

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS JULY 2016

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.



MASBO Staff

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UPCOMING TRAINING OPPORTUNITIES

2016 SUMMER E-GRANTS TRAINING

The Office of Public Instruction (OPI) will be providing E-grants training at various locations around the state. This is a great opportunity for staff members who work in the E-grants system to gain more knowledge and insight into the program, and to go over some of the recent changes. Bring your E-grants login information so that you will be able to fill out your ESEA Consolidated Application and any of the Title programs in which your district receives federal funding.

The Summer E-grants Tour Schedule is as follows:

Each session is open 9:00 a.m. - 3:00 p.m.

July 11th Glendive

Dawson High School Computer Lab
900 N. Merrill Street

July 26th Kalispell

Glacier High School Computer Lab
375 Wolfpack Way

August 2nd Belgrade

Belgrade High School Computer Lab
303 N. Hoffman_

July 28th and August 16th Helena

Helena High School Library Computer Lab
1300 Billings Avenue

July 22nd Butte

East Middle School Library Computer Lab
2600 Grand Avenue



No registration is necessary.
Questions? Contact Shawna Pieske 406-444-5660
or spieske@mt.gov

MONTANA CONFERENCE OF EDUCATION LEADERSHIP (MCEL)

The 2016 MCEL Conference, "Collaboration is the Glue that holds G.R.E.A.T. together" will be held **October 19 - 21** and is co-hosted at the Holiday Inn Grand Montana and Billings Hotel & Convention Center. Go to www.mcel.org for registration, conference schedule and hotel reservation information. **Early registration discounts end July 31.**



MASBO Board of Directors

| | | | |
|-------------------|-------------------------------------|-------------------|---|
| President | Tammy Tulberg, Target Range Schools | Region 1 Director | Noreen Anderson, Hellgate K-8 School |
| Vice-President | Cindy Foley, West Valley Schools | Region 2 Director | Belinda Klick, Sun River Valley Schools |
| Past President | Mike Arnold, Billings Schools | Region 3 Director | Rhonda Opp, Medicine Lake Schools |
| Fiscal Agent | Kim Aarstad, East Helena Schools | Region 4 Director | Lorie Carey, Jefferson Co. High School |
| Ex-Officio, MSUIP | Denise Williams | Region 5 Director | Rita Huck, Huntley Project Schools |
| Ex-Officio, OPI | Paul Taylor | Region 6 Director | Jen Mettler, Baker Schools |

MEET YOUR MASBO BOARD OF DIRECTORS

BELINDA KLICK, REGION 2 DIRECTOR



Good Day MASBO Members

I am very honored and humbled to have been elected as Region 2 Director.

I graduated from Libby High School "Go Loggers!" in June and immediately left to attend the International Air Academy in Vancouver, Washington. Upon graduation from airline school I was employed by Frontier Airlines in Denver. You know the old saying, when you're a student in high school, "I can't wait to get outta here!" Well here is a funny: my parents moved me to Denver and then headed out for a month long vacation. Unbeknownst to them I beat them back home to Libby. Being a young girl from a small town in Montana and heading off to Denver was an eye opener. City life wasn't for me. I attempted the city life again in Seattle with Alaska Airlines. I eventually transferred to Spokane and onto Great Falls. This is where I met the "man of my dreams", Mike. We were married in 1988 and will celebrate our 28th anniversary on July 23rd. From this reunion we were blessed with two beautiful daughters, Brittnee' Nichole and Brooke Marie. I set my airline career aside to become a stay at home mom. Best decision I ever made.

Mike and I love anything to do with the outdoors. I guess being married to a rancher you better enjoy the outdoors. When we're not irrigating, haying, calving, or farming you will find us enjoying our grandchildren as well as their parents. Our first grandchild was born on our 23rd anniversary. What a wonderful gift to receive. Brielle Faith will be 5. She has a younger sister, Jaylee Marie, who is 2½. They live in San Diego. Our twin grandsons, Kaber Michael and Kayden Lee, are 20 months. They entered the world 9 weeks early but judging them now you would never know it. They live in Havre.

I got my start in August 1993 when I applied for and became a Para-Professional. I was hired as a one-on-one aide for a special education student. Once my student graduated, I continued in the resource room until 2004. A position in the office opened up and I transferred to become the Administrative Assistant. In 2011 I was literally roped into my current position of Business Manager/Clerk. My superintendent asked me one day, "If I would be willing to help out in the business office?" I told him I'd think about it. Little did I know once I agreed to "help out", the position would become mine. Yikes, what was I thinking?

This is where MASBO comes into play. Without this organization I don't know how I would have survived. Everyone is so willing to lend a helping hand and I'm proud to belong to such a fantastic group. I absolutely love the friendship and comradery this group has to offer.

