



Illinois State Board of Education

School District Financial Reporting Workshop Illinois State Board of Education

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Overview

- **CARES, CRRSA, ARP Schedule – UPDATED!**
- **GASB Statement No. 87 –Leases –effective FY 2022**
- **GASB Statement No. 84 - Student Activity Funds – effective FY 2021**
- **Tort Fund Expenditures, Fund 80 –effective FY 2021**
- **Operating Expense Per Pupil/Per Capita Tuition Charge –Verification Process**
- **Contracts for Indirect Cost Calculation**
- **Budget Form**
- **Annual Statement of Affairs Form**

CARES CRRSA ARP Schedule



CARES Act, CRRSA Act, and ARP Act Schedule

- USDE reporting guidelines now require states to submit revenues and expenditures for the federal stimulus funding for the CARES Act, CRRSA Act, and ARP Act.
- FY 2022 will have similar schedule as FY 2021.
- **All documents below are necessary for completion of the schedule. They can be found on [ISBE's Website – Annual Financial Report \(50-35\)](#) under the drop-down “Form.”**
 - CARES, CRRSA, ARP Schedule –located in the FY22 AFR (for auditors to complete after school district/joint agreement has completed below worksheet)
 - CARES, CRRSA, ARP Worksheet –stand alone worksheet (for school districts/joint agreements to complete for auditors)
 - CARES, CRRSA, ARP Instructions (link on worksheet, schedule, and website)

CARES Act, CRRSA Act, and ARP Act Schedule

Federal Stimulus Funds included on the FY22 AFR:

- ESSER I (CARES Act)
- ESSER II (CRRSA Act)
- GEER I (CARES Act)
- GEER II (CRRSA)
- ESSER III (only) (ARP)
- CRRSA Child Nutrition (CRRSA)
- ARP Child Nutrition (ARP)
- ARP IDEA (ARP)
- ARP Homeless I (ARP)
- CURES (Coronavirus State and Local Fiscal Recovery Funds)
- Other CARES Act Revenue
- Other CRRSA Revenue
- Other ARP Revenue



CARES Act, CRRSA Act, and ARP Act Schedule

- Revenue – Part 1
 - Section A

Revenue Section A		Section A is for revenue recognized in FY 2022 reported on the FY 2022 AFR for FY 2020 and/or FY 2021 EXPENDITURES claimed on July 1, 2021, through June 30, 2022, FRIS grant expenditure reports for expenditures reported in the prior year FY 2020 and/or FY 2021 AFR.									
Description (Enter Whole Dollars) *See instructions for detailed descriptions of revenue		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	Total
Acct #	Educational	Operations & Maintenance	Debt Services	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety		
4998											0
4998											0
4998											0
4998											0
4998											0
4998											0
4998											0
4998											0
Total Revenue Section A	0	0		0	0	0				0	0



CARES Act, CRRSA Act, and ARP Act Schedule

- Revenue – Part 1
 - Section B

Revenue Section B		Section B is for revenue recognized in FY 2022 reported on the FY 2022 AFR and for FY 2022 EXPENDITURES claimed on July 1, 2021, through June 30, 2022, FRIS grant expenditure reports and reported in the FY 2022 AFR.									
Description (Enter Whole Dollars) *See instructions for detailed descriptions of revenue		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	Total
Acct #		Educational	Operations & Maintenance	Debt Services	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
4998	ESSE I (only) (CARES Act) (FRIS SUB PROGRAM CODES: ER, DE, EE, PL)										0
4998	ESSE II (only) (CRRSA Act) (FRIS SUB PROGRAM CODES: E2, FG, SE, PM, CP, D2)										0
4998	GEER I (only) (CARES Act) (FRIS SUB PROGRAM CODE: DG, EC)										0
4998	GEER II (only) (CRRSA) (FRIS SUBPROGRAM CODE: GO, RC, JK)										0
4998	ESSE III (only) (ARP) (FRIS SUBPROGRAM CODE: E3, CD)										0
4210	CRRSA Child Nutrition (CRRSA) (FRIS SUBPROGRAM CODE: SN)										0
4210	ARP Child Nutrition (ARP) (FRIS SUBPROGRAM CODE: BT, SC)										0
4998	ARP IDEA (ARP) (FRIS SUBPROGRAM CODE: ID, EI, PS)										0
4998	ARP Homeless I (ARP) (FRIS SUBPROGRAM CODE: HM, HL)										0
4998	CURES (Coronavirus State and Local Fiscal Recovery Funds) (FRIS PROGRAM CODE: BG, AP, FS)										0
4998	Other CARES Act Revenue (not accounted for above) (Describe on Itemization tab)										0
4998	Other CRRSA Revenue (not accounted for above) (Describe on Itemization tab)										0
4998	Other ARP Revenue (not accounted for above) (Describe on Itemization tab)										0
4998	(Remaining) Other Federal Revenues in Revenue Acct 4998 - not accounted for elsewhere in Revenue Section A or Revenue Section B										0
Total Revenue Section B		0	0		0	0	0			0	0



CARES Act, CRRSA Act, and ARP Act Schedule

- Expenditures

Part 2: CARES, CRRSA, and ARP EXPENDITURES										
Review of the July 1, 2021 through June 30, 2022 FRIS Expenditures reports may assist in determining the expenditures to use below.										
Expenditure Section A:		DISBURSEMENTS								
ESSER I EXPENDITURES (CARES)		(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total Expenditures
FUNCTION										
1. List the total expenditures for the Functions 1000 and 2000 below										
INSTRUCTION Total Expenditures	1000									0
SUPPORT SERVICES Total Expenditures	2000									0
2. List the specific expenditures in Functions: 2530, 2540, & 2560 below (these expenditures are also included in Function 2000 above)										
Facilities Acquisition and Construction Services (Total)	2530									0
OPERATION & MAINTENANCE OF PLANT SERVICES (Total)	2540									0
FOOD SERVICES (Total)	2560									0
3. List the technology expenses in Functions: 1000 & 2000 below (these expenditures are also included in Functions 1000 & 2000 above).										
TECHNOLOGY-RELATED SUPPLIES, PURCHASE SERVICES, EQUIPMENT (Included in Function 1000)	1000									0
TECHNOLOGY-RELATED SUPPLIES, PURCHASE SERVICES, EQUIPMENT (Included in Function 2000)	2000									0
TOTAL TECHNOLOGY-RELATED SUPPLIES, PURCHASE SERVICES, EQUIPMENT (Total TECHNOLOGY included in all Expenditure Functions)	Total Technology			0	0	0		0		0



GASB Statement No. 87 – Leases (effective FY 2022)



GASB 87 Statement – Leases (effective FY 2022)

- Operational and capital leases have been reported differently on the AFR prior to FY 2022. Operational leases were typically listed in the Educational Fund and Operations and Maintenance Fund, while capital leases were transferred to the Debt Service Fund and listed on the Short-Term Debt/Long Debt schedule within the AFR.
- [GASB Statement No. 87](#) states that all leases should be reported in the same manner. Due to this change, costs for principal and interest for all leases (operational and capital leases) will be transferred to the Debt Service Fund and listed on the Short-Term Debt/Long-Term Debt schedule in the AFR for FY 2022.
- ISBE will be in communication with auditors should the guidance change for future fiscal years, along with updating the [Part 100 Accounting Rules](#).

