

# 2010/11 AFR

## Online System Instructions

### OVERVIEW

Submission of the 2010/11 Annual Financial Report (AFR) is made through the NDE Portal. The 2010/11 AFR also includes narratives for 2010/11 Limited English Proficiency Program, Poverty Program and the expenditure of ARRA Funds. To generate the data for this online collection, a school district will download and complete the 2010/11 AFR spreadsheet. The Finance and Organization Services website is:

<http://www.education.ne.gov/FOS/SchoolFinance/AFR/Index.html>

When the 2010/11 AFR spreadsheet has been completed, the school district will follow the process listed in these *Instructions* to upload the data into the NDE Portal.

The AFR Online System will review the uploaded data from the 2010/11 AFR through a verification and validation process. Additional information on the verification process may be found on page 4 of these *Instructions* and additional information on the validation process may be found on page 5 of these *Instructions*. The AFR Online System will not accept the AFR data until all verifications and/or validations have been addressed and the three Narratives have been completed.

An email will be sent to school districts notifying them when NDE has received the AFR from the school district and review of the 2010/11 AFR data have been completed. School districts will be able to access the NDE reviewed 2010/11 AFR data from the AFR Online System. However, narratives will not be displayed on the Finance & Organization Services website.

Contact Janice Eret, 402-471-2248, [janice.eret@nebraska.gov](mailto:janice.eret@nebraska.gov)  
or Kay Stilwell Bergquist, 402-471-0526, [kay.bergquist@nebraska.gov](mailto:kay.bergquist@nebraska.gov) or  
for assistance using the AFR Online System

## ACCESSING THE NDE PORTAL

- Go to the NDE Portal at <https://portal.education.ne.gov>.
- Contact the NDE Help Desk if you need help related to access the AFR with the NDE Portal. Call 888-285-0556, 402-471-3151, or at [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov)
- Enter your Login ID and Password under “Portal Sign In”.
  - If you do not have a Login ID or Password, click on the “Training Videos” tab at the top of the page and choose the “Portal - New user set up” link to learn how to set up a login ID and password.
  - You may also click on “Register” at the Portal Home Page and follow the instructions shown on that page to set up a Login ID and Password.
- After the Login ID and Password have been entered, click on “Sign In”.
- An Activation Code is required to access the Annual Financial Report Online System.
  - For instructions to retrieve an Activation Code, click on the “Training Videos” tab at the top of the Collections page and choose the “Portal – District Administrator Setup”.
  - You may also click on the “Admin” tab at the top of the “Welcome” page and follow the instructions on that page to retrieve an Activation Code.
- When the Activation Code has been retrieved, click on the “Data Collections” tab at the top of the page.
  - Scroll to the “Online” section of the Collections page.
- Click “Apply” in the “Request” column next to the “[Annual Financial Report – 2010-2010](#)” link.
- At the next page, key in the Activation Code and click the “Add” button.
  - A message will appear indicating that the Activation Code has been accepted.
- Click on “[Return to previous page](#)” to go back to the “Collections” page.
- Click on “[Annual Financial Report – 2010/11](#)” under the “Available” section on the “Collections” page.
- At the “School District AFR 2010/11” page, click on the county-district number to access the Annual Finance Report Online System.
- Contact the NDE Help Desk at 888-285-0556, at 402-471-3151, or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov) for assistance using the NDE Portal.

Note to School District Auditors:

*The Activation Code is available from the School District Administrator. You will need to contact the School District Administrator for this code. If you are completing the 2010/11 AFR for multiple school districts, you will need an Activation Code for each school district.*

*Please contact the NDE Help Desk for assistance with accessing the NDE Portal and using the Activation Code(s).*

