

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS



Empower School Business Leaders Through Education
JULY 2018

IT'S MAEFAIRS REPORTING TIME

The Office of Public Instruction announced the [opening of the MAEFAIRS](#) data collection system for FY2018 Trustees Financial Summary (TFS) and FY2019 Budget Reporting. Below are just a few reminders and links to resources to help you in the process.

✓	REMINDER	RESOURCES
	<p>Make sure cash is reconciled:</p> <ul style="list-style-type: none"> ➤ County treasurer (or bank statements) by fund ➤ Fund 15 Misc. Programs Fund – PRCs to total cash ➤ Fund 84 Student Activity Fund – sub-accounts to total cash 	<p>Excel spreadsheets:</p> <ul style="list-style-type: none"> Reconciling Cash to the Treasurer Miscellaneous Fund Worksheet Student Activity Fund Worksheet
	<p>Review TFS Checklists and presentation for New Clerks</p> <ul style="list-style-type: none"> ➤ OPI website ➤ MASBO website 	<ul style="list-style-type: none"> TFS Checklist Trustee Financial Summary Checklist NC Preparing for the TFS
	<p>Review and refer to OPI's Instructions for Reporting:</p> <ul style="list-style-type: none"> ➤ Trustees Financial Summary ➤ Budget 	<ul style="list-style-type: none"> TFS Instructions Budget Instructions
	<p>After inputting expenditures in the TFS, check the Special Education Reversion Report (TFS Step 11 in MAEFAIRS). Consider re-coding expenditures if reversion was not met.</p>	<ul style="list-style-type: none"> 20-7-431, MCA 20-9-321 (6) and (7), MCA FY2019 Preliminary Budget Data Sheet Sec. 8(a) – (g)
	<p>Complete Transportation Fund Budget Spreadsheet to aid in Budget input.</p>	<ul style="list-style-type: none"> Transportation Fund Budgeting Spreadsheet
	<p>Complete Special Education Tuition Levy Spreadsheet to aid in Budget input.</p>	<ul style="list-style-type: none"> Special Education In-District Levy Calculator
	<p>Make sure to enter an amount for operating reserves in the General (01), Transportation (10), Retirement (14) and Adult Education (17) funds.</p>	<ul style="list-style-type: none"> MAEFAIRS Budget Instructions 20-9-104, MCA General Fund Operating Reserve 20-10-144(3)(j), MCA Transportation Fund 20-9-501(4)(a)(iv), MCA Retirement Fund 20-7-713, MCA Adult Education Fund
	<p>Run and review a validation report and resolve/fix any corrective warnings. Be sure to read ALL validations (even warnings and red warnings) and act upon them, if necessary.</p> <ul style="list-style-type: none"> ➤ Trustees Financial Summary (Step 12) ➤ Budget (Step 9) 	<ul style="list-style-type: none"> TFS Instructions Budget Instructions

MASBO Board of Directors

President	Cindy Foley , West Valley Schools	Region 1 Director	Noreen Anderson , Hellgate K-8 School
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Ex-Officio, OPI	Kara Sperle	Region 6 Director	Jen Mettler , Baker Schools

MASBO Staff

Denise Williams , Executive Director 406-461-4659	Marie Roach , Administrative Assistant 406-461-8804
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A MESSAGE FROM SUNSHINE FUND RECIPIENT TAMMY TULBERG

I would like to express my deep appreciation for your **extreme** generosity in my receiving the sunshine fund proceeds of \$3,850.00. I am blown away first for even being considered, but then the dollar amount just humbles me. I shouldn't really be surprised because I know what you all mean to me. It is wonderful to belong to an organization of such great and caring people!

God bless and I wish all of you the best - keep on keepin' on!!

Tammy



thank you



P-CARD NEWS-----

REBATE CHECKS MAILED on JULY 27

On July 27, we issued rebate checks totaling \$229,360.85, which represents between 1.08% - 1.38% rebate on total purchases made April 2017 through March 2018. Click [here](#) to see the rebate schedule posted on the MASBO website. **Please deposit your check as soon as possible**, or, if you don't receive it soon, contact Marie Roach at mroach@masbo.com or (406) 461-8804.

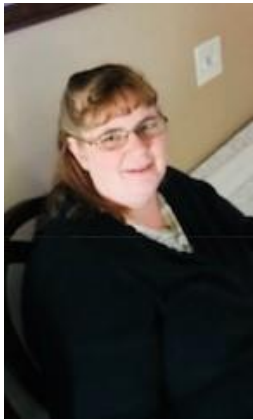
MASBO P-CARD PURCHASES REPORT

P-Card purchases for three months of the rebate year (April - June) totaled **\$6.271 million** with **130** school districts and special education cooperatives participating in the program. At the same time last year, we had 120 participants with \$5.694 million in total purchases. Click [here](#) to see the current year P-Card purchases report.

HANDY RESOURCES FROM SUMMER CONFERENCE

Shanna Flores (Havre Schools) shared her presentation and various handouts from her summer conference session. Click [here](#) to access the files. Thanks, Shanna ☺!

