

**MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS**  
**LIST OF COMMON ACRONYMS**

April 2024



<b>ACRONYM</b>	<b>DEFINITION</b>
ACA	Affordable Care Act
ACH	Automated Clearing House Transfer is an electronic fund transfer made between banks and credit unions.
ADA	Americans with Disabilities Act
AI	
AICPA	American Institute of Certified Public Accountants
AIM	Achievement in Montana - An electronic reporting system that provides the OPI timely and accurate educational data about the progress of students, schools, and the state.
ANB	Average Number Belonging - a student COUNT USED FOR SCHOOL FUNDING PURPOSES. It is the formula based on factors that include enrollment on two count dates, PIR days, and an average school year of 180 days. ANB is used to determine ANB based entitlements as well as calculate school BASE and maximum general fund budgets.
AP	Accounts Payable
AR	Authorized Representative- is the official designation that indicates the person is responsible for submitting official educational program documents and reports to the OPI.
AR	Accounts Receivable
ARM	Administrative Rules of Montana - agency regulations, standards, or statements of applicability that implement, interpret, or set law or policy. An agency can also adopt administrative rules that describe the organization, procedures, or practice requirements of the agency. Agencies are given rulemaking authority through the legislative process (i.e. state law).
ASBO	Association of School Business Officials - MASBO is an affiliate of ASBO
BASE	Base Amount for School Equity - the minimum General Fund expenditures budget that all public schools must adopt
BMO	Bank of Montreal- Financial institution that provides P-card (purchase cards) through the MASBO P-Card Program. These cards provide potential for higher financial returns and have greater controls than traditional credit card programs.
BOR	Board of Regents - This group governs the Montana University System
BPE	Board of Public Education - A board appointed by the Governor that exercises general supervision over elementary and secondary schools in Montana.
BSO	Business Services Online- a site utilized by the Social Security Administration for submission of electronic W-2 and W-3 returns and allowing employers to verify SSN's.
CBA	Collective Bargaining Agreement, also known as a Master Agreement- typically used to outline bargained information between the School District and any Unions represented within the district, typically the Montana Federation of Public Employees (MFPE).

CFR	Code of Federal Regulations- is the codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government
COA	Chart of Accounts- Provided by the OPI and utilized to assist in accurate account structure for school financial reporting.
COBRA	Consolidated Omnibus Budget Reconciliation Act of 1985- Federal law that allows employees to continue to receive health insurance after they leave a school district.
COLA	Cost of Living Adjustment- A cost-of-living adjustment (COLA) is an increase made to Social Security and Supplemental Security Income (SSI) to counteract the effects of rising prices in the economy—called inflation. COLAs are typically equal to the percentage increase in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for a specific period. The Consumer Price Index (CPI) represents the average prices of a basket of goods and is used to measure inflation.
CRISS	Montana Department of Justice Criminal Records and Identification Services- a subdivision of the Montana Department of Justice tasked with ensuring compliance with regulations of document retention and decemination of criminal background checks. They also provide certification services to school administration so they can obtain and view criminal background check information.
CST	Child Study Team - the multidisciplinary evaluation process which determines the presence of a disability and identifies a student's special education needs.
CSCT	Comprehensive School & Community Treatment - one of several school based health service programs eligible for federal Medicaid reimbursement. CSCT is for school based mental health services
CTE	Career and Technical Education- is the practice of teaching specific career skills to students in middle school, high school, and post-secondary institutions.
DOJ	Department of Justice
DOR	Department of Revenue
EAP	Employee Assistance Program- is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems.
EDGAR	Education Department General Administrative Regulations (EDGAR) and Other Applicable Grant Regulations
EEOC	Equal Employment Opportunity Commission
EFT	Electronic Funds Transfer- is the electronic transfer of money from one bank account to another, either within a single financial institution or across multiple institutions, via computer-based systems, without the direct intervention of bank staff.
EFTPS	Electronic Federal Tax Payment System.
EIN	Employer Identification Number- is also known as a Federal Tax Identification Number (FEIN), and is used to identify a business entity.
EL	Elementary

