FY2024 MAEFAIRS Budget Entry Guidance

Renee Richter and Laci Novark
Office of Public Instruction

Steps 1 through 7
Budget Part 1 of 2

Putting Montana Students First

DISCLAIMER

The Montana OPI School Finance Division has prepared this presentation to provide a general overview of the MAEFAIRS Budget and the creation of your district’s Budget.

Due to the high-level nature of this presentation, not all information can be provided. If you have any questions, please reach of to an OPI School Finance staff member.

Budget Timelines

- Between July 1st and August 10th, the clerk publishes a notice in a local or county newspaper stating the date, time, and place that trustees will meet to consider and adopt the final budget of the district. (20-9-121, MCA)
- By July 20th, the county treasurer provides bond, endowment fund and cash balances to schools, including cash balances for county school funds supported by countywide levies. (20-9-121, MCA)
- 1st Monday in August Department of Revenue delivers taxable valuation information to the county superintendent. (20-9-122, MCA)
- Not later than August 15th the trustees report annual financial activities of each fund maintained by the district to the county superintendent. (20-9-213, MCA)
- Not later than August 15th the annual fiscal reports for joint school districts must be submitted to the county superintendent of each county in which part of the joint district is situated. (20-9-131(2), MCA)
- On or before August 20th the trustees meet to consider the budget. (20-9-131(1), MCA)
- Not later than August 25th the trustees adopt final budget. (20-9-131(2), MCA)
- Within 3 days of approval the trustees deliver the adopted budget to the county superintendent. (20-9-131, MCA)
- By the later of the 1st Tuesday in September or within 30 calendar days after receiving certified taxable values the county superintendent reports to the county commissioners on final adopted school budgets. (20-9-141, MCA)
- By the later of the 1st Thursday after the first Tuesday in September or within 30 calendar days after receiving certified taxable values, the county commissioners fix tax levies. (7-6-4036, MCA)

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School Finance

Welcome to School Finance

We hope you like the new look and find it easier to navigate. We are here to help, so if you are having difficulty finding what you need please let us know.

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FY 2024 PRELIMINARY GENERAL FUND BUDGET DATA SHEETS - POST SESSION

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  - FY2024 General Fund Budget Spreadsheet
  - FY2024 General Fund Budget Overview Worksheet
  - Transportation Budgeting Worksheet
  - Technology Fund levy Spreadsheet
  - Projecting General Fund Reserves
  - Budget Amendment Packet
  - Building Reserve Fund Guidance Document April 2023

MAEFAIRS
Budget
Instructions

Section 1 Introduction and Overview

Who Completes the Budget Report

Each elementary, high school, and K-12 district must file an annual Budget Repor
and K-12 districts must complete each step shown in MAEFAIRS on the Budget s

MAEFAIRS Budget Assistance Contacts:

Questions can be emailed to OPISchoolFinance@mt.gov

Autumn Belmont	(406) 444-9852
Andrea Mohammadi	(406) 444-1960
Laci Novark	(406) 444-4401
Barb Quinn	(406) 444-3249

Section 2 Guidelines for Completing the Budget Report (Budget Completion Checklist)

1. Prepare to complete the Budget Report

- ☐ Read the Budget Instructions thoroughly.
- ☐ Finish the Trustees' Financial Summary (TFS) **FIRST** as the budget uses the TFS data entered when establishing budgets in the ensuing years.
  - ☐ The balance sheet entries are used to establish the fund balances for each budgeted fund including the allowed operating reserves.
  - ☐ Interest earnings are carried over into the budgets for General Fund (01).
  - ☐ The fund balance in the General Fund (01) is used to calculate the operating reserve, fund balance reappropriated, and excess reserves, if applicable.

2. Gather the necessary materials

- ☐ Budget Report from the prior year.
- ☐ County Treasurer reports, Investment Accounts, and Student Activity reconciliations.
- ☐ Budgeted "Revenues and Expenditures to Actual" report as of June 30.
- ☐ TFS MAEFAIRS blank form for current year, if desired.