## PROCESS TO UPLOAD AFR DATA

- From the “School District Annual Financial Report 2010/11” page, click on the county-district number (i.e. [XX-XXXX-XXX](#)) to access the AFR Home Page of the AFR Online System.
- AFR Home Page will display the steps to complete the submission of the AFR
  - The middle column that indicates the status of that step.
  - Links to each step are listed in the right column.
  - When a link is active([blue text](#)), that particular steps can be completed.
- The steps to complete the submission of the AFR are:
  - *AFR Upload*: Allows user to browse to the AFR spreadsheet file and upload into the online system.
  - *Verifications*: Displays AFR data that must be verified by the user as correct information.
  - *Validations: Error and Warnings*: Displays messages indicating AFR data must be corrected requiring the spreadsheet to be uploaded again or approved by the user to confirm the AFR data is correct as reported.
  - *LEP, Poverty and ARRA Narrative*: Allows user to complete the narratives in the online system.
  - *District Approval of AFR*: Allows user to submit the AFR to the Department of Education. Clicking the “District Approval” link submits the AFR. No further signatures are required to submit this document.
  - *Print AFR*: Allows user to print a copy of the AFR as submitted.
- Click on “Browse” and the online system will display the “Choose file” box for the hard drive of the computer.
  - Locate the 1011afr.xls file.
    - A school district may choose to different file name as long as the extension on the file remains “.xls” .
  - Double click on “1011AFR.xls” and the online system will take you back to the AFR Home Page after the AFR is uploaded into the system.
    - You may also single click on 1011afr.xls and click on “Open”
  - The 1011AFR.xls file will display in the box next to the “Browse” button. Click “Upload.”
  - The user will be taken to the AFR Home Page to view the next step.
  - The link [Re-Upload AFR](#) appears after the initial upload of the AFR Spreadsheet.

## VERIFICATIONS

Click on the link [Answer Verification Questions](#).

- Verification message identify data that need to be verified as correct information.
  
- The first verification concerns the expenditure of Lobbyist Fees [314 Lobbyist Fees].
  - A verification message will display if no lobbyist fees have been reported as being expended during the school fiscal year.
  - If there were no expenditures for lobbyist fees in the school fiscal year, click in the box next to “The district did not have expenditures for Lobbyist Fees in 2010/11”
    - Click on “Save Lobbyist Fees Response”.
  - If there should be an amount reported for 314 Lobbyist Fees, click on the [Save and Log Out](#) link. This will take the user out of the AFR Online System.
    - Open the 2010/11 AFR spreadsheet and key in the amounts for Lobbyist Fees (314) in Function 2310 (Board of Education), 2320 (Executive Administration Services), or 2510 (General Administration – Business Services).
    - Save the 2010/11 AFR spreadsheet.
    - Login in to the Portal, click on the county district number to go the AFR Home Page, click on “[Re-Upload AFR](#)” to continue through the Verification Process.
  
- The second verification concerns the expenditure of Legal Fees [317 Legal Fees].
  - A verification message will display if no legal fees have been reported as being expended during the school fiscal year.
  - If there were no expenditures for legal fees in the school fiscal year, click in the box next to “The district did not have expenditures for Legal Fees in 2010/11”
    - Click on “Save Legal Fees Response”.
  - If there should be an amount reported for 317 Legal Fees, click on the [Save and Log Out](#) link. This will take the user out of the AFR Online System.
    - Open the 2010/11 AFR spreadsheet and key in the amounts for Legal Fees (317) in Function 2310 (Board of Education), 2320 (Executive Administration Services), or 2510 (General Administration – Business Services).
    - Save the 2010/11 AFR spreadsheet.
    - Login in to the Portal, click on the county district number to go the AFR Home Page, click on “[Re-Upload AFR](#)” to continue through the Verification Process.
  
- The final verification concerns the receipt of E-Rate funding [4850 Universal Service Fund (E-Rate)].
  - Click on the arrow in the drop-down box to respond to the question, “Were E-Rate funds netted against district’s telecommunications/telephone bills?”
  - Click on the response that best represents the receipt of E-Rate funds by the school district.
    - Yes – All E-Rate refunds were netted against telecommunication/telephone bills.

- Yes – SOME E-Rate refund were netted against telecommunication/telephone bills.
- No E-rate refunds were netted against telecommunication/telephone bills.
- No E-rate refunds were received by the district.
- Click on “Save E-Rate Response” and the online system will move the user back to the Verification Page.
- AFR data may not be submitted until user has addressed the Lobbyist Fees, Legal Fees and E-rate Verifications.
- The AFR Home Page appears when the Verifications have been addressed or if the user clicks the link “Return to AFR Home Page” as described above.

