# State Charter School Financial Reporting

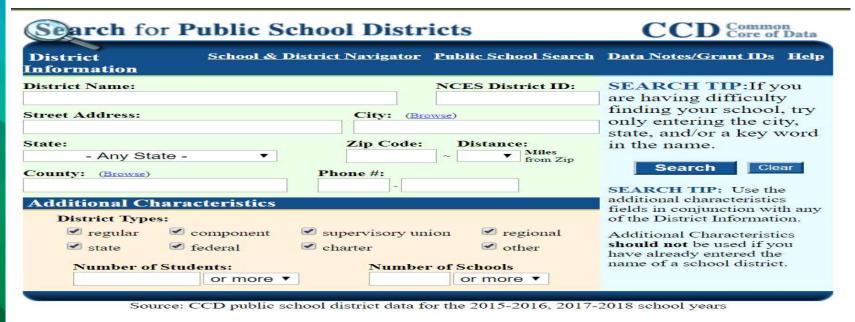
GaDOE Data Collection Conference 2020
GaDOE Financial Review Division



- O.C.G.A. §20-2-2065 Subject to provisions in O.C.G.A. §20-2-320.
- O.C.G.A. §20-2-320 requires certain reporting, including budget and accounting records, for the implementation of QBE.
- State Board Rule 160-5-2-.21 requires school districts to record the financial expenditures by Fund, Function, Program, Object, Facility/School codes.



 Is financial information reported to the Federal level? YES!



earch for Public School		CCD Common
istrict Directory Information 017-2018 school year)	Search Results Modify Search	Data Notes/Grant IDs H
District Name:	NCES District ID:	State District ID:
Commission Charter Schools- Pataula Charter Academy schools for this district	1300218	GA-7830210
Mailing Address:	Physical Address:	Phone:
18637 Hartford St	18637 Hartford St	(229)354-4001
Edison, GA 39846	Edison, GA 39846	<b>*</b>
Гуре:	Status:	Total Schools:
Charter Agency	No change	1
Supervisory Union #: N/A	Grade Span: (grades KG - 12)  KG 1 2 3 4 5 6 7 8 9	10 11 12
Website: http://www.pataula.net		27
istrict Details (2015-2016 schoo aracteristics <u>Staff Fiscal Census</u>	l year; Fiscal data from 2013-2	014) <u>Show</u>
County: Calhoun County	County ID: 13037	
Locale: Rural: Remote (43)	Total Students:	518
	Classroom Teachers (FTE):	29.80
CSA/CBSA:		
CSA/CBSA: †	Student/Teacher Ratio:	17.38



What is the Required Level of Detail for the Financial Reporting in Accordance with SBR 160-5-2-.21?

School systems are required to follow GAAP (Generally Accepted Accounting Principles) established by the Governmental Accounting Standards Board (GASB).

The U.S. Department of Education issues a standard chart of accounts that is used by all states to report revenues and expenditures for each school and school district.

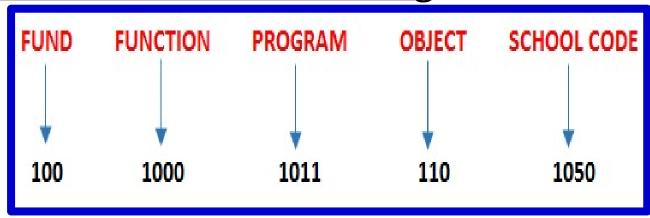


#### LUA State Chart of Accounts

- Funds classified by category and then by generic fund type within each category.
- Governmental Funds
  - General Fund
  - Capital Projects Fund
  - Debt Service
- Further breakdown by:
  - Function activity (instruction, media, facilities, etc)
  - Object service or commodity obtained within the activity (salaries, supplies, equipment, etc.)
  - Program activity supporting the requirements of a particular grant



**Expenditure Account Code String** 



(And this isn't even the Complete Account Code!)



What if our school does not utilize a school district accounting system? Can we report a file from our Quickbooks report? Or the financial statements prepared by our CPA?

NO Each School District/State Charter School must report a single file that meets required specifications.