3. Check Non-Levy Revenues

- ☐ Non-levy revenues on the TFS should match the treasurer's report for that fiscal year, adjusted for receivables.
- ☐ Some non-levy revenues for the General Fund (01) budget must match the non-levy revenues reported on the previous year's TFS for the General Fund (01) (the OPI pre-fills these revenues on the budget).
- ☐ Non-levy revenues estimated for all funds should look reasonable for the district.
- ☐ The amount of Guaranteed Tax Base (GTB) aid to districts who receive oil and natural gas revenue and do not meet certain exemptions is limited in certain situations. If a district estimated oil and natural gas in an amount to its BASE budget that is less than 12.5% of its prior year receipts of oil and natural gas production taxes, the district must levy permissive mills to make up the difference between 12.5% of its prior year receipts and the amount allocated to its BASE budget. This portion of the BASE levy will not be matched by GTB aid.
- ☐ Unreserved fund balance reappropriated is limited to 15% of the maximum General Fund (01) budget.

4. Check General Fund (01) Budget Voted Levy Amount

- ☐ Voted amount on budget matches amount voted on the ballot.
- ☐ Amount levied must not exceed the amount authorized. §20-9-353(3), MCA.

5. Check reserves General Fund (01) and Debt Service Fund Reserves.

- ☐ Verify that General Fund (01) operating reserves are not more than 10% of the adopted budget, or $10,000, whichever is greater. Smaller districts may want to identify up to $10,000 in General Fund (01) operating reserves, rather than reappropriate amounts above 10% of adopted budget.
- ☐ Verify that the Debt Service Fund (50) operating reserve is in accordance with §20-9-438, MCA. The district may have a reserve equal to the estimated payments due between July 1 and November 30 of the ensuing year. However, payments due July 1 should be included in the budget of the prior year and should not be reserved. There should be no operating reserve in the final year in which the bonds are paid.

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- Preliminary Budget Data Reports
  - FY 2024

PRELIMINARY BUDGET DATA SHEET
FY 2024

Post-Session

County: [redacted]
District:

NOTE: Information shown on the asterisked lines below (*) is subject to change if your district's certified ANB is changed; any changes will be reflected on the FY2024 final budget form. (+) This symbol indicates whether the current ANB or 3 year average ANB (whichever is greater) is used to determine budget funding.

1.	**Certified ANB**	FY 2024			3 Year Avg ANB		
*Budget Unit		ANB	*Basic Entitlement	*Per ANB Entitlement	ANB	*Basic Entitlement	*Per ANB Entitlement
E1	[redacted]	413	74,424.00	2,511,783.40 +	386	71,561.00	2,348,617.00
M1		126	114,493.00	983,902.50 +	113	114,493.00	882,756.00
H1		187	343,483.00	1,457,384.50	195	343,483.00	1,519,342.50 +

2.	*	**Direct State Aid**	2,479,700.50
3.		**Quality Educator**	202,752.06
4.		**At Risk Student**	17,963.16
5.	*	**Indian Education For All**	17,549.94
6.		**American Indian Achievement Gap**	7,285.00
7.	*	**Data For Achievement**	16,801.26

