SDE EDITS/COMPLIANCE

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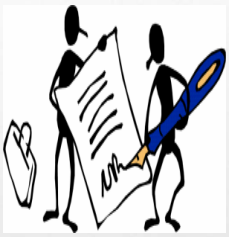
Required Documents

The forms and instructions to be used in preparing Fiscal Year 2014-2015 General Purpose Financial Statements are available for download from the State Department of Education web site (www.alsde.edu, Department Offices: LEA Accounting, Financial Statement).

Financial Statement Checklist

1. Cover Page with original signature of the Superintendent
2. Financial Statements (F-I-A through F-VI-B)
3. Completed Supplemental Report I
4. Completed Supplemental Report II
5. Completed Supplemental Report III with required signatures
6. Completed Supplemental Report IV
7. FY 2015 Schedule of Debt
8. Flexibility Form (If Applicable)
9. State Refunds (If Applicable)
10. Upload the financial data file via web portal "process"
11. Completed Desk Review – signed and dated

Cover Page



- Required to be signed by Superintendent
- Required to be notarized
- Please sign with blue ink to indicate original signatures
- The cover page is stamped with the date received by LEA Financial Assistance

F - Exhibits

- Exhibits F-I through F-III are required.
- Exhibits F-IV through F-VI are only required if applicable.
- The reports printed from your financial budgeting and reporting software meet this requirement.
- If a corrected file is uploaded to SDE, a new set of F-Exhibits must be submitted. Can be faxed or e-mailed.

Supplemental Report I

- Print the final allocation sheet for your system (Optional Reports – System and State Allocations)
- These amounts +/- transfers in/out are "Funds Available"
- "Expenditures per GPFS File" are final expenditures less transfers out
- If you use the excel spreadsheet, your system's carryover will be calculated

Supplemental Report II

- The dollar amounts must equal the balance in the listed Revenue Code for **ALL** fund sources.
- If the line has a dollar amount, it must also have a Mills/Rate – even if it's "various".
- If you use the excel spreadsheet, the formulas will complete certain cells for you.
- If you are not meeting the deadline date for the submission of GPFS – email a completed copy of SRII to your accountant no later than November 4th.

Supplemental Report III

- Required to be signed by Superintendent
- Required to be notarized
- Please sign with blue ink to indicate original signatures
- Information must be entered into Part B, even if it's "0" or "N/A"

Supplemental Report IV

- Only applies to fund sources listed on the Supplemental Report I (Federal Funds)
- Should agree with items coded to Object 5xx
- NOTE: CNP is not listed on the SR-I

Schedule of Debt

- "Principal Paid" = Object 931
- "Interest Paid" = Object 932
- "Balance Remaining" = Fund Type 89 / Account Code 029x
- If information on the schedule differs from the file, an explanation should be included on the Debt Schedule.

Flexibility Form

- Applies to state funds.
- Must be signed by Superintendent and CSFO.
- Prevents refunding unexpended state funds.
- Submitted with Budget but allowed through financial approval.

State Refunds

- Unexpended state funds must be refunded.
- Debit the Revenue and credit an intergovernmental payable at year end. This will reflect a critical error in the file that we will clear once refund is received.
- Must complete form provided in financial statement packet.

File Submitted & Accepted via Internet

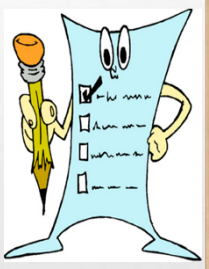
- The "preprocess" procedure checks for invalid coding only.
- The "process" procedure will not complete its cycle if any critical invalid coding is detected.
- All critical invalid coding must be corrected and the file re-submitted through the "process" procedure.
- All critical edits must be corrected before the file is considered accepted.
- All warning edits should be reviewed & corrected or explained.
- After November 2, all files should be **processed**.

Completed Desk Review

- Read & Answer all questions
- Coding specifics included in the Desk Review will help decrease edits (automated & letter)
- If you have an explanation for an "N" (no) answer, include the explanation on the desk review. Additional supporting documentation can be included in the financial statement package.

Due Date – November 2nd

- All Financial Statements are due November 2, 2015.
- Partial submission of reports due will not be accepted.
- Late or inaccurate submission of this information could affect funding for FY 2017 and/or disbursement of FY 2016 funds.

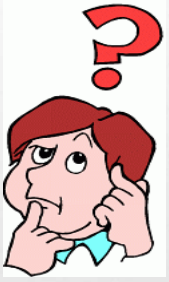


Financial Expenditure Report

- E-GAP – Should mirror the SRI.
- Open applications and ES-2's prevent the FER from being started.
- The FER should NOT be started until your accountant clears the LEA to do so. **NOTE:** Once the FER is started, revisions can NOT be made in e-GAP.
- FER cannot be approved if there is a federal refund pending.
- The approval of the FER automatically generates an ES-2 (if needed) and loads carryover into the 2016 e-Gap applications.

TOP TEN EDITS

- Transfers in do not equal Transfers out.
- Indirect Cost in does not equal Indirect Cost out.
- Beginning Fund Balances do not equal prior year ending fund balances.
- Salaries paid from federal funds not budgeted.
- Encumbrances from prior FY not coded to appropriation year "9". (Federal Funds cannot be encumbered)
- Maintenance of Effort not met.
- 10% over by major program/function code in federal funds.
- Extracurricular Trip Mile Charges (8995/8996) not equal to object 391.
- Expenditures less than $50,000 coded to object code 51X.
- Expenditures more than $50,000 coded to object code 70X.

Where to Get More Information

- www.alsde.edu Department Offices/ LEA Accounting
  - Accounting Manual
  - Coding Guidance
  - Allocations
  - Leveraged Tables
  - Budget and Financial Statement
- For additional information, contact your system's accountant 1-800-831-8823 or 334-242-9914