GASB 87 Statement – Leases (effective FY 2022)

- FY 2023 Budget
 - BudgetSum tab

37	Transfer to Debt Service to Pay Principal on GASB 87 leases	7400
38	Transfer to Debt Service to Pay Interest on GASB 87 leases	7500
54	Taxes Pledged to Pay Principal on GASB 87 leases	8410
55	Grants/Reimbursements Pledged to Pay Principal on GASB 87 leases	8420
56	Other Revenues Pledged to Pay Principal on GASB 87 leases	8430
57	Fund Balance Transfers Pledged to Pay Principal on GASB 87 leases	8440
58	Taxes Pledged to Pay Interest on GASB 87 leases	8510
59	Grants/Reimbursements Pledged to Pay Interest on GASB 87 leases	8520
60	Other Revenues Pledged to Pay Interest on GASB 87 leases	8530
61	Fund Balance Transfers Pledged to Pay Interest on GASB 87 leases	8540



GASB Statement No. 84 – Student Activity Funds



GASB Statement No. 84 – Student Activity Funds

- Effective in FY 2021, the Governmental Accounting Standards Board (GASB) Statement 84 changes the standard for accounting for student activity funds.
- GASB 84 requires student activity funds to be reported within the district's Educational Fund cash and fund balances, revenues, and expenditures.
- ISBE created new account numbers to maintain integrity and consistency of reporting.

GASB Statement No. 84 – Student Activity Funds

- **Student Activity Funds** - funds owned, operated, and managed by an organization, club, or association within the student body under direction of one or more staff members for educational, recreational, or cultural purposes
- Includes, but not limited to, homeroom, yearbook, class year, choral or band group, class projects, student clubs, student council, or student-sponsored bookstores
- The board, superintendent, or district employees have direct involvement with the decisions of how the funds are spent or attained.

GASB Statement No. 84 – Student Activity Funds

Activity Fund Revenue (1799) – Revenues Tab

1	A	B	C
2	Description (Enter Whole Dollars)	Acct #	(10) Educational
76	DISTRICT/SCHOOL ACTIVITY INCOME	1700	
77	Admissions - Athletic	1711	
78	Admissions - Other (Describe & Itemize)	1719	
79	Fees	1720	
80	Book Store Sales	1730	
81	Other District/School Activity Revenue (Describe & Itemize)	1790	
82	Student Activity Funds Revenues	1799	
83	Total District/School Activity Income (without Student Activity Funds)		0
84	Total District/School Activity Income (with Student Activity Funds)		0

Activity Fund Expenditures (1999) – Expenditures Tab

1	A	B	H
2	Description (Enter Whole Dollars)	Funct #	(600) Other Objects
3	10 - EDUCATIONAL FUND (ED)		
4	INSTRUCTION (ED)	1000	
25	Remedial/Supplemental Programs Pre-K - Private Tuition	1915	
26	Adult/Continuing Education Programs - Private Tuition	1916	
27	CTE Programs - Private Tuition	1917	
28	Interscholastic Programs - Private Tuition	1918	
29	Summer School Programs - Private Tuition	1919	
30	Gifted Programs - Private Tuition	1920	
31	Bilingual Programs - Private Tuition	1921	
32	Truants Alternative/Optional Ed Progrms - Private Tuition	1922	
33	Student Activity Fund Expenditures	1999	
34	Total Instruction ¹⁰ (without Student Activity Funds)	1000	0
35	Total Instruction ¹⁰ (with Student Activity Funds)	1000	0



GASB Statement No. 84 – Student Activity Funds

Activity Cash Balance (126) – Cash Summary tab

23	Activity Funds BEGINNING CASH BALANCE ON HAND ⁷ as of July 1, 2022	
24	Total Direct Receipts & Other Sources ⁸	0
25	Total Amount Available	0
26	Total Direct Disbursements & Other Uses ⁹	0
27	Activity funds ENDING CASH BALANCE ON HAND ⁷ as of June 30, 2023	0

Activity Fund Balance – Budget Summary tab

83	Student Activity (Fund 11) ESTIMATED BEGINNING FUND BALANCE as of July 1, 2022	
84	RECEIPTS/REVENUES (For Student Activity Funds)	
85	Total Student Activity Direct Receipts/Revenues (Local Sources)	1799
86	DISBURSEMENTS/EXPENDITURES (For Student Activity Funds)	
87	Total Student Activity Direct Disbursements/Expenditures	1999
88	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures	0
89	Student Activity ESTIMATED ENDING FUND BALANCE as of June 30, 2023	0
90		

Tort (Fund 80) Expenditures



Tort Fund Amendments

(effective FY 2021)

- The Accounting Rules:
 - Require Tort Fund expenditures to follow the Local Governmental and Governmental Employees Tort Immunity Act [745 ILCS 10].
 - All entities extending taxes for Tort Levy purposes should develop a Risk Management Plan that is approved by their local legal counsel and independent auditor.
 - Make available all functions and objects in the Tort Fund.
 - Maintains Tort functions for 2361 (Claims paid from self-insurance) & 2365 (Risk management and claims services payments). These two functions are not defined elsewhere within the rules in either the functions or objects.
 - All other previous 2300 Tort functions have been deleted as they are defined within the object codes, which include 2362-2369, 2371-2372.

Tort Fund Amendments

(effective FY 2021)

Coding Guidance for Deleted 2300 Functions

- **Legal Services**
 - Function 2310- Object 318
 - Service rendered in connection with providing counseling and legal services to the school board.
- **Property Insurance (Building and Grounds)**
 - Function 2540- Object 380
 - * (other than employee benefits)
- **Vehicle Insurance (Transportation)**
 - Function 2550- Object 380
 - * (other than employee benefits)
- **Insurance Payments (Regular or Self-Insurance)**
 - Function 2361- Object 380
 - Expenditure paid with Tort Levy Funds for claims paid from a self-insurance fund. * (other than employee benefits)
- **Worker's Compensation**
 - Employee Benefit
 - Expense will follow the function number for which the employees' salaries are paid with an object code of 233 for Workers' Compensation.
 - Overall Support Expenditure (not specific to an employee)
 - Function 2900 – Object 380
 - * (other than employee benefits)



Tort Fund Amendments

(effective FY 2021)

- Due to the removal of the detailed itemization of the 2300 Tort Functions within the Annual Financial Report (AFR), all districts will be required to complete a schedule in the back of the Annual Financial Report (Rest Tax Levies –Tort Im Tab) that itemizes each district’s specific Tort expenditures to comply with the Local Governmental and Governmental Employees Tort Immunity Act [745 ILCS 10].