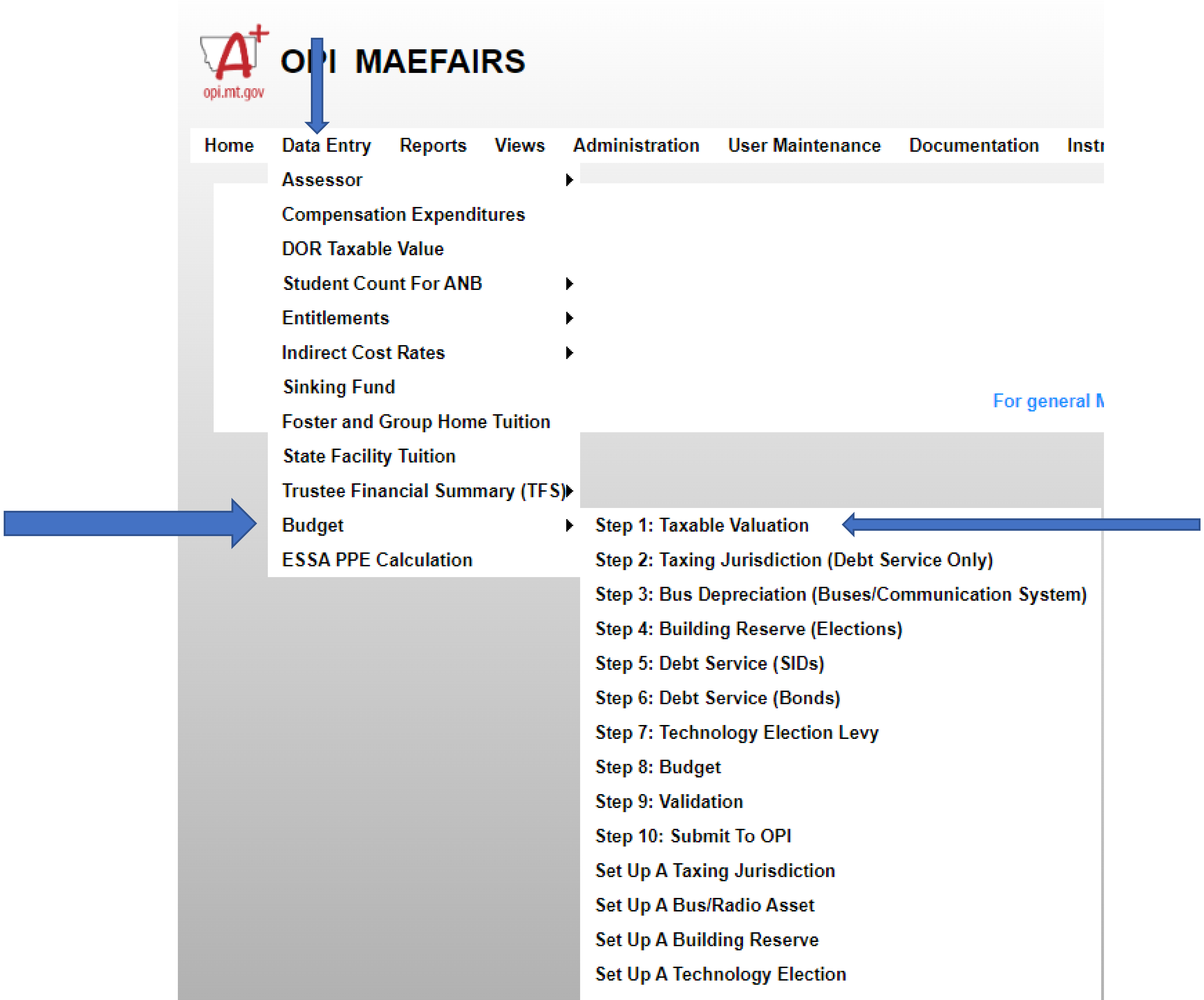
Step 1 from TFS, 2nd page

Prefilled Data Verification

2. Print a blank FY 2024 budget report [redacted]d verify the following prefilled FY 2023-2024 budget information. Contact Laci Novark (406) 444-4401 or Andrea Mohammadi (406) 444-1960 to correct information.

