



Illinois State Board of Education

ESSA Site-Based Expenditure Reporting – FY 2022

Approaches to Data Calculation for Single-Site Districts

June 28, 2022

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

ICYMI: FY 2022 Site-Based Expenditure Reporting Supports

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Key Dates	Dates
Pre-Recorded Webinar: FY 2022 Guidance Highlights	June 7
Live Webinar: Site-Based Expenditure Reporting: Approaches to Data Calculation for Multi-Site Districts	June 27, 2022 (10-11:30 a.m.)
Live Webinar: Site-Based Expenditure Reporting: Approaches to Data Calculation for Single-Site Districts	June 28, 2022 (10-11 a.m.)
Office hours begin; available every Thursday from 9 a.m.- Noon	July 7, 2022- August 25, 2022

Sign up for office hours at <https://calendly.com/site-based>. If no hours are available that work for you, email site-based@isbe.net to set up an alternative time.

Agenda

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- Introductions
- Site-Based Expenditure Reporting Background and Single-Site Guidance
- IWAS Enhancements and Guidance Highlights
 - Reporting Approaches
 - IWAS enhancements
 - Exclusions and Omissions
 - Single-Site Automation
- Demo: Approaches to Calculation for single-site districts in FY 2022
 - IWAS Online Tool
 - Other Reporting Options
- Open Q&A



ISBE's Site-Based Team

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- Steve Koester, Software Solutions
- Luke Corry, Finance
- Software Solutions
 - Roshini Srinivasan
 - Kevin Scheufele
- Regional Financial Consultants
 - Vince Gallo
 - Maddie Dean

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



FY 2022 Site-Based Expenditure Reporting Key Milestones

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Key Dates	Dates
FY 2022 enrollment reports available in IWAS	July 1, 2022
IWAS reporting window opens	July 1, 2022
FY 2022 reporting due; IWAS editing window open	August 16, 2022
FY 2022 editing due; no further submissions to IWAS	August 31, 2022
Report Card publishes FY 2022 site-based data	October 2022



FY 2022 Approaches to Calculation

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ISBE IWAS Online Tool

- Users upload an expense template and use advanced filtering to allocate expenditures.
- Site-level expenditures are calculated entirely within IWAS.
- Single sites have option for increased automation

Vendor Reports

- Some accounting systems produce site-level spending figures on behalf of districts.
- Users may enter the required data from these reports either through an Excel template or manually through an Add/Edit screen.

Off-Sheet Calculations

- Reporting entities may conduct independent calculation to determine per-pupil expenditures at each site.
- As with figures derived from vendor reports, users may submit their data in IWAS through an Excel template or manually through the Add/Edit screen.



Data Calculation Template: Retired as of FY 2022

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- **ISBE will no longer support use of the data calculation template for site-based reporting.**
 - The data calculation template was an ISBE-created Excel sheet that districts could use to complete their expenditure reports. We encourage all districts that formerly used the data calculation template to use the ISBE IWAS Online Tool in FY 2022.

"The built-in tool provided within the application was fantastic! Once I uploaded the data from our software it was super easy to allocate the funds using the query tools to disaggregate different account code ranges. Thank you, ISBE, for providing this tool - it was extremely helpful and cut down significantly on the time required to prepare this report."



Additional IWAS Enhancements for All Users

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- **Start Page:** After viewing the welcome screen, users will be asked a series of questions designed to recommend a reporting approach and to assist with uploading the required documentation.
- **Vendor-Specific Recommendations:** Depending on the district's accounting software, IWAS may suggest vendor-specific file names to facilitate transfer into IWAS upload templates.
- **Targeted Support Requests:** Users that need additional support will find help request forms embedded at key stages within the reporting process. For example, if a user is struggling to transfer data from an expenditure report into the IWAS expense template for upload, the user may use the form to describe the issue and to attach supporting documentation. ISBE's site-based team will monitor help requests to provide timely support.

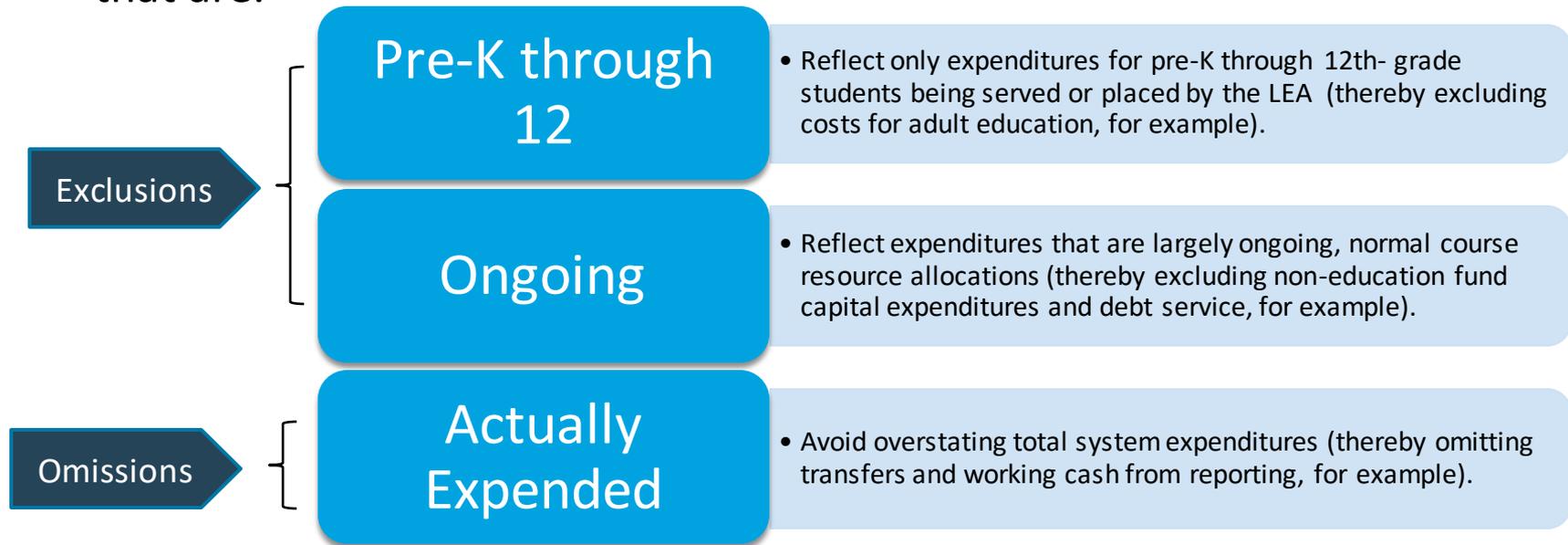
Exclusions and Omissions

All district expenditures, including, but not limited to, personnel costs, transportation, security, administration, and those that are funded privately, should be included in the numerator within either (A) site-level expenditures or (B) the site's proportional share of the district's centralized expenditures. Certain expenditures should be excluded from the per-pupil expenditures reported and will instead be reported as a lump sum in the category of "exclusions." Certain other accounts, such as those related to transfers or working cash, should be omitted entirely from reporting.



Omissions and Exclusions

The intent behind these exclusions and omissions is to reflect expenses that are:



Exclusions from Per-Pupil Calculations

1. **Fund 30:** Bond and Interest Fund (Debt Service Fund)
2. **Fund 60:** Site and Construction/Capital Improvements Fund
3. **Fund 90:** Fire Prevention and Safety Fund
4. **Function 1300:** Adult/Continuing Education Programs
5. **Function 3000:** Community Services
6. **Functions 4130, 4230, and 4330:** Payments to Other Governmental Agencies for Adult/Continuing Education Programs
7. **Function 5000:** Debt Services
8. **Object 500:** Capital Outlay except for those in Fund 10 (Education), which should be included
9. **County Juvenile Detention Center Expenditures:** The costs incurred by any school district to administer or outsource services for a county juvenile detention center within its geographic boundaries shall be excluded for site-based expenditure reporting
10. **Legacy Pension Obligations**



Omissions from Site-Based Expenditure Reporting

- 1. Fund 70: Working Cash Fund** -- Transfers and working cash are not expenditures and therefore should be omitted. Once the working cash and/or transferred dollars are expended, they become subject to site-based expenditure reporting.
- 2. Function 1115: Tuition Payments to Charter Schools** -- District-authorized charter school expenditures will be reported in the charter school's site-based expenditure section. This tuition payment to charters should be omitted to avoid overstating total system expenditures.
- 3. Function 1999: Student Activity Fund Expenditures** -- These expenditures are not directed by the LEA and therefore should be omitted from reporting.
- 4. Reimbursable Expenditures (in some cases):** Reimbursable expenditures should be omitted only in cases in which the reimbursement comes from an LEA that is reporting the expenditure as part of its own site-based expenditure reporting. In these cases, if both LEAs were to report the expenditure, total system expenditures would be overstated.
- 5. Expenditures Paid On Behalf of LEA:** Payments that are not paid by the LEA but are rather paid by outside entities on behalf of the LEA (such as Teachers' Retirement System payments made by the state of Illinois on behalf of LEAs) should be omitted from Site-Based Expenditure Reporting.

Reporting Guidance, available at www.isbe.net/site-based, describes *who* must report *what*.

