

YEAR AT A GLANCE: Reports Due to the School Financial Services Team and select **School Management Services Team** (Summer 2019 - Spring 2020)

| PI # / Report Title                           | Purpose / Data Collected  | Data Year | Open Date  | Due Date   | What is affected?  | Impact  |
|---|---|-----------|------------|------------|--|---|
| <b>COMPLETED BY ALL DISTRICTS (MANDATORY)</b> |   |           |            |            |  |   |
| PI-1547 Transportation (Regular)              | Ridership data for the regular school-year (number of pupils transported by mileage category)                       | 2018-19   | 5/13/2019  | 7/8/2019   | Regular Transportation Aid   | January 2020 Transportation Aid Payment (not High Cost)                 |
| PI-1505 Calendar                              | Days and hours of instruction   | 2018-19   | 6/3/2019   | 7/26/2019  | State Aid and Federal Reporting                                      | N/A   |
| PI-1505 Census                                | Data on the number of district residents ages 4 through 20, as of June 30, 2019                                     | 2018-19   | 6/3/2019   | 8/9/2019   | Common School Fund - School Library Aid                              | April 2020 Common School Fund Payment                                   |
| PI-1505 AC Aid Certification                  | District revenue/expenditure data; "preliminary" Annual Report to meet statutory deadline of September 1st          | 2018-19   | 7/15/2019  | 8/30/2019  | Used in General Equalization Aid Calculation                         | Oct. 15, 2019 and Final Gen. Equalization Aid (Spring 2020) Eligibility |
| PI-1506 AC AUDITOR Aid Certification          | Auditor reported revenue/expenditure data; The District's PI-1505 Annual must match the PI-1506-AC Report           | 2018-19   | 7/15/2019  | 9/13/2019  | Used primarily for General Equalization Aid                          | Oct. 15, 2019 and Final Gen. Equalization Aid (Spring 2020) Eligibility |
| PI-1506 FB AUDITOR Ending Fund Balance        | District Fund Balance data, is an auditor report, but the district's Annual Report must match the PI-1506 FB report | 2018-19   | 7/15/2019  | 9/13/2019  | Used primarily for General Equalization Aid                          | Oct. 15, 2019 and Final Gen. Equalization Aid (Spring 2020) Eligibility |
| PI-1505 Annual Report                         | All district revenue/expenditure data; "complete" Annual Report   | 2018-19   | 7/15/2019  | 9/20/2019  | Used primarily for General Equalization Aid                          | Oct. 15, 2019 and Final Gen. Equalization Aid (Spring 2020) Eligibility |
| PI-1505 SE Special Ed Annual                  | District detailed special education (Fund 27) expenditure data  | 2018-19   | 7/15/2019  | 9/20/2019  | Special Education and School-Age Parents Aid; IDEA Maint. of Effort  | 2019-20FY Spec Ed Aid payments; 2018-19FY IDEA MOE compliance           |
| School Level Annual Report                    | Financial Transparency Report of Per pupil expenditures by Location (ESSA)  | 2018-19   | 7/15/2019  | 10/4/2019  | Federal Reporting Requirement for ESSA                               | ESSA Compliance   |
| PI-1563 Pupil Count-September                 | MEMBERSHIP: 3rd Friday in September pupil count for Revenue Limit and General / Equalization Aid                    | 2019-20   | 9/20/2019  | 10/4/2019  | Equalization / General Aid and Revenue Limit                         | 2019-20 Revenue Limit and 2020-21 General Equal. Aid                    |
| PI-401 Tax Levies                             | District's current year tax levies by fund  | 2019-20   | 10/16/2019 | 11/6/2019  | 2019-20 Revenue Limit  | November 10 Levies Certification to Municipalities                      |
| PI-1504 Budget Report                         | District's planned revenues & expenditures for the current year   | 2019-20   | 10/30/2019 | 11/29/2019 | July 1st Estimate of 2020-21 General Equalization Aid                | July 1, 2020 General Equalization Aid Estimate                          |
| PI-1504 SE Special Ed Budget                  | District's planned detailed special education (Fund 27) expenditures for the current year                           | 2019-20   | 10/30/2019 | 11/29/2019 | IDEA Maintenance of Effort   | 2019-20 IDEA MOE eligibility  |
| School Level Budget Report                    | Financial Transparency Report of Per pupil expenditures by Location (ESSA)  | 2019-20   | 10/30/2019 | 12/13/2019 | Reporting Requirement for ESSA                                       | Reporting Compliance  |
| Financial Statements                          | Audited Financial Statements  | 2018-19   | 7/1/2019   | 12/2/2019  | State Aid and Federal auditing compliance                            | State Statutory Compliance  |
| PI-1563 Pupil Count-January                   | MEMBERSHIP: 2nd Friday in January pupil count for General / Equalization Aid  | 2019-20   | 1/10/2020  | 1/24/2020  | Equalization / General Aid (not Revenue Limit)                       | 2020-21 General Equalization Aid Eligibility                            |
| <b>COMPLETED BY DISTRICT AS APPLICABLE</b>    |   |           |            |            |  |   |
| PI-1500 Contacts                              | Identify District Staff for Access to SAFR Reporting Portal   | 2019-20   | Always     | On-going   | Ability to submit data to SFS team                                   | On-going  |
| PI-1589 Group and Foster Home                 | Membership for pupils placed in foster or group homes, served by the district.                                      | 2018-19   | 5/20/2019  | 6/28/2019  | Membership for General Equalization Aid (but not for Revenue Limits) | 2019-20 General Aid   |
| PI-5000 Transfer of Service <u>Part A</u>     | Formal request for a Transfer of Service Exemption to the Revenue Limit   | 2018-19   | 5/20/2019  | 9/13/2019  | 2019-20 Revenue Limit  | Step 1 of 3 step process  |
| PI 5000 Transfer of Service <u>Part B</u>     | Confirmation of student information by other Wisconsin school districts   | 2018-19   | 5/20/2019  | 9/25/2019  | 2019-20 Revenue Limit  | Step 2 of 3 step process  |
| PI-5000 Transfer of Service <u>Part C</u>     | Submission of Transfer of Service total requests  | 2018-19   | 5/20/2019  | 10/4/2019  | 2019-20 Revenue Limit  | 2019-20 Revenue Limit TOS Adjustment                                    |