ANB used to create budget 734

Verified	Amount	Fund	Rev Code	Description
		01		Budget limits are accurate? (Part II, Gen Fund Limits Section without tuition, excess reserves, Flexible Non-Voted levy Authority, Oil & Gas Taxes, and other overBase revenues)
	$2,479,700.50	01	3110	Direct State Aid
	$202,752.06	01	3111	Quality Educator
	$17,963.16	01	3112	At Risk Student
	$17,549.94	01	3113	Indian Education For All
	$7,285.00	01	3114	American Indian Achievement Gap
	$111,956.46	01	3115	State Special Education Allowable Cost Payment to Districts
	$16,801.26	01	3116	Data For Achievement
	$0.00	01	3449	School Block Grant Coal Mitigation
		11		Assets list is correct?
	$4,632.93	28	3281	State - Technology Aid
	$0.00	29	3760	State - Transformational Learning Aid
	$0.00	29	3770	State - Advanced Opportunity Aid
		50		Bond issue information is correct?
		61		Voted reserve authorities information is correct?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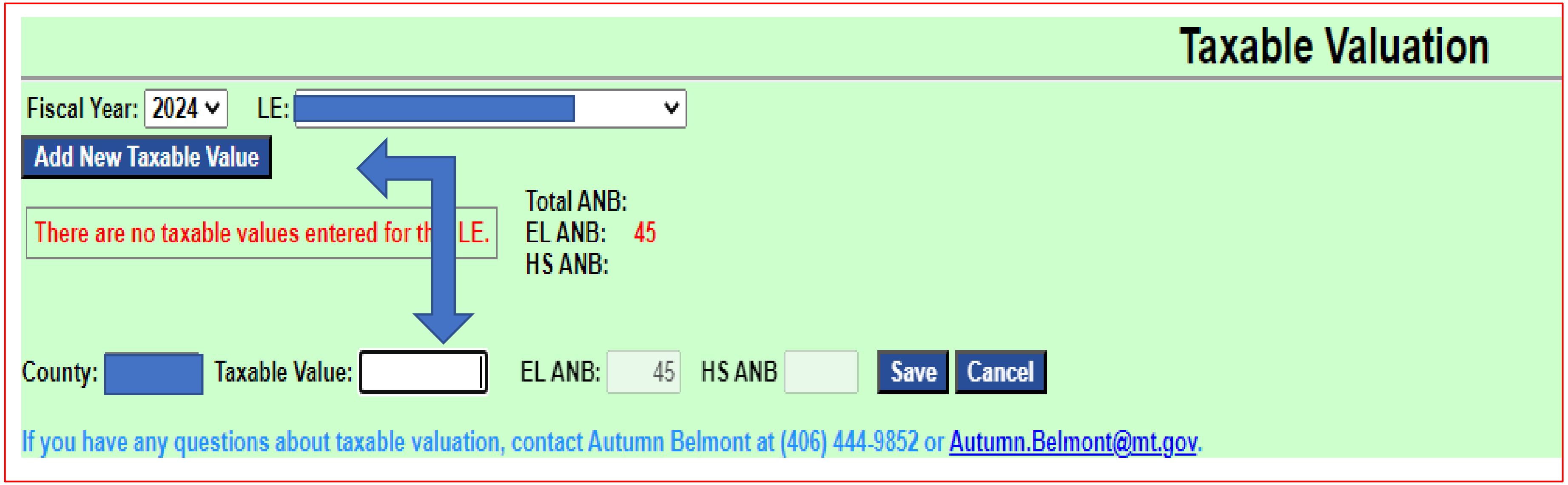
Home
Data Entry
Reports
Views
Administration
User Maintenance
Documentation
Instı
Assessor
Compensation Expenditures
DOR Taxable Value
Student Count For ANB
Entitlements
Indirect Cost Rates
Sinking Fund
Foster and Group Home Tuition
State Facility Tuition
Trustee Financial Summary (TFS)
Budget
ESSA PPE Calculation
For general M
Step 1: Taxable Valuation
Step 2: Taxing Jurisdiction (Debt Service Only)
Step 3: Bus Depreciation (Buses/Communication System)
Step 4: Building Reserve (Elections)
Step 5: Debt Service (SIDs)
Step 6: Debt Service (Bonds)
Step 7: Technology Election Levy
Step 8: Budget
Step 9: Validation
Step 10: Submit To OPI
Set Up A Taxing Jurisdiction
Set Up A Bus/Radio Asset
Set Up A Building Reserve
Set Up A Technology Election

Step 1



Do you know your taxable valuation yet?

Taxable valuation entered on budget should match the amount reported to the county and the district by the Department of Revenue (DOR) on the first Monday of August, it is Form AB-72T

- Taxable valuation should seem reasonable. If changes from the prior year are extreme, either up or down, a reason should be available.
- If a joint district, verify that taxable values split between counties agree to the values reported on the county FP8a report.
- If a joint district, check ANB split between counties to confirm that ANB reported here matches ANB used to calculate county retirement GTB entitlement (refer to the county FP8a report)

Step 2

Taxing Jurisdiction Allocation

Home | Data Entry | Reports | Views | Administration | User Maintenance | Documentation | Instructions | Logout

Allocate Taxing Jurisdiction Amounts

Fiscal Year: LE:
This LE has been submitted.

Taxing Jurisdiction	Taxable Value	Fund Balance For Jurisdiction	TIF Fund Balance For Jurisdiction
12-0236	14,568,972	1,365.61	0.00
		1,365.61	0.00

Fund 50 - Debt Service Fund Balance For Budget (TFS48):
1,365.61
Fund 50 - TIF Fund Balance For Budget (TFS47):

If none enter 0.00

If you have any questions about the bond payments, contact Autumn Belmont at (406) 444-9852 or Autumn.Belmont@mt.gov
OR contact Laci Novark at (406) 444-4401 or Laci.Novark@mt.gov. or contact Andrea Mohammadi at (406) 444-1960 or Andrea.Mohammadi@mt.gov.