Sites	Student FTE Enrollment	Site-Level Per-Pupil Expenditures			District Centralized Per-Pupil Expenditures			Total Per-Pupil Expenditures			Exclusions	Total Expenditures
		Federal	Local	Subtotal	Federal	Local	Subtotal	Federal	Local	Total		
ES1	300	\$344	\$5,148	\$5,493	\$529	\$2,781	\$3,310	\$874	\$7,929	\$8,803		
LEA	300	\$344	\$5,148	\$5,493	\$529	\$2,781	\$3,310	\$874	\$7,929	\$8,803	\$535,400	\$3,176,300
		C		A / C		B / C		(A+B) / C			D	

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

From the Guidance: Centralized Expenditures and Single Sites

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ISBE recognizes that the distinction between centralized expenditures and site-level expenditures may seem arbitrary for single-site LEAs. ISBE recommends that single-site LEAs seeking clarity on when to label an expenditure as “district-centralized” vs. as “site-level” consider under what auspices an expenditure is incurred. If an LEA incurs an expenditure because it is acting in the capacity of an LEA, then the expenditure could be considered a centralized expenditure. For example, providing board services is a responsibility borne by an LEA rather than by a school, and so board services costs likely belong in the centralized expenditure column.

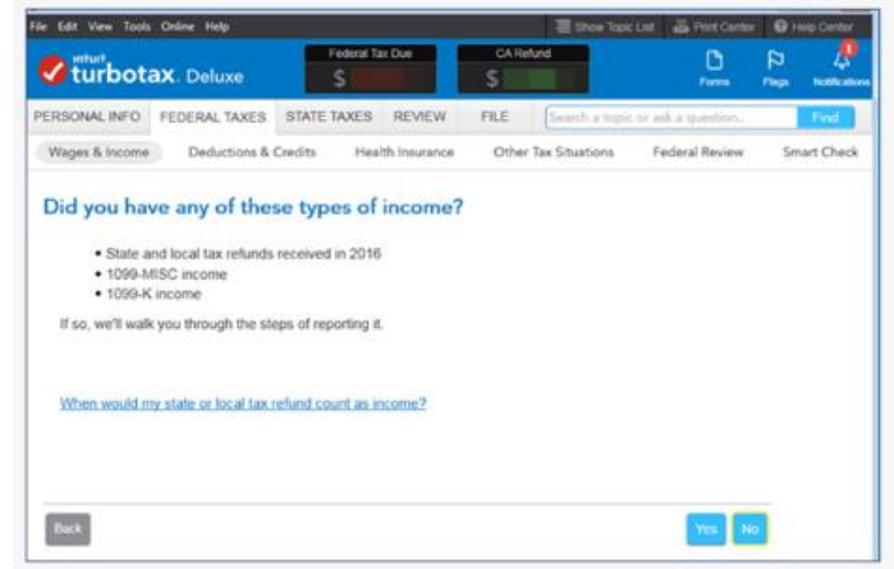
The site-based team has modified the IWAS online tool for single-site LEAs to support the classification of certain functions as site-level, district-centralized, or district choice. Single-site LEAs have the option to use this tool.



Single-Site Wizard



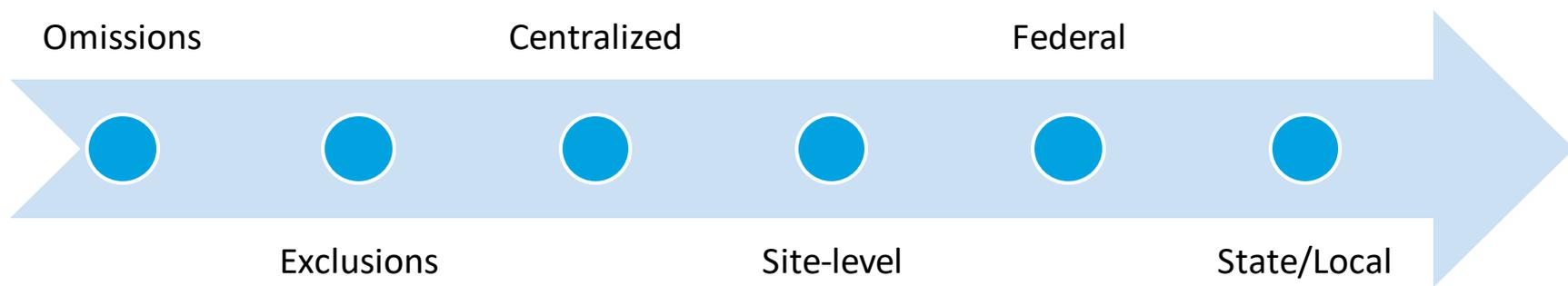
A wizard is a step-by-step process that allows users to input information in a **prescribed order** and in which **subsequent steps may depend on information entered in previous ones.**



Considerations for Enhanced Single-Site Reporting in Online Tool

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- IWAS will recognize single-site districts and provide a prompt to use the single-site wizard. LEAs that decline to use the wizard may still use the online tool.
- Account requirements: the online tool recognizes accounts aligned with the codes in 23 Illinois Administrative Code Part 100 and the Program Accounting Manual. Accounts that do not align cannot be pre-identified.
- The wizard will follow a specific path to identify records (below). For each step, you will see the number of records ISBE identified. Confirming these identification will advance you to the next step; declining these identification will end the wizard.
- All ISBE-identified accounts will be reviewable through filters; districts have the autonomy to re-classify any accounts to better reflect service delivery.
- Certain functions remain district choice. For example, districts will choose whether food services are a site-level or centralized expenditure. Additionally, any accounts that could not be identified by ISBE will remain for the district to categorize.



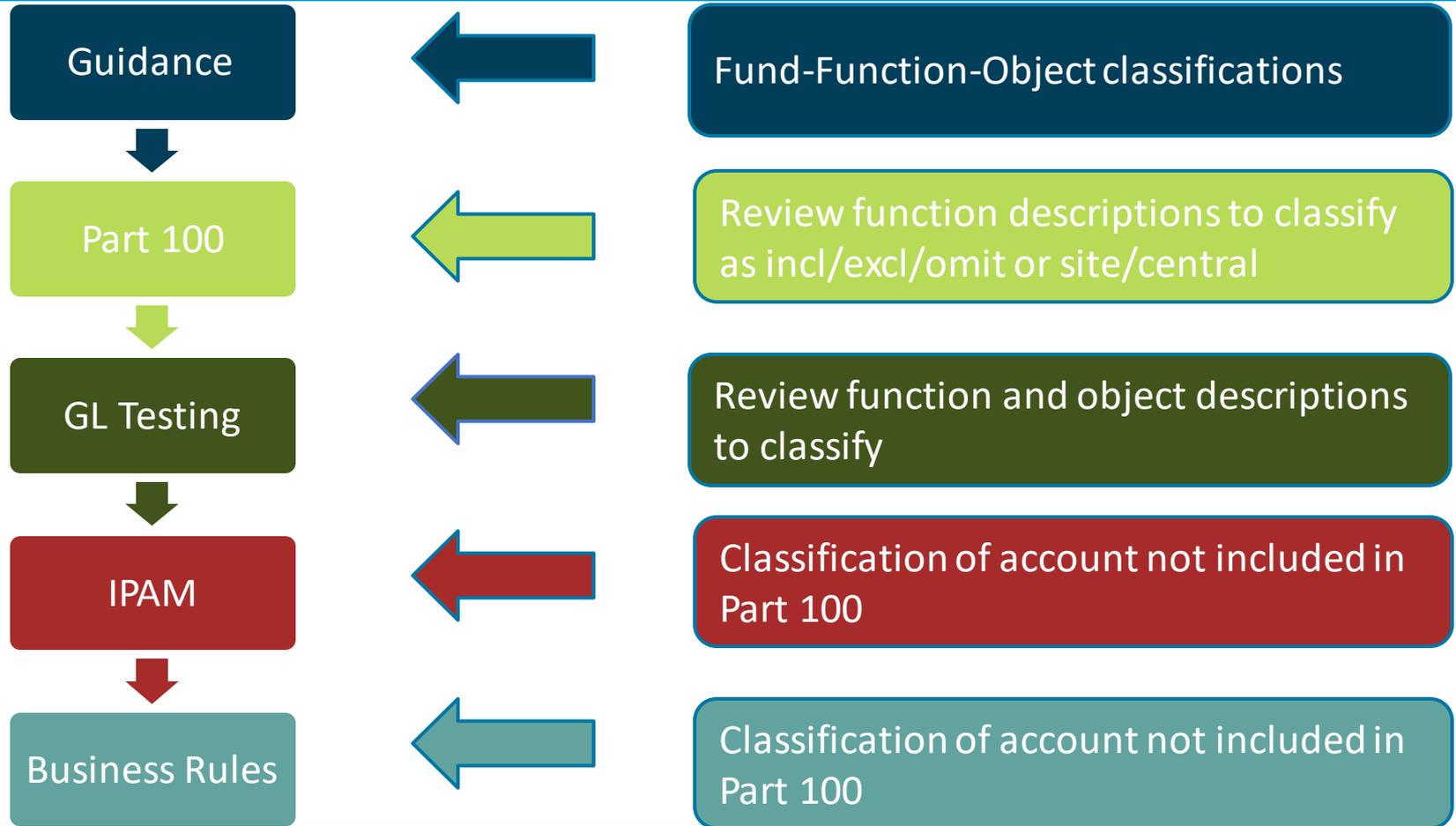
Examples

Function	Description	Classification
1100	Regular K12 Programs	Site-Level
1115	Charter School Tuition	Omission
1300-1390	Adult Education	Exclusion
2300-2365	Support Services – General Administration	Centralized
2560-2569	Food Services	District Choice

- ISBE and the Reporting Guidance are informed by the core belief that districts know their own data best.
- While the table above provides guidance, ISBE limits mandates about centralized expenditures; districts are best positioned to make their own centralized expenditure allocation decisions to reflect their resource allocation most accurately and most meaningfully. Reclassification is allowed.



