FY 2013
Year End Expenditure Reporting Changes

Funding and Disbursement Services

http://www.isbe.net/funding/default.htm

Phone: (217) 782-5256

Why The Change?

ISBE Audit Finding Summary:
Improve collection and reporting controls to ensure an accurate accounting of statewide liabilities under Generally Accepted Accounting Principles

Summary of Major Changes – Effective Fiscal Year 2013
All State and Federal grants with expenditure reports

- Outstanding obligations field will be open on all June 30 expenditure reports.

- All grant recipients with a project end date after June 30 must report the split of expenses for obligations/activities June 30 and prior compared to July 1 and after.

Year End Expenditure Reporting Changes

✦ **Impacts all State and Federal Grant projects (e.g. Early Childhood, IDEA Part B, Title I etc.)**

✦ **Additional reporting will be required if the project end date is extended past June 30.**

✦ **Examine the need for an end date extension:**

   ✦ **NOT needed for staff on a 12 month salary schedule**

   ✦ **NOT needed to pay obligations incurred June 30 or prior**

   ✦ **IS needed for new activities and obligations incurred July 1 or later (e.g. Summer School, Professional Development)**

Year End Expenditure Reporting Changes
Obligations

If the obligation is for:	**The obligation is made:**
a) acquisition of real or personal property.	-on the date on which a written commitment to acquire the property has been made.
b) personal services by an employee.	-when the service has been performed.
c) personal services by a contractor (not an employee).	-on the date on which a binding written commitment to obtain the services has been made.
d) performance of work other than a personal service.	-on the date on which a binding written commitment to obtain the work has been made.
e) public utility service.	-when the service is received.
f) travel.	-when the travel is taken.
g) rental of real or personal property.	-when the property is used.
h) a pre-agreement cost that was properly approved by the State.	-when the pre-agreement costs were approved by the State.

Year End Expenditure Reporting Changes

State or Federal Grant Example

✦ **Project End Date August 31**

✦ **June 30 Cumulative Cash Basis Expenditures $1,000**

✦ **June 30 Outstanding Obligation Reported $500**

✦ **July 31 Cumulative Cash Basis Expenditures $1,100**

✦ **New Reporting Requirement**

- **How much of the $100 expended in July paid for obligations/activities June 30 or prior as compared to payments for obligations/activities July 1 or later?**

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Choose the IWAS link on the ISBE Homepage

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This web site has been optimized for Internet Explorer 6.0 or above / Firefox 2.0 or above. You can download the latest version of these browsers by clicking on the following icons.

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Enter Login Name and Password

1. **Choose "System Listing"**
2. **Under Reporting Category choose Electronic Expenditure Reports**

1. **Choose a State or Federal Program from Drop Down**
2. **Choose Start New Expenditure Report**

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ELECTRONIC EXPENDITURE REPORTS
THRU DATE SELECTION SCREEN

Entity Name :   Project Number :

Please select a Thru Date / Current Date as Thru Date.

Select Thru Date	OR	**Current Date as Thru Date**
○ 08/31/2013 @ ▾		○ 03/18/2013

Legend :
@ - Expenditure Report is Required for this Thru Date.
# - Expenditure Report has been Processed at ISBE for this Thru Date.
+ - Outstanding obligations reported.

☑ **Check here to copy previously submitted expenditures**

[<< Back]   [Close Window]   [Continue >>]

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1. Choose Expenditure Thru Date from Drop Down (e.g. 8-31-13) OR
2. Current Date
3. Choose "Continue" button

SECTION II. – EXPENDITURE OBJECTS (100 – 400)

Please enter your **CUMULATIVE** expenditures through the **'CUMULATIVE** EXPENDITURES THROUGH DATE' specified in SECTION I for Expenditure Objects (100 – 400). To see the budgeted amount for each cell, position your mouse pointer over the **B** .

LINE	FUNC	EXPENDITURE ACCOUNTING 2	SALARIES 3 (Obj 100's)	EMPLOYEE BENEFITS 4 (Obj 200's)	PURCHASED SERVICES 5 (Obj 300's)	SUPPLIES & MATERIALS 6 (Obj 400's)
1	1000	Instruction	B 410349	B 132251	B 8046	B 404
2	2110	Attendance & Social Work Services				
3	2120	Guidance Services				
4	2130	Health Services				
5	2140	Psychological Services				
6	2150	Speech Pathology and Audiology Services				
7	2210	Improvement of Instruction Services	B 1235	B 34	B 347	B 398
8	2220	Educational Media Services				
9	2230	Assessment & Testing				
10	2300	General Administration	B 58000	B 15749	B 859	B 0
11	2400	School Administration				
12	2510	Direction of Business Support Services*				

Enter year-to-date cash accounting basis expenditures in approved budgeted cells.