- For Debt Service Only
- Enter only if the district has an active debt payment usually in the form of a bond approved by the voters of the district.
- Contact OPI to add or expire a taxing jurisdiction
- If you have more than one taxing jurisdiction, you must enter the fund balance for each taxing jurisdiction and the total of all must equal the total fund balance for Fund 50.
- The debt service adopted budget must be sufficient to pay SIDs/RIDs/and bonds for all taxing jurisdictions

Budget Report

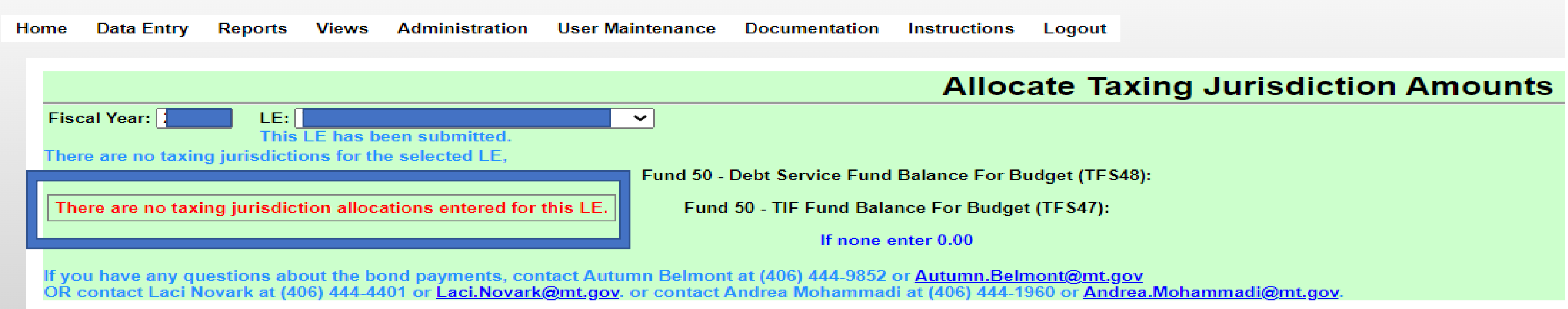
Submit ID: 0006-08798429

Summary

Fund [A]	Adopted Budget [B]	Total Reserves (961-966) [C]	Reserve Limit [D]	% of Adopted Budget Reserved (C/B) x 100 [E]	Unreserved Fund Balance Reappropriated (970) [F	Other Revenue [G]	District Property Tax Requirements (B - F - G = H) If < 0, enter 0 [H]	District Mill Levies H / (TV x .001) [I]
01 General	3,102,101.57	302,443.10	10%	9.75%	0.00	2,094,402.69	1,007,698.88	42.22
10 Transportation	982,300.00	65,896.67	20%	6.71%	0.00	330,000.00	652,300.00	27.33
11 Bus Depreciation Reserve	1,094,528.62	0.00	N/A	0.00%	993,383.52	0.00	101,145.10	4.24
13 Tuition	5,000.00		N/A		63.29	0.00	4,936.71	0.21
14 Retirement	571,600.00	114,320.00	20%	20.00%	90,607.38	480,992.62		
17 Adult Education	33,000.00	11,500.00	35%	34.85%	33,550.63	0.00	0.00	0.00
19 Non-Operating	0.00	0.00	N/A	0.00%	0.00	0.00	0.00	0.00
28 Technology	199,180.90	0.00	N/A	0.00%	146,748.44	2,432.46	50,000.00	2.09
29 Flexibility	432,697.49	0.00	N/A	0.00%	432,697.49	0.00	0.00	0.00
61 Building Reserve	502,684.29	0.00	N/A	0.00%	451,604.29	23,595.27	27,484.73	1.15
Total of All Funds	6,923,092.87	494,159.77			2,148,655.04	2,931,423.04	1,843,565.42	77.24

50 Debt Service Tax Jurisdiction								
Series 2017	702,554.11	0.00	20-9-438	0.00%	27,281.10	0.00	675,273.01	28.29

STEP 2



The MAEFAIRS screen will tell you if you have a Taxing Jurisdiction allocation.

STEP 3

BUS DEPRECIATION

Have all the info on any new bus(es) that your district purchased during the fiscal year.

- The bus title will have the information you need.
- Set up each bus in the Set Up a Bus/Radio section
- You will decide how much to levy per bus in Step 8 of MAEFAIRS
- This fund can also be used to “depreciate” radio systems for transportation.
- There is no actual “depreciation”, this fund is for permissively levying dollars to replace current busses or radios in the future and using a depreciation type schedule to do so.

BUS DEPRECIATION

Setup Assets

Fiscal Year: LE:

This LE has been submitted.

The LEs in the dropdown are th OPER or NONOP LEs in the selected School Year.

