



# Illinois State Board of Education

## Site-Based Expenditure Reporting Data Calculation

*What is the In-app data calculation process?*

June 24, 2021

This webinar will be recorded and posted at [www.isbe.net/site-based](http://www.isbe.net/site-based), where you can also find all other SBER resources.

# Agenda

- Introductions
- Site-Based Expenditure Reporting Background
- IWAS In-App Data Calculation Overview
- IWAS Other options
- Open Q&A



# ISBE Introductions

3

- Steve Koester, Project Manager Software Solutions
- Deb Vespa, School Business Services Department Administrator
- Regional Financial Consultants
  - Brent Appell
  - Vince Gallo
  - Carl Holman
  - Madison Dean
- Software Solutions
  - Roshini Srinivasan
  - Kevin Scheufele

The full ISBE Site-Based Expenditure Reporting team is available at **[site-based@isbe.net](mailto:site-based@isbe.net)** for questions not answered by the guidance or supporting materials

# ESSA Site-Based Expenditure Reporting was implemented in FY19 for the first time

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ESSA requires that SEAs report on their Report Card:

*“The per-pupil expenditures of Federal, State, and local funds, including actual personnel expenditures and actual non-personnel expenditures of Federal, State, and local funds, disaggregated by source of funds, for each local educational agency and each school in the State for the preceding fiscal year.”*



# Reporting Guidance (available at [www.isbe.net/site-based](http://www.isbe.net/site-based)) describes *who* must report *what*

Sites	Enrollment	Site-Level Per-Pupil Expenditures			District Centralized Per-Pupil Expenditures			Total Per-Pupil Expenditures			<i>Total Exclusions Expenditures</i>	
		Federal	Local	Subtotal	Federal	Local	Subtotal	Federal	Local	Total		
PK Ctr	50	\$500	\$8,020	\$8,520	\$660	\$3,514	\$4,175	\$1,160	\$11,534	<b>\$12,695</b>		
ES1	300	\$344	\$5,148	\$5,493	\$529	\$2,781	\$3,310	\$874	\$7,929	<b>\$8,803</b>		
ES2	250	\$231	\$5,445	\$5,677	\$457	\$3,095	\$3,552	\$688	\$8,540	<b>\$9,229</b>		
MS1	250	\$320	\$5,356	\$5,676	\$361	\$3,499	\$3,861	\$681	\$8,855	<b>\$9,536</b>		
HS1	320	\$458	\$6,910	\$7,368	\$371	\$2,919	\$3,290	\$829	\$9,829	<b>\$10,658</b>		
LEA...	1,170	\$353	\$5,861	\$6,213	\$440	\$3,071	\$3,511	\$793	\$8,931	<b>\$9,724</b>	<b>\$2,330,361</b>	<b>\$13,707,753</b>

C

A / C

B / C

(A+B) / C

D

LEAs may also optionally submit narratives (internal/external) and notation of allocation methodologies (internal).



# FY20 Reporting Visualized on Illinois Report Card

**JEFFERSON ELEM SCHOOL (K - 5)**  
DEKALB CUSD 428

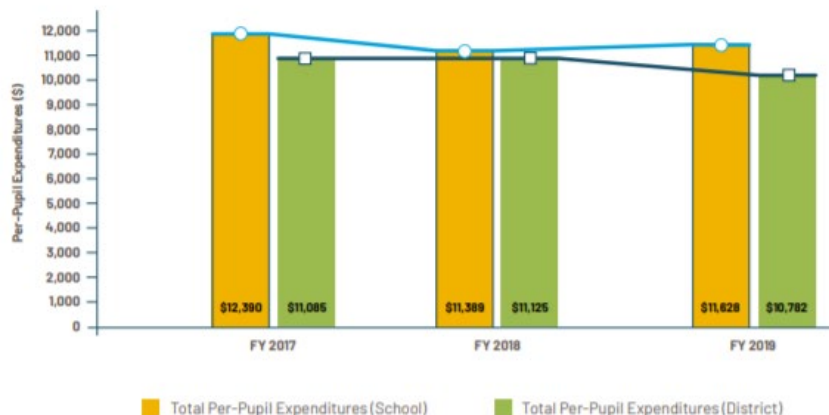
Compare Schools  
View At-a-Glance PDF

**School Finances**  
Average FY 2019 expenditures per student at this school. [Learn More](#)

School vs District Average   Full District   Scatterplot

SELECT: ☒ Overall   ☐ Source of Funds   ☐ Expenditure Type

☒ Show Data Values  
☒ Show Trendlines



Images provided are illustrative mockups;  
[www.illinoisreportcard.com](http://www.illinoisreportcard.com) development is underway

	Jefferson Elem School			DeKalb CUSD 428		
	FY 17	FY 18	FY19	FY 17	FY 18	FY19
Per-Pupil Expenditures	XX	XX	XX	XX	XX	XX
CHANGE FROM PREVIOUS YEAR	--	+ XX%	- XX%	--	- XX%	+ XX%
Enrollment	XX	XX	XX	XX	XX	XX
CHANGE FROM PREVIOUS YEAR	--	+ XX%	- XX%	--	- XX%	+ XX%
Low Income Students	XX	XX	XX	XX	XX	XX
CHANGE FROM PREVIOUS YEAR	--	+ XX%	- XX%	--	- XX%	+ XX%
English Learners	XX	XX	XX	XX	XX	XX
CHANGE FROM PREVIOUS YEAR	--	+ XX%	- XX%	--	- XX%	+ XX%
Students with IEPs	XX	XX	XX	XX	XX	XX
CHANGE FROM PREVIOUS YEAR	--	+ XX%	- XX%	--	- XX%	+ XX%
Summative Designation	Not Available (FY 19) Exemplary (FY 18)					

District-developed  
narrative goes here if  
provided



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# FY21 Site-Based Expenditure Reporting

## Key Milestones

7

Key Dates	Dates
FY21 enrollment reports available in IWAS	July 1, 2021
IWAS reporting window opens	July 1, 2021
FY21 reporting due; IWAS editing window open	August 16, 2021
FY21 editing due; no further submissions to IWAS	August 31, 2021
Report Card publishes FY21 site-based data	October 2021

Check [www.isbe.net/site-based](http://www.isbe.net/site-based) for all updates, materials, and support opportunities

# New calculation option for FY21 reporting

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## Work through in-app data calculation process

- User uploads general ledger into IWAS
- User follows instructions within IWAS application to calculate data
- No upload of final data necessary

## Work through Excel data calculation template

- User links general ledger to Excel template
- User follows instructions through Excel to calculate data
- User uploads final data in new template or enters manually

## Outsource to vendor

- Vendor provides report with calculated data
- User uploads report to IWAS

## Work through “off-sheet calculations”

- User follows ISBE reporting guidance to work through general ledger on their own
- User uploads final data or enters manually





# IWAS System Listing - Under Annual section of the Reporting category

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## Illinois State Board of Education

Darren Reisberg, *Chairman*     Dr. Carmen I. Ayala, *State Superintendent of Education*

IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN

Login:

- Home
- System Listing
- Pending Documents
- Change Password
- Messages - Inbox
- Messages - Archived
- Contact Us
- Help
- Log Out
- [IWAS Training Video](#)

### My Systems

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.

[Click Here for Due Dates](#)

Categories - Click to Expand/Collapse Tree	Authorization
<a href="#">Reporting</a>	
<a href="#">Annual</a>	
Site-Based Expenditure Reporting System	   <a href="#">Authorized</a>

Legend:  : System Description - Detailed      : Due Dates      : Profile

[Want to Signup for Other Systems?](#)


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# IWAS System: Welcome Page


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Site-Based Expenditure Reporting


WELCOME


START

CALCULATE

ADD/EDIT

NARRATE

SUBMIT

SUPPORT

FY 2021 ▼

Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures	
2021	0	0	—	—	\$0.00	Next >>

## Welcome to Site-Based Expenditure Reporting!

Beginning with 2018-19 school year data, all school districts and other designated reporting entities will report per-pupil expenditure data at the district level and at the school level, disaggregated by source of funds (federal vs. state/local). This application is supported in part by the U.S. Department of Education through State Longitudinal Data Systems (SLDS) Illinois Data FIRST grant. This reporting can be powerful for LEAs and local communities if used to open conversations on resource allocation, intra-district equity, and the relationship between student outcomes and financial investments.

Read the [Guidance](#) and more on the [ISBE Site-Based Expenditure Reporting](#) website.

FY 2021

Not Submitted

Created —

Modified —

Submitted —


Due August 16th

Official SBER Guidance

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# START Page – Enrollment Report

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Site-Based Expenditure Reporting

WELCOME
START
CALCULATE
ADD/EDIT
NARRATE
SUBMIT
SUPPORT
FY 2021 ▾

	Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures	
« Back	2021	0	0	—	—	\$0.00	Next »


### START HERE: CHOOSE APPROACH

**Choose an approach for site-based expenditure calculation and entry.** Feel free to come back here if you change your mind. Never hurts to re-recommend reading the Guidance (particularly if choices below aren't making sense).

  
**CALCULATE**


**NEW Upload General Ledger and Allocate.** Block of text about the new Ledger path. Maybe discuss its benefits and provide a high level summary of what it requires. **Recommended for LEAs that meet criteria.**

**Enabled** ☒

  
**EXCEL**


**Use ISBE Excel Template and Import.** Block of text offering Calculation Template as an alternative. Perhaps some encouragement to try the new Ledger option while providing the assurance that this option is still ready if needed. **Still recommended for certain LEAs?**

**Choose** ☐

  
**IMPORT**

**Use Vendor or Other Calculations and Import.** Block of text describing this process...what it requires. **Recommended for LEAs with vendor-supplied or independent calculations in Excel.**

**Choose** ☐

  
**ADD/EDIT**

**Use Vendor or Other Calculations and Enter Manually.** This one is redundant. Offering it might make it clearer to the users that this is a valid option. It also might clean up the language on the Calculate/Import/Ledger pages...perhaps those page won't require reminders that they are optional.

**Choose** ☐

The **Site-Based Expenditure Reporting (SBER) Enrollment Report** provides insight into the calculations used to populate the default enrollments found in the *SBER Data Calculation and Import Templates*. The included enrollment figures are derived entirely from the ISBE Student Information System (SIS). LEAs should verify both enrollments and sites prior to reporting site-based expenditure data.