All Financial Reports must be supported with proper Internal Controls over the Accounting System



55010	-		
DEOAG	Linan	CI2 r	ansmission

			Num of	Num of	Dec		
Position	Field Description	Type	Bytes	Pos	Pos.	Edits	If Edit Fails
1-2	Fiscal year	Alphanum	2	2	0	Must be for current fiscal year.	Reject Record
3-6	System Code	Alphanum	4	4	0	Must be a valid System code.	Reject Record
7-9	State Fund Code	Alphanum	3	3	0	Must be a valid Fund code.	Reject Record
10	DE046 Indicator	Alphanum	1	1	0	Must be a 1 - No blanks or zeros.	Reject Record
11-14	QBE Program Code	Alphanum	4	4	0	Must contain a valid program code. Program code field must be filled with "0000" for balance sheet. Use program code "9990" for undistributed programs.	Reject Record
15-18	Revenue Source, Function, or Balance Sheet Code	Alphanum	4	4	0	If Expenditure, must be a valid Function Code. If Revenue, must be a valid source code. If Balance Sheet, must be a valid balance sheet code. Use accounts 0001, 0002, and 0004 for Beginning Balances, Adjustments and Ending Balances. Fund equity beginning, adjustment, and ending balance records are required for each fund with activity.	Reject Record
19-23	Object Code	Alphanum	5	5	0	If Revenue or Balance Sheet, must be blank or zeros. If Expenditure, must be a valid object code. Sub-objects on employee benefits will be accepted but will be rolled up to the object level.	Reject Record
24-27	Facility Code	Alphanum	4	4	0	Valid State Facility or School number required. Facility codes are not used for balance sheet accounts. Fill this field with "0000" for balance accounts.	Reject Record
28	Building Code	Alphanum	1	1	0	N/A	No Edit
29-30	Special Reporting Data Element	Alphanum	2	2	0	Should be Zero unless participating in the Title I Consolidation of Schoolwide Program Pilot Project in FY 2017. For Pilot Project, report "11". All other entities report "00" in this location.	Reject Record
31-34	Additional Codes	Alphanum	4	4	0	N/A	No Edit
35-47	Amount Budgeted for this Record's account number. (Revenue, Expense, of Balance Sheet)	Alphanum	13	13	0	Must be blank or zero.	Reject Record
48	Budget Amount Sign	Alphanum	1	1	0	Must be blank.	Reject Record
49-61	Actual amount for this record's account number. (Revenue, Expense, of Balance Sheet)	Alphanum	13	13	0	Must contain the actual amount.	Reject Record
62	Actual Amount Sign	Alphanum	1	1	0	Must be "N" if negative, else blank if positive	Default Blanks
63-64	Filler	Alphanum	2	2	0	Always contain blanks.	Default Blanks



```
File Edit Format View Help
197820100114553122000000000000000000000000000000
                  0000001128200
0000019376500N
19782010011457312200000000000000000000000000000
                  0000055345500
19782010011457314000000000000000000000000000000
                  0000009133900N
0000001666800
19782010011633240061200010800000000000000000000
                  0000010486139
0000010486139
19782010011639312500000000000000000000000000000
                  0001033680300
0000162831600
0000003768400
0000027507100N
0000053290213
0000002465885
0000004267100
0000000025543
0000000315610
0000001594113
0000009900805
0000000995000
0000000872034
0000001596896
0000000037642
0000000045036
0000000167000
0000011354200
0000001118800
0000002077300N
```

**Keep in Mind when Reporting for State Charter School:** 

Entity Code is either 7820 or 7830
School Code is included to distinguish the State
Charter

<u>W2010 – Superintendent Salary is Missing</u> – Warning is on ALL state charter schools. <u>Ignore</u>

**2400-130** – Head of School is reported as Principal.



- TAKE NOTE:
- Dollar amounts are actual and include the cents.
- Dollar amounts are not rounded
- Do NOT include the decimal
- Example: \$95,000.00 should be entered as 0000009500000
- 13 character positions, dollar amount on far right of position string