Process



Resulting Documentation

Fund Description	Fund	Fund Notes (From Administrative Code 100)	Expenditure Type
Educational Fund	10	This is effectively the district's general fund. Each transaction not accommodated by another specific fund shall be processed through this fund. [105 ILCS 5/17-2]	Inclusion
Restricted Student Activity Fund (Sub-Education Fund)	11	This is a sub-fund within the Education Fund to account for Student Activity Funds in accordance with GASB 84.	Omission
Operations & Maintenance Fund	20	This fund is required if a tax is levied for purposes of operations and maintenance. [105 ILCS 5/17-2 and 17-7]	Inclusion
Debt Service Fund or Fund Group	30	This fund or fund group is required if taxes are levied to retire bond principal or to pay bond interest, or if other revenue, including revenue from School Facilities Occupation Tax proceeds, is pledged to pay principal, interest, or service charges on other long-term debt instruments. A separate fund shall be established for each issue, but the funds shall be aggregated for reporting purposes. [105 ILCS 5/Art. 19]	Exclusion
Transportation Fund	40	This fund is required if a district pays for transporting pupils for any purpose. All costs of transportation, other than those authorized by statute to be paid from another fund, shall be paid from this fund. Any funds received for transportation purposes must be deposited into this fund, with amounts due other funds appropriately transferred thereafter.	Inclusion
Municipal Retirement and Social Security Fund	50	This fund is required if a tax is levied to pay for contributions to municipal retirement systems, Social Security, or Medicare. [105 ILCS 5/17-1, 21-110, and 21-110.1]	Inclusion
Capital Projects Fund or Fund Group	60	This fund or fund group is required to account for proceeds resulting from each bond issue, receipts from other long term financing agreements (including impact fee agreements), receipts from School Facilities Occupation Tax proceeds, or construction or maintenance grants used to finance a capital project, capital lease, lease purchase agreement, or if a tax is levied in accordance with Section 17-2.3 of the School Code. A separate fund shall be established for each project or financing source, but aggregated for reporting purposes.	Exclusion



FY 2022 Approaches to Calculation

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IWAS System Listing - Under Annual section of the Reporting category

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

IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN

Login:

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**

- Reporting
 - Annual
 - Site-Based Expenditure Reporting System **Authorized**

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 2022

Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures
2022	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.

Report Not Submitted

Created –
Modified –
Submitted –
Due August 16th

[Read Official Guidance](#)

[Review Enrollment Report >>](#)



Enrollment Report

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 WELCOME
 START
 CALCULATE
 ADD/EDIT
 NARRATE
 SUBMIT
 SUPPORT
FY 2022 ▾

	Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures
← Back	2022	0	0	-	-	\$0.00

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 12-13 and 18 in the FY22 [reporting guidance](#)).

Filter ▾

1 entries

Call out embedded Pre-K classrooms
 Separate district outplacements

Site	Enrollment FTE			Rule
	Fall	Spring	Average	
Any Senior High School	615.71	600.14	607.93	Home enrollment PDA from SIS
<i>Public School</i>	-	-	-	State Funded placements reported at serving site
525 Any St, City, IL	-	-	-	Tuition-in enrollments not reported
RCDTS 12345678901-0001	-	-	-	
	613.71	598.14	605.93	
	613.71	598.14	605.93	Total District Enrollment FTE



Enrollment Report – Site Details

🔍 **ENROLLMENT REPORT - SITE DETAILS** ✕

Any Senior High School
Public School
 525 Any St, City, IL
 RCDTS 12345678901-0001

2022

Grade Level	Enrollment FTE			Rule	Details		
	Fall	Spring	Average				
Grade 9	197	187	192	Home enrollment PDA from SIS			
	197	187	192				
Grade 10	139	137	138	Home enrollment PDA from SIS			
	139	137	138				
Grade 11	140	143	141.5	Home enrollment PDA from SIS			
	140	143	141.5				
Grade 12	139.71	133.14	136.43	Home enrollment PDA from SIS	Serving: Any State Funded School		
	-1	-1	-1	State Funded placements reported at serving site			
	-1	-1	-1	Tuition-in enrollments not reported			
	137.71	131.14	134.43				
			613.71	598.14	605.93	Total Site Enrollment FTE	

START Page – ISBE Online tool Approach



WELCOME



START



CALCULATE



ADD/EDIT



NARRATE



SUBMIT



SUPPORT

FY 2022

	Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures	
« Back	2022	0	0	–	–	\$0.00	Next »

GETTING STARTED

Your responses to the questions below will help us guide you through Site-Based Expenditure Reporting. Once enabled, the Next » button above will walk you through the steps needed to submit your report. As always, in-depth explanation of all things site-based can be found in the [SBER Guidance](#)

Need help? Click the floating ? button below to send us a question at any time.

Select the option below that best describes how you are calculating and compiling your FY 2022 site-based expenditure data.

- RECOMMENDED** I would like to use the ISBE online tool to calculate my site-based per-pupil expenditures. *This option replaces the ISBE Excel calculation workbook.*
- My accounting software/vendor calculates site-based per-pupil expenditures.
- I use an off-sheet (custom) approach following ISBE reporting guidance.



START Page – ISBE Online tool Approach

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Site-Based Expenditure Reporting



 WELCOME **START** CALCULATE ADD/EDIT NARRATE SUBMIT SUPPORTFY 2022 ▾

	Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures	
<< Back	2022	0	0	–	–	\$0.00	Next >>

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RECOMMENDED I would like to use the ISBE online tool to calculate my site-based per-pupil expenditures. *This option replaces the ISBE Excel calculation workbook.*

My accounting software/vendor calculates site-based per-pupil expenditures.

I use an off-sheet (custom) approach following ISBE reporting guidance.

Which accounting software/vendor provides your ledger/expenditure reports? *This will be needed for your ISBE online calculations.*

<input type="radio"/> Chalkable	<input type="radio"/> PMA	<input type="radio"/> Software Unlimited Inc. (SUI)
<input type="radio"/> Skyward	<input type="radio"/> Specialized Data Systems (SDS)	<input type="radio"/> Computer Information Concepts / Infinite Campus
<input type="radio"/> Power School	<input type="radio"/> Tyler Technology / Vision / SisFin	<input type="radio"/> Rycor Software
<input type="radio"/> Forecast 5 Analytics	<input type="radio"/> Kirtley Tech - CIMS Weidenhammer EMS FMS Alio	<input type="radio"/> Other: <input style="width: 150px;" type="text" value="Please specify other software/vendor..."/>



START Page – ISBE Online tool Approach

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Site-Based Expenditure Reporting

WELCOME **START** CALCULATE ADD/EDIT NARRATE SUBMIT SUPPORT FY 2022

	Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures	
<< Back	2022	0	0	–	–	\$0.00	Next >>

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Which accounting software/vendor provides your ledger/expenditure reports? *This will be needed for your ISBE online calculations.*

- Chalkable
- Skyward
- Power School
- Forecast 5 Analytics
- PMA
- Specialized Data Systems (SDS)
- Tyler Technology / Vislon / SisFin
- Kirtley Tech - CIMS Weidenhammer EMS FMS Allo
- Software Unlimited Inc. (SUI)
- Computer Information Concepts / Infinite Campus
- Rycor Software
- Other:

Looks like you are ready to access the ISBE online calculation tool. In the next step, we will upload your expenses. Click the button below to continue.


CALCULATE
Proceed to online calculation >>

?



Calculate -- > Upload

Access Expense Template



Illinois State Board of Education

Site-Based Expenditure Reporting

WELCOME START **CALCULATE** ADD/EDIT NARRATE SUBMIT SUPPORT FY 2022

	Incomplete [Ⓢ]	Omitted	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized	
« Back	0	\$0.00	\$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.

STEP 1

Download the *Expense Report Template* using the button to the right. Then copy your expenses into the template. 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 

Having trouble with your expense report? Help is available. [Click here](#) to send us your file(s).

STEP 2

Upload your filled *Expense Report Template* using the **Browse** button below. Your expenses will appear below for review where you will have the opportunity to remove any that are unwanted. *These steps may be repeated as needed to include additional records OR replace those already uploaded.*

Browse  No template file selected (*.xlsx) 



GL Expense Template

	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	##	<i>*Be sure to fill in Location and Source when available and not already provided in Account Number.</i>						##
4	##							##
5	##	Skip any of these columns to allow IWAS to extract these fields from Account Number 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

Account Number	Fund	Function	Object	Location*	Source*	Description	Ledger Total
10E000 1130 110 00 1310						FACULTY SALARIES	\$3,978,486.35
10E000 1130 120 00 1310						EXTRA CONTRACT - FACULTY	\$10,500.00
10E000 1130 120 00 1310						ILLNESS-SUBSTITUTE SALAR	\$5,330.00
10E000 1130 215 00 1310						TRS EMPLR CONTRIBUTION	\$429,426.02
10E000 1130 215 00 1310						FACULTY TRS HEALTH INS (\$63,659.22
10E000 1130 222 00 1310						FACULTY HEALTH INS.	\$445,679.23
10E000 1130 314 00 1310						ON-LINE CURRICULUM CONTR SERVI	\$17,866.23
10E000 1130 325 00 1310						COPIER LEASE-TCHR WORKROOM	\$14,346.00
10E000 1200 110 00 1310						SPECIAL ED DIRECTOR SALARY	\$114,598.00
10E000 1200 215 00 1310						SP ED DIRECTOR TRS	\$12,064.24
10E000 1205 111 00 3110						SP.ED FACULTY SALARIES	\$999,719.05
10E000 1205 112 00 3110						SP.ED. PARAPROF. SALARY	\$205,439.23
10E000 1205 215 00 1310						SP ED FACULTY TRS	\$112,022.98
10E000 1205 215 00 3110						SP.ED. FACULTY THIS	\$16,605.25
10E000 1205 222 00 3110						SP.ED FACULTY HEALTH INS	\$157,554.10
10E000 1400 111 00 0000						VOCATIONAL TCHR SALARY	\$573,787.11
10E000 1400 120 00 1310						VOCATIONAL SUB SALARY	\$21,721.51
10E000 1400 215 00 1310						VOCATIONAL TRS	\$61,452.61
10E000 1400 222 00 1310						VOCATIONAL TCHR HLTH INS	\$77,585.96
10E000 2310 317 00 1310						BOARD AUDIT FEES	\$23,200.00
10E000 2560 222 00 1310						FOOD SERVICE HEALTH INS.	\$35,228.79
10E000 2560 340 00 1310						FOOD SERVICE DUPLICATION	\$0.00
10E000 2560 410 00 1310						FOOD SERVICE FOOD	\$114,906.70
10E000 2561 110 00 1310						FOOD SERVICE DIR SALARY	\$49,177.92
10E000 2561 222 00 1310						FOOD SERVICE DIR HLTH INS	\$14,849.13



Calculate -- > Upload

Help Link

Site-Based Expenditure Reporting



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WELCOME



START



CALCULATE



ADD/EDIT



NARRATE



SUBMIT



SUPPORT

FY 2022 ▾

	Incomplete [Ⓞ]	Omitted	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized	
<< Back	0	\$0.00	\$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.