Enrollment Report »



# Enrollment Report

WELCOME

START

CALCULATE

ADD/EDIT

NARRATE

SUBMIT

SUPPORT

FY 2021

Last modified 3 minutes ago

	Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures
« Back	2021	3	1,267.7	\$221,412.11	\$30,122,633.54	\$310,806,766.97

## ENROLLMENT REPORT

The **Site-Based Expenditure Reporting (SBER) Enrollment Report** provides insight into the calculations used to populate the default enrollments found in the *SBER Data Calculation and Import Templates*. The included enrollment figures are derived entirely from the ISBE Student Information System (SIS). LEAs should verify both enrollments and sites prior to reporting site-based expenditure data.

**NOTE:** Provided enrollments include any nonpublic students included in an LEA's SIS data. These nonpublic students **should** be included in site-based expenditure reporting **unless** their associated expenditures fall under one of the established SBER exclusions (see pages 11-12 and 17 in the [FY20/FY21 reporting guidance](#)).

Filter 3 entries

☐ Call out embedded Pre-K classrooms
 ☐ Separate district outplacements

Site	Enrollment FTE			Rule
	Fall	Spring	Average	
<b>Elementary School 1</b> <i>Public School</i> 166 Any Ave, City, IL RCDTS 12345678901-2002	353	355.5	354.25	Home enrollment PDA from SIS
	-6	-5.5	-5.75	Intra-district transfers reported at serving site
	347	350	348.5	
<b>Elementary School 2</b> <i>Public School</i> 277 Any Dr, City, IL RCDTS 12345678901-2004	447.2	453.7	450.45	Home enrollment PDA from SIS
	+6	+5.5	+5.75	Intra-district transfers reported at serving site
	453.2	459.2	456.2	
<b>Middle School 1</b> <i>Public School</i> 123 Any Street, Bloomingdale, IL RCDTS 12345678901-1001	462	464	463	Home enrollment PDA from SIS
	462	464	463	
	1,262.2	1,273.2	1,267.7	<b>Total District Enrollment FTE</b>



# Enrollment Report – Site Details

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## ENROLLMENT REPORT - SITE DETAILS



### Elementary School 1

Public School

166 Any Ave, City, IL

RCDTS 12345678901-2002

2021

Grade Level	Enrollment FTE			Rule	Details
	Fall	Spring	Average		
Pre-K	8	7.5	7.75	Home enrollment PDA from SIS	Serving: Elementary School 2
	-5	-4.5	-4.75	Intra-district transfers reported at serving site	
	3	3	3		
Kindergarten	31	31	31	Home enrollment PDA from SIS	Serving: Elementary School 2
	-1	-1	-1	Intra-district transfers reported at serving site	
	30	30	30		
Grade 1	59	59	59	Home enrollment PDA from SIS	Serving: Elementary School 2
	-1	-1	-1	Intra-district transfers reported at serving site	
	58	58	58		
Grade 2	58	59	58.5	Home enrollment PDA from SIS	Serving: Elementary School 2
	-1	-1	-1	Intra-district transfers reported at serving site	
	57	58	57.5		
Grade 3	61	62	61.5	Home enrollment PDA from SIS	Home: Elementary School 2
	+1	+1	+1	Intra-district transfers reported at serving site	
	62	63	62.5		
Grade 4	61	62	61.5	Home enrollment PDA from SIS	Home: Elementary School 2
	+1	+1	+1	Intra-district transfers reported at serving site	
	62	63	62.5		
Grade 5	75	75	75	Home enrollment PDA from SIS	
	75	75	75		
		347	350	348.5	Total Site Enrollment FTE




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# START Page – Choose Approach


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Site-Based Expenditure Reporting


WELCOME


START

CALCULATE

ADD/EDIT

NARRATE

SUBMIT


SUPPORT

FY 2021 ▾

	Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures	
« Back	2021	0	0	—	—	\$0.00	Next »


### START HERE: CHOOSE APPROACH

Choose an approach for site-based expenditure calculation and entry. Feel free to come back here if you change your mind. Never hurts to re-recommend reading the Guidance (particularly if choices below aren't making sense).

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ADD/EDIT

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The **Site-Based Expenditure Reporting (SBER) Enrollment Report** provides insight into the calculations used to populate the default enrollments found in the *SBER Data Calculation and Import Templates*. The included enrollment figures are derived entirely from the ISBE Student Information System (SIS). LEAs should verify both enrollments and sites prior to reporting site-based expenditure data.


Enrollment Report »





# Calculate -- > Upload


## Access Expense Template and Upload


 WELCOME


 START

 CALCULATE


 ADD/EDIT

 NARRATE

 SUBMIT

 SUPPORT

FY 2021 ▾

	Records	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized	
« Back	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Save  Next »

UPLOAD

DECODE

ALLOCATE

METHODS


PREVIEW

...


### UPLOAD EXPENSE REPORT


**Site-based calculation begins with your expenses.** This tab allows you to **upload a ledger expense report for allocation and calculation**. Data uploaded here is used only to assist you in calculating your per pupil, site-based expenditures. **It is NOT included in your *Site-Based Expenditure Report***, and you may opt to delete this data at any time.

**Download the *Expense Report Template* using the button to the right.** Then copy your expenses into the template and use the *Browse* button below to open the template for review and upload. The *Ledger Totals* you provide will be used by the system for calculation based on your allocation choices. All other provided columns (*Account Number, Description, etc.*) will be used by the system to assist you in making those choices.

Browse 

No template file selected (\*.xlsx)



Download Expense Report Template 

# GL Expense Template

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	A	B	C	D	E	F	G	H
1	##	Fill in the columns below with your modified expense report.						##
2	##	Then upload this spreadsheet to the IWAS Site-Based Expenditure Reporting system.						##
3	##	*Be sure to fill in <b>Location</b> and <b>Source</b> when available and not already provided in <b>Account Number</b> .						##
4	##							##
5	##	Skip any of these columns to allow IWAS to extract these fields from <b>Account Number</b> for you.						##
6	Account Number	Fund	Function	Object	Location*	Source*	Description	Ledger Total
7								
8								
9								
10								
11								

Acct. #	Enter Account # as represented within your Expense Report. This is a required field.
Fund	Enter Fund # as represented within your Expense Report ONLY IF not already part of the Account # and IF available.
Function	Enter Function # as represented within your Expense Report ONLY IF not already part of the Account # and IF available.
Object	Enter Object # as represented within your Expense Report ONLY IF not already part of the Account # and IF available.
Location/Responsibility #	Enter Location/ Responsibility Code as represented within your Expense Report ONLY IF not already part of the Account # and IF available. Highly recommended IF available.
Fund Source	Enter Fund/ Source Code as represented within your Expense Report ONLY IF not already part of the Account # and IF available. Highly recommended IF available.
Account Description	Enter Account Description as represented within your Expense Report. This is a required field.
Ledger Total	Enter Ledger Total as represented within your Expense Report. This is a required field.





# GL Expense Template

	A	B	C	D	E	F	G	H	I
1	##	Fill in the columns below with your modified expense report.							##
2	##	Then upload this spreadsheet to the IWAS Site-Based Expenditure Reporting system.							##
3	##	*Be sure to fill in <b>Location</b> and <b>Source</b> when available and not already provided in <b>Account Number</b> .							##
4	##								##
5	##	Skip any of these columns to allow IWAS to extract these fields from <b>Account Number</b> for you.							##
6	Account Number	Fund	Function	Object	Location*	Source*	Description	Ledger Total	
7	10.1102.3.01.113.	10	1102	100	01		Certified Teachers	278,629	
8	10.1102.3.01.149.	10	1102	100	01		Extra Pay-Certified	3,494	
9	10.1102.3.01.211.	10	1102	200	01		Teachers Retirement (TRS)	16,431	
10	10.1102.3.01.218.	10	1102	200	01		THIS Fund Employer Contribution	2,735	
11	10.1102.3.01.221.	10	1102	200	01		Life Insurance	127	
12	10.1102.3.01.222.	10	1102	200	01		Medical Insurance	23,999	
13	10.1102.3.01.223.	10	1102	200	01		Dental Insurance	1,357	
14	10.1102.3.01.224.	10	1102	200	01		Vision Insurance	286	
15	10.1102.3.01.411.	10	1102	400	01		Supplies-General	15,871	
16	10.1102.3.01.415.	10	1102	400	01		Supplies-Computer	494	
17	10.1102.3.01.481.	10	1102	400	01		Equipment < \$500	3,588	
18	10.1103.3.01.113.	10	1103	100	01		Certified Teachers	402,849	
19	10.1103.3.01.211.	10	1103	200	01		Teachers Retirement (TRS)	23,728	
20	10.1103.3.01.218.	10	1103	200	01		THIS Fund Employer Contribution	3,908	
21	10.1103.3.01.221.	10	1103	200	01		Life Insurance	181	
22	10.1103.3.01.222.	10	1103	200	01		Medical Insurance	78,480	
23	10.1103.3.01.223.	10	1103	200	01		Dental Insurance	3,903	
24	10.1103.3.01.224.	10	1103	200	01		Vision Insurance	796	
25	10.1103.3.01.411.	10	1103	400	01		Supplies-General	692	
26	10.1103.3.01.541.	10	1103	540	01		Equipment	6,335	
27	10.1105.3.01.113.	10	1105	100	01		Certified Teachers	1,063,433	
28	10.1105.3.01.149.	10	1105	100	01		Extra Pay-Certified	1,884	
29	10.1105.3.01.211.	10	1105	200	01		Teachers Retirement (TRS)	62,563	
30	10.1105.3.01.218.	10	1105	200	01		THIS Fund Employer Contribution	10,332	
31	10.1105.3.01.221.	10	1105	200	01		Life Insurance	650	
32	10.1105.3.01.222.	10	1105	200	01		Medical Insurance	190,121	

Expense Template



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# Calculate -- > Upload

## Browse File

The screenshot displays the SBER Expense Report application interface. The top navigation bar includes links for WELCOME, START, CALCULATE (highlighted), ADD/EDIT, NARRATE, SUBMIT, and SUPPORT, along with a dropdown for FY 2021. Below the navigation bar is a summary table with columns: Records, Total Expenses, Excluded, Federal, State/Local, Site-Level, and Centralized. The table shows zero values across all categories. To the right of the table are 'Save' and 'Next' buttons. Below the table is a row of buttons: UPLOAD (highlighted), DECODE, ALLOCATE, METHODS, and PREVIEW. A modal dialog titled 'UPLOAD EXPENSE REPORT' is open, showing a file explorer view of the 'Downloads' folder. The file 'SBER-ExpenseTemplate-FY21.xlsx' is selected. The dialog also shows a sidebar with 'This PC' locations and a 'File name' field at the bottom.