## Importance of Financial Transmissions

## What is the Data Used for Once Submitted?

Some QBE Formula

**Annual Census Reports to NCES** 

**Indirect Cost Rate Calculations** 

Special Education and Title I Maintenance of Effort Calculations

**Special Education Excess Cost Calculations** 

ESSA and Financial Efficiency Star Rating



- Due on or before <u>September 30, 2019</u> for FY 2019 <u>NO EXTENSIONS!</u>
- What does this information tell us?
  - The unaudited financial position by fund
  - Declining or Thriving financial position when compared to prior years
- School Districts can use Error Checking throughout the year to identify potential problems with the Financial Analysis report, prior to submission.
- DO NOT WAIT UNTIL THE WEEK BEFORE THE DEADLINE TO HIRE AN ACCOUNTING FIRM TO SUBMIT THE REPORTS



YES! New State Charter Schools that are opening for the 2019-2020 school year must report their FY 2020 Initial Budget by September 30, 2019, using the prescribed format.



## Remember:

- DE 46 is final record of annual financial information
- Must reconcile to the Federal Grant Drawdown Requests
- Must reconcile to the Federal Completion Reports



## **Financial Report Transmission Dates**

#### Financial Review Transmission Dates for FY2019

The deadlines for the financial reporting due to the Georgia Department of Education are as follows:

#### FY 2019 Financial Analysis Report

Transmissions Open - Monday, July 8, 2019
Initial Transmission - Thursday, August 15, 2019
Final Transmission and Superintendent Sign-off - Monday, September 30, 2019

#### FY 2019 Final Amended Budget

Transmissions Open - Monday, July 8, 2019
Initial Transmission - Thursday, August 15, 2019
Final Transmission and Superintendent Sign-off - Monday, September 30, 2019

#### FY 2020 Initial Budget

Transmissions Open - Monday, July 8, 2019
Initial Transmission - Thursday, August 15, 2019
Final Transmission and Superintendent Sign-off - Monday, September 30, 2019



# Financial Reporting Submissions – How to Submit the DE 46

## Financial Reporting

### **Budget and Financial Data Reporting**

- LUA Chart of Accounts
  - Changes to LUA Chart of Accounts 2016 (obj prgm codes etc) Final
- Financial Management for Georgia LUAS Manual
- School System Revenues/Expenditures
- Transmission Dates
- DE46 File Layout
- Tips for Fiscal Year Closing
- Secure Data Transmission Portal

<u>Link above is on EXTERNAL website. Link will take you to INTERNAL portal where the reports are uploaded.</u>

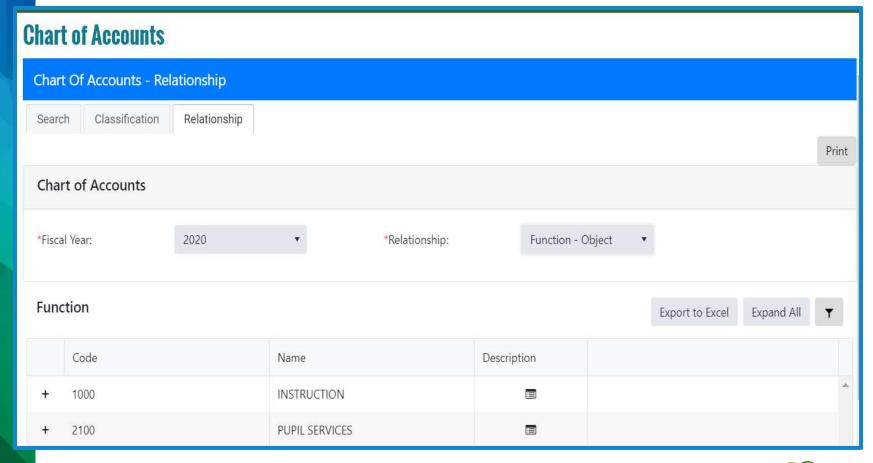
## Financial Reporting - DE 46

### Tips

- Utilize the LUA Chart of Accounts throughout the fiscal year
- Utilize the <u>Error Checking Process</u>
- Error Checking located in Portal at same location
- Allows districts/state charters to upload monthly financial reports throughout the year and review errors identified
- Do not wait until the week of the deadline to start the process



# Financial Reporting – DE46 – Chart of Accounts and Code Relationships





# Financial Reporting – DE46 – Error Checking and Annual Report Transmission

The New Financial Review Error Checking Application opened in February 2019 and is ready for use.