## VALIDATIONS: ERRORS AND WARNINGS

At the AFR Home Pages, click on the link “[Review Errors and Warnings.](#)” (A complete list of the Errors and Warning messages are in the appendix of this document.)

Validation messages identify data that must be addressed and are the form of Errors and Warnings:

- *Errors* must be corrected before the AFR data may be submitted.
- *Warnings* must be corrected or approved before the AFR data may be submitted.

The Validation Messages will provide a brief description of the error or warning, the account code, and a description and amount of the error or warning, if applicable.

- Error Messages: “**This error must be corrected on the spreadsheet and the spreadsheet must be uploaded again**” will display at the bottom of each error message.
  - When the AFR spreadsheet has been revised to correct the error, the error message will no longer display on the Validation Page.
- Warning Messages: “[Click here to approve warning #\\_\\_\\_](#)” will display at the bottom of each warning message.
  - When a warning has been approved, “**This warning has been approved.**” will display at the bottom of the message.
  - Warnings that are approved before errors have been corrected will need to be reapproved when the AFR data is uploaded with the corrected information.

Print the Validation Page by clicking on “File” at the top of the screen, clicking on “Print” in the drop-down box, and clicking on “Print” at the bottom of the Print box.

- Use this printed document to make the necessary changes to the 2010/11 AFR spreadsheet.
  - Click on the [Save and Log Out](#) link. This will take the user out of the AFR Online System.
    - Open the 2010/11 AFR spreadsheet.
    - Make the necessary corrections.
    - Save the 2010/11 AFR spreadsheet.
  - Login in to the Portal, click on the county district number.
  - Click on “[Re-Upload AFR](#)”
  - Click on “Browse” and the online system will display the “Choose file” box for the hard drive of the computer.

- Locate the 1011AFR.xls file.
  - Double click on 1011AFR.xls and the online system will take you back to the AFR Home Page.
  - The 1011AFR.xls file will display in the box next to the “Browse” button.
  - Click on “[Re-Upload AFR](#)” to bring the revised AFR data into the Annual Finance Report Online System.
- The AFR Online System will display the Validation Page showing warnings that need to be addressed.
  - “[Click here to approve warning #\\_\\_\\_](#)” to approve the warning.
  - If warnings are approved and a change has not been made, the warning messages will continue to display on the Validation Page until the user moves to the District Approval process.
- Click on “[Return to AFR Home Page](#)” when all warnings display “[This warning has been approved](#)”.

## NARRATIVES: LEP, POVERTY AND ARRA

- Narratives must be completed if expenditures appear in each respective program. Based on information submitted on the 2010/11 AFR, the AFR Online System will generate the narratives that must be completed.
- To enter narrative information, click on “[Enter Narratives](#)”.
  - The legend at the bottom of the page indicates the status of the narratives. For example, whether the narratives are required for the district, if the narrative has been started or if the narrative has been submitted
  - Click on “[Click to Access](#)” on narratives that are required.
  - Information for the narratives must be brief and be keyed or cut/pasted into the questions. A character limit of 1000 has been set on each question. No other documents can be added to the narratives.
  - Narratives can be saved without submitting the information using the buttons at the bottom of each narrative.
  - After the narratives have been uploaded, click “[Return to AFR Home Page.](#)”
- Narratives can be revised up to the point when the AFR has been approved and submitted.
  - From the AFR Home Page, click on “[Edit Narratives,](#)” click on “[Click to Access](#)”, make the changes, and click “[Save and Submit Narrative.](#)”
- Be sure to print these documents for district files because the narratives will not be available to print or view after submission of the AFR.
  - To print narratives for district files, click on “[Print Narrative](#)” at the bottom of each narrative page. This leads to the page showing the narrative which has a button at the bottom of the page “Print This Page.”
  - Click on “Return to Narrative Status” and then “AFR Homepage” to continue..