Records	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized
0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Buttons: Save, Next, UPLOAD, DECODE, ALLOCATE, METHODS, PREVIEW

Dialog Title: UPLOAD EXPENSE REPORT

File Explorer Path: This PC > Downloads >

File Name: SBER-ExpenseTemplate-FY21.xlsx

File Type: Microsoft Excel Worksheet (\*.xlsx)

Buttons: Open, Cancel



# Calculate -- > Upload

(Display Records with \$0 Ledger Total)

WELCOME

START

CALCULATE

ADD/EDIT

NARRATE

SUBMIT

SUPPORT

FY 2021

Records

Total Expenses

Excluded

Federal

State/Local

Site-Level

Centralized

« Back

0

\$0.00

\$0.00

\$0.00

\$0.00

—

—

Save

Next »

UPLOAD

DECODE

ALLOCATE

METHODS

PREVIEW

...

UPLOAD EXPENSE REPORT

Browse

SBER-ExpenseTemplate-FY21.xlsx

X

/ Expense Template

Records

Total Expenses

Excluded

Federal

State/Local

Site-Level

Centralized

9,708

\$310,806,764.62

—

—

—

—

—

Upload

The buttons below may be used to show or hide all rows pending upload. Initially, the buttons are toggled to **highlight rows you might consider removing** from the pending upload. However, this is **not required**; your data may be uploaded as-is. The summary above (in blue) will reflect any changes made.

8 with invalid Ledger Total

0 missing Account Number

0 missing Description

233 with \$0 Ledger Total

9,467 with no issues

Row	Account Number	Fund	Function	Object	Location	Source	Description	Ledger Total	
196	14.1251.3.01.331.4300	10	1251	300	1	4300	Pupil Transportation-General	\$0.00	
302	10.1512.3.01.641.	10	1512	640	1		Dues & Fees	\$0.00	
488	10.2122.3.01.464.	10	2122	400	1		Gasoline	\$0.00	
571	10.2411.3.01.464.	10	2411	400	1		Gasoline	\$0.00	
589	14.3001.3.01.332.3706	10	3001	300	1	3706	DO NOT USE-In-District Travel	\$0.00	
651	51.1251.3.01.214.4300	50	1251	200	1	4300	Medicare Only	\$0.00	
714	51.2212.3.01.214.4300	50	2212	200	1	4300	Medicare Only	\$0.00	
241 (of 9,708) rows		0 (of 0) deleted rows						SUM	\$0.00



# Calculate -- > Upload

(Display Records with invalid Ledger Total)

WELCOME

START

CALCULATE

ADD/EDIT

NARRATE

SUBMIT

SUPPORT

FY 2021

Records	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized
<< Back	0	\$0.00	\$0.00	\$0.00	—	—

UPLOAD

DECODE

ALLOCATE

METHODS

PREVIEW

...

## UPLOAD EXPENSE REPORT

Browse

SBER-ExpenseTemplate-FY21.xlsx

X

/ Expense Template

Records	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized
9,708	\$310,806,764.62	—	—	—	—	—

Upload

The buttons below may be used to show or hide all rows pending upload. Initially, the buttons are toggled to **highlight rows you might consider removing** from the pending upload. However, this is **not required**; your data may be uploaded as-is. The summary above (in blue) will reflect any changes made.

8 with invalid Ledger Total

0 missing Account Number

0 missing Description

233 with \$0 Ledger Total

9,467 with no issues

Row	Account Number	Fund	Function	Object	Location	Source	Description	Ledger Total
7004	10.8400.8.22.702.	10	8400	702	22		Transfer Principal	—
7005	10.8500.8.22.701.	10	8500	701	22		Transfer Interest	—
7038	20.8400.8.22.702.	20	8400	702	22		Transfer Principal	—
7039	20.8500.8.22.701.	20	8500	701	22		Transfer Interest	—
9541	14.3701.8.70.334.4932	10	3701	300	70	4932	Professional Meetings	—
9542	14.3701.8.71.334.4932	10	3701	300	71	4932	Professional Meetings	—
9543	14.3701.8.72.334.4932	10	3701	300	72	4932	Professional Meetings	—
9544	14.3701.8.74.334.4932	10	3701	300	74	4932	Professional Meetings	—

8 (of 9,708) rows


0 (of 0) deleted rows


SUM \$0.00





# Calculate -- > Upload


(Display Records with valid Ledger Total)


 WELCOME


 START

 **CALCULATE**


 ADD/EDIT

 NARRATE

 SUBMIT


 SUPPORT

FY 2021 ▾


Records	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized	
« Back	0	\$0.00	\$0.00	\$0.00	—	—	Save  Next »


**UPLOAD** DECODE ALLOCATE METHODS PREVIEW ...

## UPLOAD EXPENSE REPORT


Browse 


SBER-ExpenseTemplate-FY21.xlsx


✕ / Expense Template 


Records	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized	
9,708	\$310,806,764.62	—	—	—	—	—	Upload 


The buttons below may be used to show or hide all rows pending upload. Initially, the buttons are toggled to **highlight rows you might consider removing** from the pending upload. However, this is **not required**; your data may be uploaded as-is. The summary above (in blue) will reflect any changes made.









8 with invalid Ledger Total 

0 missing Account Number 

0 missing Description 

233 with \$0 Ledger Total 


**9,467 with no issues** 


Row	Account Number	Fund	Function	Object	Location	Source	Description	Ledger Total	
7	10.1102.3.01.113.	10	1102	100	1		Certified Teachers	\$278,628.88	
8	10.1102.3.01.149.	10	1102	100	1		Extra Pay-Certified	\$3,494.00	
9	10.1102.3.01.211.	10	1102	200	1		Teachers Retirement (TRS)	\$16,431.34	
10	10.1102.3.01.218.	10	1102	200	1		THIS Fund Employer Contribution	\$2,734.96	
11	10.1102.3.01.221.	10	1102	200	1		Life Insurance	\$127.43	
12	10.1102.3.01.222.	10	1102	200	1		Medical Insurance	\$23,999.04	
13	10.1102.3.01.223.	10	1102	200	1		Dental Insurance	\$1,257.26	
9,467 (of 9,708) rows				0 (of 0) deleted rows				SUM \$310,806,764.62	





Illinois  
State Board of  
Education


# GL Expense Template Uploaded and Saved


WELCOME


START

CALCULATE


ADD/EDIT

NARRATE

SUBMIT

SUPPORT

FY 2021 ▼


	Records	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized	
« Back	9,467	\$310,806,764.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Save  Next »



UPLOADDECODEALLOCATEMETHODSPREVIEW...

## UPLOAD EXPENSE REPORT

**Site-based calculation begins with your expenses.** This tab allows you to **upload a ledger expense report for allocation and calculation**. Data uploaded here is used only to assist you in calculating your per pupil, site-based expenditures. **It is NOT included in your *Site-Based Expenditure Report***, and you may opt to delete this data at any time.

**Download the *Expense Report Template* using the button to the right.** Then copy your expenses into the template and use the *Browse* button below to open the template for review and upload. The *Ledger Totals* you provide will be used by the system for calculation based on your allocation choices. All other provided columns (*Account Number, Description, etc.*) will be used by the system to assist you in making those choices.

Download Expense Report Template 


Browse  No template file selected (\*.xlsx) 







# Calculate --> Decode Account Numbers


23


**Illinois State Board of Education**


Site-Based Expenditure Reporting


 WELCOME


 START

 **CALCULATE**

 ADD/EDIT

 NARRATE

 SUBMIT

 SUPPORT

FY 2021 ▾

	Records	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized	
« Back	9,708	\$310,806,764.62	\$0.00	\$0.00	\$310,806,764.62	—	—	<b>Save</b> <b>Next</b> »

UPLOAD **DECODE** ALLOCATE METHODS PREVIEW ...

## DECODE ACCOUNT NUMBERS

The Decode tab extracts the Fund, Function, Object, Location, and Source from your Account Number.

To decode the desired component/dimension, enable the checkboxes and drag the sliders to highlight the digits. This will (optionally) override any components that are uploaded through the Expense Template.

☒ Extract **Fund** codes from Account Numbers only for records uploaded without them. ▾

Use the slider below to highlight the **Fund** digits in your Account Number:

1

0

.

1

8

0

1

.

2

.

0

3

.

1

1

3

.

3

0

0

1

☒ Extract **Function** codes from Account Numbers only for records uploaded without them. ▾

Use the slider below to highlight the **Function** digits in your Account Number:

1

0

.

1

8

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1

.

2

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0

3

.

1

1

3

.

3

0

0

1

☒ Extract **Object** codes from Account Numbers only for records uploaded without them. ▾

Use the slider below to highlight the **Object** digits in your Account Number:

1

0

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1

8

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1

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2

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3

.

1

1

3

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3

0

0

1

☒ Extract **Location** codes from Account Numbers only for records uploaded without them. ▾

Use the slider below to highlight the **Location** digits in your Account Number:

1

0

.

1

8

0

1

.

2

.

0

3

.

1

1

3

.

3

0

0

1

☒ Extract **Source** codes from Account Numbers only for records uploaded without them. ▾

Use the slider below to highlight the **Source** digits in your Account Number:

1

0

.

1

8

0

1

.

2

.

0

3

.

1

1

3

.

3

0


0

1

Show Fund codes found ▾


Fund	Count	Total
10	7,250	\$215,939,521.74
20	591	\$19,520,628.99
30	5	\$30,122,633.54
40	124	\$15,164,029.79
50	1,547	\$5,967,152.39
60	39	\$15,015,664.76
80	3	\$1,761,783.00
999	149	\$7,315,350.41

8 codes

**Illinois State Board of Education**

# Decode Account Numbers

24



**Illinois State Board of Education**

Site-Based Expenditure Reporting

WELCOME
START
CALCULATE
ADD/EDIT
NARRATE
SUBMIT
SUPPORT
FY 2021 ▾

	Records	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized	
« Back	9,708	\$310,806,764.62	\$278,628.88	\$0.00	\$310,528,135.74	—	—	<span style="background-color: red; color: white; padding: 2px 5px;">Save</span> <span style="padding: 2px 5px;">Next »</span>

UPLOAD
DECODE
ALLOCATE
METHODS
PREVIEW
...