Error Checking – Use this process monthly!

Upload process same as annual DE 46 Upload process. Can only be used with the ACTUALS



## Error Checking Transmission - <u>Uses and</u> <u>Information</u>

#### • WHAT

- Pre-DE46 uploads to determine code relationship discrepancies, out of balance accounts, account code input errors, etc.
- Used to compare the DE106 monthly reported values from the School Nutrition Program against a school district's general ledger data in Fund 600, School Nutrition (DE106-DE46 Comparison Report).

#### • **WHY**:

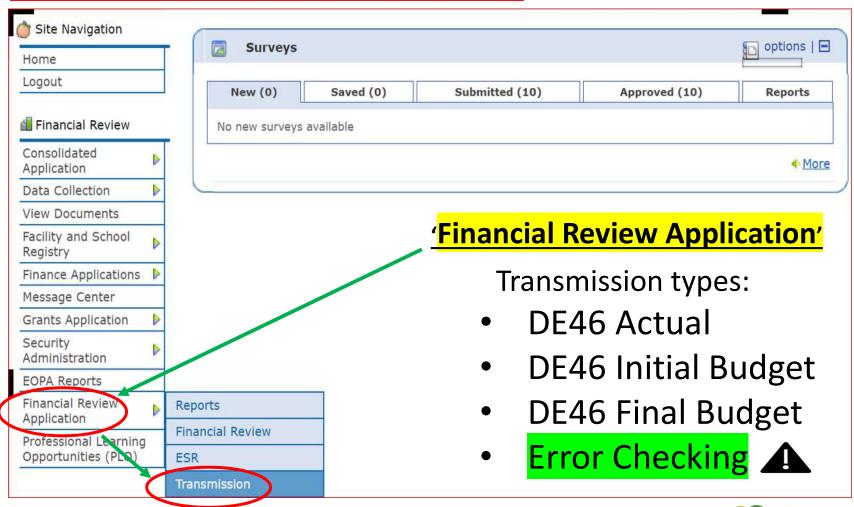
 Ensures the DE46 uploads at year-end will be error-free and in compliance.

#### • WHEN:

- Monthly; same as annual DE 46 Upload process.
- **USEFUL TIP**: Use **(See )** chrome