## DISTRICT APPROVAL OF AFR DATA

- On the AFR Home Page, click on [Approve AFR & Submit Data](#).
- After all errors have been corrected, all warnings have been corrected or approved, the Poverty Program Narrative, the Limited English Proficiency Program Narrative (if required) and the Expenditure of ARRA Funds Narrative have been completed, the AFR is ready to be submitted to NDE.
- Click on “Approve AFR” to submit the AFR data and the narratives to NDE.
- Emails will be sent to the individual submitting the AFR and to the District Administrator to confirm that NDE has received the AFR.
- A school district cannot make changes to the AFR data after the data has been submitted to NDE.
  - Prior to November 1, if the school district has approved the AFR data in error, please contact or Janice Eret at 402-471-2248 or [janice.eret@nebraska.gov](mailto:janice.eret@nebraska.gov) or Kay Stilwell Bergquist at 402-471-0526, [kay.bergquist@nebraska.gov](mailto:kay.bergquist@nebraska.gov) to unlock the district approved data.
  - If the AFR needs to be amended after the November 1 submission due date, a school district will need to follow the steps located in the Amending the AFR section of these *“Instructions”*.

## PRINT THE AFR

- After the AFR has been successfully approved, the AFR Home Page appears.
- Click on the “[Print AFR](#)” link.
  - Click on the link “[Click here](#) to print the District’s Submission of the AFR”.
  - This copy should be retained at the school district.
  - Click on “[Return to AFR Home Page](#)”
- Click [Save & Log Out](#) and the submission of the AFR data is completed.
- After a successful submission of the AFR data, the “Print AFR” is the only option available on the AFR Online System.
- An email will be sent to school districts notifying them NDE has completed its review of the 2010/11 AFR data.
- School districts will be able to access the NDE-reviewed 2010/11 AFR data from the AFR Online System.

## AMENDING THE AFR

- Make the necessary amendment(s) to the AFR spreadsheet.
  - Print a copy of the page(s) that are being amended.
  - Highlight, initial and date the changes.
- Verification from the school district's auditor must be provided to confirm the amendment(s). An email or letter explaining the change can be sent to either Janice Eret at [janice.eret@nebraska.gov](mailto:janice.eret@nebraska.gov) or Kay Bergquist at [kay.bergquist@nebraska.gov](mailto:kay.bergquist@nebraska.gov)

## ADDITIONAL INFORMATION

- The user must upload the AFR spreadsheet into the AFR Online System each time the AFR spreadsheet is revised.
  - The 1011AFR.xls spreadsheet should be closed before uploading the AFR data.
- The "Upload AFR" link will change to "Re-Upload AFR" and display after the first upload of the AFR data.
- When returning to the AFR Online System after saving and logging out, the user may click on the "AFR Home Page" link to reach the step(s) that needs to be addressed.
- If links on the AFR Home page are not active, a prior step needs to be addressed before moving on.
- Prior to November 1, if the school district has approved the AFR data in error, please contact Janice Eret at 402-471-2248 or [janice.eret@nebraska.gov](mailto:janice.eret@nebraska.gov) or Kay Stilwell Bergquist at 402-471-0526, [kay.bergquist@nebraska.gov](mailto:kay.bergquist@nebraska.gov) or to unlock the AFR Online System.
- If the AFR needs to be amended after the November 1 due date, a school district will need to follow the steps located in the Amending the AFR section of these *Instructions*.
- Email notifications will be sent to schools when NDE has received the AFR *and* when NDE has completed its review of the 2010/11 AFR data. At this time, school districts will be able to access the NDE-reviewed 2010/11 AFR data from the AFR Online System.

## VERIFICATION MESSAGES

### Lobbyist Fees Verification

No Lobbyist Fees were reported in Function 2310 - Board of Education, Function 2320 - Executive Administration Services or Function 2510 - General Administration-Business Services (Object Code 314). Verify this statement by placing a check in the box provided. If this is not correct, complete the appropriate account on the AFR spreadsheet and upload the spreadsheet again.

The district did not have expenditures for Lobbyist Fees in 2010/11.