STEP 1

Download the *Expense Report Template* using the button to the right. Then copy your expenses into the template. 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

Having trouble with your expense report? Help is available. [Click here](#) to send us your file(s).

STEP 2

Upload your filled *Expense Report Template* using the *Browse* button below. Your expenses will appear below for review where you will have the opportunity to remove any that are unwanted. *These steps may be repeated as needed to include additional records OR replace those already uploaded.*

Browse

No template file selected (*.xlsx)



Illinois
State Board of
Education

Calculate -- > Upload

Help Link

SEND US YOUR FILES...

Use the **Browse** button below to select the files you would like assistance with. Please also provide us with your questions and concerns. Be sure to confirm your contact information so we can reach you.

Files to Send (e.g. expense reports, spreadsheets, works-in-progress)

[Browse](#) No files selected

How can we help?

subject...

share any questions and concerns here...

How can we reach you?

Name	Position/Title/Role
<input type="text" value="Roshini Srinivasan"/>	<input type="text"/>
Email Address	Phone Number
<input type="text" value="rsriniva@isbe.net"/>	<input type="text" value="1111111111"/>

[Send to ISBE](#) [Cancel](#)



Calculate -- > Upload

Browse Files

The screenshot shows a software interface with a top navigation bar containing icons and labels for WELCOME, START, CALCULATE, ADD/EDIT, NARRATE, SUBMIT, and SUPPORT. A dropdown menu on the right shows 'FY 2022'. Below the navigation bar is a summary table with columns for Incomplete, Omitted, Total Expenses, Excluded, Federal, State/Local, Site-Level, and Centralized. The 'CALCULATE' button is highlighted with a red box. Below the table is a row of buttons: << Back, UPLOAD, DECODE, ALLOCATE, METHODS, PREVIEW, and >>. The 'UPLOAD' button is also highlighted with a red box. A dialog box titled 'UPLOAD EXPENSE REPORT' is open, showing a file explorer view of the 'Downloads' folder. The file 'SBER-ExpenseTemplate-FY22- Webinar v2.0.xlsx' is selected. The 'Open' button in the dialog is highlighted with a red box. In the bottom left corner, a 'Browse' button is also highlighted with a red box.

Incomplete ⁹	Omitted	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized
<< Back	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Buttons: << Back, **UPLOAD**, DECODE, ALLOCATE, METHODS, PREVIEW, >>

Buttons: Save, Next >>

UPLOAD EXPENSE REPORT

Open

This PC > Downloads

Search Downloads

Organize New folder

- Creative Cloud Files
- OneDrive - Illinois St
- Attachments
- Documents
- Microsoft Teams Ch
- Recordings
- This PC
- 3D Objects
- Desktop
- Documents
- Downloads
- Music

Name

Today (1)

- SBER-ExpenseTemplate-FY22- Webinar v2.0.xlsx

Last week (15)

Earlier this month (17)

Last month (16)

Earlier this year (50)

A long time ago (170)

File name: SBER-ExpenseTemplate-FY22- Webinar v2.0 Microsoft Excel Worksheet (*.xls)

Open Cancel

Browse No template file selected

Site-based calculation begins with calculating your per pupil, site-based...
STEP 1
Download the *Expense Report Template* by the system for calculation base assist you in making those choice
STEP 2
Upload your filled *Expense Report* unwanted. *These steps may be rep*

tion. Data uploaded here is used only to assist you in ete this data at any time.

you provide will be used e used by the system to **Download Expense Report Template**

ur file(s).

will have the opporutnity to remove any that are



Calculate -- > Upload

(Display Records with \$0 Ledger Total)

WELCOME
START
CALCULATE
ADD/EDIT
NARRATE
SUBMIT
SUPPORT
FY 2022 ▾

	Incomplete [Ⓞ]	Omitted	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized	
◀ Back	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Save Next ▶

UPLOAD
DECODE
WIZARD
ALLOCATE
METHODS
PREVIEW
...

UPLOAD EXPENSE REPORT

Browse
SBER-ExpenseTemplate-FY22 - Webinar Single Site LEA v2.0.xlsx
x / Expense Template

Incomplete [Ⓞ]	Omitted	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized	
160	–	–	–	–	–	–	–	Upload

STEP 3

Review the expense records pulled from your template. The pill-shaped buttons below can be used to show or hide all rows found. *Initially*, those buttons are toggled to show rows *you might consider removing* using the trash buttons to the right. However, their *removal is not required*, and your data may be uploaded as-is. The blue summary bar above will reflect any changes made. When satisfied, click the *Upload* above button to continue.

0 with invalid Ledger Total

0 missing Account Number

0 missing Description

8 with \$0 Ledger Total

160 with no issues

Row	Account Number	Fund	Function	Object	Location	Source	Description	Ledger Total	
28	10E000 2560 340 00 1310						FOOD SERVICE DUPLICATION	\$0.00	
65	10E014 1130 340 00 1310						BAND POSTAGE	\$0.00	
66	10E014 1130 640 00 1310						BAND CONTEST FEES	\$0.00	
67	10E020 1130 340 00 1310						HEALTH DUPLICATION	\$0.00	
82	10E060 1502 222 00 0000						GIRLS ATHLETICS VISION	\$0.00	
110	20E201 2541 340 00 1310						FACILITY DIRECTOR POSTAGE	\$0.00	
170	80E908 2330 221 00 1310						ACC DIRECTOR OFFICE LIFE INS	\$0.00	
171	80E908 2330 222 00 1310						ACC DIRECTOR OFFICE VISION INS	\$0.00	
8 (of 168) 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 2022 ▾

	Incomplete [Ⓞ]	Omitted	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized	
◀ Back	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Save Next ▶▶

UPLOAD
DECODE
WIZARD
ALLOCATE
METHODS
PREVIEW
⋮

UPLOAD EXPENSE REPORT

Browse SBER-ExpenseTemplate-FY22 - Webinar Single Site LEA v2.0.xlsx x / Expense Template

	Incomplete [Ⓞ]	Omitted	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized	
	160	–	–	–	–	–	–	–	Upload

STEP 3

Review the expense records pulled from your template. The pill-shaped buttons below can be used to show or hide all rows found. *Initially*, those buttons are toggled to show rows *you might consider removing* using the trash buttons to the right. However, their **removal is not required**, and your data may be uploaded as-is. The blue summary bar above will reflect any changes made. When satisfied, click the **Upload above button to continue**.

0 with invalid Ledger Total

0 missing Account Number

0 missing Description

0 with \$0 Ledger Total

160 with no issues

Row	Account Number	Fund	Function	Object	Location	Source	Description	Ledger Total	
7	10E000 1130 110 00 1310						FACULTY SALARIES	\$3,978,486.35	
8	10E000 1130 120 00 1310						EXTRA CONTRACT - FACULTY	\$10,500.00	
9	10E000 1130 120 00 1310						ILLNESS-SUBSTITUTE SALAR	\$5,330.00	
10	10E000 1130 215 00 1310						TRS EMPLR CONTRIBUTION	\$429,426.02	
11	10E000 1130 215 00 1310						FACULTY TRS HEALTH INS (\$63,659.22	
12	10E000 1130 222 00 1310						FACULTY HEALTH INS.	\$445,679.23	
13	10E000 1130 314 00 1310						ON-LINE CURRICULUM CONTR SERVI	\$17,866.23	
14	10E000 1130 325 00 1310						COPIER LEASE-TCHR WORKROOM	\$14,346.00	
15	10E000 1200 110 00 1310						SPECIAL ED DIRECTOR SALARY	\$114,598.00	
16	10E000 1200 215 00 1310						SP ED DIRECTOR TRS	\$12,064.24	
17	10E000 1205 111 00 3110						SPED FACULTY SALARIES	\$999,719.05	
160 rows								8 deleted rows	TOTAL \$18,411,138.55

GL Expense Template Uploaded and Saved

WELCOME START **CALCULATE** ADD/EDIT NARRATE SUBMIT SUPPORT FY 2022

Last saved 5 minutes ago

	Incomplete [®]	Omitted	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized	
« Back	160	\$0.00	\$18,411,138.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Save Next »

UPLOAD DECODE WIZARD 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.

STEP 1

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[Download Expense Report Template](#)

Having trouble with your expense report? Help is available. [Click here](#) to send us your file(s).

STEP 2

Upload your filled *Expense Report Template* using the **Browse** button below. Your expenses will appear below for review where you will have the opportunity to remove any that are unwanted. *These steps may be repeated as needed to include additional records OR replace those already uploaded.*

Browse No template file selected (*.xlsx)

Calculate -- > Decode Account Numbers

WELCOME
START
CALCULATE
ADD/EDIT
NARRATE
SUBMIT
SUPPORT
FY 2022

Last saved 14 minutes ago

	Incomplete ⁰	Omitted	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized	
« Back	160	\$0.00	\$18,411,138.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Save Next »

UPLOAD
DECODE
WIZARD
ALLOCATE
METHODS
PREVIEW
...

