# SECTION II TFS –REVENUES AND EXPENDITURES

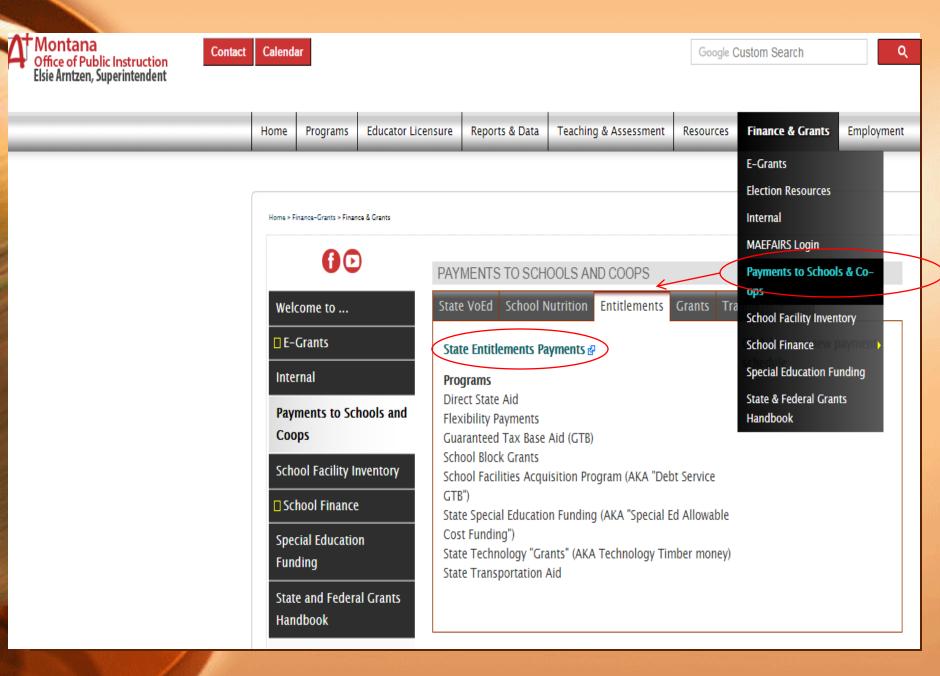


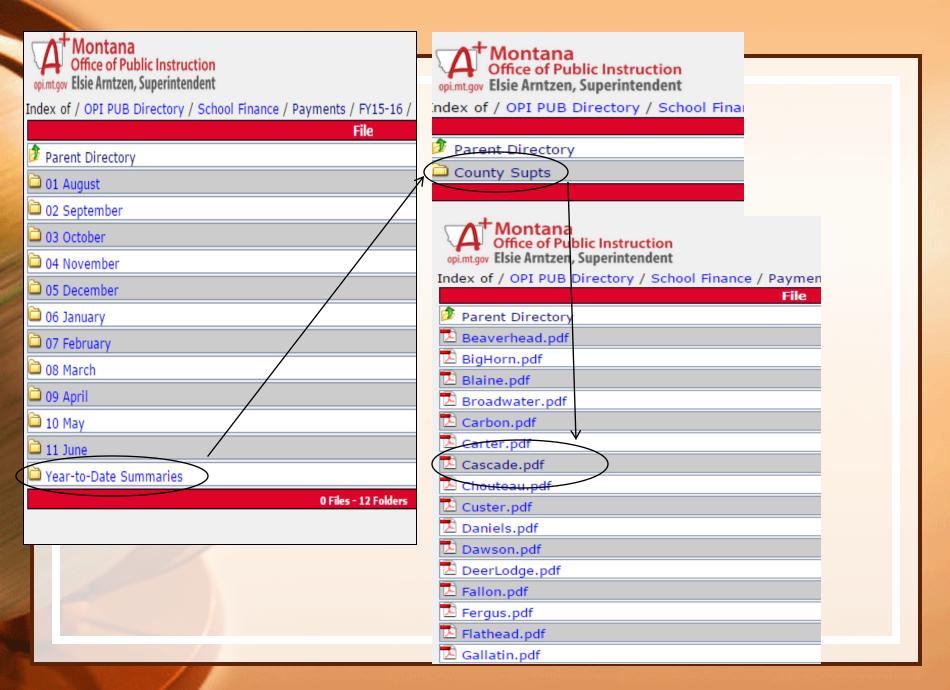
# TFS – REVENUES AND EXPENDITURES

- · Helpful Hints.....
- · Throughout the Fiscal Year:
- · Reconcile each Month with the County Treasurer's Statement
- 1. This Includes Fund 15 Projects
- 2. Make sure Revenue are coded correctly to GAAP and
- balance against OPI payment notices
- · ... Revenue missing? Call County Treasurer
  - ·3. Fix errors now-WILL SAVE YOU TIME at the end of year If not sure how, call a mentor/area clerk, software vendor, your auditor, or OPI or check OPI Accounting Manual