## DECODE ACCOUNT NUMBERS

The Decode tab extracts the Fund, Function, Object, Location, and Source from your Account Number.

To decode the desired component/dimension, enable the checkboxes and drag the sliders to highlight the digits. This will (optionally) override any components that are uploaded through the Expense Template.

☒ Extract **Fund** codes from Account Numbers only for records uploaded without them.

Use the slider below to highlight the **Fund** digits in your Account Number:

1

0

.

1

8

0

1

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2

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0

3

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1

1

3

.

3

0

0

1

☒ Extract **Function** codes from Account Numbers only for records uploaded without them.

Use the slider below to highlight the **Function** digits in your Account Number:

1

0

.

1

8

0

1

.

2

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0

3

.

1

1

3

.

3

0

0

1

☒ Extract **Object** codes from Account Numbers only for records uploaded without them.

1

0

.

1

8

0

1

.

2

.

0

3

.

1

1

3

.

3

0

0

1

Show Fund codes found

▾

Show Fund codes found

Show Function codes found

Show Object codes found

Show Location codes found

Show Source codes found





# Calculate -- > Allocate

## Multi-select and filter records

WELCOME

START

CALCULATE

ADD/EDIT

NARRATE

SUBMIT

SUPPORT

FY 2021

Records	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized
« Back	9,708	\$310,806,764.62	\$30,122,633.54	\$0.00	\$0.00	— —

Save

Next »

UPLOAD

DECODE

ALLOCATE

METHODS

PREVIEW

...

### ALLOCATE EXPENDITURES BY RECORD

All Records

Fund 20

Function 2542

9,257 hidden

Filter

^

Account Number starts with

Fund starts with

Function starts with

Object starts with

Location starts with

Source starts with

Excluded

Federal

Allocation

Allocated Site incomplete

Allocated Method incomplete

Allocated Category

Description includes

Ledger Total Range

Match All or Any

All of the above

Inverse Results

<input checked="" type="checkbox"/>	Account Number	Description	Ledger Total	Excluded	Federal	State/Local	Allocation
<input checked="" type="checkbox"/>	20.2542.3.01.115.	Non-Certified Supervision/He...	\$58,085.66				— Choose...
<input checked="" type="checkbox"/>	20.2542.3.01.117.	Non-Certified Paras/Custodial	\$560,313.73				— Choose...
<input checked="" type="checkbox"/>	20.2542.3.01.132.	1.5 Overtime	\$23,573.02				— Choose...
<input checked="" type="checkbox"/>	20.2542.3.01.133.	2.0 Overtime	\$8,055.98				— Choose...
<input checked="" type="checkbox"/>	20.2542.3.01.221.	Life Insurance	\$268.32				— Choose...
<input checked="" type="checkbox"/>	20.2542.3.01.222.	Medical Insurance	\$129,965.94				— Choose...
<input checked="" type="checkbox"/>	451 selected	TOTALS	\$14,465,613.99	0% \$0.00	0% \$0.00	\$0.00	Choose...
451 (of 9708) records			TOTALS	\$14,465,613.99	\$0.00	\$0.00	\$0.00



# Set Multiple records as Exclusions

WELCOME

START

CALCULATE

ADD/EDIT

NARRATE

SUBMIT

SUPPORT

FY 2021

Records	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized
<div>Back</div> <div>9,708</div>	\$310,806,764.62	\$0.00	\$0.00	\$0.00	—	—

Save

Next

UPLOAD

DECODE

ALLOCATE

METHODS

PREVIEW

## ALLOCATE EXPENDITURES BY RECORD

All Records

Fund 30

9,703 hidden

Filter

Account Number starts with

Fund starts with

Function starts with

Object starts with

Location starts with

Source starts with

Excluded

Federal

Allocation

Allocated Site

Allocated Method

Allocated Category

Description includes

Ledger Total Range

Match All or Any

Inverse Results

Account Number	Description	Ledger Total	Excluded	Federal	State/Local	Allocation
<input checked="" type="checkbox"/>	30.5140.8.22.611.	Redemption of Principle	\$17,671,404.17			— Choose...
<input checked="" type="checkbox"/>	30.5140.8.22.621.	Interest	\$10,980,275.83			— Choose...
<input checked="" type="checkbox"/>	30.5180.8.22.612.	Lease Purchase-Principle	\$1,030,933.89			— Choose...
<input checked="" type="checkbox"/>	30.5180.8.22.621.	Interest	\$429,500.00			— Choose...
<input checked="" type="checkbox"/>	30.5490.8.22.319.	Other Professional & Technic...	\$10,000.00			— Choose...

5 selected

TOTALS

\$30,122,633.54

0% \$0.00

0% \$0.00

\$0.00

Choose...

5 (of 9708) records

TOTALS

\$30,122,633.54

\$0.00

\$0.00

\$0.00



# Set Multiple records as Exclusions

WELCOME

START

CALCULATE

ADD/EDIT

NARRATE

SUBMIT

SUPPORT

FY 2021

Records	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized
« Back	9,708	\$310,806,764.62	\$30,122,633.54	\$0.00	\$0.00	—

Save

Next »

UPLOAD

DECODE

ALLOCATE

METHODS

PREVIEW

...

## ALLOCATE EXPENDITURES BY RECORD

All Records

Fund 30

9,703 hidden

Filter

^

Account Number starts with

Fund starts with

Function starts with

Object starts with

Location starts with

Source starts with

Excluded

Federal

Allocation

Allocated Site

Allocated Method

Allocated Category

Description includes

Ledger Total Range

Match All or Any

Inverse Results

<input checked="" type="checkbox"/>	Account Number	Description	Ledger Total	Excluded	Federal	State/Local	Allocation
<input checked="" type="checkbox"/>	30.5140.8.22.611.	Redemption of Principle	\$17,671,404.17	\$17,671,404.17			Choose...
<input checked="" type="checkbox"/>	30.5140.8.22.621.	Interest	\$10,980,275.83	\$10,980,275.83			Choose...
<input checked="" type="checkbox"/>	30.5180.8.22.612.	Lease Purchase-Principle	\$1,030,933.88	\$1,030,933.88			Choose...
<input checked="" type="checkbox"/>	30.5180.8.22.621.	Interest	\$429,527.99	\$429,527.99			Choose...
<input checked="" type="checkbox"/>	30.5490.8.22.319.	Other Professional & Technic...	\$10,491.67	\$10,491.67			Choose...
5 selected			TOTALS	\$30,122,633.54	\$0.00	\$0.00	Choose...
5 (of 9708) records			TOTALS	\$30,122,633.54	\$0.00	\$0.00	



# Apply Federal as Source on Multiple records

WELCOME

START

CALCULATE

ADD/EDIT

NARRATE

SUBMIT

SUPPORT

FY 2021

Records	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized
<div>Back</div> <div>9,708</div>	\$310,806,764.62	\$0.00	\$0.00	\$0.00	—	—

Save

Next

UPLOAD

DECODE

ALLOCATE

METHODS

PREVIEW

## ALLOCATE EXPENDITURES BY RECORD

All Records

Source 4300

9,384 hidden

Filter

Account Number starts with

Fund starts with

Function starts with

Object starts with

Location starts with

Source starts with

Excluded

Federal

Allocation

Allocated Site incomplete

Allocated Method incomplete

Allocated Category

Description includes

Ledger Total Range

Match All or Any

Inverse Results

Account Number	Description	Ledger Total	Excluded	Federal	State/Local	Allocation
14.1251.3.01.149.4300	Extra Pay-Certified	\$7,238.90				Choose...
14.1251.3.01.211.4300	Teachers Retirement (TRS)	\$42.01				Choose...
14.1251.3.01.214.4300	Medicare Only	\$104.97				Choose...
14.1251.3.01.217.4300	TRS Federal Contribution	\$771.74				Choose...
14.1251.3.01.218.4300	THIS Fund Employer Contribu...	\$66.57				Choose...
14.1251.3.01.336.4300	Pupil Transportation-Field Trips	\$932.20				Choose...
324 selected	TOTALS	\$3,406,466.88	0% \$0.00	0% \$0.00	\$0.00	Choose...
324 (of 9708) records	TOTALS	\$3,406,466.88	\$0.00	\$0.00	\$0.00	

Calculate 100% of included f(x)

Calculate 0% f(x)

Calculate X% f(x)

Clear All



# Apply Federal as Source on Multiple records

WELCOME

START

CALCULATE

ADD/EDIT

NARRATE

SUBMIT

SUPPORT

FY 2021

Records	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized
<div>« Back</div> <div>9,708</div>	\$310,806,764.62	\$0.00	\$3,406,466.88	\$0.00	\$0.00	\$0.00

Save

Next »

UPLOAD

DECODE

ALLOCATE

METHODS

PREVIEW

...

## ALLOCATE EXPENDITURES BY RECORD

All Records

Source 4300

9,384 hidden

Filter

^

Account Number starts with

Fund starts with

Function starts with

Object starts with

Location starts with

Source starts with

Excluded

Federal

Allocation

Allocated Site

Allocated Method

Allocated Category

Description includes

Ledger Total Range

Match All or Any

Inverse Results

Account Number	Description	Ledger Total	Excluded	Federal	State/Local	Allocation
<input checked="" type="checkbox"/> 14.1251.3.01.149.4300	Extra Pay-Certified	\$7,238.90		100% of incl. \$7,238.90	\$0.00	Choose...
<input checked="" type="checkbox"/> 14.1251.3.01.211.4300	Teachers Retirement (TRS)	\$42.01		100% of incl. \$42.01	\$0.00	Choose...
<input checked="" type="checkbox"/> 14.1251.3.01.214.4300	Medicare Only	\$104.97		100% of incl. \$104.97	\$0.00	Choose...
<input checked="" type="checkbox"/> 14.1251.3.01.217.4300	TRS Federal Contribution	\$771.74		100% of incl. \$771.74	\$0.00	Choose...
<input checked="" type="checkbox"/> 14.1251.3.01.218.4300	THIS Fund Employer Contri...	\$66.57		100% of incl. \$66.57	\$0.00	Choose...
<input checked="" type="checkbox"/> 14.1251.3.01.336.4300	Pupil Transportation-Field T...	\$932.20		100% of incl. \$932.20	\$0.00	Choose...
<input checked="" type="checkbox"/> 324 selected	TOTALS	\$3,406,466.88	0% \$0.00	100% of incl. \$3,406,466.88	\$0.00	Choose...
324 (of 9708) records		TOTALS	\$3,406,466.88	\$0.00	\$3,406,466.88	\$0.00



Illinois  
State Board of  
Education

# Site-Based Allocation

Records	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized
« Back 9,708	\$310,806,764.62	\$0.00	\$0.00	\$22,277,596.49	—	—

[Save](#) [Next »](#)

[UPLOAD](#) [DECODE](#) [ALLOCATE](#) [METHODS](#) [PREVIEW](#) ...