Add A New Asset **Return To Asset Depreciation Page**

FY Of Purchase	Cost T District	Description	VIN	Removed		
2011	92,575.00	2012 Thomas 66 cap	4UZABRDU1CCBL7417	False	Select	Delete
2014	97,460.00	2015 Freightliner cap 66	4UZABRDT2FCGF5253	False	Select	Delete
2016	98,611.00	2017 Thomas	4UZABRDU3HCHL5287	False	Select	Delete
2018	98,647.00	2017 Thomas	4UZABRDU0HCHY4298	False	Select	Delete
2018	98,665.00	2018 Thomas	4UZABRFD3JCJT5952	False	Select	Delete
2018	98,707.00	2019 Thomas	4UZABRFD9KCKR3570	False	Select	Delete
2019	100,000.00	Thomas TransLiner Activity Bus	1T7Y82E23K1144952	False	Select	Delete
2020	109,407.00	2021 Thomas Bus	4UZABRFD2MCMN1654	False	Select	Delete
1990	35,000.00	1990 WAYNE		True	Select	Delete
1990	10,500.00	1990 WAYNE HS		True	Select	Delete

Buses owned by a school system should have the total initial cost of the bus split between the elementary and high school districts based on use.
Do not enter the full initial cost of the bus to both districts.

Fiscal Year Of Purchase: Cost To District:

Identifying Description:

This asset is a communication system or safety device: ☐ VIN: Asset has been sold or disposed of: ☐

Fiscal Year First Entered In Budget: 2023 Last Fiscal Year Budgeted:

Save **Cancel**

STEP 4

BUILDING RESERVE (ELECTIONS)

- "Go to Building Reserves Setup Page" tab
- Add a New Building Reserve
- Enter needed data: Election date, Start year,
- Levy type: 611: Voted Safety Levy
  612: Voted Building Reserve Levy
  613: Voted Transition Levy
- Years Authorized
- Authorized Amount

Setup Building Reserves

Fiscal Year: LE:

This LE has been submitted.

Add A New Building Reserve | Go To Building Reserves Levy Page | Go To Budget Page

Election Date	Start Year	Levy Type	Years Authorized	Authorized Amount
5/6/2015	2017	612: Voted Building Reserve Levy	5	1,225,000.00
2/22/2000	2001		3	295,000.00

If you have any questions about setting up a building reserve, contact Laci Novark at (406) 444-4401 or Laci.Novark@mt.gov. or contact Andrea Mohammadi at (406) 444-1960 or Andrea.Mohammadi@mt.gov.

Setup Building Reserves

Fiscal Year LE:

This LE has been submitted.

Add A New Building Reserve | Go To Building Reserves Levy Page | Go To Budget Page

Election Date	
Start Year	2023
Levy Type	
Years Authorized	
Authorized Amount	

Save | Cancel

Election Date	Start Year	Levy Type	Years Authorized	Authorized Amount	
5/3/2022	2023	612: Voted Building Reserve Levy	10	1,000,000.00	Select
5/6/2014	2015		5	500,000.00	

If you have any questions about setting up a building reserve, contact Laci Novark at (406) 444-4401 or Laci.Novark@mt.gov. or contact Andrea Mohammadi at (406) 444-1960 or Andrea.Mohammadi@mt.gov.