- RECONCILING REVENUES
  - 1. State Payments OPI Year to Date Report
    - Correct Source Code used?
    - Prefilled on MAEFAIRS -









**Payment Report** 

June Payment

FY2015-16

\*\*\*Final\*\*\*

Year To Date

07 Cascade

0118 Simms H S

	Total Due	Paid Thru June	Remaining Balance	Monthly Payment
Direct State Aid (01-3110)				
ENTITLEMENT	\$451,206.27	\$451,206.27	\$0.00	\$90,241.23
This Month's Payment - sent to Cascade County			_	\$90,241.23
Quality Educator Component (01-3111)				
ENTITLEMENT	\$39,457.28	\$39,457.28	\$0.00	\$7,891.44
This Month's Payment - sent to Cascade County			_	\$7,891.44
At Risk Student (01-3112)				
ENTITLEMENT	\$4,117.24	\$4,117.24	\$0.00	\$823.48
This Month's Payment - sent to Cascade County			_	\$823.48
Indian Education for All (01-3113)				
ENTITLEMENT	\$2,171.52	\$2,171.52	\$0.00	\$434.32
This Month's Payment - sent to Cascade County			_	\$434.32
Data for Achievement (01-3116)				
ENTITLEMENT	\$2,080.00	\$2,080.00	\$0.00	\$416.00
This Month's Payment - sent to Cascade County				\$416.00
American Indian Achievement Gap (01-3114)				
ENTITLEMENT	\$820.00	\$820.00	\$0.00	\$164.00
This Month's Payment - sent to Cascade County			_	\$164.00
Natural Resource Development (01-3118)				
ENTITLEMENT	\$5,065.51	\$5,065.51	\$0.00	\$1,013.03
This Month's Payment - sent to Caseade County				\$1,013.03

6/22/2016 9:27:28 AM https://reportsprd.opi.mt.gov:1443/ReportServer.rptPaymentSummary

FY 16-17 Last Year – cut by Legislature for 17-18

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### **Payment Report**

\*\*\*Final\*\*\*

### June Payment

FY2015-16

Year To Date

	07 Cascade			
Last year 16-17	0118 Simms H S	S		
<ul><li>eliminated</li><li>starting 17-18</li></ul>	Total Due	Paid Thru June	Remaining Balance	Monthly Payment
Special Education (01-3115) ENTITLEMENT	\$31,357.48	\$31,357.48	\$0.00	\$6,271.48
This Month's Payment - sent to Cascade County			_	\$6,271.48
GTB General Fund (01-3120) ENTITLEMENT	\$218,510.14	\$218,510.14	\$0.00	\$0.00
This Month's Payment - sent to Cascade County			-	\$0.00
School Block Grant General Fund (01-3444)	\$56,191.29	\$56,191.29	\$0.00	\$0.00
This Month's Payment - sent to Cascade County			-	\$0.00
School Block Grant Transportation Fund (10-3444) ENTITLEMENT	\$6,829.66	\$6,829.66	\$0.00	\$0.00
This Month's Payment - sent to Cascade County			_	\$0.00
SBG Combined Flexibility Fund (29-3445) ENTITLEMENT	\$8,424.97	\$8,424.97	\$0.00	\$0.00
This Month's Payment - sent to Cascade County				\$0.00
Technology Fund (28-3281) ENTITLEMENT	\$1,014.96	\$1,014.96	\$0.00	\$0.00
This Month's Payment - sent to Cascade County			-	\$0.00
Transportation Pre Payment (10-3210)	e11 can co	e11 560 50	\$0.00	\$0.00
This Month's Payment - sent to Cascade County	\$11,568.52	\$11,568.52	\$0.00	\$0.00
This Month's Payment - sent to Cascade County				\$0.00

## TAXES AND SPECIAL REVENUES:

- 1) General Fund District Taxes -
  - 1) 1110-1115 Are they Close to Budget?
  - 2) Lower Could be Protested or not received Tax Payments - Cash Shortfall
  - 3) Higher Could be receivedProtested/Delinquent Payments
    - Recode to 1117 (Protested/Delinquent Taxes) in a JV – Excess Reserves
    - 2) (Carries over to MAEFAIRS Budget)