## ALLOCATE EXPENDITURES BY RECORD

All Records ▾ Location 01 ✕ 8,940 hidden [Filter](#) [Refresh](#)

Account Number starts with  Fund starts with  Function starts with  Object starts with  Location starts with  Source starts with

Excluded  Federal  Allocation  Allocated Site incomplete  Allocated Method incomplete  Allocated Category

Description includes  Ledger Total Range  to  Match All or Any  All of the above  Inverse Results ☐

<input checked="" type="checkbox"/>	Account Number	Description	Ledger Total	Excluded	Federal	State/Local	Allocation
<input checked="" type="checkbox"/>	10.1102.3.01.113.	Certified Teachers	\$278,628.88	<input type="text"/>	\$0.00		
<input checked="" type="checkbox"/>	10.1102.3.01.149.	Extra Pay-Certified	\$3,494.00	<input type="text"/>	\$0.00		
<input checked="" type="checkbox"/>	10.1102.3.01.211.	Teachers Retirement (TRS)	\$16,431.34	<input type="text"/>	\$0.00		
<input checked="" type="checkbox"/>	10.1102.3.01.218.	THIS Fund Employer Contribu...	\$2,734.96	<input type="text"/>	\$0.00		
<input checked="" type="checkbox"/>	10.1102.3.01.221.	Life Insurance	\$127.43	<input type="text"/>	\$0.00		
<input checked="" type="checkbox"/>	10.1102.3.01.222.	Medical Insurance	\$23,999.04	<input type="text"/>	\$0.00		
<input checked="" type="checkbox"/>	10.1102.3.01.223.	Dental Insurance	\$1,357.36	<input type="text"/>	\$0.00		
<input checked="" type="checkbox"/>	10.1102.3.01.224.	Vision Insurance	\$286.32	<input type="text"/>	\$0.00		
<input checked="" type="checkbox"/>	10.1102.3.01.411.	Supplies-General	\$15,870.81	<input type="text"/>	\$0.00		
<b>768 selected</b>			<b>TOTALS</b>	<b>\$22,277,596.49</b>	<b>\$0.00</b>	<b>\$22,277,596.49</b>	<b>Choose...</b>
<b>768 (of 9708) records</b>			<b>TOTALS</b>	<b>\$22,277,596.49</b>	<b>\$0.00</b>	<b>\$22,277,596.49</b>	

Allocate...

☒ to

☐ by

- Elementary School 1
- Elementary School 2
- Middle School 1

Method

Categorize as...

☒ Automatic as shown below
 ☐ Site-Level
 ☐ District Centralized



# District Centralized Allocation

Records	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized
« Back 9,708	\$310,806,764.62	\$0.00	\$0.00	\$39,010,599.22	—	—

[UPLOAD](#)
[DECODE](#)
[ALLOCATE](#)
[METHODS](#)
[PREVIEW](#)
[...](#)

## ALLOCATE EXPENDITURES BY RECORD

All Records ▾ **Location 06** × 9,071 hidden [Filter](#) [↺](#) [^](#)

Account Number starts with

Fund starts with

Function starts with

Object starts with

Location starts with

Source starts with

Excluded

Federal

Allocation

Allocated Site incomplete

Allocated Method incomplete

Allocated Category

Description includes

Ledger Total Range  
 to

Match All or Any

☐ Inverse Results

**Allocate...**

☐ to

☒ by

**Category**

☒ Automatic as shown below

☐ Site-Level

☒ District Centralized

[Ok ✓](#) [Cancel ✕](#)





# Calculate -- > Methods

WELCOME

START

CALCULATE

ADD/EDIT

NARRATE

SUBMIT

SUPPORT

FY 2021

Records	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized	
<< Back	9,708	\$310,806,764.62	\$30,122,633.54	\$226,183,798.26	\$54,500,332.82	—	—
							Save Next >>

UPLOAD

DECODE

ALLOCATE

METHODS

PREVIEW

...

## METHODS OF APPORTIONMENT

Method	Sites	Metric	Overall	Pre-K %	
<b>SBER Enrollment</b> These are the primary SBER enrollments. The figures here will be denominators in the final per-pupil calculations.	3	Enrollment FTE	1,267.7	1.38%	Add + Edit ^

Name

SBER Enrollment

Metric

Enrollment FTE

Description

These are the primary SBER enrollments. The figures here will be denominators in the final per-pupil calculations.

Edit Enrollments?

Site	Overall		Pre-K	
	Enrollment FTE	% of District	Enrollment FTE	% of Site
<b>Elementary School 1</b> RCDTS 12345678901-2002	348.5	27.49%	3	0.86%
<b>Elementary School 2</b> RCDTS 12345678901-2004	456.2	35.99%	14.5	3.18%
<b>Middle School 1</b> RCDTS 12345678901-1001	463	36.52%	0	0%
3 sites	TOTAL	1,267.7	100%	17.5





# Calculate -- > Methods (Manually Edit Default SBER Enrollment)

WELCOME

START

CALCULATE

ADD/EDIT

NARRATE

SUBMIT

SUPPORT

FY 2021

	Records	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized	
« Back	9,708	\$310,806,764.62	\$30,122,633.54	\$226,183,798.26	\$54,500,332.82	—	—	Save Next »

UPLOADDECODEALLOCATEMETHODSPREVIEW...

METHODS OF APPORTIONMENT

Method	Sites	Metric	Overall	Pre-K %	Add +
<b>SBER Enrollment</b> These are the primary SBER enrollments. The figures here will be denominators in the final per-pupil calculations.	3	Enrollment FTE	1,267.7	1.38%	Edit ^

Name

SBER Enrollment

Metric

Enrollment FTE

Description

These are the primary SBER enrollments. The figures here will be denominators in the final per-pupil calculations.

Query Enrollments?

Site	Overall		Pre-K		+
	Enrollment FTE	% of District	Enrollment FTE	% of Site	
<b>Elementary School 1</b> RCDTS 12345678901-2002	348.5	27.49%	3	0.86%	
<b>Elementary School 2</b> RCDTS 12345678901-2004	456.2	35.99%	14.5	3.18%	
<b>Middle School 1</b> RCDTS 12345678901-1001	463	36.52%	0	0%	
<b>3 sites</b>	<b>TOTAL</b>	<b>1,267.7</b>	<b>100%</b>	<b>17.5</b>	<b>1.38%</b>



# Manually Add New Method

WELCOMESTARTCALCULATEADD/EDITNARRATESUBMITSUPPORTFY 2021

Records	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized
« Back	9,708	\$310,806,764.62	\$0.00	\$310,806,764.62	—	—

SAVE

NEXT

UPLOADDECODEALLOCATEMETHODSPREVIEW

### METHODS OF APPORTIONMENT

Method	Sites	Metric	Overall	Pre-K %	
<b>SBER Enrollment</b> These are the primary SBER enrollments. The figures here will be denominators in the final per-pupil calculations.	3	Enrollment FTE	1,267.7	1.38%	<div>Edit</div>
<b>New Method (#2)</b>	0	Enrollment FTE	0	—	<div>Edit</div>

Name

New Method (#2)

Metric

Enrollment FTE

Description

Query Enrollments?

	Overall		Pre-K	
Site	Enrollment FTE	% of District	Enrollment FTE	% of Site
No sites found. Sites can be added <b>manually</b> by clicking the + button.				
OR				
They can be filled <b>automatically</b> with enrollments queried by Site, Grade Level, Outplacement, etc.				
<div>Try it now!</div>				
0 sites	TOTAL	0	100%	0

2 methods



# Manually Add New Method

WELCOME

START

CALCULATE

ADD/EDIT

NARRATE

SUBMIT

SUPPORT

FY 2021

Records	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized
« Back	9,708	\$310,806,764.62	\$0.00	\$0.00	—	—
<div> <div>Save</div> <div>Next »</div> </div>						

UPLOAD

DECODE

ALLOCATE

METHODS

PREVIEW

...

## METHODS OF APPORTIONMENT

Method	Sites	Metric	Overall	Pre-K %	Add +
<b>SBER Enrollment</b> These are the primary SBER enrollments. The figures here will be denominators in the final per-pupil calculations.	3	Enrollment FTE	1,267.7	1.38%	Edit ▾
<b>Elementary Enrollment FTE</b> Elementary Enrollment FTE	0	Enrollment FTE	0	—	Edit ▴

Name

Elementary Enrollment FTE

Metric

Enrollment FTE ▾

Description

Elementary Enrollment FTE

Query Enrollments?

Overall	Pre-K	
Site	Enrollment FTE	% of District
No sites found. Sites can be added <b>manually</b> by clicking the <b>+</b> button.		
OR		
They can be filled <b>automatically</b> with enrollments queried by Site, Grade Level, Outplacement,		
Try it now! 🗨		
0 sites	TOTAL	0 100%

+

Select Site to be Added  
 Elementary School 1  
 Public School  
 Elementary School 2  
 Public School  
 Middle School 1  
 Public School

2 methods



# Query New Method (Automate)

WELCOME

START

CALCULATE

ADD/EDIT

NARRATE

SUBMIT

SUPPORT

FY 2021

Records	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized
<a href="#">&lt;&lt; Back</a> 9,708           \$310,806,764.62           \$0.00           \$0.00           \$310,806,764.62           —           — <a href="#">Save</a> <a href="#">Next &gt;&gt;</a>						

UPLOAD

DECODE

ALLOCATE

METHODS

PREVIEW

...