DECODE ACCOUNT NUMBERS

Most LEAs will find their Fund, Function, Object, Location, and Sources codes very helpful while allocating expenses to sites, disaggregating by source of funds, and categorizing expenses as Site-Level or District Centralized as defined by the [Guidance](#). Those Fund, Function, Object, Location, and Source codes may be uploaded in the template with your expenses. Alternatively, **the settings below can be used to extract those codes from your uploaded Account Numbers.**

IMPORTANT: If you're interested in trying the NEW Single-Site Allocation Wizard, please know the recommendations it makes are *entirely dependent* on the Fund, Function, Object, and (optionally) Source codes you've uploaded or decoded below.

The Account Number used in the questions that follow was sampled from your uploaded expenses. Use the sliders beneath that sample Account Number to specify where each code can be found within. NOTE: Decoding works best when your Account Numbers (and the codes within) have consistent widths.

Would you like to extract *Fund* codes from your uploaded Account Numbers?
160 records (100%) were uploaded without Fund codes.

No, use only the *Fund* codes that were uploaded.
 Yes, extract *Fund* codes from Account Numbers BUT only for records uploaded without them.
 Yes, extract *Fund* codes from Account Numbers for ALL records. Replace any that were uploaded.

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

1

0

E

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4

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1

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1

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1

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Would you like to extract *Function* codes from your uploaded Account Numbers?
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 Yes, extract *Function* codes from Account Numbers BUT only for records uploaded without them.
 Yes, extract *Function* codes from Account Numbers for ALL records. Replace any that were uploaded.

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

1

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7

1

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1

2

6

7

0

0

0

1

3

1

0

Show Function codes found
⌵

Function	Count	Total
-	160	\$18,411,138.55
1 codes		

Calculate -- > Decode Account Numbers

WELCOME
START
CALCULATE
ADD/EDIT
NARRATE
SUBMIT
SUPPORT
FY 2022

Incomplete 160
Omitted \$0.00
Total Expenses \$18,411,138.55
Excluded \$0.00
Federal \$0.00
State/Local \$0.00
Site-Level \$0.00
Centralized \$0.00
Save
Next

UPLOAD
DECODE
WIZARD
ALLOCATE
METHODS
PREVIEW

DECODE ACCOUNT NUMBERS

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 Yes, extract Fund codes from Account Numbers for ALL records. Replace any that were uploaded.

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

1
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0
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0
1
3
1
0

Show Fund codes found

Fund	Count	Total
10	95	\$12,721,170.91
20	16	\$1,161,376.64
30	4	\$1,755,500.02
40	10	\$685,701.41
50	13	\$340,236.27
60	5	\$183,881.06
70	1	\$1,000,000.00
80	13	\$427,435.31
90	3	\$135,836.93
9 codes		

Would you like to extract Function codes from your uploaded Account Numbers?
160 records (100%) were uploaded without Function codes.

No, use only the Function codes that were uploaded.
 Yes, extract Function codes from Account Numbers BUT only for records uploaded without them.
 Yes, extract Function codes from Account Numbers for ALL records. Replace any that were uploaded.

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

1
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4
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1
9
1
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6
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0
0
0
1
3
1
0

Would you like to extract Object codes from your uploaded Account Numbers?
160 records (100%) were uploaded without Object codes.

No, use only the Object codes that were uploaded.
 Yes, extract Object codes from Account Numbers BUT only for records uploaded without them.
 Yes, extract Object codes from Account Numbers for ALL records. Replace any that were uploaded.

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

1
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7
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Would you like to extract Location codes from your uploaded Account Numbers?
160 records (100%) were uploaded without Location codes.

No, use only the Location codes that were uploaded.
 Yes, extract Location codes from Account Numbers BUT only for records uploaded without them.
 Yes, extract Location codes from Account Numbers for ALL records. Replace any that were uploaded.

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

1
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Would you like to extract Source codes from your uploaded Account Numbers?
160 records (100%) were uploaded without Source codes.

No, use only the Source codes that were uploaded.
 Yes, extract Source codes from Account Numbers BUT only for records uploaded without them.
 Yes, extract Source codes from Account Numbers for ALL records. Replace any that were uploaded.

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

1
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7
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Calculate -- > Decode Account Numbers

WELCOME
START
CALCULATE
ADD/EDIT
NARRATE
SUBMIT
SUPPORT
FY 2022 ▾

Last saved 18 minutes ago

	Incomplete ⁹	Omitted	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized	
◀ Back	160	\$0.00	\$18,411,138.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Save Next ▶

UPLOAD
DECODE
WIZARD
METHODS
PREVIEW
...

DECODE ACCOUNT NUMBERS

Most LEAs will find their Fund, Function, Object, Location, and Sources codes very helpful while allocating expenses to sites, disaggregating by source of funds, and categorizing expenses as Site-Level or District Centralized as defined by the [Guidance](#). Those Fund, Function, Object, Location, and Source codes may be uploaded in the template with your expenses. Alternatively, the settings below can be used to extract those codes from your uploaded Account Numbers.

IMPORTANT: If you're interested in trying the NEW Single-Site Allocation Wizard, please know the recommendations it makes are *entirely dependent* on the Fund, Function, Object, and (optionally) Source codes you've uploaded or decoded below.

The Account Number used in the questions that follow was sampled from your uploaded expenses. Use the sliders beneath that sample Account Number to specify where each code can be found within. NOTE: Decoding works best when your Account Numbers (and the codes within) have consistent widths.

Would you like to extract Fund codes from your uploaded Account Numbers?
160 records (100%) were uploaded without Fund codes.

No, use only the Fund codes that were uploaded.
 Yes, extract Fund codes from Account Numbers BUT only for records uploaded without them.
 Yes, extract Fund codes from Account Numbers for ALL records. Replace any that were uploaded.

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

1

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4

7

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0

Would you like to extract Function codes from your uploaded Account Numbers?
160 records (100%) were uploaded without Function codes.

No, use only the Function codes that were uploaded.
 Yes, extract Function codes from Account Numbers BUT only for records uploaded without them.
 Yes, extract Function codes from Account Numbers for ALL records. Replace any that were uploaded.

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

1

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0

4

7

1

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7

0

0

0

1

3

1

0

Show Fund codes found ▾
 Show Fund codes found
 Show Function codes found
 Show Object codes found
 Show Location codes found
 Show Source codes found

30	4	\$1,755,500.02
40	10	\$685,701.41
50	13	\$340,236.27
60	5	\$183,881.06
70	1	\$1,000,000.00
80	13	\$427,435.31
90	3	\$135,836.93
9 codes		

Calculate -- > Single Site LEA Wizard Introduction

WELCOME START **CALCULATE** ADD/EDIT NARRATE SUBMIT SUPPORT FY 2022 ▾

Last saved 2 minutes ago

	Incomplete [Ⓞ]	Omitted	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized	
◀ Back	160	\$0.00	\$18,411,138.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Save Next ▶▶

UPLOAD DECODE **WIZARD** ALLOCATE METHODS PREVIEW ⋮

SINGLE-SITE ALLOCATION WIZARD

Based on the Site-Based Expenditure [Enrollment Report](#), we see you are a **Single Site LEA**. This Allocation wizard will provide a Single Site LEA with guided steps in applying ISBE Recommended guidelines to the LEA's uploaded General Ledger. *This workflow is designed explicitly for Single Site reporting entities and will not apply to LEAs with multiple sites this reporting year.*

ISBE recommendations based on Site-Based Expenditure Reporting [Guidance](#) categorize records as Omission, Exclusions, and Inclusion for Site-Based Expenditure Report calculations. In addition, these suggestions classify Standard Administrative Codes and their descriptions per [23 Illinois Administrative Code 100](#) as Omission, Exclusion, Centralized or Site-level Expenditures, and Federal or State/Local Expenditures to calculate per-pupil site-based expenses.

Click the **Begin Allocation Wizard** button below if you are a Single Site LEA and are interested in applying the ISBE recommendations. For more information on the recommendations made by this wizard, see the accounting codes and determinations found in this [spreadsheet](#).

Note: This wizard and its recommendations also apply to Single Site LEAs choosing to separate their outplacements (and/or call out their Pre-K classrooms).

Begin Allocation Wizard

Calculate -- > Wizard

Records Identified as Exclusions and Omissions

ALLOCATION WIZARD

Exclusions and Omissions

Based on ISBE Guidance for Site-Based Expenditure Reporting (SBER) Calculations, accounting codes may be identified as follows:

- **Omitted** from Site-Based expenditure reporting entirely.
- **Excluded** from Site-Based Per-Pupil expenditure calculations but still reported.
- **Included** in Site-Based Per-Pupil expenditure calculations.

Refer to pages xx-xx in the FY22 SBER Reporting Guidance for a detailed explanation. See also the accounting codes found in this [spreadsheet](#) for the rules used by this wizard.

Analysis of the expenses uploaded by your LEA found the following:

- 1 record(s)** were identified as **Omitted**.
- 25 record(s)** were identified as **Excluded**.
- 120 record(s)** were identified as **Included**.

Click **Next** to continue with *Site-Level and District Centralized* expense identification.



Calculate -- > Wizard

Records Identified as Site-Level or District Centralized Expenses

The screenshot displays the 'ALLOCATION WIZARD' interface. The main window is titled 'Site-Level and District Centralized'. It provides a summary of expense analysis based on ISBE guidance. The analysis results are as follows:

- 83 record(s) were identified as **Site-Level**.
- 54 record(s) were identified as **District Centralized**.