### Legal Fees Verification

No Legal Fees were reported in Function 2310 - Board of Education, Function 2320 - Executive Administration Services or Function 2510 - General Administration-Business Services (Object Code 317). Verify this statement by placing a check in the box provided. If this is not correct, complete the appropriate account on the AFR spreadsheet and upload the spreadsheet again.

The district did not have expenditures for Legal Fees in 2010/11.

Save Legal Fees Response

### E-Rate Verification

Were E-Rate Refunds Netted Against District's Telecommunication/Telephone Bills?

Yes – All E-Rate refunds were netted against telecommunication/telephone bills.

Yes – SOME E-Rate refund were netted against telecommunication/telephone bills.

No E-rate refunds were netted against telecommunication/telephone bills.

No E-rate refunds were received by the district.

Save E-Rate Response

## VALIDATIONS – ERROR MESSAGES

### #1 GENERAL FUND IDEA RECEIPTS EXCEED IDEA DISBURSEMENTS [error]

The amount(s) reported as total IDEA Receipts exceed the amount(s) reported as total IDEA Disbursements. **This error must be corrected on the spreadsheet and the spreadsheet must be uploaded again.**

Account	Description
01-1-04404-000	IDEA Part B (611) Base Allocation – Birth through Age Four
01-1-04406-000	IDEA Preschool (619) Base/IDEA Enroll/Poverty (619) Allocation
01-1-04410-000	IDEA Enrollment/Poverty
01-1-04411-000	IDEA Part B Early Intervening Services
01-1-04412-000	IDEA Part B Proportionate Share
01-2-04402-000	IDEA Part B (611) Base Allocation Transportation
01-2-04403-000	IDEA Part B (611) Base Allocation - School Age
01-2-04404-000	IDEA Part B (611) Base Allocation – Birth through Age Four
01-2-04406-000	IDEA Preschool (619) Base Allocation
01-2-04407-000	IDEA Preschool (619) Base Allocation Transportation
01-2-04409-000	IDEA Enrollment/Poverty (619)
01-2-04410-000	IDEA Enrollment/Poverty (611)
01-2-04411-000	IDEA Part B Early Intervening Services
01-2-04412-000	IDEA Part B Proportionate Share
01-1-04610-000	ARRA: IDEA Part B (611) Enrollment/Poverty
01-1-04611-000	ARRA: IDEA Part B Early Intervening Services
01-1-04630-000	ARRA: IDEA Preschool (619) Enrollment/Poverty

01-2-04610-000	ARRA: IDEA Part B (611) Enrollment/Poverty
01-2-04611-000	ARRA: IDEA Part B Early Intervening Services
01-2-04612-000	ARRA: IDEA Part B Proportionate Share
01-2-04630-000	ARRA: IDEA Preschool (619) Enrollment/Poverty

## #2 SCHOOL LUNCH FUND TRANSFERS DO NOT MATCH [error]

The amount reported as a General Fund transfer to the School Lunch Fund does not equal the amount reported in the School Lunch Fund as a transfer from the General Fund. **This error must be corrected on the spreadsheet and the spreadsheet must be uploaded again.**

Account	Description
01-2-08000-750	Transfers to the School Lunch Fund
06-1-05500-000	Transfers from the General Fund

## #3 ACTIVITIES FUND TRANSFERS DO NOT MATCH [error]

The amount reported as a General Fund transfer to the Activities Fund does not equal the amount reported in the Activities Fund as a transfer from the General Fund. **This error must be corrected on the spreadsheet and the spreadsheet must be uploaded again.**

Account	Description
01-2-08000-752	Transfers to the Activity Fund
05-1-05500-000	Transfers from the General Fund

## #4 BOND FUND TRANSFERS DO NOT MATCH [error]

The amount reported as a General Fund transfer to the Bond Fund does not equal the amount reported in the Bond Fund as a transfer from the General Fund. **This error must be corrected on the spreadsheet and the spreadsheet must be uploaded again.**

Account	Description
01-2-08000-754	Transfers to the Bond Fund
07-1-05500-000	Transfers from the General Fund

## #5 VALUE OF BUILDINGS NOT REPORTED [error]

There is no amount reported for the value of the district buildings on Per Pupil Page, line 99431 (page 26). This information is used to calculate Per Pupil Costs. **This error must be corrected on the spreadsheet and the spreadsheet must be uploaded again.**