WELCOME KERI LUDWIG



Keri Ludwig recently joined the **OPI School Finance Division** staff as a Financial Specialist. Keri comes to us from California where she spent 14 years with Hemet Unified School District working as a Payroll Manager and Accountant (Budget & Student Attendance Reporting) and 9 years with Mt. San Jacinto Community College as a Payroll Manager and Accounting Tech.

In her off-time, Keri enjoys her cat and likes exploring Montana and remodeling their old house.

Keri's contact information is Keri.Ludwig@mt.gov, (406) 444-0783, and she will assist with TFS, Budget and General Fund issues.

UPCOMING TRAINING OPPORTUNITIES

MT-PEC SUMMIT - August 14 - 15 in Helena

There's still time and room to register your leadership team to attend the MT-PEC Summit on **Strategic Governance and Transformational Leadership**. This two-day training is designed to help your district improve governance, leadership and education in your district, and learn how to increase internal and external trust. **Registration deadline is August 1** and is limited to 20 leadership teams (school board chair or designee, superintendent, business official, principal and teacher's union president or designee). Complete teams required! For more information, go to mt-pec.org.

ASBO 2018 ANNUAL MEETING & EXPO

The ASBO Annual Meeting & Expo will be held **September 21-24** in Kissimmee, FL. 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.

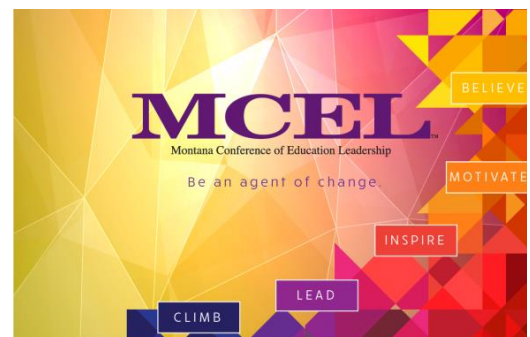
Check out the [video](#) from last year's conference in Denver! See if you can spot these familiar MASBO faces: Teresa Cornell, Bob Martelle, Kim Aarstad, Lorie Carey, Rita Huck, Shay Baize, Me and Donnie McVee.

MONTANA CONFERENCE OF EDUCATION LEADERSHIP

The 2018 MCEL Conference, "**Be an Agent of Change**" will be held **October 17 – 19** at the Hilton Garden Inn in Missoula. Registration for video and in person attendance is now open. Go to mcel.org to sign up and also see the conference schedule at a glance and hotel reservation information. The MASBO training tract will feature the following:

- Introduction to P-cards (Holly Wallace)
- How to Use Spend Dynamics (Holly Wallace)
- Wage & Hour – 2 separate sessions (Windy Knutson)
- ESSA Expenditure Reporting (Kara Sperle)
- MASBO Strategic Plan (General membership meeting)
- Excel spreadsheet skills (Mike Waterman and Rebekah Rhoades)
- Roundtable discussions on Multi-district Agreements (Lora Tauck), Protested Taxes (Donnie McVee), Small Schools Issues (Della Van Horn), Clerk/Superintendent/Board Roles and Responsibilities (Carrie Ruff), and MASBO Mentor Program (Lorie Carey).

Join us in Missoula!!



SAVE THE DATE

MASBO **Veteran Clerks** workshop will be held on **Monday, October 1** in **Helena**. Agenda and location coming soon.

MASBO ENDORSES THESE PROGRAMS

	<p>Healthcare Reform Section 125 Services Health Savings Account Services Jacob Bautista, Office Manager 877-589-2544 jacob.bautista@americanfidelity.com http://www.americanfidelity.com/home.aspx</p>
	<p>Montana Schools Group Insurance Authority Workers Compensation Risk Retention Program Shawn Bubb, Director of Insurance Services 406-457-4500 sbubb@mtsba.org http://www.msgia.org/home</p>
	<p>Health, Dental, Vision, Life and Long-Term Disability Benefits Andy Holmlund, Chief Executive Officer 406-457-4400 aholmlund@ms-sf.org http://mustbenefits.org/</p>
	<p>Montana Schools Unemployment Insurance Program Theresa LeSueur, Director 406-457-4407 tlesueur@mtsba.org http://www.mtsuip.org/</p>
	<p>Payne West, Inc. Montana Schools Property & Liability Insurance Plan Dave Pillatzke, Program Manager 406-457-4531 dpillatzke@paynewest.com http://msplip.com/</p>

IMPORTANT DEADLINES – AUGUST 2018

AUGUST 1

1st Semester Bus Inspections must be completed 30 days prior to the beginning of the school term	Use form TR-13 Bus Inspection for 1st semester bus inspections. The Highway Patrol must inspect the buses at least 30 days prior to the beginning of the school term.	MCA, 20-10-101(4)(a)(i) Regulations & Guidelines for Pupil Transportation Reporting (see page 4)
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AUGUST 6

