – Madison

**WASBO Fall Conference**

• Oct 2, 2019 – Golf Fundraiser, Quit Qui Oc

• Oct. 3-4, 2019 - The Osthoff Resort, Elkhart Lake

**SCHOOL FINANCE CONTACTS:**

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**SCHOOL FINANCIAL SERVICES TEAM – DEPARTMENT OF PUBLIC INSTRUCTION – SCHOOL FINANCE BULLETIN #770, June 13, 2019**

**IMPORTANT! PUPIL TRANSPORTATION AND SPECIAL EDUCATION UPDATE:** A recent change in law repealed the prohibition on a school district or independent charter school receiving state aid under both the Pupil Transportation and Special Education Aid programs for the same student in the same year. The SFS Team has reviewed the change in law and is in the process of updating our information and guidance, but to summarize:

* A student who rides a regular AM/PM bus route with additional supports required by their IEP (e.g. a bus aide or safety equipment) **MAY** be counted for Pupil Transportation Aid. The excess costs of those IEP-required supports remain Fund 27 costs and can be eligible for Special Education Aid.
* A student who rides a regular AM/PM route for part of the year and a specialized route for part of the year, as with an IEP change, **MAY** be counted for Pupil Transportation Aid. The Fund 27 excess costs of their specialized transportation can be eligible for Special Education Aid.
* A student who exclusively rides a specialized AM/PM route **MAY NOT** be counted for Pupil Transportation Aid.
* The compliance outcome that placing a student without an IEP on a specialized route disqualifies the route for Special Education Aid eligibility, unless one of the specific “incidental benefit” circumstances described in our program guidance applies, remains in effect.

**As a result of this change, the due date for the 2018-19 PI-1547 Pupil Transportation Report is being extended to July 17, 2019.**

If you have already completed your PI-1547 Pupil Transportation Report for 2018-19 and have students who rode a regular AM/PM route but were excluded due to their also having IEP-required specialized transportation costs, you may update your PI-1547 report to include them in your counts.

We will be releasing audit program updates and the annual auditor letter shortly. Auditors should not issue findings for students eligible for both aid programs.

Questions: dpifin@dpi.wi.gov, 608-267-9114.

**JUNE 2019 PAYMENT RECONCILIATION WORKSHEET AVAILABLE:**

The June 17th, 2019 General Aids payment information can be found on the team’s website at <https://dpi.wi.gov/sfs/finances/aids-register/aid-payment-adj-exp> under the “June and July Aid Payment Reconciliation” section or directly at <https://dpi.wi.gov/sites/default/files/imce/sfs/xls/June2019paymentreconciliation_Posted.xls>.

Within the spreadsheet, after enabling editing and content, use the drop down menu to select your district.

The spreadsheet is designed to assist district accountants in recording the necessary transactions for the June General Aids payments, as well as the associated adjustments that have impacted payments throughout the fiscal year (including June).

Adjustments include (a) Public School Open Enrollment, (b) Additional Year Tuition Waivers; (c) Challenge Academy; (d) Wisconsin and Racine Private School Choice Programs (WPCP/RPCP vouchers); (e) the Special Needs Scholarship Program (SNSP); (f) New Independent Charter Schools, and (g) Revenue Limit Penalties. For additional information on the reconciliation items, see the definitions tab within the spreadsheet.

The spreadsheet will be updated again in mid-July to reflect the July 2019 Delayed Equalization Aid payment and final 2018-19 Open Enrollment and Additional Year Tuition Waiver amounts.

Questions: Sumana Sengupta, sumana.sengupta@dpi.wi.gov ,608-267-9205 or Terry Casper, terry.casper@dpi.wi.gov,608-267-9218.

**FINAL PREPOPULATED 2018-19 REVENUE LIMIT WORKSHEET AVAILABLE:**

The Department of Public Instruction is required by law to calculate each district’s final revenue limit for compliance with Section 121.92(2), Wis. Stats. Each district's 2018-19 final revenue limit worksheet is available using May 30, 2019 data on file at the department. The worksheet reflects updated membership figures resulting from membership audits and district corrections.

District worksheets can be found on the team’s website found at:

1. [SFS Home](http://dpi.wi.gov/sfs) (<http://dpi.wi.gov/sfs>)
2. » [Revenue Limits](http://dpi.wi.gov/sfs/limits/overview)
3. » Final Revenue Limit Worksheets
4. » 2018-19 Final Revenue Limit Computation

The spreadsheet can be accessed directly at <http://dpi.wi.gov/sfs/limits/worksheets/overview>.

Revenue limit penalties, if any, are noted in the “Results” box on page 2 and reduce the June 2019 equalization aid payment to your district. Please be sure to confirm you have the May 30, 2019 worksheet version of the 2018-19 Final Revenue Limit calculation.

Questions: Derek.Sliter@dpi.wi.gov, 608-266-3464.

**BUDGET AND MEMBERSHIP CLOSED FOR JULY 1 AID ESTIMATE:** The PI-1504 Budget and PI-1563 Pupil Count Reports for 2018-19 are closed for determination of the statutorily required July 1 estimate of general school aids for 2019-20. This being a biennial budget year, we will continue the past practice of using current law (i.e. the 2018-19 general aids appropriation) as a default. However, we are monitoring the budget process and will provide updates as necessary.

**SFS AUDITOR CONTACT UPDATE:** Jillian Raff is out for the summer. Please email questions regarding financial or program audits to dpifin@dpi.wi.gov so they can be routed to the appropriate individual.