SCHEDULE OF TORT IMMUNITY EXPENDITURES ^a	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Has the entity established an insurance reserve pursuant to 745 ILCS 10/9-103?
If yes, list in the aggregate the following:	
Total Claims Payments:	0
Total Reserve Remaining:	0
<i>In the following categories, itemize the Tort Immunity expenditures in line 31 above. Enter total dollar amount for each category.</i>	
Expenditures:	
Workers' Compensation Act and/or Workers' Occupational Disease Act	
Unemployment Insurance Act	
Insurance (Regular or Self-Insurance)	
Risk Management and Claims Service	
Judgments/Settlements	
Educational, Inspectional, Supervisory Services Related to Loss Prevention and/or Reduction	
Reciprocal Insurance Payments (Insurance Code 72, 76, and 81)	
Legal Services	
Principal and Interest on Tort Bonds	
Other -Explain on Itemization 40 tab	
Total	0
C31 (Total Tort Expenditures) minus (C36 through C45) must equal 0	
ERROR. If N/A, enter 0 in G36-G45	



Operating Expense per Pupil/Per Capital Tuition Charge, 9-month ADA – Verification Process



Operating Expense per Pupil/Per Capita Tuition Charge, 9-Month ADA

- The purpose of the verification is to ensure that all expenditures are properly coded to the correct fund, function, and object in the AFR, while also comparing two reports for accuracy. **The accuracy of the computation may impact district claims, tuition payments, and School Report Card information.**
- OEPP/PCTC reports are used in calculating various programs; the PCTC specifically provides each district with the tuition chargeable to those students who do not live within the boundaries of the local district.
- Verification is completed in January and February in [IWAS –District Financial Report system](#)



Operating Expense per Pupil/Per Capita Tuition Charge, 9-Month ADA

- You will need the following information to complete the verification:
 - IWAS (final) Report –located in IWAS under System Listing>Reporting > Annual > District Financial Report>”Expense Per Pupil Per Capita Tuition Charge” report
 - FY 2022 electronic AFR (found on [ISBE’s website](#)) – “PCTC-OEPP 33-35 tab” titled “ESTIMATED OPERATING EXPENSE PER PUPIL (OEPP)/PER CAPITA TUITION CHARGE (PCTC) COMPUTATIONS.”
 - The 9-month ADA listed in the Student Information System (SIS) under District Data Verification>Average Daily Attendance.
 - Go to the [Evidence-Based Funding Distribution Calculation webpage](#). Under Reports, open the FY 2022 Special Education Funding Allocation Calculation Details **and** the FY 2022 English Learner Education Funding Allocation Calculation Details. Use the respective Excel file to locate the amount in column X for the Special Education Contribution and column V for the English Learner Contribution for the selected school district.



Operating Expense per Pupil/Per Capita Tuition Charge, 9-Month ADA

- After you have verified the expenditures are coded correctly, you will compare the AFR - PCTC OEPP tab against the final IWAS report. The PCTC OEPP tab is estimated. **ISBE does not need an updated AFR if the IWAS report differs from the PCTC OEPP tab in the AFR. ISBE only needs an updated AFR if you have found miscoded expenditures.**
- Differences you may see when comparing the IWAS report to the PCTC OEPP tab in the AFR
 - 9-month ADA
 - The 9-month ADA listed in SIS is the final ADA. If the IWAS report matches the 9-month ADA in SIS, the 9-month ADA is considered accurate and complete.
 - Special Education and English Learner EBF contributions
 - Lines 192 and 193 on the AFR may differ from lines 178 and 179 on the IWAS report. If the lines 178 and 179 on the IWAS report matches the amounts listed on the [Evidence-Based Funding Distribution Calculation webpage](#), these amounts are considered accurate and complete.



Operating Expense per Pupil/Per Capita Tuition Charge, 9-Month ADA

- If you insert the correct 9-month ADA, Special Education and English Learner EBF contributions into the AFR –PCTC OEPP tab, the IWAS report will now match the PCTC OEPP tab in the AFR.
- Please click “approve” within the system. The verification is complete.

Financial Report Section

[FAQ's](#)

Click below on the report name.

[Expense Per Pupil Per Capita Tuition Charge](#)

History

Comments	RCDT	Year	Status	Entered By	Time
----------	------	------	--------	------------	------

Enter comments below:



Approve



Contracts for Indirect Cost Rate Calculations



Contracts for Indirect Cost Rate Calculations

- When calculating the districts' indirect cost rates, USDE requires ISBE to deduct the excess of \$25,000 from each subaward and subcontract for purchase services per year. USDE states districts incur less indirect cost for contractual arrangements than for district operated services.
- The contracts should be only for purchase services and not for salary contracts. Do not include contracts for Capital Outlay (500) or Non-Capitalized Equipment (700) on this schedule. They are excluded from the Indirect Cost Rate calculation.

Contracts for Indirect Cost Rate Calculations

There are 3 documents on the contracts tab in the Annual Financial Report (AFR) to assist you with which contracts should be included on this schedule.

- Fund-Function-Object Chart, Subaward & Subcontract Guidance from USDE, and ISBE's Indirect Cost Plan (Sub-agreement for services)

Illinois State Board of Education
School Business Services Department

Current Year Payment on Contracts For Indirect Cost Rate Computation

Please do not remove and reinsert this tab from the workbook or paste into this tab. The AFR will be returned to the auditor if this tab is completed incorrectly.

This schedule is to calculate the amount allowed on contracts obligated by the school district for the Indirect Cost Rate calculation. The contracts should be only for purchase services and not for salary contracts. Do not include contracts for Capital Outlay (500) or Non-Capitalized Equipment (700) on this schedule. They are excluded from the Indirect Cost Rate calculation.

To determine the applicable contracts for this schedule, they must meet ALL three qualifications below:

1. The contract must be coded to one of the combinations listed on the icon below.
2. The contract must meet the qualifications below on the "Subaward & Subcontract Guidance" and the "Indirect Cost Rate Plan" (Sub-agreement for Services).
3. Only list contracts that were paid over \$25,000 for the fiscal year.

Use the resources to the right to determine if the contract should be listed below.

3BC2F43.pdf

Subaward &
Subcontract
Guidance

[Indirect Cost Rate Plan](#)

Column A, B, C, D below must be completed for each contract. Enter Column B without hypens. Ex) 101000600
Column (E) and (F) are calculated automatically based on the information provided in Columns (A through D).
The amount in column (E) is the amount allowed on each contract in the Indirect Cost Rate calculation. The amount in column (F) is the amount that will be deducted from the base in the indirect cost rate (tab 41) for Program Year 2024.

Enter Fund-Function-Object Name, Where the Expenditure was Recorded (Column A)	Fund- Function-Object Number (Column B)	Enter Contracted Company Name (Column C)	Enter Current Year Amount Paid on Contract (must be less than or equal to amount reported in the AFR's "Expenditures 16-24" tab) (Column D)	Contract Amount Applied to the Indirect Cost Rate Base (Column E)	Contract Amount deducted from the Indirect Cost Rate Base (Column F)
Enter as shown here: ED-Instruction-Other	10-1000-600	Company Name	500,000	25,000	475,000



Contracts for Indirect Cost Rate Calculations

Example:

When distinguishing between a sub-agreement and a routine purchase from a vendor, the substance of the transaction is more important than the form.