Account	Description
00-0-99431-000	Buildings

## #6 VALUE OF CONTENTS OF BUILDINGS NOT REPORTED [error]

There is no amount reported for the value of the contents of the district buildings on Per Pupil Page, line 99441. This information is used to calculate Per Pupil Costs. **This error must be corrected on the spreadsheet and the spreadsheet must be uploaded again.**

Account	Description
00-0-99441-000	Contents of Buildings

**#7 AVERAGE DAILY ATTENDANCE [error]**

Average Daily Attendance provided does not equal what is on file with the Department of Education. (Per Pupil Page, Line 99810) Use the ADA/ADM Lookup System for the correct information. DO NOT USE INFORMATION IN NSSRS. **This error must be corrected on the spreadsheet and the spreadsheet must be uploaded again.**

Account	Description
00-0-99810-000	Per Pupil Costs, ADA
ADA/ADM LOOKUP	Total Average Daily Attendance

**#8 AVERAGE DAILY MEMBERSHIP [error]**

Average Daily Membership provided does not equal what is on file with the Department of Education. (Per Pupil Page, Line 99810) Use the ADA/ADM Lookup System for the correct information. DO NOT USE INFORMATION IN NSSRS. **This error must be corrected on the spreadsheet and the spreadsheet must be uploaded again.**

Account	Description
00-0-99820-000	Per Pupil Costs, ADM
ADA/ADM LOOKUP	Total Average Daily Membership

**#9 ELEMENTARY AND SECONDARY ADM BREAKOUT [error]**

Elementary ADM (99821) and Secondary ADM (99822) do not equal Total Average Daily Membership (99820) on the Per Pupil Page. **This error must be corrected on the spreadsheet and the spreadsheet must be uploaded again.**

Account	Description
00-0-99820-000	Average Daily Membership (All Grads K & Up)
00-0-99821-000	Indicate the Amount of ADM that is Elementary
00-0-99822-000	Indicate the Amount of ADM that is Secondary

**#10 ELEMENTARY AND SECONDARY INSTRUCTION BREAKOUT [error]**

Elementary Instruction (1001) and Secondary Instruction (1002) do not equal Total Instruction (1000) on the Per Pupil Page. **This error must be corrected on the spreadsheet and the spreadsheet must be uploaded again.**

Account	Description
00-0-01000-000	All Instruction
00-0-01001-000	Indicate the Amount of 1000 that is Elementary
00-0-01002-000	Indicate the Amount of 1000 that is Secondary

**#11 MOTOR VEHICLE TAXES NOT REPORTED IN GENERAL FUND [error]**

There is no amount reported for Motor Vehicle Taxes in the General Fund. **This error must be corrected on the spreadsheet and the spreadsheet must be uploaded again.**

Account	Description
01-1-01125-000	Motor Vehicle Taxes

**#12 PROPERTY TAXES REPORTED IN GENERAL FUND RECEIPT 1111 [error]**

Property Taxes have been reported in 1111 Local Property Taxes - Learning Community Common Levy. Report Local Property Taxes as 1110. (Only Learning Community Member Schools use code 1111 to report property taxes.) **This error must be corrected on the spreadsheet and the spreadsheet must be uploaded again.**

Account	Description
01-1-01111-000	Local Property Taxes -Learning Community Common Levy

**#13 PROPERTY TAXES NOT REPORTED IN GENERAL FUND RECEIPT 1111 [error]**

Property Taxes have not been reported in General Fund Receipt Code 1111 Local Property Taxes - Learning Community Common Levy. **This error must be corrected on the spreadsheet and the spreadsheet must be uploaded again.**

Account	Description
01-1-01111-000	Local Property Taxes -Learning Community Common Levy

**#14 INCREASED RETIREMENT CONTRIBUTION RATE IN GENERAL FUND[error]**

Increased Retirement Contribution Rate (Object Code 221) has not been reported in the General Fund. **This error must be corrected on the spreadsheet and the spreadsheet must be uploaded again.**