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 (scroll down the page to see chart)
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AUGUST 10

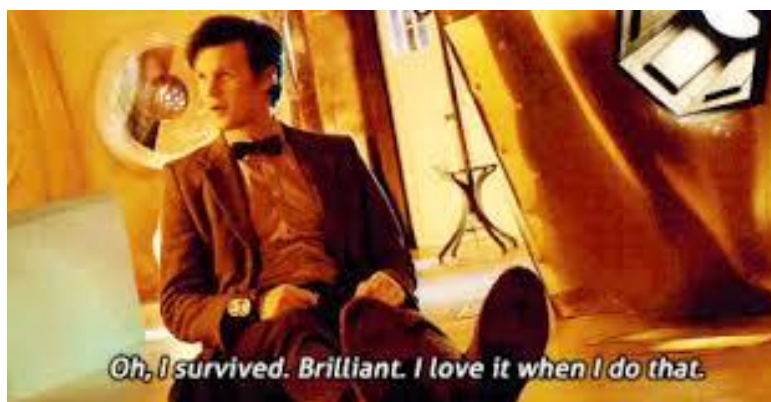
Deadline for publishing a notice of budget meeting	Between July 1 and August 10, the district clerk must publish one notice of the date, time and place of the annual budget meeting in the local or county newspaper that the trustees of the district determine to be the newspaper with the widest circulation in the district. Include the following information in your notice: <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 (scroll down the page to see chart)
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Final Expenditure Reports for grants ended June 30, 2018 due	Final Expenditure Reports for the following grants are due by August 10: <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 Centers 	OPI State and Federal Grants Handbook State and Federal Grants Handbook Section 400 Accounting and Reporting Procedures (see 400.8 Project Closeouts) OPI Email 5/21/2018 Grant Deadlines
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AUGUST 13

(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 (scroll down the page to see chart)
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 (scroll down the page to see chart)

AUGUST 15		
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 (scroll down the page to see chart)
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 (scroll down the page to see chart)
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 (scroll down the page to see chart)
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 (scroll down the page to see chart)
Grant cash request due to OPI	Grant cash requests made by this date will be paid on September 10.	OPI State and Federal Grants Handbook
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 ** (D4A) Data for Achievement *** (NRD) Natural Resource Development	FY2019 Payment Schedule (scroll to bottom of page) State School Payments *** Redirected as per HB390 *** Eliminated for FY2019 per SB261 *** Redirected as per HB647
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 (scroll down the page to see chart)



MASBO EXHIBITOR MEMBERS

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Montana Public Employees Retirement Administration Jenny Weigand jweigand@mt.gov	MSGIA-WCRRP Shawn Bubb sbubb@mstba.org	Montana Schools Unemployment Insurance Program (MTSUIP) Theresia LeSueur tlesueur@mtsba.com
Montana Unified School Trust Andy Holmlund aholmlund@ms-sf.org	National IPA and TCPN Shelley Andrews shelley.andrews@nationalipa.org	New Hope Technology Foundation John Hughes, Senior Consultant john@newhopetech.org
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There is somewhere to turn for help with a drinking problem



Outpouring of support...

Have you or someone you know ever felt you should cut down on your drinking? If so, it's possibly a sign of a drinking problem. Alcohol abuse can lead to brain damage, heart failure, irregular heartbeat, high blood pressure and stroke, and can contribute to impotence.

If you think you have a drinking problem or know someone else who does, you can get help from the following resources:

- Al-anon/Alateen
- Alcoholics Anonymous (AA)
- National Association for Children of Alcoholics (NACOA)
- National Clearinghouse for Alcohol and Drug Information (NACADI)

If alcohol is a problem, see a doctor or other health care provider right away.



BlueCross BlueShield
of Montana

facebook

Find us on Facebook at
[facebook.com/MUSTbenefits](https://www.facebook.com/MUSTbenefits)

Source: U.S. Department of Health and Human Services

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Not What the Doctor Ordered



Don't share prescriptions. Follow doctor's orders.

The nonmedical use or misuse of prescription drugs is a grave and growing problem in the U.S.

Some of the types of drugs that are most often misused include:

- Painkillers
- Sedatives
- Stimulants

There are two groups of people who are most likely to have problems:

- Older adults because they are prescribed more drugs than younger people
- Teens and young adults because they sometimes misuse these drugs to get high, to help them with school work and to treat pain

Many people think that because some drugs are prescribed by doctors they are safe to use without doctors' orders. Or people think it's not necessary to take drugs the right way. But not taking drugs as your doctor meant can result in addiction. It can also be deadly.

Both prescription and over-the-counter drugs pose more chances of health issues when taken with other drugs. Taking any drugs with alcohol can also cause problems. Ask your pharmacist about the chances of drug interactions or if you have other questions.

In 2008, 1.9 million youth ages 12 to 17 misused prescription drugs, with 1.6 million (6.5 percent) misusing a prescription pain drug.