EOE	Equal Opportunities Employer- An employer that pledges to not discriminate against employees based on race, color, religion, sex, national origin, age, disability or other area.
ERIC	Employer Reporting and Information Center- The reporting system used by MPERA/PERS for retirement reporting.
ESEA	Elementary and Secondary Education Act - Federal legislation governing how most federal education programs are funded. Replaced by the Every Student Succeeds Act. 1965-2015.
ESSA	Every Student Succeeds Act - the reauthorization of the ESEA that provides funding to K-12 schools and districts throughout the nation and emphasizes equal access to education, high standards, and accountability. Signed into law December of 2015.
ESSER	Elementary & Secondary School Emergency Relief - funding provided by the federal government under the CARES Act (ESSER-I), CRSSA (ESSER-II) and ARP (ESSER-III) to aid school district to prevent, prepare for and respond to coronavirus.
FAPE	Free and Appropriate Education - The provision that special education and related services that schools are obligated to provide for a handicapped student.
FERPA	Family Education Rights and Privacy Act - A Federal Act governing privacy of student records.
FICA	Federal Insurance Contribution Act- FICA is a U.S. federal payroll tax deducted from an employees paycheck.
FIRE	Filing Information Returns Electronically- the reporting system utilized by the IRS for submission of 1099's (sunsetting 2024- the Information Returns Intake System (IRIS).
FLSA	Fair Labor Standards Act - The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments (which includes school districts).
FMLA	Family Medical Leave Act - The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.
FSA	Family Savings Account- A type of savings account that lets you set aside money on a pre-tax basis to pay for qualified medical expenses.
FTE	Full-Time-Equivalent - A number that equates to the percentage of time an employee works. (1.00 = fulltime) (.5=half-time)
FYE or FY	Fiscal Year End or Fiscal Year. A fiscal year is a 12-month period that an organization uses to report its finances. A school district's fiscal year is July 1 through June 30.
GAAP	Generally Accepted Accounting Principals - Generally Accepted Accounting Principles are a collection of commonly-followed accounting rules and standards for financial reporting.
GABA	Guaranteed Annual Benefit Adjustment- This relates to PERS retirement system. refer to MCA 19-3-1605.

GASB	Governmental Accounting Standards Board - A private, non-governmental organization that develops Generally Accepted Accounting Principals (GAAP) and financial reporting standards used by state and local governments.
GEMS	Growth and Enhancement of Montana Schools - Data warehouse maintained by the OPI. Provides access to data collected from Montana's educational community to help inform the OPI, schools, educators, and the community about the success of Montana's schools.
GTB	Guaranteed Tax Base - A state payment to support a district's General Fund BASE mills when the district's mill value to BASE budget ratio is less than the statewide ratio.
HDHP	High Deductible Health Plan- generally a health plan (including a Marketplace plan) that only covers preventive services before the deductible.
HIPPA	Health Insurance Portability and Accountability Act of 1996- a federal law that requires the creation of national standards to protect sensitive patient health information from being disclosed.
HR	Human Resources
HRA	Health Reimbursement Account- an employer-funded group health plan that your employer contributes a certain amount to.
HS	High School
HSA	Health Savings Account- A type of savings account that lets you set aside money on a pre-tax basis to pay for qualified medical expenses. By using untaxed dollars in an HSA to pay for deductibles, copayments, coinsurance, and some other expenses, you may be able to lower your out-of-pocket health care costs. HSA funds generally may not be used to pay premiums. While you can use the funds in an HSA at any time to pay for qualified medical expenses, you may contribute to an HSA only if you have an HSA-eligible plan
HVAC	Heating, Ventilating and Air Conditioning.
I-9	Employment Eligibility Verification Form- used to verify the identity and employment authorization of individuals hired for employment in the United States.
IDEA	Individuals with Disabilities Education Act - A federal law imposing requirements for education of handicapped children.
IEFA	Indian Education for All-
IEP	Individualized Education Program - the document that specifies the special education and related services a handicapped child needs.
IISM	Indian Impact Schools of Montana- an organization dedicated to providing information and assistance to member schools relative to education programs pertaining to Impact Aid Title VII.
INS	
IRA	Individual Retirement Account- A traditional IRA is a tax-advantaged personal savings plan where contributions may be tax deductible.
IRIS	Information Returns Intake System- the reporting system utilized by the IRS for submission of 1099's (implementation is 2024).
IRS	Internal Revenue Service

