

# **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



# TFS – REVENUES

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

**Stress Cadet**



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## PAYMENTS TO SCHOOLS AND COOPS

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### Programs

Direct State Aid

Flexibility Payments

Guaranteed Tax Base Aid (GTB)

School Block Grants

School Facilities Acquisition Program (AKA "Debt Service GTB")














State Special Education Funding (AKA "Special Ed Allowable Cost Funding")

State Technology "Grants" (AKA Technology Timber money)



State Transportation Aid

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Montana  
Office of Public Instruction  
Denise Junsau, State Superintendent

opi.mt.gov

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

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



## Payment Report

### June Payment

FY2015-16

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

Year To Date

#### 07 Cascade

Last year 16-17  
– eliminated  
starting 17-18

#### 0118 Simms H S

	Total Due	Paid Thru June	Remaining Balance	Monthly Payment
<b>Special Education (01-3115)</b>				
ENTITLEMENT	\$31,357.48	\$31,357.48	\$0.00	\$6,271.48
This Month's Payment - sent to Cascade County				\$6,271.48
<b>GTB General Fund (01-3120)</b>				
ENTITLEMENT	\$218,510.14	\$218,510.14	\$0.00	\$0.00
This Month's Payment - sent to Cascade County				\$0.00
<b>School Block Grant General Fund (01-3444)</b>				
ENTITLEMENT	\$56,191.29	\$56,191.29	\$0.00	\$0.00
This Month's Payment - sent to Cascade County				\$0.00
<b>School Block Grant Transportation Fund (10-3444)</b>				
ENTITLEMENT	\$6,829.66	\$6,829.66	\$0.00	\$0.00
This Month's Payment - sent to Cascade County				\$0.00
<b>SBG Combined Flexibility Fund (29-3445)</b>				
ENTITLEMENT	\$8,424.97	\$8,424.97	\$0.00	\$0.00
This Month's Payment - sent to Cascade County				\$0.00
<b>Technology Fund (28-3281)</b>				
ENTITLEMENT	\$1,014.96	\$1,014.96	\$0.00	\$0.00
This Month's Payment - sent to Cascade County				\$0.00
<b>Transportation Pre Payment (10-3210)</b>				
ENTITLEMENT	\$11,568.52	\$11,568.52	\$0.00	\$0.00
This Month's Payment - sent to Cascade County				\$0.00



# TFS - REVENUES

## 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 received  
Protested/Delinquent Payments –
  - 1) Recode to 1117 (Protested/Delinquent Taxes)  
in a JV – Excess Reserves
  - 2) (Carries over to MAEFAIRS Budget)





**Budget Report**  
**FY2016-17**  
**22 Jefferson**  
**0456 Boulder Elem**

Submit ID: 0456-11458043

**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
<b>Other Non-levy Revenue</b>		
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
<b>Levies</b>		
Mandatory Non-isolated Levy .....	1110(a)	0.00
BASE Levy .....	1110(b)	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

# TFS – REVENUES

- 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

# **TFS - REVENUES**

**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





## TFS - REVENUES

- EXAMPLES OF DUE FROMS  
(Also Called Inflows)
- CODING - XXX (Fund)–180 (acct)
  - State Hot Lunch Match Payment
  - Drivers Education Payment
  - Grants
  - Tuition Receivables



# TFS-REVENUES

## 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
  - 1) If receive from a Coop, check with them on how they are handling this...