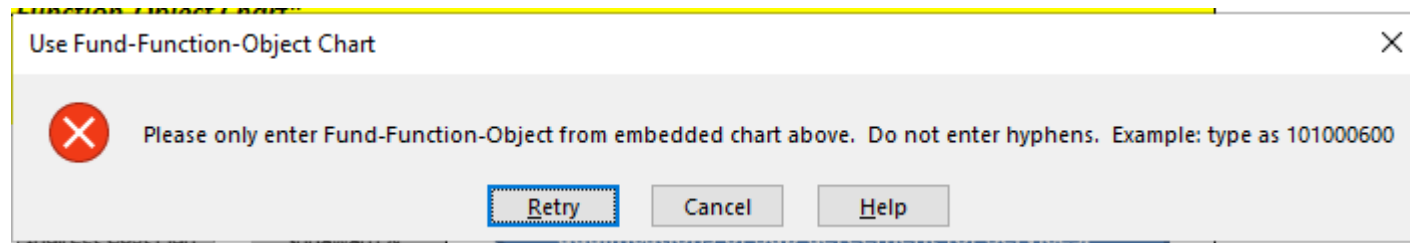
- For example, a contract with a vendor to provide home-to-school transportation to the LEA's students would be a sub-agreement, but a contract with the same vendor to rent buses for the LEA to transport its own students would be a routine purchase from a vendor.
- The form of the written agreements might be identical in that they might both be contracts with a transportation vendor, yet the substance of the transactions is different. The home-to-school transportation contract is providing a service. The rental of buses is providing equipment and not a "service."

Contracts for Indirect Cost Rate Calculations

- An “**Error**” message has been created if an incorrect Fund-Function-Object is entered. Please enter the Fund-Function-Object with no hyphens. Ex) Enter 101000600 for 10-1000-600. The hyphens will show up after it is typed in if the correct Fund-Function-Object has been used.
- Please do not remove and reinsert this tab from the workbook or paste into this tab. This will cause the “error” message to not work. The AFR will be returned to the auditor if this tab is completed incorrectly.

Fund- Function- Object Number (Column B)	Enter Contracted Company Name (Column C)
10-1000-600	Company Name

Please only enter Fund-Function-Object from embedded chart above. Do not enter hyphens. Example: type as 101000600



Annual Financial Report (AFR) Form Due Dates

- Due to Regional Office of Education **October 14, 2022**
- Due to ISBE **November 15, 2022**
- If extension has been granted by ROE, due date may be extended until **December 15, 2022**



Budget Form



Budget Due Dates

- **September 1** – **Joint Agreements** must **adopt budget** and post to Joint Agreement website.
- **September 30** – **School Districts** must **adopt budget** and post to district website.
- **October 1** – **Joint Agreements** must send budget to **ISBE**.
- **October 31** – **School Districts** must send budget to **ISBE**.
- **June 30** – **Final day** to adopt **amended budget** and send to **ISBE**.



Changes to Budget Form

When opening Budget form, please enable editing and enable macros:



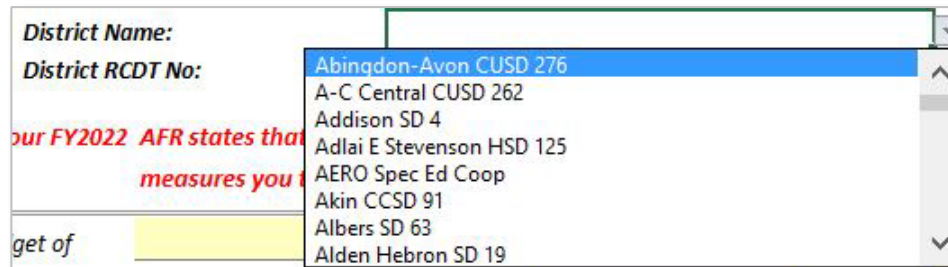
These are vital to the performance of the new FY23 Budget form!

If these are **disabled** by mistake, please **redownload form**.

Cover Tab Changes

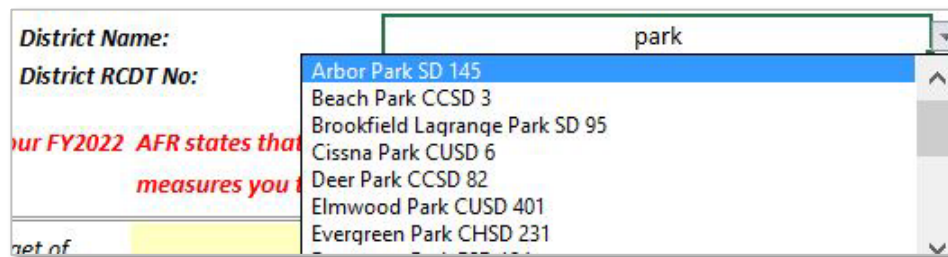
District name (Line 13) has been changed to a searchable drop-down menu.

Select your district from the full list...



A screenshot of a web form with a dropdown menu open. The dropdown menu lists several school districts, with "Abingdon-Avon CUSD 276" selected and highlighted in blue. The list includes: Abingdon-Avon CUSD 276, A-C Central CUSD 262, Addison SD 4, Adlai E Stevenson HSD 125, AERO Spec Ed Coop, Akin CCSD 91, Albers SD 63, and Alden Hebron SD 19. The form fields are labeled "District Name:", "District RCDT No:", and "get of".

...or type **part** (not all) of your district name on Line 13 and hit “Enter.” This will narrow your search.



A screenshot of the same web form, but now the text "park" is entered in the "District Name:" field. The dropdown menu is open and shows a filtered list of districts containing the word "park": Arbor Park SD 145, Beach Park CCSD 3, Brookfield LaGrange Park SD 95, Cissna Park CUSD 6, Deer Park CCSD 82, Elmwood Park CUSD 401, and Evergreen Park CHSD 231. The "Arbor Park SD 145" option is selected and highlighted in blue.

Cover Tab Changes

District type, RCDT, and county will now **fill automatically** once district name is selected from drop-down menu.

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

SCHOOL DISTRICT/JOINT AGREEMENT BUDGET FORM *
July 1, 2022 - June 30, 2023

District Type:
 School District
 Joint Agreement

Accounting Basis:
[Click here to choose accounting basis](#)

Date of Amended Budget: _____
(MM/DD/YY)

District Name: Abingdon-Avon CUSD 276

District RCDT No: 33-048-2760-26

If your FY2022 AFR states that you need to do a deficit reduction plan and your FY2023 budget is balanced, please state measures you took to have your budget become balanced. (Bckgrnd-Assumpt 25-26)

Budget of _____ Abingdon-Avon CUSD 276 _____, County of _____ Knox _____

To determine if budget is balanced, complete budget first.