## DE 46 Transmission – **NEW PORTAL LOCATION**

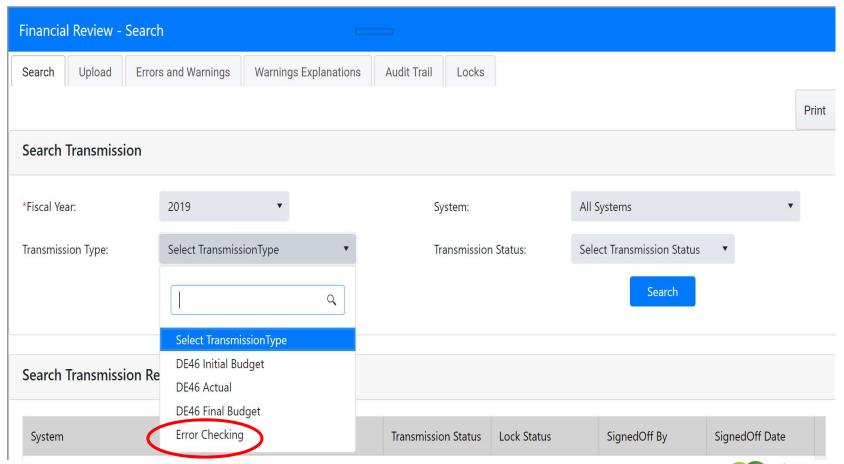




## Financial Review Application

#### **Transmission**

Transmission Type: **Error Checking** 





## **Common Errors and Warnings**

CODE	Title	Explanation
E979	Fund Level Equity Accounts – 700 Out of Balance	Control Record 0004 for Total Ending Fund Equity does not equal total of all 07XX accounts - These totals MUST equal
E2014	QBE Program Code not valid with Function Code	Example: Program Code 3011 (CTAE) is not valid with Function 2400. It is valid for Function 1000 (Direct Instruction) only.
W2001	All open FTE-reporting facilities should report budgeted expenses	Schools may have closed or facility code changed from construction.
W2054	Object 890 expenditures exceed 10% of the function	Use object 890 for limited, miscellaneous items only.



## **Warnings Requiring Explanations**

CODE	Title	Explanation
W2006	Depreciation Expense Not Reported.	All brick and mortar sites must report depreciation expense.
W2014	An explanation is Required for variances in FIN0102 DE046 School Nutrition Comparison Report.	Due to timing, the variances must be identified and reported to the Nutrition Department.
W2015	An explanation must be written for salary and benefit information entered for Clerical staff in Function 1000. (1000-142)	Instruction function is for direct instructional services.
W2016	An explanation must be written for salary and benefit information entered for Administrative staff in Function 1000. (1000-191)	Instruction function is for direct instructional services.
W2045	An explanation is required if On Behalf Expenditures are not reported	All districts participating with PSERS and TRS state support are required to report On-Behalfs.
W2511	An Explanation is required for Fund 500 not reported on DE 46 - School Activity Governmental Funds - New for FY 19	To ensure school activity accounts are reported on the DE 46

# Financial Reporting – Key Errors/Warnings

- Error Code E2028 Expenditures for Federal Programs Must be Reported
  - Error if no expenditures are reported to program code 1750 – Title I or 2824 – IDEA Flow Through on the DE 46.
  - Programming will check to the GAORS system, if funds have been drawn down for these categories and no expenditures reported, the file will not be processed.



# Financial Reporting – Key Errors/Warnings

- Error Code E2027 Expenditures for State Special Education Must be Reported
  - Error if no expenditures are reported to any of the Special Education QBE Program Codes.
  - 2011, 2021, 2023, 2031, 2033, 2041, 2043, 2051, 2053, 2061, 2063, 2081
  - If there is no expenditure reported in at least one of the program codes above, the report file will not be processed.





#### **New Warning Code Message:**

"W2035 – Fund Balance For Federal Funds does not equal ZERO at fiscal year end".



Checks all federal funds ensure that the fund equity control total is ZERO.



- Ensures no <u>PRIOR year balances</u> brought forward that should be resolved
- Ensures all <u>receivables</u> and <u>payables</u> <u>for the CURRENT fiscal year</u> have been properly set up to zero out the current fiscal year grant funds.



# Warning Code W2035- End of Year Fund Equity (MyGaDOE Portal)

W2035 Fund Balance for Federal Funds does not equal zero at fiscal year end.  9									
Fund Code	Program Code	Function/ Revenue/ Balance Sheet Code	Object Code	Sub Object Code	Additional Code	School ID	Records		
402		0004							
404		0004							
406		0004							
408		0004							
414		0004							
432		0004							
460		0004							
462		0004							
482		0004							



## **Errors and Warnings Guide**

Complete List of Errors and Warnings available on Financial Review Website with possible causes and resolutions. (sample below)