Account	Description
221	Increased Retirement Contribution Rate

**#15 PROPERTY TAXES IN SPECIAL BUILDING FUND REPORTED AS 1111 [error]**

Property Taxes have been reported in the Special Building Fund Local Receipts 1111 Local Property taxes – Learning Community Common levy. Report Local Property Taxes as 1110. (Only Learning Community Member Schools use this code to report property taxes.) **This error must be corrected on the spreadsheet and the spreadsheet must be uploaded again.**

Account	Description
08-01-01111-000	Local Property Taxes -Learning Community Common Levy

**#16 PROPERTY TAXES IN SPECIAL BUILDING FUND NOT REPORTED AS 1111 [error]**

Property Taxes have been reported in the Special Building Fund Local Receipts 1110 Local Property taxes instead of Local Property Taxes- Learning Community Common Levy 1111 (only Learning Community Member Schools use this code to report property taxes.) **This error must be corrected on the spreadsheet and the spreadsheet must be uploaded again.**

Account	Description
08-01-01111-000	Local Property Taxes -Learning Community Common Levy

## VALIDATIONS – WARNING MESSAGES

### #31 NO GENERAL FUND DISBURSEMENTS REPORTED DISTANCE ED & TELECOMMUNICATIONS (382) [warning]

No General Fund disbursements have been reported as Distance Education & Telecommunications (Object Code 382). **Warnings can be approved “as is” or a correction can be made on the spreadsheet. The spreadsheet would need to be uploaded again if a change is made.**

Account	Description
382	Distance Education & Telecommunications

### #32 LEP (1150 & 4592) DISBURSEMENTS DO NOT EQUAL OR EXCEED 117.65% OF THE 2010/11 LEP ALLOWANCE [warning]

LEP disbursements (Functions 1150 & 4592) do not equal or exceed 117.65% of the district’s 2010/11 LEP Allowance. **Warnings can be approved “as is” or a correction can be made on the spreadsheet. The spreadsheet would need to be uploaded again if a change is made.**

Account	Description
1150 & 4592	Total Limited English Proficiency Instructional Programs
LEP ALLOWANCE	LEP Allowance from the 2010/11 State Aid Calculation

### #33 POVERTY (1160 & 4593) DISBURSEMENTS DO NOT EQUAL OR EXCEED 117.65% OF THE 2010/11 POVERTY ALLOWANCE [warning]

Poverty disbursements (Functions 1160 & 4593) do not equal or exceed 117.65% of the district’s 2010/11 Poverty Allowance. **Warnings can be approved “as is” or a correction can be made on the spreadsheet. The spreadsheet would need to be uploaded again if a change is made.**

Account	Description
1160 & 4593	Total Poverty Instructional Programs
POVERTY ALLOW	Poverty Allowance from the 2010/11 Poverty State Aid Calculation

### #34 TOTAL STAFF DEVELOPMENT DISBURSEMENTS [warning]

Total Staff Development Disbursements should be reported on line 99500 in the General Fund. **Warnings can be approved “as is” or a correction can be made on the spreadsheet. The spreadsheet would need to be uploaded again if a change is made.**

Account	Description
01-2-99500-000	Total Staff Development Disbursements

### #35 NO FOOD EXPENSES REPORTED IN SCHOOL LUNCH FUND [warning]

There was an amount reported in the total for School Lunch Fund Disbursement Function 2100, but no amount was reported for Food (Disbursement Object Code 470). **Warnings can be approved “as is” or a correction can be made on the spreadsheet. The spreadsheet would need to be uploaded again if a change is made.**

Account	Description
06-2-02100-470	Food

### #36 BONDS OUTSTANDING AT END OF YEAR [warning]

Districts with bonds outstanding at the end of the fiscal year are required to report the total of bonds outstanding in the Bond Fund. **Warnings can be approved “as is” or a correction can be made on the spreadsheet. The spreadsheet would need to be uploaded again if a change is made.**