Cover Tab Changes

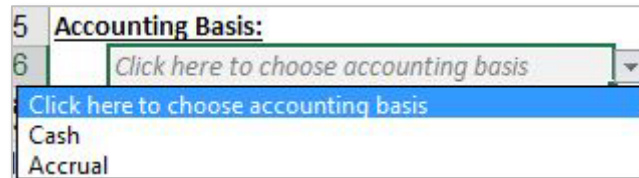
Remember:

- **Enable** macros and editing.
- You don't have to use the search bar – You can simply search from the full drop-down list.
- If using search bar, type **part** (not all) of the district name.
- If **incorrect district is selected** by mistake:
 - **Delete** the name and try again, OR
 - **Click the drop-down button** again to select from the full list of districts.
- If nothing is working, **redownload** the form. Be sure to enable macros and editing.
- Still need help? Give us a call!



Cover Tab Changes (cont.)

Accounting Basis changed to drop-down menu.



A screenshot of a web form showing a dropdown menu for 'Accounting Basis'. The menu is open, displaying three options: 'Click here to choose accounting basis' (highlighted in blue), 'Cash', and 'Accrual'. The text '5 Accounting Basis:' is visible above the dropdown, and '6' is visible to the left of the dropdown box.

Added **“Save Completed Budget for ISBE”** button once budget is completed.



A screenshot of the 'SCHOOL DISTRICT/JOINT AGREEMENT BUDGET FORM *' for the period 'July 1, 2022 - June 30, 2023'. The form is titled 'ILLINOIS STATE BOARD OF EDUCATION School Business Services Division'. Under 'District Type:', the 'School District' option is selected with an 'X' in a yellow box, while 'Joint Agreement' is unselected. The 'Accounting Basis:' dropdown menu is open, showing the same three options as in the previous screenshot. A 'Date of Amended Budget:' field is present with a placeholder '(MM/DD/YY)'. On the right side, a button labeled 'Save Completed Budget for ISBE' is highlighted with a red border. Below the button, a text box contains the instruction: 'To determine if the budget is balanced, complete all pages of the budget first.'

Revenue Tab Changes

Occupation Tax

Ed Fund, Account 1983 has been opened to reflect changes to School Code:

School Facility Occupation Tax Proceeds (1983) – Revenues Tab

Description: Enter Whole Numbers Only	Acct #	(10) Educational
School Facility Occupation Tax Proceeds	1983	

Itemization Tab Changes

- Itemization tab will now list any revenues/expenditures that require itemization (“Misc.” or “Other” line items).
- In Column D, record brief note listing source of revenue (e.g. name of grant) or general use of expenditure. All other info will fill automatically.
- If tab has no entries, no itemization is required.
- **NOTE:** Tab may take several seconds to load. Upon clicking tab, please wait until tab has loaded before clicking elsewhere on workbook.

Itemization Tab Changes - Example

No line items listed - No itemization is required

A	C	D	E
<p>This page is provided for detailed itemizations as requested within the body of the Report.</p>			
<p><i>Please enter notes in "Source of Revenue/Use of Expense" column for the below line items. If page is blank, no itemization notes are required.</i></p>			
Fund-Account Number	Source of Revenue/Use of Expense		Amount
Estimated Revenues			
Estimated Expenditures			

Itemization Tab Changes - Example

Line items listed – Input note in Column D

A	C	D	E
This page is provided for detailed itemizations as requested within the body of the Report.			
<i>Please enter notes in "Source of Revenue/Use of Expense" column for the below line items. If page does not list specific revenues/expenditures, no itemization notes are required.</i>			
Fund-Account Number		Source of Revenue/Use of Expense	Amount
Estimated Revenues			
10-1993	Other Local Fees		\$2,000
10-1999	Other Local Revenues		\$50,000
10-4998	Other Restricted Grants Received from Fed. Govt. thru State		\$1,000,000
Estimated Expenditures			
10-2190	Other Support Services - Pupils		\$250,000



Balancing Tab Changes

- Added **“Save Completed Budget for ISBE”** button (also on Cover tab).
- Added **“Are all errors corrected?”** on Line 6 to check whole budget for any errors.
 - If errors are present, follow the Balancing tab to correct.
 - Once all errors are cleared, **“OK”** notice will appear and prompt user to click **“Save Completed Budget for ISBE”** button.

CHECK FOR ERRORS	
This worksheet checks various cells to assure that selected items are in balance. Out-of-balance conditions are marked here with an error message.	
<i>Once all errors are corrected, click "Save Budget for ISBE" button to the right and submit to ISBE.</i>	
Budget Item References	Message
Are all errors corrected?	OK - You may now click the "Save Budget for ISBE" button above.

Save Completed Budget for ISBE

Balancing Tab Changes (cont.)

- Added additional checks for Cover tab:
 - Is district name selected from drop-down menu?
 - Are dates input?
 - Are board names typed?

2. Cover Page (Cover tab)	
District Name must be input on Cover sheet.	ERROR - INPUT DISTRICT NAME
Accounting Basis must be selected on Cover sheet.	ERROR - CHOOSE ACCOUNTING BASIS
Dates (Day, Month, Year) must be input on Cover sheet.	ERROR - INPUT DATE(S)
Board Names must be typed on Cover sheet.	ERROR - TYPE BOARD NAMES

Balancing Tab Changes (cont.)

- Added check for blank Revenue tab.
- Added check for blank Expenditure tab.
- Added check for missing Itemization notes, if any are required.

7. Estimated Revenue (EstRev 6-11 tab)	
Amounts must be input for revenue.	ERROR - ESTREV TAB IS BLANK. PLEASE INPUT AMOUNTS.
8. Estimated Expenditures (EstExp 12-20 tab)	
Amounts must be input for expenditures.	ERROR - ESTEXP TAB IS BLANK. PLEASE INPUT AMOUNTS.
9. Itemization Notes: Revenues/Expenditures reported that require note on Itemize 21 tab.	
Include brief note(s) describing revenue source/expenditure use.	OK

Reading the Balancing Tab

- **ALWAYS** check the Balancing tab before submitting to ISBE.
- Column B contains the reference to the tab and cells that are being checked. Column C will contain either “**OK**” or an “**ERROR**” message.

Reading the Balancing Tab

Once you locate an error on the Balancing tab...

CHECK FOR ERRORS	
This worksheet checks various cells to assure that selected items are in balance. Out-of-balance conditions are marked here with an error message. <i>Once all errors are corrected, click "Save Budget for ISBE" button to the right and submit to ISBE.</i>	
<input type="button" value="Save Completed Budget for ISBE"/>	
Budget Item References	Message
Are all errors corrected?	Please correct errors below
1. Deficit Reduction Plan (DefReductPlan 23-27 tab)	
Is Deficit Reduction Plan Required? (Joint Agreements do not complete Deficit Reduction Plan.)	Deficit Reduction Plan is not required
If required, is Deficit Reduction Plan completed? (DefReductPlan 23-27 tab)	
2. Cover Page (Cover tab)	
District Name must be input on Cover sheet.	OK
Accounting Basis must be selected on Cover sheet.	OK
Dates (Day, Month, Year) must be input on Cover sheet. (If full dates present, disregard error.)	OK
Board Names must be typed on Cover sheet. (If error persists after names are typed, disregard error.)	OK
3. Budget Summary: Other Sources (BudgetSum 2-4 tab - Acct 7000) must equal Other Uses (BudgetSum 2-4 tab - Acct 8000).	
Estimated Beginning Fund Balance July, 1 2021 for all Funds (Cells C3 - K3) <i>(Line must have a number or zero. Do not leave blank.)</i>	OK
Estimated Activity Fund Beginning Fund Balance July, 1 2021 (Cell C83) <i>(Cell must have a number or zero. Do not leave blank.)</i>	ERROR - ENTER AMOUNT. IF ZERO, ENTER NUMBER 0



Reading the Balancing Tab

- The **orange header** lists the **tab** where the error occurs.
- Column B lists **cell(s)** to be changed.