# TFS - REVENUES

## 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 342539.70  
Clerk's fund 15 Balance 342539.70  
Difference 0.00

School: Hellgate Elementary  
Today's Date: 1/7/15

Project	Title of Program	Clerk's Beg. Cash Balance	Total Receipts	EXPENSES	Clerk's Ending	Notes RE reconciliation:
114	Title II Part A	0.00	60,656.00	60,656.00	0.00	Due From 12-13
121	Title I Academic Achievmt Award	11,794.00	0.00	0.00	11,794.00	
197	Mac-to-School-Technology	0.00	20,000.00	20,000.00	0.00	
200	PTA Donations for Needy	1,496.98	2,829.40	2,363.76	1,962.62	
210	Hellgate Gymnastics	3,302.95	11,925.00	15,308.79	-80.84	
212	OLWEUS-Bully Prevention Program	-24.10	5,921.16	5,541.85	355.21	
222	Medicaid-Misc	143,077.09	55,216.30	64,892.42	133,400.97	
251	Missoula Electric Coop (MEC)	10.91	1,588.91	1,588.91	10.91	
252	Wells Fargo Found.Ed.Program	238.58	653.82		892.40	
269	Missoula Writing Collab-MS	374.27			374.27	
313	Title I Part A	-138,047.00	138,047.00		0.00	DUE FROM FOR 12-13
350	Medicaid - CSCT	0.00	350,467.14	333,704.25	16,762.89	Encumbrance - #14509 AND Due From 13-14
360	State Medicaid-Montana (MAC)	92,507.38	10,049.63		102,557.01	
361	State Gifted and Talented	0.00	1,923.00		1,923.00	PO#1444-Encumbered
415	Ed.in Arts-Airport Program	5,140.29			5,140.29	
416	Northwest Energy Bike Grant	0.00			0.00	
460	HUSSAC Healthy Kids-Federal	0.00	2,000.00		2,000.00	
462	Wellness Council	311.48	57.00	147.00	221.48	
463	MSU-Mt. Team Nutrition Award	0.56		0.56	0.00	Moved to Bully Prevention
465	State Healthy Kids Mini-Grant	0.00	1,000.00	990.70	9.30	
466	Safe Routes to School 12-13	-2,304.75	2,304.75		0.00	DUE FROM 12-13
467	Safe Routes to School 13-14	0.00	8,090.23	8,305.75	-215.52	DUE FROM 13-14
551	Rotary Club Student Award	0.00	322.00	236.02	85.98	DUE FROM 13-14
570	All Star Education-3rd Grade	66.82			66.82	
571	One Class at a Time	0.00			0.00	
572	Target MS Ed Award	0.00	92.96		92.96	
599	ExxonMobil Ed. Alliance	107.33			107.33	
614	Title I Part A 13-14	0.00	231,859.61	177,819.22	54,040.39	Deferred Revenue 13-14
714	IDEA Part B 13-14	0.00	239,151.00	228,223.00	10,928.00	PO#14257-Encumbered
721	Walmart Foundation	292.04		184.50	107.54	
724	IDEA Part B Preschool 13-14	0.00	10,722.00	10,722.00	0.00	
890	Misc Local Donations	0.00	2.69		2.69	
		118,344.83	1,154,879.60	930,684.73	342,539.70	

Last month's ending clerk

# TFS - REVENUES

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



## TFS - EXPENDITURES

- 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

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Year-end Open PO's List For 16 - 17

Report ID: P0150

Fund: 115 Elementary Miscellaneous Federal Funds

					Acct/Sourc									
PO #	Line #	PO \$	Closed \$	Remaining Open	Fund Org	Prog-Func	Obj	Proj	Vendor					
Ledger Year 16		-17												
17100	1	654.36	436.24	218.12	115 50 E 251-2224	660	251	101022	SHI INTERNATIONAL CORP					
17133	1	2,000.00	0.00	2,000.00	115 50 E 213-1000	610	213	100976	MONTANA NATURAL HISTORY					
17156	1	196.76	189.44	7.32	115 50 E 420-1000	610	617	114900	SCHOOL SPECIALTY					
17157	2	154.75	135.00	19.75	115 50 E 420-1000	610	617	102872	AMAZON.COM					
Total for Year		3,005.87	760.68	2,245.19										
Total		3,005.87	760.68	2,245.19										

## **TFS- EXPENDITURES**

- 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

# TFS - EXPENDITURES

- **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





# TFS - EXPENDITURES

- 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



# TFS - EXPENDITURES

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



# TFS – REVENUES & EXPENDITURES

- Q&A