The interface includes a 'Next >' button highlighted with a red box, indicating the next step in the wizard. Other visible elements include a 'Cancel x' button, a '< Back' button, and a 'Begin Allocation Wizard' button at the bottom. The background shows a table with columns for 'Incomplete', 'On', and 'Centralized' expenses, with a 'Save' and 'Next >' button at the bottom right.



Calculate -- > Wizard

Records Identified as Federal or State/Local Source of Funds

The screenshot displays the 'ALLOCATION WIZARD' interface. The main window is titled 'Federal, State, and Local'. It provides instructions based on ISBE guidance for Site-Based Expenditure Reporting (SBER) Calculations, stating that accounting codes may be identified as follows:

- **Federally** funded
- **State** funded
- **Locally** funded

Users are directed to see accounting codes in a [spreadsheet](#) for the rules used by the wizard. The analysis of uploaded expenses by the LEA is summarized as follows:

- 17 record(s) were identified as **Federally** funded.
- 5 record(s) were identified as **State** funded.
- 133 record(s) were identified as **Locally** funded.

Users are instructed to click **Next** to review a summary of the determinations that will be made if they choose to apply them. The 'Next >' button is highlighted with a red box. Other visible buttons include 'Cancel X', '< Back', and 'Next >'. The background shows a sidebar with 'WELCOME', 'START', and 'SUPPORT' sections, and a top navigation bar with 'FY 2022' and 'Last saved 10 minutes ago'.



Calculate -- > Wizard

Summary of Recommendations

ALLOCATION WIZARD

Review and Confirm

The table below provides insight into the number of records affected when recommendations are applied based on ISBE Guidance for Site-Based Expenditure Reporting (SBER) Calculations.

SUMMARY OF RECOMMENDATIONS

Omitted	1 record(s) affected
Excluded	25 record(s) affected
Included	120 record(s) affected
Site-Level	83 record(s) affected
Centralized	54 record(s) affected
Federal	17 record(s) affected
State/Local	138 record(s) affected

Click **Confirm** to assign the affected record(s) with ISBE recommended reporting guidelines applicable to Single Site LEAs.

Click **Cancel** if you do not want to apply these recommendations and wish to allocate your expense records manually.

Calculate -- > Allocate

Review Omissions

WELCOME START **CALCULATE** ADD/EDIT NARRATE SUBMIT SUPPORT FY 2022

Last saved 3 minutes ago

Incomplete ⁰	Omitted ¹	Total Expenses	Excluded ¹	Federal	State/Local	Site-Level	Centralized	
← Back	14	\$1,000,000.00	\$12,191,434.26	\$911,423.77	\$417,608.02	\$10,862,402.47	\$9,093,037.62	\$2,186,972.87
Save Next >>								

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

ALLOCATE EXPENSES BY RECORD

All Records Omitted 159 hidden [Filter](#)

Account Number starts with:
Fund starts with:
Function starts with:
Object starts with:
Location starts with:
Source starts with:
Type (Included/Excluded/Omitted): **Omitted**
Federal & State/Local:
Allocation:
Allocation Method:
Allocation Site:
Allocation Category:
Description includes:
Ledger Total Range: to
Match All or Any: All of the above
 Inverse Results

Account Number	Description	Ledger Total	Type	Federal	State/Local	Allocation
<input type="checkbox"/> 70E000 8110 660 00 1310	PERM TRANSFER TO ED FUND	\$1,000,000.00	Omitted	0% \$0.00	100% of incl. \$0.00	SBER Enrollment District Centralized

1 (of 160) records

TOTALS	\$1,000,000.00	\$0.00	\$0.00
---------------	----------------	--------	--------



Calculate -- > Allocate

Review Exclusions

WELCOME
 START
 CALCULATE
 ADD/EDIT
 NARRATE
 SUBMIT
 SUPPORT
FY 2022 ▾

Last saved <1 minute ago

	Incomplete [Ⓞ]	Omitted [ⓘ]	Total Expenses	Excluded [ⓘ]	Federal	State/Local	Site-Level	Centralized	
<< Back	14	\$1,000,000.00	\$12,191,434.26	\$911,423.77	\$417,608.02	\$10,862,402.47	\$9,093,037.62	\$2,186,972.87	Save Next >>

UPLOAD DECODE WIZARD
ALLOCATE
METHODS PREVIEW ...

ALLOCATE EXPENSES BY RECORD

All Records ▾
Excluded ✕
✕ 135 hidden
Filter

Account Number starts with

Fund starts with

Function starts with

Object starts with

Location starts with

Source starts with

Type (Included/Excluded/Omitted)

Federal & State/Local

Allocation

Allocation Method

Allocation Site

Allocation Category

Description includes

Ledger Total Range

Match All or Any

Inverse Results

<input type="checkbox"/>	Account Number	Description	Ledger Total	Type	Federal	State/Local	Allocation
<input type="checkbox"/>	10E001 2225 540 00 1310	TECHNOLOGY EQUIPMENT	\$160,227.92	Excluded ▾	0% \$0.00	100% of incl. \$0.00	SBER Enrollment Site-Level ▾
<input type="checkbox"/>	10E001 2321 540 00 1310	SUPT. OFFICE ADDL. EQUIP	\$916.27	Excluded ▾	0% \$0.00	100% of incl. \$0.00	SBER Enrollment District Centralized ▾
<input type="checkbox"/>	10E001 2520 540 00 1310	BUSINESS OFFICE EQUIPMENT	\$3,665.08	Excluded ▾	0% \$0.00	100% of incl. \$0.00	SBER Enrollment District Centralized ▾
<input type="checkbox"/>	10E003 2410 540 00 1310	GEN OFFICE EQUIPMENT	\$2,610.15	Excluded ▾	0% \$0.00	100% of incl. \$0.00	SBER Enrollment Site-Level ▾
<input type="checkbox"/>	10E013 1130 540 00 1310	ART ADDL EQUIP	\$526.46	Excluded ▾	0% \$0.00	100% of incl. \$0.00	SBER Enrollment Site-Level ▾
<input type="checkbox"/>	10E021 1130 540 00 1310	SCIENCE REPL. EQUIP.	\$994.50	Excluded ▾	0% \$0.00	100% of incl. \$0.00	SBER Enrollment Site-Level ▾
<input type="checkbox"/>	10F047 1200 540 00 1310	SPECIAL ED EQUIPMENT	\$1,030.00	Excluded ▾	0% \$0.00	100% of incl. \$0.00	SBER Enrollment Site-Level ▾
25 (of 160) records			TOTALS		\$0.00	\$0.00	



Calculate --> Allocate

Review Federal Source of Funds

WELCOME
START
CALCULATE
ADD/EDIT
NARRATE
SUBMIT
SUPPORT
FY 2022

Last saved 9 minutes ago

Incomplete ⁰	Omitted ¹	Total Expenses	Excluded ¹	Federal	State/Local	Site-Level	Centralized	
14	\$1,000,000.00	\$12,191,434.26	\$911,423.77	\$417,608.02	\$10,862,402.47	\$9,093,037.62	\$2,186,972.87	Save Next

UPLOAD
DECODE
WIZARD
ALLOCATE
METHODS
PREVIEW
...

ALLOCATE EXPENSES BY RECORD

All Records
Included
Federal 100% (State/Local 0%)
147 hidden
Filter

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

Type (Included/Excluded/Omitted): **Included**
 Federal & State/Local: **Federal 100% (State/Local 0%)**
 Allocation:
 Allocation Method:
 Allocation Site:
 Allocation Category:

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

Account Number	Description	Ledger Total	Type	Federal	State/Local	Allocation
10E000 2560 410 00 4210	FOOD SERVICE FOOD	\$114,906.70	Included	100% of incl. \$114,906.70	0%	SBER Enrollment District Centralized
10E081 2540 410 00 4001	ESSER GRANT PPE SUPPLIES	\$23,073.44	Included	100% of incl. \$23,073.44	0%	SBER Enrollment District Centralized
10E082 2210 332 00 4770	TITLE II CONFERENCES	\$12,088.00	Included	100% of incl. \$12,088.00	0%	SBER Enrollment Site-Level
10E101 1250 215 00 4300	TITLE I FACULTY TRS	\$13,224.50	Included	100% of incl. \$13,224.50	0%	SBER Enrollment Site-Level
10E101 1250 222 00 4300	TITLE I FACULTY HEALTH INS	\$50,992.32	Included	100% of incl. \$50,992.32	0%	SBER Enrollment Site-Level
10E101 1250 319 00 4300	TITLE I INSTR CONTR SERVICE	\$22,655.33	Included	100% of incl. \$22,655.33	0%	SBER Enrollment Site-Level
13 (of 160) records		TOTALS		\$417,608.02	\$0.00	



Calculate --> Allocate

Review State/Local Source of Funds

WELCOME
START
CALCULATE
ADD/EDIT
NARRATE
SUBMIT
SUPPORT
FY 2022

Last saved 15 minutes ago

	Incomplete ⁰	Omitted ¹	Total Expenses	Excluded ¹	Federal	State/Local	Site-Level	Centralized	
« Back	14	\$1,000,000.00	\$12,191,434.26	\$911,423.77	\$417,608.02	\$10,862,402.47	\$9,093,037.62	\$2,186,972.87	Save Next »

UPLOAD
DECODE
WIZARD
ALLOCATE
METHODS
PREVIEW
...