3. Budget Summary: Other Sources (BudgetSum 2-4 tab - Acct 7000) must equal Other Uses (BudgetSum 2-4 tab - Acct 8000).	
Estimated Beginning Fund Balance July, 1 2021 for all Funds (Cells C3 - K3) (Line must have a number or zero. Do not leave blank.)	OK
Estimated Activity Fund Beginning Fund Balance July, 1 2021 (Cell C83) (Cell must have a number or zero. Do not leave blank.)	ERROR - ENTER AMOUNT. IF ZERO, ENTER NUMBER 0

- Column C lists the **error**. Follow its guidance to correct.

In the above example, an amount must be entered on Cell C83 on BudgetSum tab.



Reading the Balancing Tab - Example

When the user goes to BudgetSum 2-4 tab, Cell C83 and inputs an amount...

	A	B	C
1	<i>Begin entering data on EstRev 5-10 and EstExp 11-17 tabs.</i>		(10)
	Description: Enter Whole Numbers Only	Acct #	Educational
2	Student Activity ESTIMATED BEGINNING FUND BALANCE July 1, 2022 Fund 11		
83			999
<div style="display: flex; justify-content: space-between; border-top: 1px solid gray;"> ◀ ▶ Cover BudgetSum 2-4 CashSum 5 EstRev 6-11 EstE </div>			

...the error will clear on the **Balancing** tab.

3. Budget Summary: Other Sources (BudgetSum 2-4 tab - Acct 7000) must equal Other Uses (BudgetSum 2-4 tab - Acct 8000).	
Estimated Beginning Fund Balance July, 1 2021 for all Funds (Cells C3 - K3) <i>(Line must have a number or zero. Do not leave blank.)</i>	OK
Estimated Activity Fund Beginning Fund Balance July, 1 2021 (Cell C83) <i>(Cell must have a number or zero. Do not leave blank.)</i>	OK

Submitting the Budget Form

ISBE cannot accept PDF forms.

1. Go to ISBE [Attachment Manager](#).
2. Select “School Financial Reports” as receiver.
3. Attach **Excel** file.
4. In submission email, include:
 - District name
 - Submission type (Budget/Amended Budget)

Requirements for Amended Budget

- A formal amended budget is necessary if at least one of the following conditions are met:
 1. Total expenditures in a fund increase from the total expenditures reported in the originally-approved budget.
 2. Aggregate total of transfers between line items in a fund is greater than 10% of the total budget in the fund.

Requirements for Amended Budget

- For amended budgets, follow the same process as original budget:
 - Post notice of budget hearing and availability of budget for public inspection for at least 30 days prior to adoption.
 - After hearing, hold public meeting to adopt amended budget.
 - Post amended budget on district website (if applicable).
 - Submit amended budget electronically to ISBE within 30 days of adoption using ISBE Attachment Manager:
<https://sec1.isbe.net/attachmgr/default.aspx>.

Budget Form Helpful Tips

- Use the correct year form (forms are updated annually).
- Enable macros and editing when opening form.
- If using search bar feature for district name, type only part (not all) of name
- Fill out all required info.
- Resolve any errors on “Balancing” tab.
- Use “Save Completed Budget for ISBE” button once form is complete and error-free.
- Attachment Manager:
 - Ensure your email is typed correctly.
 - List district name.
 - List submission type (Budget/Amended Budget).



Budget Form Helpful Tips

- Helpful documents:
 - Budget FY2023 Instructions:
<https://www.isbe.net/Pages/School-District-Joint-Agreement.aspx>
 - Mechanics of a School District Budget:
<https://www.isbe.net/Documents/mechanics.pdf>
 - Part 100 Accounting Rules:
<https://www.isbe.net/Documents/100ARK.pdf>

Common Budget Errors

- Missing cover page info:
 - Ensure all information is filled in completely.
- No Beginning Fund Balance on the BudgetSum tab:
 - Input **Ending Fund Balance without Student Activity Funds as of June 30** from Acct Summary 7-9 tab of FY22 AFR.
- No Student Activity Funds on BudgetSum or CashSum tab:
 - Enter amount or, if none, enter zero (“0”).

Common Budget Errors

- Negative beginning cash on the CashSum tab:
 - On Line 3 of the CashSum tab, input Cash (Line 4) plus Investments (Line 5) from **Assets-Liab tab** of most recent AFR.

1	ASSETS (Enter Whole Dollars)	Acct. #	(10) Educational	(20) Operations & Maintenance	(30) Debt Services	(40) Transportation	(50) Municipal Retirement/Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
2											
3	CURRENT ASSETS (100)										
4	Cash (Accounts 111 through 115) ¹										
5	Investments	120									



Common Budget Errors

- Negative ending cash on the CashSum tab:
 1. Check to ensure beginning cash balances have been properly entered.
 2. Document inter-fund loan or transfer as allowable.
 3. Reflect applicable borrowing that may be utilized.
 4. Increase revenue or decrease expenditure.

Common Budget Errors

- Missing itemization notes:
 - Input brief note on Itemize 21 tab in Column D for each line item on this tab.

A	C	D	E
This page is provided for detailed itemizations as requested within the body of the Report.			
<i>Please enter notes in "Source of Revenue/Use of Expense" column for the below line items. If page does not list specific revenues/expenditures, no itemization notes are required.</i>			
Fund-Account Number		Source of Revenue/Use of Expense	Amount
Estimated Revenues			
10-1993	Other Local Fees		\$2,000
10-1999	Other Local Revenues		\$50,000
10-4998	Other Restricted Grants Received from Fed. Govt. thru State		\$1,000,000
Estimated Expenditures			
10-2190	Other Support Services - Pupils		\$250,000

Budget FAQ

“I can’t find my district name in the list on the Cover page.”

This list is generated from Comptroller and ISBE databases. It may differ slightly from your district name.

Resolve via the following steps:

1. Use the search feature by typing part of your district name on Line 13. Then click the drop-down arrow to the right.
2. Search ISBE’s database using the [RCDT Lookup tool](#) on ISBE.net to verify district name ISBE has on file. If your district name is incorrect in the ISBE database, please contact Entity Profile System at EPS@isbe.net.
3. If you still cannot find your district name, key in district name and RCDT. **NOTE:** This will generate error(s) on the Balancing tab. Disregard error and save traditionally (“Save Completed Budget for ISBE” button will not work for budgets with district name/RCDT keyed in).