#### Budget Report FY2016-17 22 Jefferson

Submit ID: 0456-11458043

#### 0456 Boulder Elem 01 General Fund

Oil & Gas Revenues - OverBASE Budget	0172	0.00
TIF Applied To OverBase Budget	0175	0.00
Individual Tuition	1310	0.00
Tuition from Schl Dists Within State	1320	0.00
Tuition from Schl Dists Outside State	1330	0.00
State Tuition for State Placement	3117	7,874.81
Other Non-levy Revenue		
District Levy - Distn of Pr Yr's Prot/Dlq Taxes	1117	0.00
District Levy - Dept of Rev Tax Audit Receipts	1118	0.00
Penalties and Interest on Taxes	1190	0.00
Other Revenue	9100	0.00
Residual Equity Transfers In	9710	0.00
Levies		
Mandatory Non-isolated Levy	0.00	
BASE Levy	163,571.38	
Over-BASE Levy 1110(c)	254,791.28	
District Tax Levy	1110	418,362.66
Total Estimated Revenues to Fund Adopted Budget	0004	1,417,834.34
Estimated Revenues Exceeding Adopted Budget	0004a	0.00

- WHAT TO DO:
- Run a Revenue Report from your Accounting System and compare
- Verify all Tax Revenues are coded correctly
- Call County Treasurer to find out if there were protested tax payments received/shorted
- Make a JV if needed for adjustments Ask Auditor
  - Due From Late tax payments (won't hit county books till next year)
  - Extra received Recode to 1117
  - May need to do a fund adjustment to next year
     Budget let who does this know

### **Power Users – Discussion – Where to find?**

**DUE FROMS AND DUE TO'S:** 

Revenues that are either owed to the district or need to be remitted to others as of June 30<sup>th</sup>.

- Have not been received/or
- sent at the county



- EXAMPLES OF DUE FROMS (Also Called Inflows)
- CODING XXX (Fund)—180 (acct)

- State Hot Lunch Match Payment
- Drivers Education Payment
- Grants
- Tuition Receivables



FEDERAL GRANTS AND TFS

(Title I, Title II, IDEA and other
Federal/State Grants)

- 1) Total Revenues=Expenditures
  - a. Even if Grant carries over to next Fiscal Year
  - b. New 14-15 IDEA Part B ends September
    - If receive from a Coop, check with them on how they are handling this...

## **GRANTS....**

- \* If not all revenue received, enter amount as a "Due From" in System and TFS
- \* If grant not 100% expended, Enter amount as a "Due To" in system and TFS

#### 13-14 GRANT / PROJECT RECAP WORKSHEET OVERALL YEAR END CASH BALANCE

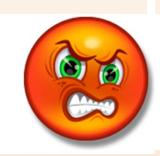
County Treasurer's Balance Clerk's fund 15 Balance Difference 342539.70 342539.70 0.00 School: Hellgate Elementary
Todays Date: 1/7/15