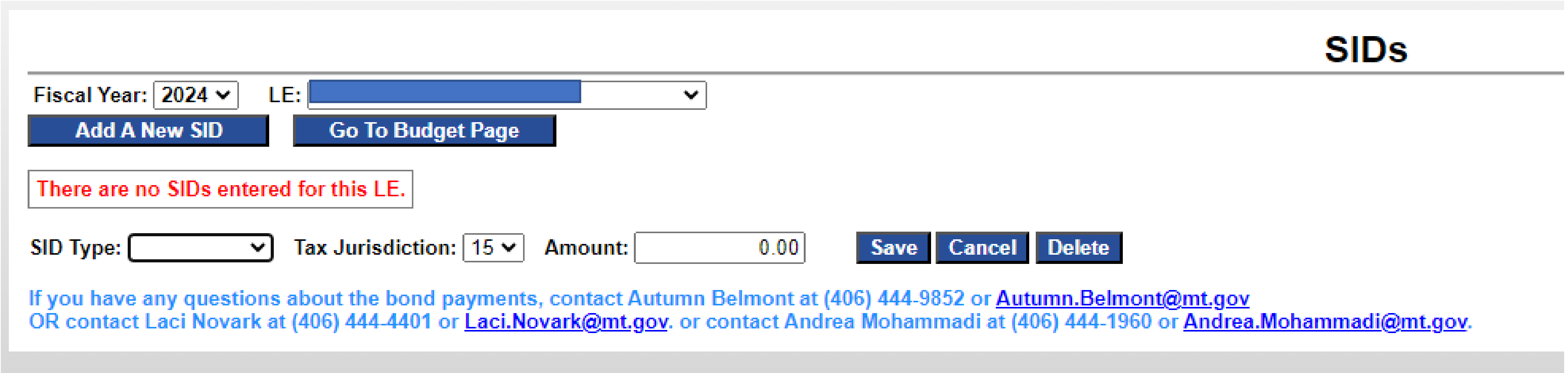
STEP 5&6

STEPS 5 AND 6 DEBT SERVICE

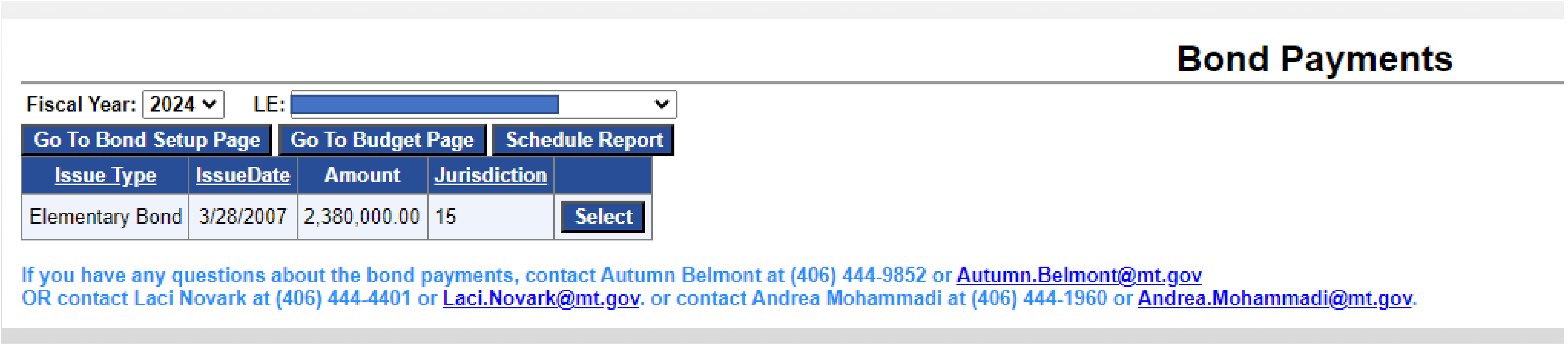
- SID’S (Special Improvement Districts)
  - Curbs and Roads
- BONDS
  - Except for Agent fees, the OPI prefills the bond information

Look at last year’s budget, many times nothing changes

Step 5


SIDs
Fiscal Year: 2024
LE:
Add A New SID
Go To Budget Page
There are no SIDs entered for this LE.
SID Type:
Tax Jurisdiction: 15
Amount: 0.00
Save
Cancel
Delete
If you have any questions about the bond payments, contact Autumn Belmont at (406) 444-9852 or Autumn.Belmont@mt.gov
OR contact Laci Novark at (406) 444-4401 or Laci.Novark@mt.gov. or contact Andrea Mohammadi at (406) 444-1960 or Andrea.Mohammadi@mt.gov.

Step 6


Bond Payments
Fiscal Year: 2024
LE:
Go To Bond Setup Page
Go To Budget Page
Schedule Report
Issue Type
IssueDate
Amount
Jurisdiction
Elementary Bond
3/28/2007
2,380,000.00
15
Select
If you have any questions about the bond payments, contact Autumn Belmont at (406) 444-9852 or Autumn.Belmont@mt.gov
OR contact Laci Novark at (406) 444-4401 or Laci.Novark@mt.gov. or contact Andrea Mohammadi at (406) 444-1960 or Andrea.Mohammadi@mt.gov.

