

**INSTRUCTIONS FOR COMPLETING THE NORTH DAKOTA
SCHOOL DISTRICT FINANCIAL REPORT**

1) REVENUE REPORT

Revenues should be classified into the areas of Local, County, State, Federal, and Other. Explanations of most individual revenue codes are available in the North Dakota School District Financial Accounting and Reporting Manual. The manual is located on the WEB site at <http://www.dpi.state.nd.us/resource/ndsform.pdf>.

Note: If you use the accrual method for your accounting records, you must include all accrued revenues in this section.

2) RECAP

Beginning Balance must include all investments (checking, savings, and certificates of deposit, etc.). This should be equal to the ending balance from the prior year, unless adjusting entries for audit purposes were made. Keep documentation on file to support any adjustment made.

Ending Balance must include all investments (checking, savings, and certificates of deposit, etc.). If you use the cash-basis method for your accounting records, the Ending Balance should equal both your ending cash balance and ending fund balance. If you use the accrual method for your accounting records, the Ending Balance should equal your ending fund balance.

3) EXPENDITURE REPORT

Expenditures should be classified by Program, Function, and Object. Explanations of each Program, Function, and Object codes are available in the North Dakota School District Financial Accounting and Reporting Manual.

4) OTHER INSTRUCTIONS

INDIRECT COST QUESTIONNAIRE (page 6)

All high school districts must complete the indirect cost questionnaire on page 6. This information is used to calculate the indirect cost percentage for programs such as Title I and the maximum entitlement for student transportation services. Please enter the Percent of Cost as a decimal with 4 places (i.e. - .2500 represents 25%). Make sure that the total equals 100%. Documentation should be available to support the percentages. The default is 100% governance.

SPECIAL EDUCATION EXPENDITURES FROM FEDERAL FUNDS (page 8)

Report special education expenditures received from federal sources 4531 IDEA B, 4532 Preschool Programs, and 4595 Other Federal Aid for Special Education on the 259-9999 line at the bottom of page 8

STATEMENT OF CHANGES AND FUND BALANCES (page 13)

Amounts reported under Fund Group 1 Totals for Beginning Fund Balance, Revenue, Expenditures, and Ending Fund Balance must equal the amounts reported in the RECAP section on page 2. If the district has funds raised through special general fund levies, please record the financial information in the appropriate columns on page 13.

Amounts reported under Fund Groups 2 - 7 for Beginning Fund Balance, Revenue, Expenditures, and Ending Fund Balance must equal those reported in each fund.

Fund Group 3 Capital Projects Fund (page 10) must be reported under Fund Group 3 Building Fund and Fund Group 3 Special Assessment Fund on page 13. This will allow each district to maintain a separate balance of funds for building purposes and those for special assessments.

STATEMENT OF INDEBTEDNESS (page 14)

Enter information related to your bonds, certificates of indebtedness and school construction fund loans.

COST PER PUPIL (page 15)

Expenditures on this page are carried forward from other sections of the report and are allocated to grade categories. Note that, in most cases, the allocations are made based on the ADM entered on line 7. Please review the allocations on lines 2-4. If necessary make adjustments to more accurately reflect costs. The following describes the source and allocation basis for these costs..

Line 1, Regular Programs

- Kg Equals the total of page 3, program 110.
- 1 - 6 Equals the total of page 3, program 120.
- 7 - 8 Equals the total of page 3, program 130.
- 9 – 12 Equals the total of page 3, program 140.

Line 2, Special Education

- Preschool Equals the amount reported on page 7, 205-1000 Preschool Instruction.
- TOTAL Equals the total cost of education expenditures reported on page 9.

NOTE: Allocate total special education expenditures minus preschool to benefiting grade categories. The default allocation basis is K-12 ADM.

Line 3, Vocational Education

- TOTAL Equals the total cost of education expenditures reported on page 9.

NOTE: Allocate vocational education expenditures to benefiting grade categories, including grades 7-8.

Line 4, Federal Programs

- TOTAL Equals the total federal expenditures reported on page 3.

NOTE: Allocate federal programs based on the grade categories benefited. Districts may choose to use the following method to allocate federal programs (the default allocation):

Allocate the Title I program total on page 3 based on the state average for Title I and the remainder of the federal programs based on K-12 average daily membership. The Title I percentages for the current school year are:

KG =	12.60%
1-6 =	61.60%
7-8 =	12.10%
9-12 =	13.70%

Line 5, Undistributed or District-wide (These expenditures are prorated on ADM)

TOTAL, Lines A – J Equals the amount reported on page 4, lines 25 - 34, column G.

Line 6, Total Expenditures

TOTAL Equals the amount reported on page 4, line 41, column G.

Line 7, Average Daily Membership

This should include the ADM for the **regular school** and **summer school** for ALL students who were educated in the district. The ADM reported on the financial report may not be the same as the ADM for foundation aid purposes because of out-of-state students, summer school, and special education students. Refer to Chapter 10 (page 104) of the North Dakota School District Financial Accounting and Reporting Manual for further instruction on how to compute ADM for the financial report.

Line 8, Average Cost Per Pupil

Calculated by dividing Total Expenditures by ADM.

Lines 9 and 10, Average Daily Attendance

Calculated by the same method used to calculate ADA for foundation aid purposes, and must be completed for the regular school year as well as district-supervised home-based instruction, and summer school programs. The ADA reported cannot be greater than the ADM reported on line 7.

- 8) If you have any questions or concerns regarding the completion of the finance report or other matters, feel free to contact Jerry Coleman (328-4051) or Cyndy Laber (328-2283).