Budget FAQ

“Where do I code...?”

- Check the [Part 100 Accounting Rules](#).
- Any ESSER/GEER/CARES revenue should be coded to 4998.
- Generally, the ISBE point person in charge of the grant will be able to tell you where the revenue/expense should be coded.
- Your auditor can also be consulted for coding questions.

Budget FAQ

“How do I change my budget form if the cell is protected?”

- Yellow cells reference other parts of the form and are password-protected.
- If an amount must be changed, trace back the reference to the original cell(s) and make changes there.

Budget FAQ – Tracing the Reference

Click in a yellow cell. The formula will appear in the white formula bar.

	A	B	C
1	<i>Begin entering data on EstRev 5-10 and EstExp 11-17 tabs.</i>		(10)
2	Description: Enter Whole Numbers Only	Acct #	Educational
9	Total Direct Receipts/Revenues ⁸		0
10	Receipts/Revenues for "On Behalf" Payments ²	3998	
11	Total Receipts/Revenues		0

In this example, **Cell C11** is the sum of Cell C9 plus Cell C10.

If tracing back to the source doesn't clear the error or you need access to an improperly locked cell, please contact Finance1@isbe.net.



Annual Statement of Affairs (ASA) Form

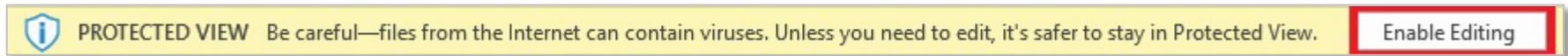


ASA Due Dates

- **November 30** – Publish ASA (tabs 4-6) in newspaper.
- **November 30** – Send ASA (all tabs) to **ISBE**.
- After **December 15** – If ASA has not been received, ISBE may discontinue processing of payments to Comptroller on behalf of district.
- **January 15** – ISBE will publish ASA to ISBE.net.

Changes to ASA Form

When opening ASA form, please enable editing and enable macros:



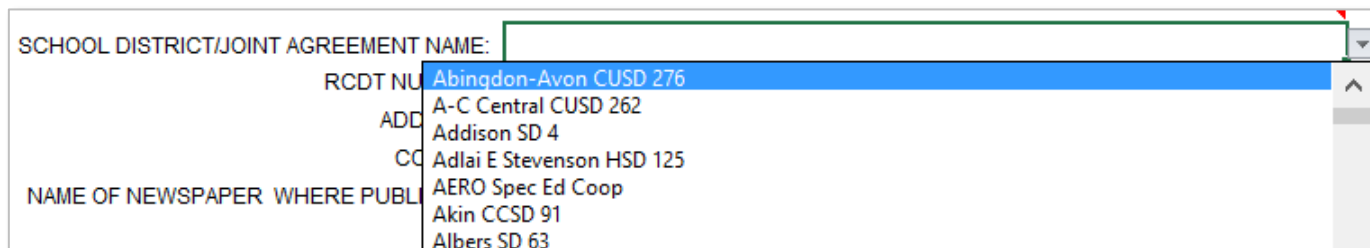
These are vital to the performance of the new FY22 ASA form!

If these are **disabled** by mistake, please **redownload form**.

ASA 1 Tab Changes

District name (Line 9) has been changed to a searchable drop-down menu.

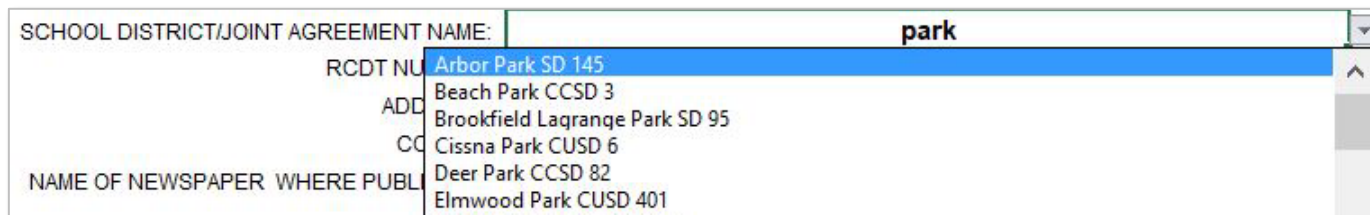
Select your district from the full list...



SCHOOL DISTRICT/JOINT AGREEMENT NAME: [dropdown menu]

RCDT NU Abingdon-Avon CUSD 276
ADD A-C Central CUSD 262
CC Addison SD 4
NAME OF NEWSPAPER WHERE PUBL Adlai E Stevenson HSD 125
AERO Spec Ed Coop
Akin CCSD 91
Albers SD 63

...or type **part** (not all) of your district name on Line 9 to narrow your search.



SCHOOL DISTRICT/JOINT AGREEMENT NAME: [dropdown menu] park

RCDT NU Arbor Park SD 145
ADD Beach Park CCSD 3
CC Brookfield Lagrange Park SD 95
NAME OF NEWSPAPER WHERE PUBL Cissna Park CUSD 6
Deer Park CCSD 82
Elmwood Park CUSD 401



ASA 1 Tab Changes

District type, RCDT, and county will now **fill automatically** once district name is selected from drop-down menu.

SCHOOL DISTRICT/JOINT AGREEMENT NAME:	A-C Central CUSD 262
RCDT NUMBER:	01-009-2620-26
ADDRESS:	501 W Buchanan St Ashland, IL 62612 0260
COUNTY:	Cass



ASA 1 Tab Changes

Remember:

- **Enable** macros and editing.
- You don't have to use the search bar – You can simply search from the full drop-down list.
- If using search bar, type **part** (not all) of the district name.
- If **incorrect district is selected** by mistake:
 - **Delete** the name and try again, OR
 - **Click the drop-down button** again to select from the full list of districts.
- If nothing is working, **redownload** the form. Be sure to enable macros and editing.
- Still need help? Give us a call!

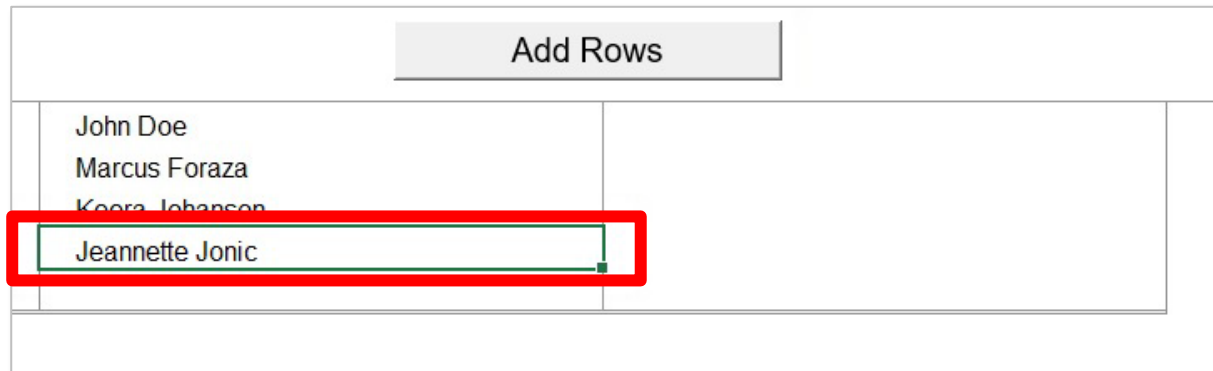


ASA 2 & ASA 3 Tab Changes

- Added clarification - **List Student Activity Funds separately:**
 - On **ASA 2 tab**, list Student Activity Funds on **Lines 40, 42-43.**
 - On **ASA 3 tab**, list Student Activity Funds on **Lines 34, 36, and 38.**
- Added **Totals with Student Activity Funds** sections. These sections fill in automatically.