ALLOCATE EXPENSES BY RECORD

All Records
Included
Federal 0% (State/Local 100%)
53 hidden
Filter

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

Type (Included/Excluded/Omitted): **Included**
 Federal & State/Local: **Federal 0% (State/Local 1)**
 Allocation:
 Allocation Method:
 Allocation Site:
 Allocation Category:

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

<input type="checkbox"/>	Account Number	Description	Ledger Total	Type	Federal	State/Local	Allocation
<input type="checkbox"/>	10E000 1130 110 00 1310	FACULTY SALARIES	\$3,978,486.35	Included	0% \$0.00	100% of incl. \$3,978,486.35	SBER Enrollment Site-Level
<input type="checkbox"/>	10E000 1130 120 00 1310	EXTRA CONTRACT - FACULTY	\$10,500.00	Included	0% \$0.00	100% of incl. \$10,500.00	SBER Enrollment Site-Level
<input type="checkbox"/>	10E000 1130 120 00 1310	ILLNESS-SUBSTITUTE SALAR	\$5,330.00	Included	0% \$0.00	100% of incl. \$5,330.00	SBER Enrollment Site-Level
<input type="checkbox"/>	10E000 1130 215 00 1310	TRS EMPLR CONTRIBUTION	\$429,426.02	Included	0% \$0.00	100% of incl. \$429,426.02	SBER Enrollment Site-Level
<input type="checkbox"/>	10E000 1130 215 00 1310	FACULTY TRS HEALTH INS (\$63,659.22	Included	0% \$0.00	100% of incl. \$63,659.22	SBER Enrollment Site-Level
<input type="checkbox"/>	10E000 1130 222 00 1310	FACULTY HEALTH INS.	\$445,679.23	Included	0% \$0.00	100% of incl. \$445,679.23	SBER Enrollment Site-Level
107 (of 160) records			TOTALS		\$0.00	\$10,862,402.47	

Calculate -- > Allocate

Review GL Records identified as Site-Level Expenditures

Navigation: WELCOME | START | **CALCULATE** | ADD/EDIT | NARRATE | SUBMIT | SUPPORT | FY 2022

Last saved 23 minutes ago

Incomplete	Omitted	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized
14	\$1,000,000.00	\$12,191,434.26	\$911,423.77	\$417,608.02	\$10,862,402.47	\$9,093,037.62	\$2,186,972.87

Buttons: << Back | Save | Next >>

Actions: UPLOAD | DECODE | WIZARD | **ALLOCATE** | METHODS | PREVIEW

ALLOCATE EXPENSES BY RECORD

Filters: All Records | Included | Site-Level | 92 hidden | Filter

Search Criteria:

- Account Number starts with: []
- Fund starts with: []
- Function starts with: []
- Object starts with: []
- Location starts with: []
- Source starts with: []
- Type (Included/Excluded/Omitted): **Included**
- Federal & State/Local: []
- Allocation: []
- Allocation Method: []
- Allocation Site: []
- Allocation Category: **Site-Level**
- Description includes: []
- Ledger Total Range: [] to []
- Match All or Any: All of the above
- Inverse Results: []

Account Number	Description	Ledger Total	Type	Federal	State/Local	Allocation
10E000 1130 110 00 1310	FACULTY SALARIES	\$3,978,486.35	Included	\$0.00	\$3,978,486.35	SBER Enrollment Site-Level
10E000 1130 120 00 1310	EXTRA CONTRACT - FACULTY	\$10,500.00	Included	\$0.00	\$10,500.00	SBER Enrollment Site-Level
10E000 1130 120 00 1310	ILLNESS-SUBSTITUTE SALAR	\$5,330.00	Included	\$0.00	\$5,330.00	SBER Enrollment Site-Level
10E000 1130 215 00 1310	TRS EMPLR CONTRIBUTION	\$429,426.02	Included	\$0.00	\$429,426.02	SBER Enrollment Site-Level
10E000 1130 215 00 1310	FACULTY TRS HEALTH INS (\$63,659.22	Included	\$0.00	\$63,659.22	SBER Enrollment Site-Level
10E000 1130 222 00 1310	FACULTY HEALTH INS.	\$445,679.23	Included	\$0.00	\$445,679.23	SBER Enrollment Site-Level
68 (of 160) records		TOTALS		\$260,355.07	\$8,832,682.55	



Calculate -- >Allocate

Review GL Records identified as District Centralized Expenditures

WELCOME START **CALCULATE** ADD/EDIT NARRATE SUBMIT SUPPORT FY 2022

Last saved 4 minutes ago

Incomplete	Omitted	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized
18	\$1,000,000.00	\$12,191,434.26	\$911,423.77	\$417,608.02	\$10,862,402.47	\$9,093,037.62	\$1,972,810.33

UPLOAD DECODE WIZARD **ALLOCATE** METHODS PREVIEW

ALLOCATE EXPENSES BY RECORD

All Records Included District Centralized 112 hidden Filter

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

Type (Included/Excluded/Omitted) Included Federal & State/Local Allocation Allocation Method Allocation Site Allocation Category District Centralized

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

Account Number	Description	Ledger Total	Type	Federal	State/Local	Allocation
10E000 2310 317 00 1310	BOARD AUDIT FEES	\$23,200.00	Included	\$0.00	100% of incl. \$23,200.00	SBER Enrollment District Centralized
10E001 2321 110 00 1310	SUPT. ADMIN. SALARY 1	\$140,248.24	Included	\$0.00	100% of incl. \$140,248.24	SBER Enrollment District Centralized
10E001 2321 215 00 1310	SUPT TRS	\$16,565.00	Included	\$0.00	100% of incl. \$16,565.00	SBER Enrollment District Centralized
10E001 2321 222 00 1310	SUPT. OFFICE HEALTH INS.	\$18,333.23	Included	\$0.00	100% of incl. \$18,333.23	SBER Enrollment District Centralized
10E001 2510 110 00 1310	COMPTROLLER SALARY	\$60,517.13	Included	\$0.00	100% of incl. \$60,517.13	SBER Enrollment District Centralized
10E001 2520 222 00 1310	BUSINESS OFFICE HEALTH INS	\$14,228.80	Included	\$0.00	100% of incl. \$14,228.80	SBER Enrollment District Centralized
10E001 2641 314 00 1310	PERSONNEL CONTRACT SERVICES	\$14,749.24	Included	\$0.00	100% of incl. \$14,749.24	SBER Enrollment
48 (of 160) records		TOTALS		\$42,346.25	\$1,930,464.08	

Calculate --> Allocate

Review Incomplete Records

WELCOME
START
CALCULATE
ADD/EDIT
NARRATE
SUBMIT
SUPPORT
FY 2022 ▾

Last saved 33 minutes ago

	Incomplete [?]	Omitted [!]	Total Expenses	Excluded [!]	Federal	State/Local	Site-Level	Centralized	
<< Back	14	\$1,000,000.00	\$12,191,434.26	\$911,423.77	\$417,608.02	\$10,862,402.47	\$9,093,037.62	\$2,186,972.87	Save Next >>

UPLOAD
DECODE
WIZARD
ALLOCATE
METHODS
PREVIEW
⋮

ALLOCATE EXPENSES BY RECORD

Incomplete Records ▾
× 146 hidden Filter ↻ ▲

Account Number starts with

Fund starts with

Function starts with

Object starts with

Location starts with

Source starts with

Type (Included/Excluded/Omitted)

Federal & State/Local

Allocation

Allocation Method

Allocation Site

Allocation Category

Description includes

Ledger Total Range

Match All or Any

Inverse Results

	Account Number	Description	Ledger Total	Type	Federal	State/Local	Allocation
<input type="checkbox"/>	10E000 1205 111 00 3110	SPED FACULTY SALARIES	\$999,719.05	Choose... ▾	-	-	Choose... ▾
<input type="checkbox"/>	10E000 1205 112 00 3110	SPED. PARAPROF. SALARY	\$205,439.23	Choose... ▾	-	-	Choose... ▾
<input type="checkbox"/>	10E000 1400 111 00 0000	VOCATIONAL TCHR SALARY	\$573,787.11	Choose... ▾	-	-	Choose... ▾
<input type="checkbox"/>	10E000 3000 314 00 1310	I-JAG CONTRACTED SERVICE	\$45,000.00	Choose... ▾	-	-	Choose... ▾
<input type="checkbox"/>	10E052 2122 111 00 0000	GUIDANCE CTR SALARIES	\$381,945.00	Choose... ▾	-	-	Choose... ▾
<input type="checkbox"/>	10E101 1250 112 00 4300	TITLE I TUTOR SALARY	\$239,016.57	Choose... ▾	-	-	Choose... ▾
14 (of 160) records			TOTALS		\$0.00	\$0.00	



Calculate -- > Preview

Last saved 2 minutes ago

Incomplete	Omitted	Total Expenses	Excluded	Federal	State/Local	Site-Level	Centralized
0	\$1,000,000.00	\$17,411,138.55	\$2,734,423.79	\$1,330,990.90	\$13,345,723.86	\$11,815,375.58	\$2,861,339.18

Save Next

UPLOAD
DECODE
WIZARD
ALLOCATE
METHODS
PREVIEW

PREVIEW EXPENDITURES PER PUPIL

Please use this tab to preview your sites' per pupil expenditures. *Once all account records are allocated*, this tab will allow you to transfer these per pupil expenditures to the Add/Edit page and proceed toward submission.

Please review the site-based expenditures shown below. If adjustments are needed, please make them on the Allocate and/or Methods tabs and return here for further review. When satisfied, click the Transfer to Add/Edit button to transfer your calculated per pupil expenditures to the Add/Edit page to proceed with reporting and submission.

LEAs interested in calling out embedded Pre-K classrooms or separating district outplacements can do so and preview them here. Please refer to the [Guidance](#) for more information regarding these options.

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

Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures
2022	1	605.93	\$25,872.37	\$2,734,423.79	\$18,411,138.55

Transfer to Add/Edit

Preview Total Expenditures instead of Expenditures per Pupil

*Sites grayed out and struckthrough will be deleted.