Outstanding Obligations

Available on ALL June 30 expenditure reports and thereafter – even if the project ends after June

SECTION V - (A) - OUTSTANDING OBLIGATIONS (Line 33)

LINE	EXPENDITURE ACCOUNTING 2	AMOUNT
33	Outstanding Obligations (Use Whole Dollars)	

SECTION VI. - CALCULATE TOTALS FOR FOLLOWING SECTIONS

Press this button when you are finished entering the information for Sections II, III, IV and V above. Each time this button is pressed, validity checks are performed and you may be asked to react to an exception before moving on. You may calculate the totals at any time.

> **Calculate Totals for Following Sections**

Choose the "Calculate Totals" button after entering all expenditures
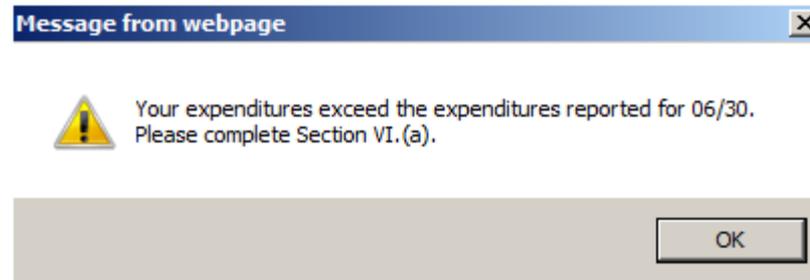
Additional reporting will be required IF:
- **The project end date is AFTER 6/30; AND**
- **The expenditure thru date is AFTER 6/30; AND**
- **The expenditures (not outstanding obligations/commitment amount) are greater than the 6/30 reported expenditures**

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Message from webpage

⚠ Your expenditures exceed the expenditures reported for 06/30.
Please complete Section VI.(a).

OK

This message will appear if all the criteria as stated on the previous slide is met and informs the user to report the split of expenditures after June 30.

SECTION VI. (a). - EXPENDITURE SPLIT FOR AMOUNTS EXPENDED AFTER JUNE 30

$100 has been expended since June 30. Please provide a split of $100 between Lines A and B:

LINE #	DESCRIPTION	TOTAL
A.	Expenditures for **activities** occurring **June 30 or Prior** ⑦	$75
B.	Expenditures for **activities** occurring **July 1 through 08/31/2013** ⑦	$25

The system will calculate the difference between the June 30 expenditure report and the most recently submitted cumulative report (e.g. July 31 or Aug 31). In addition, the system will auto fill the balance of the calculation once the user enters the first value.

EXAMPLE - $100 Expended Since June 30
Line A. Enter the amount of expenditures for activities that occurred on <u>June 30 or prior</u>. Ex: Liquidation of obligations (e.g. supplies purchase order or staff payroll) where payment was made after 6/30 for activities that occurred June 30 or prior. Example Above - $75

Line B. Enter the amount of expenditures for activities that occurred on <u>July 1 through the current report</u>. Ex: SUMMER school activities, stipends or staff development activities. Example Above - $25

<u>THESE ENTRIES DO NOT CHANGE PAYMENTS MADE TO LEA</u>

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SECTION XI. - SUBMIT EXPENDITURE REPORT TO DISTRICT/AGENCY ADMINISTRATOR/ISBE

Press the 'Submit for Approval' / 'Submit To ISBE' Button when you are ready to submit this expenditure report. Totals will be recalculated before submission. This expenditure report can be printed from FRIS Inquiry at http://webapps.isbe.net/frisinquiry/finq.asp in a few days.

I hereby certify that the financial expenditures reported are accurate to the best of my knowledge and belief and are only being used to support the activities approved within this State grant.

Calculate & Save   Close Window   Submit to

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Choose "Submit to" the next approval level (e.g. Administrator or ISBE)

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Message from webpage ✕

❓ By clicking ok, you, are confirming the accuracy of the Section VI
(a). split between expenditures prior to and inclusive of June 30
compared to expenditures July 1 or after.