ISBC	Indian School Board Caucus- a subdivision of the Montana School Board Association provides advocacy for school districts serving native american populations.
JV	Journal Vouchers- are used to process current accounting entries, allocations and corrections for which other means of entry into the financial system are not available.
K	Thousand (example- \$25K equates to \$25,000)
LEA	Local Education Agency - A term used by the federal government to describe a public authority legally constituted by the state as an administrative agency to provide control of and direction for kindergarten through 12th grade public educational institutions. LEAs include school districts (elementary, high school or K-12), and special education cooperatives. An LEA is identified using a four-digit number (XXXX).
LGS	Local Government Services - a division of Montana's Department of Administration that works with local governments to ensure uniform financial accountability and assist with financial reporting requirements and audits.
MACIE	Montana Advisory Council for Indian Education. Advises the BPE and OPI on matters related to Indian education.
MAEFAIRS	Montana Automated Educational Finance and Information Reporting Services - Montana's school finance reporting system which includes the TFS, Budgets, Compensated Absences, and Student Count for ANB (based on student enrollment).
MASBO	Montana Association of School Business Officials. MASBO's mission is to empower school business leaders through education. MASBO is dedicated to training and supporting the people responsible for business operations in Montana schools. Our goal is to enable members to manage the business in order to support education for Montana children.
MCA	Montana Code Annotated - Laws of Montana adopted by the state legislature.
MCS	Montana Cooperative Services- MCS is a partnership program provided by the Montana Rural Education Association (MREA) and the Montana School Boards Association (MTSBA). This program allows schools greater negotiation power in purchasing.
MD&A	Management's Discussion & Analysis- a section within a company's annual report, quarterly filing, or audit where executives analyze the company's performance. The section can also include a discussion of compliance, risks, and future plans, such as goals and new projects.
MEA-MFT	Montana Education Association-Montana Federation of Teachers - The former teachers' union prior to the creation of the MFPE.
META	Montana Educational Technologists Association (A sub-group of SAM)
MFPE	Montana Federation of Public Employees - The union created by the merger of the MEA-MFT and MPEA in 2018. The union represents many Montana public employees.
MHSA	Montana High School Association - The organization that governs Montana high school interscholastic activities.
MOA	Memorandum of Agreement- an agreement that states each party's intentions to take action, conduct a business transaction, or form a new partnership. Also known as an MOU- Memorandum of Understanding.

MOE	Maintenance of Effort- a requirement for school districts receiving IDEA funds. The school district must budget and spend at least the same amount of local — or state and local — funds for the education of children with disabilities on a year-to-year basis.
MOU	Memorandum of Understanding - an agreement that states each party's intentions to take action, conduct a business transaction, or form a new partnership. Also known as an MOA- Memorandum of Agreement.
MPEA	Montana Public Employee Association - The former union that represented state employees. Part of the MFPE since 2018.
MPERA	Montana Public Employees Retirement Administration. A state agency that administers several retirement systems, including PERS.
MQEC	Montana Quality Education Coalition- MQEC is the “Constitutional Guardian” of Article X of the Montana State Constitution, working for public school students and their communities.
MREA	Montana Rural Education Association - An organization which is concerned with all aspects of the public education system in rural Montana.
MS	Middle School
MSDB	Montana School for the Deaf and Blind. Located in Great Falls
MTSBA	Montana School Boards Association
MTSUIP	Montana Schools Unemployment Insurance Program - Administered by MTSBA and MASBO.
MUS	Montana University System - 16 universities and colleges throughout Montana
NAFIS	National Association of Federally Impacted Schools- Federally impacted school districts are those located on or near nontaxable Federal property—including military installations; Indian Trust, Treaty and Alaska Native Claims Settlement Act lands; Federal low-income housing facilities; and national parks, national laboratories and other Federal buildings and property. These school districts, which are demographically and geographically diverse, receive Impact Aid.
OCHE	Office of the Commissioner of Higher Education - The central administrative unit of the MUS and BOR. Communicates and implements policies and directives of the BOR.
OKTA	A secure access system utilized by the state of Montana for login to programs including PERS, State Fund, TAP, etc. Formerly known as EPASS.
OPI	The Office of Public Instruction
OT	Overtime- Overtime refers to any hours worked by an employee that exceed their normally scheduled working hours.
P&I	Penalty and Interest- typically in reference to property taxes.
P-Cards	Purchase Cards- similar to a credit card, obtained through the MASBO Pcard program administered through Bank of Montreal (BMO).
PD	Professional Development- Professional development is improving yourself through learning and training to advance your career.
PERS	Public Employees Retirement System - The state retirement system for school employees excluding teachers and administrators. A part of MPERA.
PRC	Project Reporter Code. A three-digit code (XXX) used in accounting for school district finances to track grants and other special activities within a fund.