Debt Service Schedule

Elementary

Tax Jusidiction: **15**

Issue Date: **03/28/2007** **Issue Amount:** **$2,380,000.00**

Maturity Date: **06/30/2027** **Paid to Date:** **$1,720,000.00**

	Principal		Interest	
Fiscal Year	**Scheduled**	**Budgeted**	**Scheduled**	**Budgeted**
2008	50,000.00	50,000.00	125,404.16	125,404.16
2009	80,000.00	80,000.00	94,753.76	94,753.76
2010	85,000.00	85,000.00	91,353.76	91,353.76
2011	90,000.00	90,000.00	87,741.26	87,741.26
2012	90,000.00	90,000.00	83,916.26	83,916.26
2013	95,000.00	95,000.00	80,091.26	80,091.26
2014	100,000.00	100,000.00	76,053.76	76,053.76
2015	105,000.00	105,000.00	71,803.76	71,803.76
2016	110,000.00	110,000.00	67,341.26	67,341.26
2017	115,000.00	115,000.00	62,666.26	62,666.26
2018	120,000.00	120,000.00	57,635.00	57,635.00
2019	125,000.00	125,000.00	53,015.00	53,015.00
2020	130,000.00	130,000.00	48,202.50	48,202.50
2021	135,000.00	135,000.00	43,197.50	43,197.50
2022	140,000.00	140,000.00	38,000.00	38,000.00
2023	150,000.00	150,000.00	32,400.00	32,400.00
2024	155,000.00	0.00	26,400.00	0.00
2025	160,000.00	0.00	20,200.00	0.00
2026	170,000.00	0.00	13,800.00	0.00
2027	175,000.00	0.00	7,000.00	0.00
Totals	2,380,000.00	1,720,000.00	1,180,975.50	1,113,575.50

Step 7

TECHNOLOGY ELECTION LEVY

This screen allows districts with a voted technology levy to set up the levy and adopt a budget.

- Each levy requires:
- Election Date: Date voters approved the technology levy (MM/DD/YYYY).
- Authorized Annual Amount: Total levy amount authorized by voters.
- Years Authorized: The number of years for which the levy is authorized.
- Enter the Levy Amount: Amount levied for the ensuing fiscal year.

- Important notes about tech levies:
  - Levies approved on 7/1/2013 (FY2014) and later are limited to a duration of 10 years
  - Levies approved before 7/1/2013 may be durational or perpetual
  - If the district passes a new levy, the old levy is limited to no more than 10 years (or is expired) as stated on the ballot.

Step 7

Setup Technology Election

Fiscal Year: 2024 LE:

Go To Technology Election Levy Page | Go To Budget Page

Election Date: __/__/____ *

Start Year: 2024

Authorized Annual Amount:

Years Authorized:

Expire Year:

Save | Cancel

Election Date	Start Year	Authorized Amount	Years Authorized	Expire Year	
5/10/2005	2006	10,000.00	0		Select

Technology Elections set up in a year prior to the current year cannot be deleted, they can only be expired.

If you have any questions about setting up a technology election, contact Laci Novark at (406) 444-4401 or Laci.Novark@mt.gov. or contact Andrea Mohammadi at (406) 444-1960 or Andrea.Mohammadi@mt.gov.

This levy has an Election date of May 10, 2005 (before the new guidelines of 2013). When the screen shows Years Authorized 0, this is a perpetual levy.

If this district runs a new technology levy, this “old” levy will expire and the new levy will be for a period of 10 years (no longer perpetual). The advantage of a new levy is to increase the amount of the levy.

If a new levy fails to pass an election, this perpetual levy amount will stay in place.

Budget

Fiscal Year: 2024 LE: [redacted] Fund Code: [redacted]

Use Non-Levy Revenue | Budget & Reserves | Voted Revenues | Permissive Revenues | Summary | Go To Levies Page | Print Budget Report | Print Validation Report | Fund Instructions

Budget Validation
2024

[redacted]

Corrective

Corrective errors that appear below must be fixed before you will be allowed to submit to OPI. When fixed, the corrective errors will no longer appear on this report.

Budget step – Taxable Value must be completed for all districts. If your district is joint, ensure you are entering a taxable value for all counties in your district. Enter a taxable value for Flathead County. Go to the Data Entry, Budget Step - Taxable Valuation, to assign a taxable value. (BUDJT-C01)

Taxing jurisdiction 15 was not assigned a taxable value. Go to Step 2 of the budget data entry and assign a taxable value to this taxing jurisdiction. If this taxing jurisdiction is no longer being used and there is no fund balance in the debt service fund, call OPI. (BUDTJ-C02)

The bond issued on 03/28/2007 for $2,380,000.00 for tax jurisdiction15 must have a payment created. See Step 6 on the Budget menu. (BUDAR-C02)

The levy amount must be entered for the perpetual Technology Levy voted on 05/10/2005. A levy amount must be entered for every active levy, even if the amount is $0. See Technology Election Levy screen on the Budget menu. (BUDAR-C05)