I CONFIRM THE ACCURACY.
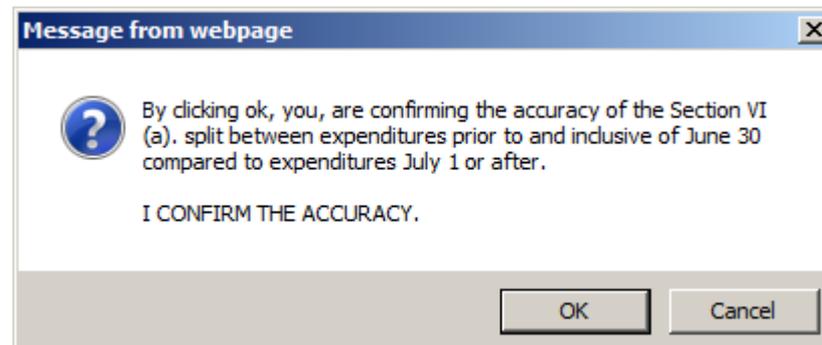
OK   Cancel

This message is to confirm the accuracy of Section VI.(a) (Expenditure Split) only.
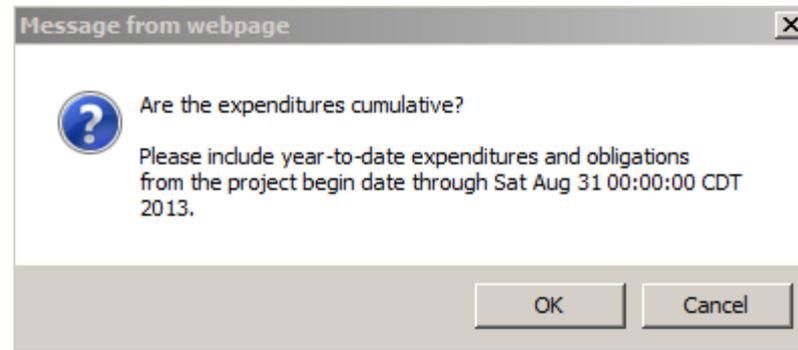
Choose "Ok" to continue or "Cancel" to return to Section VI.(a).

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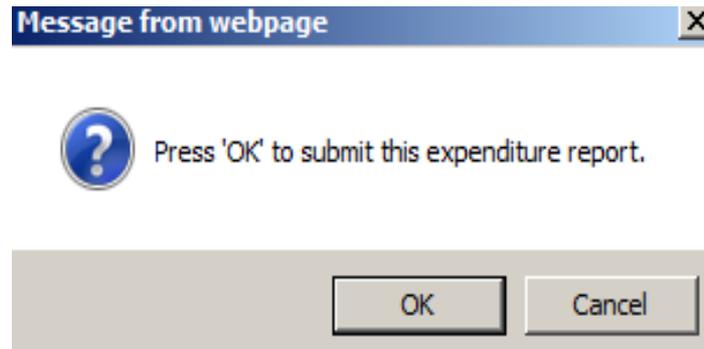Dr. Christopher Koch, State Superintendent

Message from webpage

Are the expenditures cumulative?

Please include year-to-date expenditures and obligations
from the project begin date through Sat Aug 31 00:00:00 CDT
2013.

OK   Cancel

This message is to confirm that all expenditures are cumulative (i.e. year-to-date).

Choose "Ok" to continue or "Cancel".

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Message from webpage ✕

? Press 'OK' to submit this expenditure report.

[OK]   [Cancel]

This message is to submit the report to the next approval level (e.g. Administrator or ISBE).

Leaving expenditure fields blank

SECTION VI. (a). - EXPENDITURE SPLIT FOR AMOUNTS EXPENDED AFTER JUNE 30

$100 has been expended since June 30. Please provide a split of $100 between Lines A and B:

| LINE #	DESCRIPTION	TOTAL
A.	Expenditures for **activities** occurring **June 30 or Prior** ⑦	
B.	Expenditures for **activities** occurring **July 1 through 08/31/2013** ⑦	

This message will appear:

Message from webpage ✕

⚠ The total of the expenditure split reported in Section VI(a) does not equal the calculated difference of $100.

Due to the calculated difference an amount must be entered in Section VI (a). Complete the split as either

- All expenditures occurred prior to and inclusive of June 30;

- All expenditures occurred July 1 or after;

- Provide Correct Expenditure Split between prior to and inclusive of June 30 compared to July 1 or after

OK
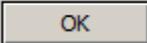
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ELECTRONIC EXPENDITURE REPORTS
CONFIRMATION SCREEN

Entity Name :   Project Number

Your Expenditure Report has been Successfully Submitted to ISBE - Thank You!

It is recommended that you print this confirmation screen for your records.

Entity Name	
Program Name	**Early Childhood - Block Grant**
Project Number	2013-
Expenditures Thru Date	8/30/2013
Expenditures Submit Date	05/31/2013
Total (Exp+Oblig)	$1,051,451.00
Date & Time	05/31/2013 2:11:49 PM

Close Window   **Return To Main Screen**

This message confirms that the expenditure report has been successfully submitted to ISBE by the local education agency administrator.

Questions?

FUNDING and DISBURSEMENTS DIVISION
217/782-5256

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