## METHODS OF APPORTIONMENT

Method	Sites	Metric	Overall	Pre-K %	Add +
<b>SBER Enrollment</b> These are the primary SBER enrollments. The figures here will be denominators in the final per-pupil calculations.	3	Enrollment FTE	1,267.7	1.38%	<a href="#">Edit</a>
<b>New Method (#2)</b>	0	Enrollment FTE	0	—	<a href="#">Edit</a>

Name

New Method (#2)

Metric

Enrollment FTE

Description

Query Enrollments?

Overall	Pre-K			
Site	Enrollment FTE	% of District	Enrollment FTE	% of Site
No sites found. Sites can be added <b>manually</b> by clicking the <a href="#">+</a> button.				
OR				
They can be filled <b>automatically</b> with enrollments queried by Site, Grade Level, Outplacement, etc.				
<a href="#">Try it now!</a>				
0 sites	TOTAL	0	100%	0

2 methods



# Add New Method (Query New Method - Automate)

WELCOME

START

CALCULATE

ADD/EDIT

NARRATE

SUBMIT

SUPPORT

FY 2021

Records

Total Expenses

Excluded

Federal

State/Local

Site-Level

Centralized

« Back

9,708

\$310,806,764.62

\$0.00

\$0.00

\$0.00

—

—

Save

Next »

UPLOAD

DECODE

ALLOCATE

METHODS

PREVIEW

...

METHODS OF APPORTIONMENT

Method	Sites	Metric	Overall	Pre-K %	Add +
<b>SBER Enrollment</b> These are the primary SBER enrollments. The figures here will be denominators in the final per-pupil calculations.	3	Enrollment FTE	1,267.7	1.38%	Edit ▾
<b>Elementary Enrollment FTE</b> Elementary Enrollment FTE	0	Enrollment FTE	0	—	Edit ▴

**Name**  
Elementary Enrollment FTE

**Metric**  
Enrollment FTE

**Description**  
Elementary Enrollment FTE

EDIT QUERY

VIEW RESULTS

Site	Overall		Pre-K	
	Enrollment FTE	% of District	Enrollment FTE	% of Site
<p>This tab allows users to customize an enrollment query selecting students grouped by site for expenditure apportionment. When executed, this query sums the FTEs of enrollments satisfying ALL of the criteria below and reports them by Site per Site-Based Expenditure Reporting Guidance. For further insight into the results, please refer to the Enrollment Report found on the Welcome page.</p> <div><div><b>Outplacements</b> <input checked="" type="radio"/> Include <input type="radio"/> Exclude <input type="radio"/> Only</div><div><b>IEP/ISP</b> <b>Future?</b> <input checked="" type="radio"/> Include <input type="radio"/> Exclude <input type="radio"/> Only</div><div><b>English Learners</b> <b>Future?</b> <input checked="" type="radio"/> Include <input type="radio"/> Exclude <input type="radio"/> Only</div></div> <div><div><b>Grade Levels to</b> Include ▾ ... <input checked="" type="checkbox"/> Pre-K <input checked="" type="checkbox"/> Kindergarten <input checked="" type="checkbox"/> Grade 1 <input checked="" type="checkbox"/> Grade 2</div><div><input checked="" type="checkbox"/> Grade 3 <input checked="" type="checkbox"/> Grade 4 <input checked="" type="checkbox"/> Grade 5</div><div><input checked="" type="checkbox"/> Grade 6 <input checked="" type="checkbox"/> Grade 7 <input checked="" type="checkbox"/> Grade 8 <input checked="" type="checkbox"/> Grade 9</div><div><input checked="" type="checkbox"/> Grade 10 <input checked="" type="checkbox"/> Grade 11 <input checked="" type="checkbox"/> Grade 12</div></div> <div><div><b>Sites to</b> Include ▾ ... <input checked="" type="checkbox"/> Elementary School 1</div><div><input checked="" type="checkbox"/> Elementary School 2</div><div><input type="checkbox"/> Middle School 1</div></div>				

0 sites

TOTAL

0

100%

0

—

2 methods



# Add New Method (Query New Method - Automate)

WELCOME

START

CALCULATE

ADD/EDIT

NARRATE

SUBMIT

SUPPORT

FY 2021

Records	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized
<< Back	9,708	\$310,806,764.62	\$30,122,633.54	\$226,183,798.26	\$54,500,332.82	—

Save

Next >>

UPLOAD

DECODE

ALLOCATE

METHODS

PREVIEW

...

## METHODS OF APPORTIONMENT

Method	Sites	Metric	Overall	Pre-K %	Add +
<b>SBER Enrollment</b> These are the primary SBER enrollments. The figures here will be denominators in the final per-pupil calculations.	3	Enrollment FTE	1,267.7	1.38%	Edit
<b>Elementary Enrollment FTE</b> Elementary Enrollment FTE	2	Enrollment FTE	804.7	2.17%	Edit

Name

Elementary Enrollment FTE

Metric

Enrollment FTE

Description

Elementary Enrollment FTE

EDIT QUERY

VIEW RESULTS

Edit Enrollments?


Site	Overall		Pre-K	
	Enrollment FTE	% of District	Enrollment FTE	% of Site
<b>Elementary School 1</b> RCDTS 12345678901-2002	348.5	43.31%	3	0.86%
<b>Elementary School 2</b> RCDTS 12345678901-2004	456.2	56.69%	14.5	3.18%
<b>2 sites</b>	<b>TOTAL</b>	<b>804.7</b>	<b>100%</b>	<b>17.5</b>


2 methods








# Calculate -- > Preview


 WELCOME


 START

 CALCULATE

 ADD/EDIT

 NARRATE

 SUBMIT

 SUPPORT

FY 2021 ▾

Records

Total Expenses

Excluded

Federal

State/Local

Site-Level

Centralized

Save

Next

UPLOAD

DECODE

ALLOCATE

METHODS

PREVIEW

...

PREVIEW EXPENDITURES PER PUPIL

Upon completion of your work on the previous tabs, you will find below a preview of your LEA's per pupil expenditures.

Please review these results and, if satisfied, click the button to the right to copy them to your Site-Based Expenditure Report. You will then be taken to the Add/Edit page where you may add Public Narrative and Internal Notes before proceeding through the Narrate pages to Submission.

Repeat as needed.

If the results below are not satisfactory, please make any desired adjustments on in the preceding CALCULATE tabs and return here when ready for another preview.

Copy Results to Expenditure Report

Show Totals ☐

Expenditures per Pupil in Dollars

Site	Enrollment FTE	Funding Source	Site-Level	District Centralized	Total
<b>Middle School 1</b>	493.5	<b>Federal</b>	\$0.00	\$94.00	\$94.00
Public School		<b>State/Local</b>	\$6,093.00	\$7,714.00	\$13,807.00
123 Any Street, City, IL		<b>Subtotal</b>	<b>\$6,093.00</b>	<b>\$7,808.00</b>	<b>\$13,901.00</b>
RCDTS 12345678901-1001					
<b>Elementary School 1</b>	358.25	<b>Federal</b>	\$0.00	\$94.00	\$0.00
Public School		<b>State/Local</b>	\$6,022.00	\$7,714.00	\$13,736.00
166 Any Ave, City, IL		<b>Subtotal</b>	<b>\$6,022.00</b>	<b>\$7,808.00</b>	<b>\$13,830.00</b>
RCDTS 12345678901-2002					
<b>Elementary School 2</b>	477	<b>Federal</b>	\$0.00	\$94.00	\$0.00
Public School		<b>State/Local</b>	\$5,739.00	\$7,714.00	\$13,453.00
277 Any Dr, City, IL		<b>Subtotal</b>	<b>\$5,739.00</b>	<b>\$7,808.00</b>	<b>\$13,547.00</b>
RCDTS 12345678901-2004					

 **Illinois**  
State Board  
Education

# Add/Edit page

WELCOME

START

CALCULATE

ADD/EDIT

NARRATE

SUBMIT

SUPPORT

FY 2021

Last modified 13 minutes ago

Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures
« Back	2021	3	1,328.75	\$13,754.78	\$6,431,071.00
					\$24,707,731.00

Save Next »

## ADD & EDIT EXPENDITURES BY SITE

filter sites by name

Filter 3 sites

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Expenditures per Pupil in Dollars					
Site	Enrollment FTE	Funding Source	Site-Level	District Centralized	Total
<b>Elementary School 1</b> Public School 166 Any Ave, City, IL RCDTS 12345678901-2002	358.25	Federal	\$0.00	\$94.00	\$94.00
		State/Local	\$6,022.00	\$7,714.00	\$13,736.00
		<b>Subtotal</b>	<b>\$6,022.00</b>	<b>\$7,808.00</b>	<b>\$13,830.00</b>
Any narrative written here will accompany the data above on the Report Card. Click the help icon below for more information.			Any notes provided here are viewable only by the district and ISBE.		
Public Narrative			Internal Notes		
<b>Elementary School 2</b> Public School 277 Any Dr, City, IL RCDTS 12345678901-2004	477	Federal	\$0.00	\$94.00	\$94.00
		State/Local	\$5,739.00	\$7,714.00	\$13,453.00
		<b>Subtotal</b>	<b>\$5,739.00</b>	<b>\$7,808.00</b>	<b>\$13,547.00</b>
Any narrative written here will accompany the data above on the Report Card. Click the help icon below for more information.			Any notes provided here are viewable only by the district and ISBE.		
Public Narrative			Internal Notes		
<b>Middle School 1</b> Public School 123 Any Street, Bloomingdale, IL RCDTS 12345678901-1001	493.5	Federal	\$0.00	\$94.00	\$94.00
		State/Local	\$6,093.00	\$7,714.00	\$13,807.00
		<b>Subtotal</b>	<b>\$6,093.00</b>	<b>\$7,808.00</b>	<b>\$13,901.00</b>
Any narrative written here will accompany the data above on the Report Card. Click the help icon below for more information.			Any notes provided here are viewable only by the district and ISBE.		
Public Narrative			Internal Notes		
<b>District Totals</b>	<b>1,328.75</b>	Federal	\$0.00	\$94.00	\$94.00
		State/Local	\$5,946.78	\$7,714.00	\$13,660.78
		<b>Total</b>	<b>\$5,946.78</b>	<b>\$7,808.00</b>	<b>\$13,754.78</b>

« « « Page All 3 sites » » »



Illinois  
State Board of  
Education



# District Narrative - Public

WELCOME

START

CALCULATE

ADD/EDIT

NARRATE

SUBMIT

SUPPORT

FY 2021 ▾

Last modified 4 minutes ago

	Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures	
« Back	2021	3	1,328.75	\$13,754.78	\$6,431,071.00	\$24,707,731.00	Save  Next »

## DISTRICT NARRATIVE - PUBLIC

The Report Card will not only show your site-based expenditure data but will also show student demographic and summative designation data side-by-side (with an asterisk for FY21 summative designations). ISBE offers every district the opportunity to give further context and narrative to accompany these data sets.