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|--|--|-----------------------|------------------------|-------------------------------|--|---|
| PI-1563 Challenge Academy-September                  | MEMBERSHIP: District residents enrolled in Youth Challenge Academy   | 2019-20               | 9/20/2019              | 10/4/2019                     | Equalization / General Aid and Revenue Limit   | 2019-20 Revenue Limit & 2020-21 General Aid                               |
| PI-1547 SS Summer and Interim Session Transportation | Ridership data for the summer/interim session (number of pupils transported by mileage category)   | 2019-20 [summer 2019] | 7/29/2019              | 10/1/2019                     | Regular Transportation Aid   | January 2019 Transportation Aid Payment (not High Cost)                   |
| PI-1804/1805 Summer & Interim Session FTE            | MEMBERSHIP: summer and interim session classes, completed prior to September 1st, minutes and fee data .                                   | 2019-20 [summer 2019] | 7/8/2019               | 10/1/2019                     | Equalization / General Aid and Revenue Limit   | 2019-20 Revenue Limit and 2020-21 General Equalization Aid                |
| PI-1588 Supplemental Aid                             | Enrollment, tax-exempt property & district area  | 2018-19               | 7/1/2019               | 10/15/2019                    | Supplemental Aid   | October 2019 Supplemental Aid Payment                                     |
| PI-1542 Intra-district                               | Expenditure data pertaining to Intra-district Aid (certain districts only)   | 2018-19               | 8/26/2019              | 10/15/2019                    | Compliance   | Required under s.121.87(1)(1), Wis. Stats.                                |
| PI-1541 Inter-district                               | Expenditure data pertaining to Inter-district Aid (certain districts only)   | 2018-19               | 8/26/2019              | 10/15/2019                    | Compliance   | Required under s.121.87(1)(1), Wis. Stats.                                |
| PI-1524 ST State Tuition Claim                       | District expenditures eligible for State Tuition and pupils served   | 2018-19               | 7/22/2019              | 11/1/2019                     | 2018-19 State Tuition Aid  | June 2020 State Tuition Aid Payment                                       |
| Charter Authorizer Report (SMS)                      | Charter school contract info, performance, authorizer operating costs and services provided to charter schools                             | 2018-19               | 7/1/2019               | 12/2/2019                     | Compliance   | Required under s.118.40(3m)(f), Wis. Stats.                               |
| PI-1570 High Cost Special Education Aid Claim        | To claim reimbursement of costs for high-need students with disabilities; (IDEA Special Education Web Portal)                              | 2018-19               | 8/26/2019              | 12/6/2019                     | High Cost Special Education Aid  | June 2020 High Cost SPED Aid Payment                                      |
| PI-1563 Challenge Academy-January                    | MEMBERSHIP: District residents enrolled in Youth Challenge Academy in either 1st or second semester  | 2019-20               | 2/24/2020              | 3/13/2020                     | Equalization / General Aid and Revenue Limit   | 2019-20 Revenue Limit and 2020-21 General Equal. Aid                      |
| PI-1161 Indirect Cost Rate Adjustment (SMS)          | To make an adjustment to the preliminary federal indirect cost reimbursement rate for LEA  | 2017-2018             | 5/1/2019               | 6/23/2019                     | Reimbursement rate for federally assisted grant programs in 2019-20.                         | 2019-20 Federal Indirect Cost Reimbursement Rate                          |
| PI-7206 (SAGE) Claim                                 | Student Guarantee in Education SAGE Aid claim for districts that issued debt for capital expansion due to AGR program                      | 2019-20               | Notices sent 4/15/2020 | 5/10/2020                     | SAGE Debt Aid - capped at Nine Existing Districts  | Closed Program  |
| PI-1505 Debt Schedule                                | District is responsible to enter or update actual long term debt repayment schedules within 10 days of a change in district debt schedules |                       | Always                 | Anytime                       | Monthly reporting of district long term debt for DOA and LFB pursuant to WI Stats 120.115(3) | Compliance with statutory requirement and reconciliation of Annual Report |
| PI-1572 Referenda: Initial Resolution                | Tracking upcoming referenda items  |                       | Always                 | W/in 10 days of Board passage | Revenue Limit  | State Law Compliance  |
| PI-1572 Referenda: Election Results                  | To determine allowable exemptions to revenue limit related to referendum (to exceed the revenue limit)                                     | 2019-20               | Always                 |                               | Revenue Limit  | 2019-20 Revenue Limit Calculation (future years if multi-year referendum) |
| Energy Efficiency: Resolution Reporting              | To determine allowable exemptions to revenue limit related to the Energy Efficiency Exemption.   |                       | CLOSED                 |                               | Revenue Limit  | 1000 year moratorium on passing resolutions                               |
| Energy Efficiency: Utility Savings                   | To apply utility savings to reduce debt by reducing the Energy Efficiency Exemption  | Contact Roger Kordus  |                        | Prior to certifying levy      | Revenue Limit  | Reduces the exemption   |
| PI-1999 Fraud Reporting                              | Process to report fraud  | 2019-20               | Always                 | On-going                      | Potential Aid Eligibility  | On-going  |