Error or Warning Code	Description	Cause	Resolution
W2053	Negative balance in General Ledger AP range 0471 - 0479 for the fund	Debit balance in payroll withholdings payable liablity accounts	Verify negative (debit) balance is accurate and clean up at fiscal year end. Debit balance may reflect misclassification of payments to payroll vendor and/or overpayment to payroll vendor for payroll withholding
W2054	Object 890 expenditures exceed 10% of the function.	Object Code 890 is for miscellaneous expenditures	Classifying expenditures to a miscellaneous object code should only be used when any other object code in the COA would be inappropriate. This object code should be limited to unusual and infrequent expenditures that cannot be classifed elsewhere.
W2055	Negative balance in General Ledger Account	Warning for a General ledger account which reports a negative value that typically reports a positive balance depending on account type	Analyze account(s) to determine and make correcting entry(s) if necessary
W2056	Negative expenditure for this Account	Credit amount reported for an expenditure account	Expenditure accounts should report positive (debit) balances - Analyze account and make adjusting entries if needed
W2057	No balance reported in 0422 for fund 100	No Salaries and Benefits payable reported for General Fund at fiscal year end	Per GASB 34, Salaries and Benefits earned but not paid as of June 30 must be accrued and reported as a liability for all funds including the General Fund - Fund 100.
W2058	Negative balance in revenue except 3140, 3124	Debit balance in a revenue account - could indicate revenue posting errors or revenue accrual reversal errors	For QBE revenue accounts, validate GL revenue amouunts against QBE allotment plus and minus QBE accruals for accuracy.
W2059	Revenue reported in 3510 in Fund 100	State School Nutrition Revenue reported in General Fund - should be in Fund 600.	Reclassify to Fund 600

## How DE 46 Reports are Analyzed During Federal Grant Monitoring and Audit

## DE 46 Report is Final Record

Final Amounts Submitted Must Reconcile with Detailed General Ledger for Fiscal Year

**Cash Drawdowns** 

**Completion Reports** 

**Schedule of Expenditures of Federal Awards** 



## Federal Grant Drawdowns - DE 147

Georgia Departmen	nt of Education DE0147 - Request for 1	Reimbursement of M	onthly Cash Disbursements		
Status : Closed Pay  1. Identification Inform	ment Request found for your selection. You car	n only View the Submit	tted Request		
	And the state of t		7		
	n Name:	9	System Number :		
2019			System reamour.		
The Control of the Co	Retrieve the Grant cademic Achieve. of the Disadvantaged (CFDA# 84	010) - 551 - 100 - 30 🔻	State Project number : 100 LEA Fund Code : 402		
The Tri, improving the ric	adding righters. of the bload rankaged (of brish of	.010) 001 100 00	LEA Program Code : 1750		
Grant Period: 07/01/20	18 through 09/30/2019		Approved Budget: \$513,14	7.00	
2. Year-to-Date Cash D	isbursements as of End of month prior to Re	quested Month: \$30	9,485.10		
a. Grant Funds Received	d and/or Requested through Previous Period.			\$309,485.10	
b. Estimate Cash Disbur	sements through Previous Period			\$.00	
c. Estimated Cash Balan	ice of Funds at End of Previous Period			\$309,485.10	
	*The funds	requested in Part 3 a	re <u>not</u> to be included in Part2.		
3. Request of Funds for	Period:	.78K	15 E		
Month /	Estimated	Less Estimated Cash	Balance	Requested	Date Paid
Year	Requirements	From Previous Perio	d	Amount	by DOE
03/2019	\$357,620.12	\$309,485.10		\$48,135.02	05/09/2019
Detrieve the Form   Back	to Manu Invoice No: 7820108030190310			TWO	



#### **COMPLETION REPORTS - Items to Know / Tips**

Completion reports information and instructions are in the following locations:

#### **Federal Programs Handbook**

 http://www.gadoe.org/School-Improvement/Federal-Programs/Documents/Federal%20Resources/OVERARCHING%20Information%2 0Master%201.11.2019 MASTER%20FINAL.pdf