I hope you all are enjoying your summer...the students and staff will be returning before we know it!

Take Care,
Belinda



P-CARD NEWS-----

For those of you who met and visited with our new contact Kevin Noren, at the summer conference, he followed up with the following information regarding the IRS rules on 1099's for p-card transactions:

- Article about IRS Form 1099-K published on the NACUBO (National Association of College and University Business Officers) website. Click [here](#).
- Link to IRS General FAQs on Payment Card and Third Party Network Transactions (click [here](#)).

Here are a couple of key points made in the IRS FAQ:

What is payment card and third party network reporting?

Under section 6050W of the Internal Revenue Code, payment settlement entities (merchant acquiring entities and third party settlement organizations) must report payment card and third party network transactions. This reporting requirement began in early 2012 for payment card and third party network transactions that occurred in 2011.

What are payment settlement entities?

A payment settlement entity is an entity that makes payment in settlement of a payment card transaction or third party network transaction. Payment Settlement Entities are often referred to as "PSEs" and can take one of two forms:

- **Merchant Acquiring Entity:** A bank or other organization that has the contractual obligation to make payment to participating payees in settlement of payment card transactions
- **Third Party Settlement Organization:** The central organization that has the contractual obligation to make payment to participating payees of third party network transactions

Finally, I did some of my own research. Click [here](#) to read an interesting opinion about this topic written by Kelly Phillips Erb, Forbes Staff, entitled "Credit Cards, The IRS, Form 1099-K and the \$19,399 Reporting Hole" (August 29, 2014).

PAYROLL REMINDER

Quarter 2 Form 941

File your 2nd Quarter (April – June) form 941 by **July 31, 2016**

- [Form 941](#)
- [Form 941 Instructions](#)

CONGRATULATIONS, PAUL TAYLOR!


Paul Taylor was recently promoted to OPI School Finance Division Administrator. We all know Paul as the friendly Budget Analyst at OPI who helps us with data requests, budget calculations, and presenting at our Technology workshops to sharpen our Excel skills. We wish him well in his new role at OPI and look forward to working with him in MASBO!

ASBO ANNUAL MEETING & EXPO

The ASBO Annual Meeting & Expo will be held **September 23 - 26** in Phoenix, AZ. This conference offers a lot of valuable workshops and seminars on school business topics and best practices, top notch keynote speakers, and opportunities to meet and network with school business officials nationwide. Click [here](#) to read more, register and make hotel reservations. Note: ***Register by July 29 to receive a discounted early registration rate!***

Congratulations, RASENA CHRISTOPHER (St. Ignatius Schools) for receiving the Emerging School Business Leaders Scholarship to this year's ASBO Conference!

MASBO ENDORSES THESE PROGRAMS

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|---|---|
|  <p>Montana Schools Property & Liability Insurance Plan Endorsed by MREA & MASBO</p> | <p>Montana Schools Property & Liability Insurance Plan Dave Pillatzke, Program Manager 406-457-4531 dpillatzke@paynewest.com http://msplip.com/</p> |
|  <p>MT\$UIP Montana Schools Unemployment Insurance Program</p> | <p>Unemployment Insurance Program Theresa LeSueur, Director 406-457-4407 tleueur@mtsba.org http://www.mtsuip.org/</p> |
|  <p>AMERICAN FIDELITY a different opinion</p> | <p>Healthcare Reform Section 125 Services Health Savings Account Services Cheryl Brandt, State Manager 877-589-2544, ext. 353 Cheryl.Brandt@americanfidelity.com http://www.americanfidelity.com/home.aspx</p> |
|  <p>MUST MONTANA UNIFIED SCHOOL TRUST</p> | <p>Health, Dental, Vision, Life & Long-Term Disability Benefits Andy Holmlund, Chief Executive Officer 406-457-4400 aholmlund@ms-sf.org http://mustbenefits.org/</p> |
|  <p>MSGIA WORKERS COMPENSATION RISK RETENTION PROGRAM</p> | <p>Workers Compensation Insurance Shawn Bubb, Director of Insurance Services 406-457-4500 sbubb@mtsba.org http://www.msgia.org/home</p> |

IMPORTANT DEADLINES

AUGUST 1

| | | |
|---|---|--|
| Taxable valuation is available from Department of Revenue | The Department of Revenue (county assessor) delivers taxable valuation information to the county superintendent of schools. | 20-9-122, MCA OPI Budget Timeline |
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AUGUST 8

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| (second Monday in August) County superintendent computes revenue for transportation budget | County superintendent computes revenue available to finance the transportation budget | 20-10-144, MCA OPI Budget Timeline |
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AUGUST 10