Site	Enrollment FTE	Expenditures per Pupil in Dollars			Total
		Funding Source	Site-Level	District Centralized	
Any Senior High School Public School 525 Any St, City, IL RCDTS 12345678901-0001	605.93	Federal	\$824.15	\$1,372.48	\$2,196.63
		State/Local	\$18,675.59	\$3,349.79	\$22,025.37
		Subtotal	\$19,499.73	\$4,722.27	\$24,222.00



Add/Edit page

WELCOME
 START
 CALCULATE
 ADD/EDIT
 NARRATE
 SUBMIT
 SUPPORT
FY 2022 ▾

Last modified 6 minutes ago

	Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions ⓘ	Total Expenditures	
<< Back	2022	1	605.93	\$24,222.00	\$2,734,423.79	\$17,411,138.55	Save Next >>

ADD & EDIT EXPENDITURES BY SITE

filter sites by name
Filter ▾
1 site

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	
Any Senior High School <i>Public School</i> 525 Any St, City, IL RCDTS 12345678901-0001 	605.93	Federal	\$824.15	\$1,372.48	\$2,196.63	
		State/Local	\$18,675.59	\$3,349.79	\$22,025.37	
		Subtotal	\$19,499.73	\$4,722.27	\$24,222.00	
		Federal	\$824.15	\$1,372.48	\$2,196.63	
District Totals	605.93	State/Local	\$18,675.59	\$3,349.79	\$22,025.37	
		Total	\$19,499.73	\$4,722.27	\$24,222.00	

<< < > >> Page All 1 site > >>

District Narrative - Public

WELCOME START CALCULATE ADD/EDIT **NARRATE** SUBMIT SUPPORT FY 2022

	Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures	
<< Back	2022	1	605.93	\$24,222.00	\$2,734,423.79	\$17,411,138.55	Save Next >>

Last modified <1 minute ago

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. 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 FY23 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 2022 ▾

Last modified 2 minutes ago

	Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures	
<< Back	2022	1	605.93	\$24,222.00	\$2,734,423.79	\$17,411,138.55	Save Next >>

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



Illinois
State Board of
Education

Submit Page

WELCOME
START
CALCULATE
ADD/EDIT
NARRATE
SUBMIT
SUPPORT
FY 2022

Last modified 12 minutes ago

	Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures
← Back	2022	1	605.93	\$24,222.00	\$2,734,423.79	\$17,411,138.55

Submit

VERIFY & SUBMIT EXPENDITURE REPORT

Your district *Site-Based Expenditure Report* for FY 2022 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 - ISBE Site-Based Expenditures
1 / 1 | 100% | [Icons]

Illinois State Board of Education

Site-Based Expenditure Report

FY 2022

Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures	Submitted
2022	1	605.93	\$24,222.00	\$2,734,423.79	\$17,411,138.55	-

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	
Any Senior High School	605.93	Federal	\$824.15	\$1,372.48	\$2,196.63	
<i>Public School</i>		State/Local	\$18,675.59	\$3,349.79	\$22,025.37	
525 Any St, City, IL RCOTS 12345678901-0001		Subtotal	\$19,499.73	\$4,722.27	\$24,222.00	
Public Narrative						
Site-level public narrative not provided.						
		Federal	\$824.15	\$1,372.48	\$2,196.63	
		State/Local	\$18,675.59	\$3,349.79	\$22,025.37	
District Totals	605.93	Total	\$19,499.73	\$4,722.27	\$24,222.00	

Last Modified 6/27/2022 11:10 PM

Submit Page – submission completed, available feedback survey

WELCOME START CALCULATE ADD/EDIT NARRATE **SUBMIT** SUPPORT FY 2022

Submitted 1 minute ago

READ ONLY	Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions ⓘ	Total Expenditures
← Back	2022	1	605.93	\$24,222.00	\$2,734,423.79	\$17,411,138.55

VERIFY & SUBMIT EXPENDITURE REPORT

Congratulations! Your district *Site-Based Expenditure Report* has been submitted. 🎉

Reporting District	Any CUSD 123	Download Final Report
Fiscal Year	2022	
Submitted At	Jun 27, 2022 11:25:48 PM	Export to Excel
Submitted By	User Name	

Edits to submissions may be made until August 31, 2022.

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

FEEDBACK SURVEY

Thank you for submitting your district's FY 2022 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 2022 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 2022 site-based expenditure data?

- ISBE-provided online calculations
- ISBE-provided Excel 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](#)



Start -- > Software/ Vendor Approach

WELCOME **START** IMPORT ADD/EDIT NARRATE SUBMIT SUPPORT FY 2022

	Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures	
<< Back	2022	0	0	-	-	\$0.00	Next >>

GETTING STARTED

Your responses to the questions below will help us guide you through Site-Based Expenditure Reporting. Once enabled, the Next >> button above will walk you through the steps needed to submit your report. As always, in-depth explanation of all things site-based can be found in the [SBER Guidance](#).

Need help? Click the floating ? button below to send us a question at any time.

Select the option below that best describes how you are calculating and compiling your FY 2022 site-based expenditure data.

- RECOMMENDED** I would like to use the ISBE online tool to calculate my site-based per-pupil expenditures. *This option replaces the ISBE Excel calculation workbook.*
- My accounting software/vendor calculates site-based per-pupil expenditures.
- I use an off-sheet (custom) approach following ISBE reporting guidance.

Which accounting software/vendor calculates your site-based per-pupil expenditures?

- Chalkable
- Skyward
- Power School
- Forecast 5 Analytics
- PMA
- Specialized Data Systems (SDS)
- Tyler Technology / Vision / SisFin
- Kirtley Tech - CIMS Weidenhammer EMS FMS Alio
- Software Unlimited Inc. (SUI)
- Computer Information Concepts / Infinite Campus
- Rycor Software
- Other:

You have 2 options for getting your calculation results into this website. You can either upload them using the ISBE Excel import template or you can key them in manually.



IMPORT

Use template and upload >>



ADD/EDIT

Key results in manually >>





Start -- > Off-Sheet Approach

WELCOME **START** IMPORT ADD/EDIT NARRATE SUBMIT SUPPORT FY 2022

	Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures	
« Back	2022	0	0	-	-	\$0.00	Next »

GETTING STARTED

Reset

Your responses to the questions below will help us guide you through Site-Based Expenditure Reporting. Once enabled, the Next » button above will walk you through the steps needed to submit your report. As always, in-depth explanation of all things site-based can be found in the [SBER Guidance](#).

Need help? Click the floating ? button below to send us a question at any time.

Select the option below that best describes how you are calculating and compiling your FY 2022 site-based expenditure data.

- RECOMMENDED** I would like to use the ISBE online tool to calculate my site-based per-pupil expenditures. *This option replaces the ISBE Excel calculation workbook.*
- My accounting software/vendor calculates site-based per-pupil expenditures.
- I use an off-sheet (custom) approach following ISBE reporting guidance.

Which accounting software/vendor provides ledger/expenditure input to your off-sheet calculations?

- Chalkable
- Skyward
- Power School
- Forecast 5 Analytics
- PMA
- Specialized Data Systems (SDS)
- Tyler Technology / Vision / SisFin
- Kirtley Tech - CIMS Weidenhammer EMS FMS Alio
- Software Unlimited Inc. (SUI)
- Computer Information Concepts / Infinite Campus
- Rycor Software
- Other:

You have 2 options for getting your calculation results into this website. You can either upload them using the ISBE Excel import template or you can key them in manually.

IMPORT

Use template and upload »

ADD/EDIT

Key results in manually »

?



Import tab – Data Import Template

WELCOME START **IMPORT** ADD/EDIT NARRATE SUBMIT SUPPORT FY 2022

	Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures	
« Back	2022	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 below. 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 2022



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 District CUSD 123	26062185026	0	0	#DIV/0!		2022	\$0.00		June 24, 2022 4:03:29 PM
3	Site Name	RCDT's 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										
10										

	A	B	C	D	E	F
1	ISBE Site-Based Expenditures	RCDT Code	Total Enrollment FTE	Site Count	Per Pupil	
2	Any District CUSD 123	26062185026	0	0	#DIV/0!	
3	Site Name	RCDT's Code	Subgroup Code	Enrollment FTE	Site-Level Expenditures per Pupil Federal	Site-Level Expenditures per Pupil State/Local
4						

	G	H	I	J
	Exclusions	Fiscal Year	Total Expenditures	
		2022	\$0.00	
	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)



Add/Edit Page (Blank)

WELCOME
 START
 CALCULATE
 ADD/EDIT
 NARRATE
 SUBMIT
 SUPPORT
FY 2022 ▾

Back
Fiscal Year: 2022
Sites: 1
Enrollment: 605.93
Per Pupil: \$0.00
Exclusions ⓘ
Total Expenditures: \$0.00
 Save
 Next >>

ADD & EDIT EXPENDITURES BY SITE

Filter ▾
1 site

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

Site	Enrollment FTE	Funding Source	Site-Level	District Centralized	Total		
Expenditures per Pupil in Dollars							
Any Senior High School <i>Public School</i> 525 Any St, City, IL RCDTS 12345678901-0001 	605.93	Federal	\$0.00	\$0.00	\$0.00		
		State/Local	\$0.00	\$0.00	\$0.00		
		Subtotal		\$0.00	\$0.00	\$0.00	
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							
District Totals	605.93	Federal	\$0.00	\$0.00	\$0.00		
		State/Local	\$0.00	\$0.00	\$0.00		
		Total	\$0.00	\$0.00	\$0.00		

<< < ^ Page All 1 site v > >>

IWAS System: Support Page

 WELCOME

 START

 IMPORT

 ADD/EDIT

 NARRATE

 SUBMIT

 SUPPORT

FY 2022 ▾

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

Your Question

Send Question



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**

This webinar's slides and recordings will be posted to 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 7th through August 25th. **To sign up for a 15-minute slot, visit <https://calendly.com/site-based>**

THANK YOU

Up next: Q&A



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Education