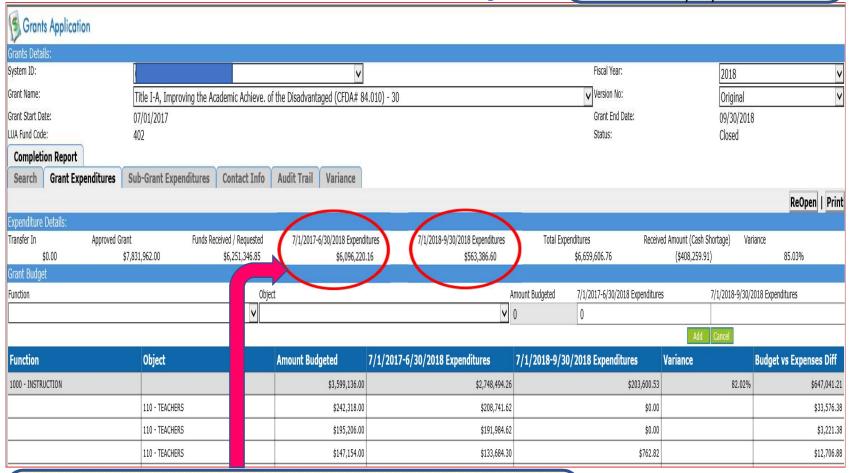
#### Financial Review's website

- http://www.gadoe.org/Finance-and-Business-Operations/FinancialReview/Documents/Completion%20Report%20Instruction s%203.2018.pdf
- Load the <u>last approved budget</u> in the completion report.
- Use function/object codes <u>approved</u> by program.
- Do not finalize the completion report until all payments have been requested/accrued/paid by the system.
- Completion Reports are due 30 days after the grant award ending period.

# **Completion Reports 2018 Grant Award Example**

**REMINDER**: Do not forget the

receivables. Enter a receivable in Federal Funds for revenue earned, but not received as of 06/30/XX.



Expenditures incurred July 1 - June 30. (Does not matter when cash is drawn down). This time period includes summer Salaries/Benefits accruals at June 30.

Georgia Department of Education

## Schedule of Expenditures of Federal Awards

Federal	Page through		
CFDA		Federal	
Number	Number	Expenditures	
84.010	N/A	\$ 476,943	
84.367	N/A	18,500	
84.424	N/A		
84.048	N/A	2,910	
84.027	N/A	306,811	
		805,164	
10.555		97,920	
		97 920	
	(	\$ 903,084	
	84.010 84.367 84.424 84.048 84.027	CFDA Number         Entity Identifying Number           84.010         N/A           84.367         N/A           84.424         N/A           84.048         N/A           84.027         N/A	

## Internal Controls Over Financial Reporting

# State Charter School IS Responsible for Financial Operations

**Document Review Process for Approving Purchase Orders/Invoices/Payments** 

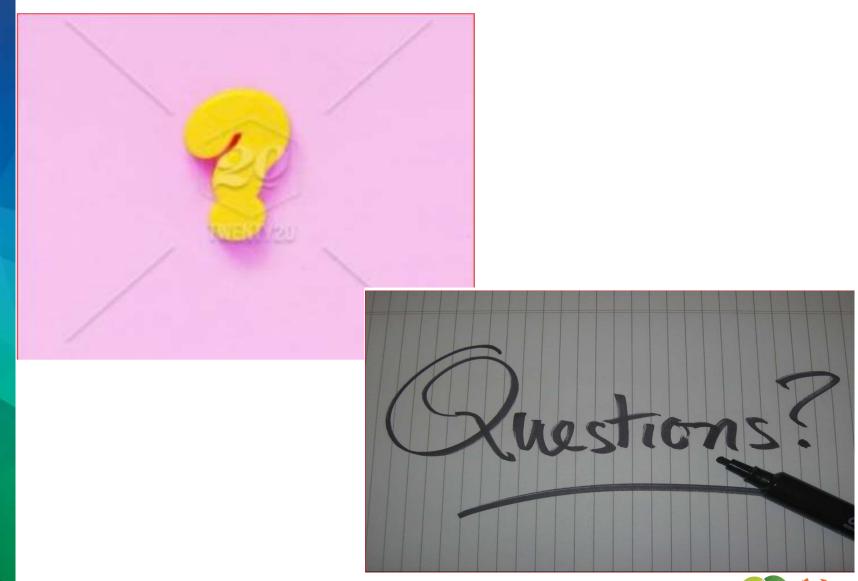
Document Process for Preparation and Review of Bank Reconciliations

**Document Cash Management Process** 

**Document Allowability Determination Process** 

Document Cash Receipting Process – When QBE is Wired, how is it posted to Financial Statements?





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