Title of Program Clerk's Beg. Cash Balance Total Receipts EXPENSES Notes RE reconcilement: Project Clerk's Ending 114 Title II Part A 60,656.00 0.00 Due From 12-13 121 Title | Academic Achievmt Award 11.794.00 11,794.0 0.00 0.00 197 Mac-to-School-Technology 0.0 20,000.00 20,000.0 0.00 200 PTA Donations for Needy 2,829,40 1.962.62 1,496.9 2,363.7 Hellgate Gymnastics 11,925,00 210 3 302 9 15.308.7 -80.84 212 OLWEUS-Bully Prevention Program -24.15,921.10 5.541.8 355.21 133,400.97 222 Medicaid-Misc 64,892,42 143,077.0 55,216,30 251 Missoula Electric Coop (MEC) 10.9 1.588.91 1.588.91 10.91 252 Wells Fargo Found.Ed.Program 238 5 653.82 892.40 Missoula Writing Collab-MS 269 374.27 374.27 Title | Part A 138.047.00 0.00 DUE FROM FOR 12-13 313 -138.047.00 350,467.14 350 Medicaid - CSCT 333,704,2 16,762.89 Encumbrance - #14509 AND Due From 13-14 0.0 360 10.049.63 State Medicaid-Montana (MAC) 92,507,3 102.557.01 361 State Gifted and Talented 0.0 1.923.00 1,923.00 PO#1444-Encumbered 415 5.140.2 Ed.in Arts-Airport Program 5.140.29 416 Northwest Energy Bike Grant 0.0 0.00 460 2.000.00 **HUSSAC Healthy Kids-Federal** 0.0 2.000.00 462 147.00 221.48 Wellness Council 311.4 57.00 463 MSU-Mt. Team Nutrition Award 0.5 0.5 0.00 Moved to Bully Prevention 465 0.0 1.000.00 990.7 State Healthy Kids Mini-Grant 466 Safe Routes to School 12-13 -2.304.7 2.304.75 0.00 DUE FROM 12-13 -215.52 DUE FROM 13-14 467 Safe Routes to School 13-14 0.0 8.090.23 8.305.7 551 0.0 236.0 85.98 DUE FROM 13-14 Rotary Club Student Award 322.00 570 All Star Education-3rd Grade 66.8 66.82 571 One Class at a Time 0.00 0.00 92.96 572 Target MS Ed Award 0.0 92.9 599 ExxonMobil Ed. Alliance 107.33 107.3 614 Title I Part A 13-14 231,859,6 177,819.2 54,040.39 Deferred Revenue 13-14 0.0 714 IDEA Part B 13-14 0.0 239,151.00 228,223.0 10,928.00 PO#14257-Encumbered 721 292.0 Walmart Foundation 184.5 107.54 724 IDEA Part B Preschool 13-14 0.0 10,722.00 10,722.0 0.00 890 Misc Local Donations 0.0 2.69

118,344.83 1,154,879.60 930,684.73 342,539.70

Last month's ending clerk

See OPI Accounting Manual Section 5-200.0 For more information and accounting codes



- Outstanding Purchase Orders/
  - Encumbrances\*
- · a. Purchase Orders Total by Fund
- b. Outstanding PO's=Encumbrances (Trial Balance Accounts 803 and 953)
- · c. Retain List for Auditors

#### 06/08/17 HELLGATE ELEMENTARY

Page: 6 of 7

15:08:47 Year-end Open PO's List For 16 - 17 Report ID: PO150

Fund: 115 Elementary Miscellaneous Federal Funds

PO #	Line #	PO \$	Closed \$	Remaining Open F	Fund O	Acct/Sourc rg Prog-Func	Obj Pro	j Vendor
Ledger	Year 16	-17						
17100	1	654.36	436.24	218.12	115	50 E 251-2224	660 2	51 101022 SHI INTERNATIONAL CORP
17133	1	2,000.00	0.00	2,000.00	115	50 E 213-1000	610 2	13 100976 MONTANA NATURAL HISTORY
17156	1	196.76	189.44	7.32	115	50 E 420-1000	610 6	17 114900 SCHOOL SPECIALTY
17157	2	154.75	135.00	19.75	115	50 E 420-1000	610 6	17 102872 AMAZON.COM
Total f	or Year	3,005.87	760.68	2,245.19				
Tota	1	3,005.87	760.68	2,245.19				

Close Prior Year Purchase Orders –
 Goes to 1900

- Will close to 9999 revenue in BM
  - JV and move to 1900 OR SPEND!
  - Watch amount for GF carries over to next fiscal year as a budgeted revenue source

- RECORD YOUR DO TO'S (Payables):
- \*Revenues Owed to other agencies/districts
- Record as a DUE TO (Outflow)
  - Expenditure record XXX-XXX-XXXX-910-971 (object)
  - Record in Balance Sheets XXX 601-770 (Acct)

## Examples of Do To's:

- \* Tuition Payable
- \* Payments to Coops
- \* June Utilities, other expenses



- OTHER CODING TO CHECK:
  - Program 280 Special Education expenditures
  - Object 7XX Major Equipment/Improvements
  - If find coding error, fix in JUNE books..... JV it!
    - Avoid "recoding" your warrant/claim/PO unless its in the same fund
    - Can cause problems with Clearing Fund Balances at County

- Fund 50 Debt Service
   Payments/Fees
- \* Usually Paid by County Treasurer
- · Most bonds paid in two installments:
- 1st interest (150-100-5100-850)
- 2<sup>nd</sup> principal(150-100-5100-<u>840</u>)
- · (Nov/Dec May/June
- Bank Fees annual or semi-annual
- · (150-100-5100-860)

## TFS - REVENUES & EXPENDITURES

Q&A