When scripting your optional narrative for your district, consider the following guiding questions to help you “tell your story.”

- What are you looking for in the data?
- What will principals, teachers, parents, and community members look for in the data?
- What questions are you interested in asking now that you have these data?
- What relationship (if any) do you see between spending and outcomes for students?
- How does these data help you understand your district and tell your story?
- How does your district and community talk about equity, equity of opportunity, spending smart, tradeoffs, and/or return on investment?
- What initial takeaways or action step ideas do you have from the data?

**SAMPLE NARRATIVE A**

Lumos School District is proud to serve students from diverse backgrounds. Given the many opportunities we want to provide for our students, making the most of every dollar we receive is very important to us. Sometimes we have to make hard choices, since we are only funded to 65% adequacy. This is the second year that we have been able to examine our spending by site. We look forward to using our data to inform our FY21 budget and coordinate with our district and school leaders and community in order to make sure that we are spending in a way that provides equity of opportunity to every school and every student.

**SAMPLE NARRATIVE B**

Nox School District prioritizes serving all students to the best of our ability. These data show how we allocate resources for the sake of serving students. Overall, the amount of spending varies by school due to a lot of factors. For example, our smaller schools do not benefit from the same economies of scale as our larger schools and therefore have somewhat higher per-pupil expenditures. Also, different schools have different needs based on the students that they serve. We also needed to make some emergency expenditures this year to protect student health and ensure that learning could continue remotely. Some of these expenditures benefited all students; other expenditures were targeted to support our most vulnerable students. Our challenge for the year ahead will be to examine how changes to our allocation decisions can affect what principals and teachers are able to accomplish with students even in uncertain circumstances. We will ground our examination in our district strategic plan and goals for all children, which highlight the need to provide rigorous and supportive environments across all schools.

[read less](#)


Please tell your optional, public story here...


Public Narrative


4000 characters remaining





# District Notes - Internal


 WELCOME


 START

 CALCULATE

 ADD/EDIT


 NARRATE

 SUBMIT

 SUPPORT

FY 2021 ▾

Last modified 7 minutes ago

	Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures	
« Back	2021	3	1,328.75	\$13,754.78	\$6,431,071.00	\$24,707,731.00	<div>Save </div> <div>Next »</div>


## DISTRICT NOTES - INTERNAL

**Any notes entered into this space will only be visible to ISBE and to your district.** ISBE is happy to offer every district the opportunity to make notes regarding this year's reporting process in order to memorialize the process for future years. *All information submitted through this application is subject to the Freedom of Information Act (FOIA).*

**When determining what to note in this optional space, consider the following possible topics to address.**

- What was difficult in this year's reporting? How did you address the difficulty?
- What allocation methodologies did you use for individual district centralized expenditures that you most want to remember/log? (Line items capturing large quantities of funds or for which you made a particularly deliberate allocation methodology choice may be most worthy of noting here.)
- What will ensure that these data are comparable year over year?


Please enter your optional, internal notes here...


 Internal Notes


4000 characters remaining





# Allocation of District Centralized Expenditures - Internal


 WELCOME


 START

 CALCULATE

 ADD/EDIT


 **NARRATE**

 SUBMIT

 SUPPORT

FY 2021 ▼

Last modified 12 minutes ago

	Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures	
« Back	2021	3	1,328.75	\$13,754.78	\$6,431,071.00	\$24,707,731.00	Save  Next »

## ALLOCATION OF DISTRICT CENTRALIZED EXPENDITURES - INTERNAL

In addition to the required data table, every LEA has the option to report the allocation methodology or methodologies used to allocate centralized district expenditures down to the site level. The allocation methodology or methodologies (including any notes) entered within this optional section will only be visible to ISBE and your LEA. ISBE will NOT be evaluating these internal notes. ISBE is happy to offer every LEA the opportunity to make notes regarding this year's reporting process to memorialize the process for future years. All information submitted through this application is subject to the Freedom of Information Act (FOIA). Follow the instructions below to check off the methodologies utilized by your LEA for each significant cost category.

**1. Please select any-and-all methodologies used by your LEA to allocate *Regular Education Programs (Function 1100)* to school sites.**

☐ To all schools, per pupil, using all students

☐ To select schools, per pupil, using all students at those select schools

☐ To all schools, per pupil, using select students

☐ To select schools, per pupil, using select students

☐ To all or select schools per FTE

☐ To all or select schools using FTE time or caseload

☐ To all or select schools per square foot

☐ To all or select schools per school

☐ Not Applicable

**Other Allocation Methodologies**

Please specify any other allocation methodologies used by your LEA for this cost category (in 250 characters or less).

☐ To all schools, per pupil, using all students

☐ To select schools, per pupil, using all students at those select schools

☐ To all schools, per pupil, using select students

☐ To select schools, per pupil, using select students

☐ To all or select schools per FTE

☐ To all or select schools using FTE time or caseload

☐ To all or select schools per square foot

☐ To all or select schools per school

☐ Not Applicable

Please specify any other allocation methodologies used by your LEA for this cost category (in 250 characters or less).



# Submit Page

WELCOME

START

CALCULATE

ADD/EDIT

NARRATE

SUBMIT

SUPPORT

FY 2021

Last modified 30 minutes ago

	Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures	
« Back	2021	3	1,328.75	\$13,754.78	\$6,431,071.00	\$24,707,731.00	Submit

## VERIFY & SUBMIT EXPENDITURE REPORT

Your district **Site-Based Expenditure Report** for **FY 2021** is ready for submission. Please review the draft below.

When satisfied, click **Submit** to submit your expenditures, narrative, and notes to ISBE and complete this process.  
*Note: Once submitted, no further changes may be made.*

Site-Based Expenditure Report - ... 1 / 1 | - 80% + | [ ] [ ]

Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures	Submitted
2021	3	1,328.75	\$13,754.78	\$6,431,071.00	\$24,707,731.00	—

### DISTRICT PUBLIC NARRATIVE

*District public narrative not provided.*

### EXPENDITURES PER PUPIL BY SITE

Site	Enrollment FTE	Funding Source	Expenditures per Pupil in Dollars		
			Site-Level	District Centralized	Total
<b>Elementary School 1</b>	358.25	Federal	\$0.00	\$94.00	\$94.00
Public School		State/Local	\$6,022.00	\$7,714.00	\$13,736.00
166 Any Ave, City, IL		Subtotal	\$6,022.00	\$7,808.00	\$13,830.00
RCDTS 12345678901-2002					
Public Narrative					
<i>Site-level public narrative not provided.</i>					
<b>Elementary School 2</b>	477	Federal	\$0.00	\$94.00	\$94.00
Public School		State/Local	\$5,739.00	\$7,714.00	\$13,453.00
277 Any Dr, City, IL		Subtotal	\$5,739.00	\$7,808.00	\$13,547.00
RCDTS 12345678901-2004					
Public Narrative					
<i>Site-level public narrative not provided.</i>					
<b>Middle School 1</b>	493.5	Federal	\$0.00	\$94.00	\$94.00
Public School		State/Local	\$6,093.00	\$7,714.00	\$13,807.00
123 Any Street, Bloomington, IL		Subtotal	\$6,093.00	\$7,808.00	\$13,901.00
RCDTS 12345678901-1001					
Public Narrative					
<i>Site-level public narrative not provided.</i>					



# Submit Page – submission completed, available feedback survey

WELCOME

START

CALCULATE

ADD/EDIT

NARRATE

SUBMIT

SUPPORT

FY 2021

Submitted 7 minutes ago

READ ONLY	Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions ⓘ	Total Expenditures
« Back	2021	3	1,328.75	\$13,754.78	\$6,431,071.00	\$24,707,731.00

## VERIFY & SUBMIT EXPENDITURE REPORT

Reporting District

Fiscal Year

Submitted At

Submitted By

Any District CUSD 13

2021

Jun 24, 2021 1:54:00 AM

User Name

Download Final Report

Export to Excel

Edits to submissions may be made until August 31, 2021.

To re-open your submission for editing, please click [HERE](#) and select "Un-submit — for immediate attention" as the topic area. You may also send an email to [site-based@isbe.net](mailto:site-based@isbe.net)

## FEEDBACK SURVEY

Thank you for submitting your district's FY 2021 site-based expenditure data. Please fill out the survey below to share your experience of data calculation and submission and inform ISBE's continuous improvement.

1. Approximately how much time did it take your school district to calculate, compile, and submit your FY 2021 site-based expenditure data?

☐ Under 4 hours

☐ 4-8 hours

☐ 8-12 hours

☐ 12-16 hours

☐ 16 hours or more

2. How did you calculate and compile your FY 2021 site-based expenditure data?

☐ ISBE-provided optional data calculation template

☐ Vendor-provided report/calculations

☐ Off-sheet calculations or another custom approach following ISBE reporting guidance

3. How frequently is your district using site-based expenditure data in your regular financial cycles?

☐ Rarely. We only look at it for the purpose of calculating, compiling, and submitting the data during the reporting window.


☐ Occasionally. We spend time during and after the reporting window analyzing the data to see what it shows.

☐ Sometimes. We check on our site-based expenditure data not only during and after the reporting window but also when we start budgeting for the next fiscal year.

☐ Frequently. Analysis of site-based data expenditure data is a regular fixture of our district discussions on equity and student investments.

Finish


No Thanks





**Illinois**  
State Board  
Education





# Start -- > Excel


 WELCOME


 **START**

 EXCEL

 ADD/EDIT

 NARRATE

 SUBMIT


 SUPPORT

FY 2021 ▾

	Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures	
« Back	2021	0	0	—	—	\$0.00	Next »


## START HERE: CHOOSE APPROACH

Choose an approach for site-based expenditure calculation and entry. Feel free to come back here if you change your mind. Never hurts to re-recommend reading the Guidance (particularly if choices below aren't making sense).