Salary & Payments Tabs Changes

- Clarified which tabs are required for newspaper.
- Added “**Add Rows**” button. If more rows are needed...
 1. Click cell above the line where you’d like additional rows.

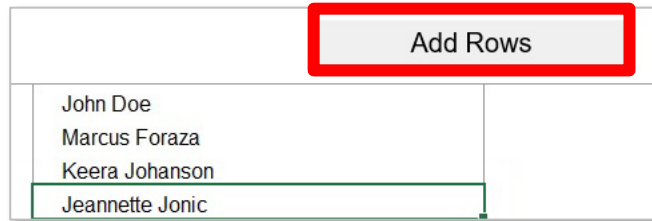


The screenshot shows a software interface with a table. At the top center is a button labeled "Add Rows". Below the button is a table with four rows. The first three rows contain the names "John Doe", "Marcus Foraza", and "Koora Johanson". The fourth row contains the name "Jeannette Jonic". A red rectangular box highlights the cell containing "Jeannette Jonic".

Add Rows	
John Doe	
Marcus Foraza	
Koora Johanson	
Jeannette Jonic	

Salary & Payments Tabs Changes

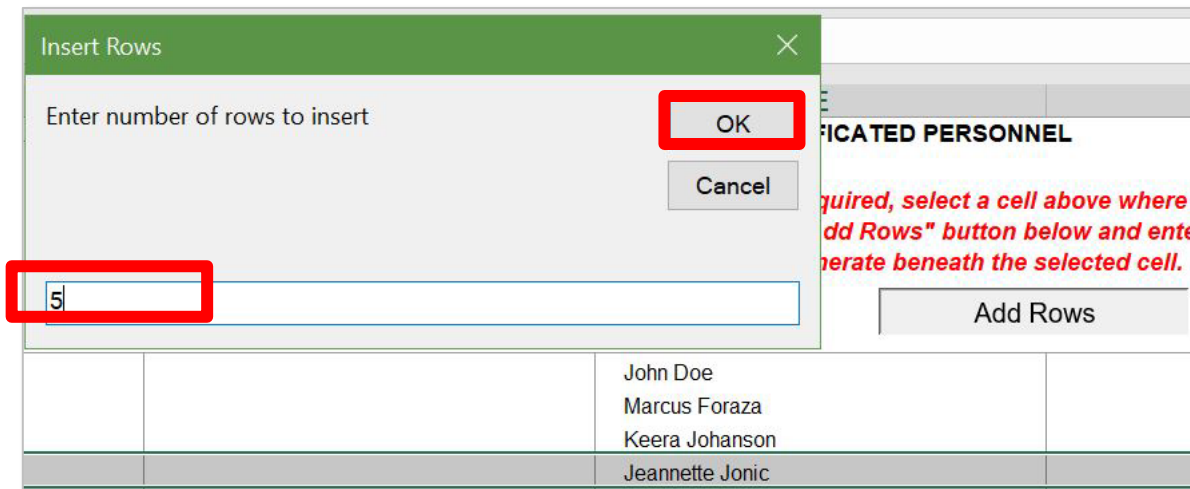
2. Click “Add Rows” button.



A screenshot of a table with four rows of names: John Doe, Marcus Foraza, Keera Johanson, and Jeannette Jonic. The 'Add Rows' button is highlighted with a red rectangle.

Add Rows	
John Doe	
Marcus Foraza	
Keera Johanson	
Jeannette Jonic	

3. Enter desired number of rows. Click “OK.”



A screenshot of the 'Insert Rows' dialog box. The input field contains the number '5' and the 'OK' button is highlighted with a red rectangle. The background shows a table with the same names as in the previous screenshot.

Insert Rows

Enter number of rows to insert

5

OK

Cancel

ADDITIONAL PERSONNEL

Required, select a cell above where you want to add rows. Click the "Add Rows" button below and enter the number of rows to add. The new rows will generate beneath the selected cell.

Add Rows

		John Doe	
		Marcus Foraza	
		Keera Johanson	
		Jeannette Jonic	

Contracts Tab Changes

- Removed “No Contracts” checkbox.
- Added “**No Contracts Over \$25K Awarded**” button.
 - Click this button if no contracts over \$25K have been awarded.
 - Button will auto-fill tab.

Submitting the ASA

ISBE cannot accept PDF forms.

1. Go to ISBE [Attachment Manager](#).
2. Select “School Financial Reports” as receiver.
3. Attach **Excel** file.
4. In submission email, include:
 - District name
 - Submission type (ASA)

ASA Helpful Tips

- Use the correct year form (forms are updated annually).
- Enable macros and editing when opening form.
- ASA1 tab:
 - List **name of newspaper** where ASA was published.
 - Check the **“Assurance” box**.
 - Joint Agreements **MUST** include enrollment unless one of the following is true:
 - The entity is exclusively a flow-through for grant funds.
 - The entity is a Co-op that **DOES NOT** provide instruction **OR** services such as speech, psychology, hearing, etc. to students. (Co-ops that provide such services **SHOULD** still provide a headcount of students served in the enrollment section.)

ASA Helpful Tips

- List **Reserved/Unreserved Fund Balance** amounts on ASA 2 tab.
- List **Fund Balance as of July 1st** amounts on ASA 3 tab.
- Ensure final totals match:
 - **ASA 2 tab** should match **Assets-Liab tab** of AFR.
 - **ASA 3 tab** should match **Acct Summary tab** of AFR.
- Complete Contracts Over 25K tab. If no contracts, click “**No Contracts Over \$25K Awarded**” button.
- Attachment Manager:
 - Ensure your email is typed correctly
 - List district name
 - List submission type (ASA)

ASA Helpful Tips

- Helpful documents:
 - ASA FY2022 Instructions:
<https://www.isbe.net/Pages/Annual-Statement-of-Affairs.aspx>
 - AFR's on ISBE Archives (Cerberus):
<https://cerberus.isbe.net/file>
 - To access, enter username “**finread**”
 - No password required

Accounting Rules Link

23 Illinois Administrative Code, Part 100

Requirements for Accounting, Budgeting, Financial Reporting, and Auditing



Questions: finance1@isbe.net or 217-785-8779



Illinois
State Board of
Education

Equity • Quality • Collaboration • Community