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| Deadline for publishing a notice of budget meeting | <p>Between July 1 and August 10, the district clerk must publish one notice of the date, time and place of the annual budget meeting in the local or county newspaper that the trustees of the district determine to be the newspaper with the widest circulation in the district. Include the following information in your notice:</p> <ul style="list-style-type: none"> • date, time, and place that the trustees will meet for the purpose of considering and adopting the final budget of the district • state that the meeting of the trustees may be continued from day to day until the final adoption of the district's budget • stating that any taxpayer in the district may appear at the meeting and be heard for or against any part of the budget | 20-9-115, MCA OPI Budget Timeline |
|--|--|--|

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| Final Expenditure Reports for grants ended June 30, 2016 due | <p>Final Expenditure Reports for the following grants are due by August 10:</p> <ul style="list-style-type: none"> • ABLE Extension • ABLE, EI Civics • State ABLE • ACT Plus Writing (Gear-Up) • Carl Perkins and Technical Education • Title IV, 21st Century Community Learning • Gifted and Talented • Indian Education for All • In-State Facilities Significant Needs • Pre-School Development Grant | OPI Official Email Click on View Official Emails, then find "Deadlines for Grants Ending June 30" posted on Thursday, July 7 |
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AUGUST 14

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|-------------------|--|--|
| OPI Form FP-8 due | Located and non-located counties exchange information between August 10 and August 15 in order to determine what percentage of the joint district their county supports. | 20-9-151, MCA OPI Budget Timeline |
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IMPORTANT DEADLINES

| AUGUST 15 | | |
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| Trustees Financial Summary (TFS) due to county superintendent | Trustees report annual financial activities of each fund maintained by the district to the county superintendent. | 20-9-213(6), MCA OPI Budget Timeline |
| TFS for joint school districts due to county superintendents | Annual fiscal reports for joint districts must be submitted to the county superintendent of each county in which the part of the joint district is situated. | 20-9-213(6), MCA OPI Budget Timeline |
| AUGUST 20 | | |
| (on or before August 20) Annual Final Budget Meeting | Trustees meet to consider all budget information and any attachments required by law. | 20-9-131(1), MCA OPI Budget Timeline |
| AUGUST 25 | | |
| (not later than August 25) | Trustees adopt final budget. Trustees of a joint district shall adopt a budget according to school budgeting laws and send a copy to the county superintendent of each county in which a part of the joint district is located. | 20-9-131(2), MCA 20-9-151(1), MCA OPI Budget Timeline |
| Grant cash request due to OPI | Grant cash requests made by this date will be paid on September 10. | OPI Grants Calendar |
| AUGUST 26 | | |
| OPI makes K-12 BASE aid payments | (DSA) Direct State Aid (QEC) Quality Educator Component (ARC) At Risk Student Component (IEA) Indian Education for All (SAG) Student Achievement Gap (SPED) State Special Education Payments (TECHF) Technology Funding (TRSNPP) Transportation PrePayment (D4A) Data for Achievement (NRD) Natural Resource Development | FY2017 Payment Schedule |
| AUGUST 28 | | |
| (within 3 days of final adoption of budget; not later than Aug. 28) Deliver adopted budget to county | Upon final approval of budgets, trustees deliver adopted budget, including amounts to be raised by tax levies, to county superintendent. | 20-9-131(3), MCA OPI Budget Timeline |

FRIENDLY REMINDER – Update your district’s membership profile in Crescerance

What’s Crescerance? It’s the MTSBA (Montana School Boards Association) membership database.

Why do I need to update my district’s profile? Changes in your board of trustees or administrative staff must be entered in Crescerance so that they (and you) can access all the MTSBA services available to your district.

How do I make the updates? Click [here](#) to see the presentation from summer conference and/or email [Carol Will](#), MTSBA Administrative Services Specialist or [Wendy Brenden](#), MTSBA Communications Coordinator.



LINKS TO IMPORTANT INFORMATION

Need a quick way to double-check revenue info or just need to look up reports from prior years? Click on the links below.

[Trustees Financial Summary](#)

[Budget Reports](#)

- *FY2017 Preliminary Budget Data Sheets
- *FY2016 Budget Reports

[Oil and Gas Production Taxes](#)

- *FY2016 Oil & Gas Revenues Budgeted
- *FY2016 State School Oil & Natural Gas Distributions

[Payments to Schools and Cooperatives](#)

- *School Nutrition
- *Grants
- *Traffic Education
- *State VoEd
- *FY2016 State Entitlement Payments

HANDY RESOURCES FOR FISCAL YEAR-END

OPI SCHOOL ACCOUNTING MANUAL

Whether you're new to Montana school finance and accounting or a seasoned veteran, the Office of Public Instruction's School Accounting Manual (SAM) is a very useful resource. You can find it on the OPI website, section-by-section, by clicking [HERE](#). Individual sections that you may want to check out now are:

7-0300 Year-end Closing Procedures. As required by [20-9-213\(5\) MCA](#), every transaction will be recorded in the appropriate account before the accounts are closed at the end of the fiscal year in order to properly report the receipt, use, and disposition of all money and property for which the district is accountable. This section reviews the primary procedures necessary to close a district's books at fiscal year-end.