 CALCULATE


**NEW** Upload General Ledger and Allocate. Block of text about the new Ledger path. Maybe discuss its benefits and provide a high level summary of what it requires. **Recommended for LEAs that meet criteria.**

Choose ☐

 EXCEL


Use ISBE Excel Template and Import. Block of text offering Calculation Template as an alternative. Perhaps some encouragement to try the new Ledger option while providing the assurance that this option is still ready if needed. **Still recommended for certain LEAs?**

Enabled ☒

 IMPORT

Use Vendor or Other Calculations and Import. Block of text describing this process...what it requires. **Recommended for LEAs with vendor-supplied or independent calculations in Excel.**

Choose ☐


 ADD/EDIT


Use Vendor or Other Calculations and Enter Manually. This is one is redundant. Offering it might make it clearer to the users that this is a valid option. It also might clean up the language on the Calculate/Import/Ledger pages...perhaps those page won't require reminders that they are optional.


Choose ☐





# Excel tab – Data Calculation Template


 WELCOME


 START

 EXCEL

 ADD/EDIT

 NARRATE

 SUBMIT

 SUPPORT

FY 2021 ▼

	Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures	
« Back	2021	0	0	—	—	\$0.00	Next »

## USE EXCEL TEMPLATE TO CALCULATE EXPENDITURES

The **Site-Based Expenditure Reporting (SBER) Data Calculation Template** assists LEAs in translating their general ledgers into the format required for site-based expenditure reporting. This optional template will likely be most beneficial for LEAs not using a vendor to support their calculations.

Download and complete the The **Site-Based Expenditure Reporting (SBER) Data Calculation Template**. LEAs that anticipate reporting their district outplacements as a separate reporting site should account for the additional site when choosing the size of the template to download (e.g., a district reporting three schools and a separate outplacement reporting site will choose "My district has 4 sites"). Instructions for working through this template are available [here](#).

Download the **Site-Based Expenditure Reporting (SBER) Data Import Template** and copy the results of STEP 1 into it. Specifications for this template can be found [here](#).

Click the *Upload* button below to select a completed *Data Import Template* for upload, validation, and review. A district-level summary of the selected file should then appear. It may be followed by a table displaying errors preventing certain highlighted fields from being imported. Errors may be corrected in Excel and then re-uploaded or may be corrected directly on the [Add/Edit](#) page that follows. **Be sure to click Save before continuing to the next page.**

### Choose your *Data Calculation Template*

☐ My district has 1 site.

☐ My district has 6 to 10 sites.

☐ My district has 2 sites.

☐ My district has 11 to 15 sites.

☐ My district has 3 sites.

☐ My district has 16 to 30 sites.

☐ My district has 4 sites.

☐ My district has 31 to 45 sites.

☐ My district has 5 sites.

☐ My district has 46 to 60 sites.

Download Calculation Template

Download Import Template

Upload


No template file selected (\*.xlsx)


/ FY 2021








# Start -- > Import


 WELCOME


 **START**

 IMPORT

 ADD/EDIT

 NARRATE

 SUBMIT


 SUPPORT

FY 2021 ▼

	Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures	
« Back	2021	0	0	—	—	\$0.00	Next »


## START HERE: CHOOSE APPROACH

Choose an approach for site-based expenditure calculation and entry. Feel free to come back here if you change your mind. Never hurts to re-recommend reading the Guidance (particularly if choices below aren't making sense).

 CALCULATE


**NEW** Upload General Ledger and Allocate. Block of text about the new Ledger path. Maybe discuss its benefits and provide a high level summary of what it requires. **Recommended for LEAs that meet criteria.**

Choose ☐

 EXCEL


Use ISBE Excel Template and Import. Block of text offering Calculation Template as an alternative. Perhaps some encouragement to try the new Ledger option while providing the assurance that this option is still ready if needed. **Still recommended for certain LEAs?**

Choose ☐

 **IMPORT**

Use Vendor or Other Calculations and Import. Block of text describing this process...what it requires. **Recommended for LEAs with vendor-supplied or independent calculations in Excel.**

Enabled ☒


 ADD/EDIT


Use Vendor or Other Calculations and Enter Manually. This is one is redundant. Offering it might make it clearer to the users that this is a valid option. It also might clean up the language on the Calculate/Import/Ledger pages...perhaps those page won't require reminders that they are optional.


Choose ☐





# Import tab – Data Import Template


 WELCOME


 START

 **IMPORT**

 ADD/EDIT

 NARRATE

 SUBMIT

 SUPPORT

FY 2021 ▼

	Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures	
◀ Back	2021	0	0	—	—	\$0.00	Next ▶


## IMPORT EXPENDITURES FROM DATA IMPORT TEMPLATE

This page is **optional** and is for use only by LEAs wishing to upload their expenditure data rather than entering the data manually. This page allows LEAs to upload their expenditure data using any Excel file that matches the [specifications](#) of the **Data Import Template** available on the [Download](#) page. LEAs preferring to enter expenditure data manually should skip ahead to the [Add/Edit](#) page.


The **Site-Based Expenditure Reporting (SBER) Data Import Template** is available for LEAs wishing to upload their calculated data directly to IWAS instead of manually entering their calculated data on the [Add/Edit](#) page. LEAs may also upload data prepared through a vendor if the upload format matches this Data Import Template. This data import template will likely be most beneficial for larger LEAs and/or those who prefer working with Excel. The template can be prepopulated with default sites and enrollments.

### Select Data Import Template options


- ☐ Include default sites and enrollment
- ☐ Call out embedded Pre-K classrooms
- ☐ Separate district outplacements
- ☐ or Export existing data\*

Download Import Template 

Click the *Upload* button below to select a completed *Data Import Template* for upload, validation, and review. A district-level summary of the selected file should then appear. It may be followed by a table displaying errors preventing certain highlighted fields from being imported. Errors may be corrected in Excel and then re-uploaded or may be corrected directly on the [Add/Edit](#) page that follows. **Be sure to click Save before continuing to the next page.**

Upload 

No template file selected (\*.xlsx)

/ FY 2021 



# Data Import Template, blank (available on Import screen)


	A	B	C	D	E	F	G	H	I	J
1	ISBE Site-Based Expenditures	RCDT Code		Total Enrollment FTE	Site Count	Per Pupil	Exclusions	Fiscal Year	Total Expenditures	Download Date
2	Any School CCSD 3	12345678901		0	0	#DIV/0!		2021	\$0.00	June 22, 2021 4:36:12 PM
3	Site Name	RCDTS Code	Subgroup Code	Enrollment FTE	Site-Level Expenditures per Pupil Federal	Site-Level Expenditures per Pupil State/Local	District Centralized Expenditures per Pupil Federal	District Centralized Expenditures per Pupil State/Local	Public Narrative (For Report Card)	Internal Notes (For District and ISBE Use Only)
4										
5										
6										
7										
8										
9										


ISBE Site-Based Expenditures	RCDT Code	Total Enrollment FTE	Site Count	Per Pupil
Any School CCSD 3	12345678901	0	0	#DIV/0!
Site Name	RCDTS Code	Subgroup Code	Enrollment FTE	Site-Level Expenditures per Pupil Federal
				State/Local


Exclusions	Fiscal Year	Total Expenditures	Download Date
	2021	\$0.00	June 22, 2021 4:36:12 PM
District Centralized Expenditures per Pupil Federal	District Centralized Expenditures per Pupil State/Local	Public Narrative (For Report Card)	Internal Notes (For District and ISBE Use Only)





# IWAS System: Support Page


WELCOME


START

CALCULATE

ADD/EDIT

NARRATE

SUBMIT

SUPPORT

FY 2021 ▾

SEND US A QUESTION

This page can be used to send us questions about Site-Based Expenditure Reporting.

Please confirm your contact information and then ask your question below.

Contact Information

Name

Email Address

Phone Number

1111111111

Your Question

choose a topic...

ask your question(s) here...

Send Question



# Regional Financial Consultants (RFCs)



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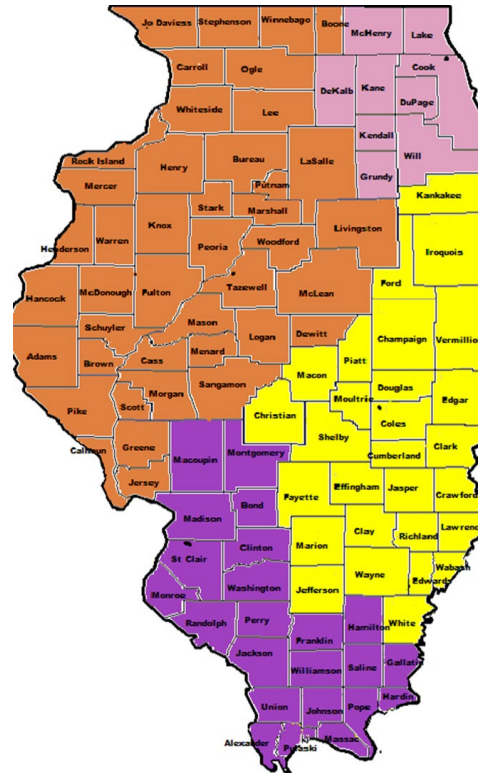
Regional Office of Education 11

Ph.# (217) 348-1252



**VACANT**

Ph.# (217) 785-8779



The full ISBE Site-Based Expenditure  
Reporting team is available at  
[site-based@isbe.net](mailto:site-based@isbe.net)



**Illinois**  
State Board of  
Education

**Please raise your hand or type in the question box  
for questions & clarifications**

**Any questions not answered will be addressed in individual follow-ups or FAQ  
documents posted at [www.isbe.net/site-based](http://www.isbe.net/site-based)**

**This webinar's slides and recordings will be posted to [www.isbe.net/site-based](http://www.isbe.net/site-based)**

**OFFICE HOURS** to discuss Site-Based Expenditure Reporting with the ISBE team are available every **Thursday from 9:00 a.m. to 12:00 p.m.** July 8<sup>th</sup> through August 26<sup>th</sup>. **To sign up for a 15-minute slot,** visit <https://calendly.com/site-based>

**THANK YOU**

**Up next: Q&A**