PIR	Pupil-Instruction-related - days that districts can use for teacher training or parent teacher conferences.
QTD	Quarterly- referring to QTD reports.
RIF	Reduction in Force- is when companies reduce the number of employees through layoffs, furloughs, or terminations.
RFP	Request for Proposal- is a business document that announces a project, describes it, and solicits bids from qualified contractors to complete it.
RFQ	Request for Quote- a solicitation for goods or services in which a company invites vendors to submit price quotes and bid on the job.
SAM	School Administrators of Montana - The professional organization for Montana administrators, including superintendents, principals, special educator directors, and technology directors. Sub-Groups of SAM are MASS, MASSP, MAEMSP, MACSS, MCASE and META.
SAM	School Accounting Manual - Found on the OPI website, this manual includes the chart of accounts and procedures and GAAP accounting guidance.
SAM	The System for Award Management. It is the official website of the US Government used by entities wishing to do business with the Federal Government. Mostly used by Montana school districts who receive REAP (SRS) grants.
SBO	School Business Official
SEA	State Education Agency - A term used by the federal government to describe a State board of education or other agency or officer primarily responsible for the State supervision of public elementary schools and secondary schools. The Office of Public Instruction (OPI) is the state education agency for Montana.
SID	Special Improvement District- is a group of properties that become a legal entity in order to construct public improvements.
SMMA	School Major Maintenance Aid- 20-9-502, MCA, defines a calculation to determine the annual amount a district can budget as the school major maintenance amount. This calculation is the sum of \$15,000 per district (\$30,000 for a K-12 district) plus the product of \$100 multiplied by the district's budgeted ANB for the prior fiscal year. This is referred to as the SMMA (State Major Maintenance Amount) Box size
SPED	Special Education
SSA	Social Security Administration
TAP	Transaction Portal- the secure login site utilized to access the Montana Department of Revenue. Used to submit W2 and 1099 reporting among other things.
TEAMS Report	Terms of Employment Accreditation and Master Schedule- A report typically due in December that is now submitted through Infinite Campus programs. See the AIM department of OPI for more details.

TFS	Trustee's Financial Summary - A reporting module in the OPI MAEFAIRS system that school districts and special education cooperatives (co-ops) use to report their financial data (assets, liabilities, fund balance, revenues, expenditures and other information) for the fiscal year. Also know as simply the Trustee's Report.
TIF	Tax Increment Financing- is an economic development mechanism available to local governments to finance public infrastructure improvements and, in certain circumstances, residential rehabilitation.
TIN	Tax Identification Number
TOE Report	Terms of Employment- A report typically due to the OPI in December. See the AIM department of the OPI for more information.
TPA	Third Party Administrator- provides operational services such as claims processing and employee benefits management under contract to another company.
TRS	Teachers Retirement System - The state retirement system for teaching staff and administrators.
USDA	United States Department of Agriculture
W-2	Wage and Tax Statement- Income tax form issued by employers.
W-4	Employees Withholding Allowance Certificate- a form tells the employer the amount of tax to withhold from an employee's paycheck based on their marital status, number of allowances and dependents, and other factors.
YTD	Year to Date