5-1600 List of Receivables and Payables. This is a suggested checklist to use in reviewing for possible adjustments needed at fiscal year end.

5-0200 Revenues and Receivables

5-0300 Expenditures and Payables

5-0400 Encumbrances

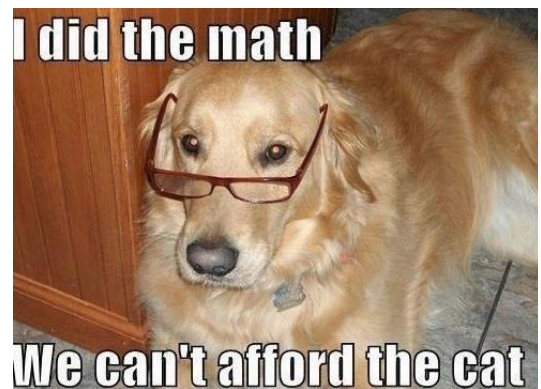
5-1200 Fixed Assets

5-1300 Long-Term Debt

HELPFUL SPREADSHEETS

Click [HERE](#) (then click on the "Spreadsheets" tab) to see a list of items located on the OPI website that will help you with the year-end closing process:

- List of Year End Encumbrances or Accruals Worksheet
- Compensated Absences Spreadsheet
- Fund 15 Recap Worksheet
- Student Activity Fund Recap Spreadsheet
- Reconciling Cash to the County Treasurer
- Interfund Transfers Spreadsheet



NEW ACCOUNTING CODES FOR FY2017

Please use the following new expenditure object codes beginning July 1, 2016:

355 Computer Services

Contracted services to the school district for computer services, such as consulting and planning.

455 Repairs & Maintenance- Technology Equipment

Includes ongoing service agreements for technology hardware (e.g., personal computers and servers) and for the costs for renting or leasing technological equipment.

535 Communications

Services provided by persons or businesses to assist in transmitting and receiving data communication services, to establish or maintain computer-based communications, networking, and Internet services; video communications services to establish or maintain one-way or two-way video communications via satellite.

645 Online Textbooks

E-Books.

682 Supplies – Technology Related *(revised)*

Technology-related supplies include supplies that are typically used in conjunction with technology-related hardware or software. Some examples are CDs, flash or jump drives, parallel cables, and monitor stands. E-readers, including Kindles and iPads, that fall below capitalization thresholds should be reported here as well. Software costs below the capitalization threshold should be reported here. Licenses and fees for services such as subscriptions to research materials over the Internet should be reported with object code 535 Communications. (Used primarily with functions 1000, 2230 and 2580, but may also be used with 2620, 2650 and 2730.) Audio-Visual supplies previously reported here are now reported under object code 610.

780 Major Technology Hardware

Expenditures for computer hardware, monitors, overhead projection devices for computers, and computer packages. See object code 681 for reporting computer software expenditures.

| <u>NEW PROGRAMS AND REVENUES</u> | <u>Fund</u> | <u>Program</u> | <u>Revenue</u> |
|---|--------------------|-----------------------|-----------------------|
| Pre-Employment Transition Services | X15 | 474 | 4740 |
| School Nutrition Equipment Grant | X12 | 461 | 4610 |
| Innovative Education | X29 | 192 | 1925 |

FINANCIAL REPORTING NEWS

In June 2015, the Governmental Accounting Standards Board (GASB) issued two final Statements detailing how state and local governments should account for and report postemployment benefits other than pensions (also known as “other postemployment benefits” or “OPEB”), such as retiree health insurance.

Statement No. 74, Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans, addresses financial reporting *by plans that administer OPEB benefits*. The provisions in Statement 74 are effective for financial statements for fiscal years beginning after June 15, 2016 (i.e., FY2017, unless you implement earlier).

Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions, addresses accounting and financial reporting *by governments that provide OPEB to their employees or employees of other governmental units*. The provisions in Statement 75 are effective for fiscal years beginning after June 15, 2017 (i.e., FY2018, unless you implement earlier).

The GASB encourages earlier application of both statements. A fact sheet is posted on the GASB website (click [here](#)).

MASBO EXHIBITOR MEMBERS

| | | |
|---|---|---|
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