Account	Description
07-2-99200-000	BONDS OUTSTANDING AT END OF YEAR

### #37 BONDS OUTSTANDING AT END OF YEAR [warning]

Districts with Qualified Capital Purpose Undertaking Fund (QCPUF) bonds outstanding at the end of the fiscal year are required to report the total of bonds outstanding in the QCPUF. **Warnings can be approved “as is” or a correction can be made on the spreadsheet. The spreadsheet would need to be uploaded again if a change is made.**

Account	Description
09-2-99200-000	BONDS OUTSTANDING AT END OF YEAR

### #38 NO FEDERAL REIMBURSEMENT REPORTED IN SCHOOL LUNCH FUND [warning]

There is no amount reported for Federal Reimbursement in the School Lunch Fund. **Warnings can be approved “as is” or a correction can be made The spreadsheet would need to be uploaded again if a change is made.on the spreadsheet.**

Account	Description
06-1-04800-000	Federal Reimbursement

### #39 AFR/ ED JOBS SUPPLEMENT NOT COMPLETED [warning]

No amounts were entered into the AFR/ED JOBS Supplement as ARRA or EdJobs Receipts or Disbursements. **Warnings can be approved “as is” or a correction can be made on the spreadsheet. The spreadsheet would need to be uploaded again if a change is made.**

Account	Description
01-1-40000-000	TOTAL OF ALL ARRA/EDJOBS RECEIPTS
01-2-40000-000	TOTAL OF ALL ARRA/EDJOBS DISBURSEMENTS

### #40 =FUCNTION 4610 ARRA: IDEA PART B (611) ENROLLMENT POVERTY RECEIPTS DO NOT EQUAL DISBURSEMENTS [warning]

The amount reported as the 4610 disbursement does not equal the amount reported as the 4610 receipt. Click 'Approve' to verify that differences are appropriate. **Warnings can be approved “as is” or a correction can be made on the spreadsheet. The spreadsheet would need to be uploaded again if a change is made.**

Account	Description
01-1-04610-000	ARRA: IDEA Part B (611) Enrollment/Poverty
01-2-04610-000	ARRA: IDEA Part B (611) Enrollment/Poverty

**#41 ARRA: IDEA PART B EARLY INTERVENING SERVICES RECEIPTS DO NOT EQUAL DISBURSEMENTS. [warning]**

The amount reported as the 4611 disbursement does not equal the amount reported as the 4611 receipt. Click 'Approve' to verify that differences are appropriate. **Warnings can be approved “as is” or a correction can be made on the spreadsheet. The spreadsheet would need to be uploaded again if a change is made.**

Account	Description
01-1-04611-000	ARRA: IDEA Part B Early Intervening Services
01-2-04611-000	ARRA: IDEA Part B Early Intervening Services

**#42 ARRA: IDEA Preschool (619) ENROLLMENT/POVERTY RECEIPTS DO NOT EQUAL DISBURSEMENTS [warning]**

The amount reported as the 4630 disbursement does not equal the amount reported as the 4630 receipt. Click 'Approve' to verify that differences are appropriate. **Warnings can be approved “as is” or a correction can be made on the spreadsheet. The spreadsheet would need to be uploaded again if a change is made.**

Account	Description
01-1-04630-000	ARRA: IDEA Preschool (619) Enrollment/Poverty
01-2-04630-000	ARRA: IDEA Preschool (619) Enrollment/Poverty

**#43 ARRA: IDEA PART C SPECIAL PROJECTS RECEIPTS DO NOT EQUAL DISBURSEMENTS [warning]**

The amount reported as the 4650 disbursement does not equal the amount reported as the 4650 receipt. Click 'Approve' to verify that differences are appropriate. **Warnings can be approved “as is” or a correction can be made on the spreadsheet. The spreadsheet would need to be uploaded again if a change is made.**

Account	Description
01-1-04650-000	ARRA: IDEA Part C Special Projects
01-2-04650-000	ARRA: IDEA Part C Special Projects

**#44 4412 IDEA PART B PROPORTIONATE SHARE NO DISBUREMENTS REPORTED IN 4412 [warning]**

No amounts were reported as 4412 Part B Proportionate Share. **Warnings can be approved “as is” or a correction can be made on the spreadsheet. The spreadsheet would need to be uploaded again if a change is made.**

Account	Description
01-1-04412-000	4412 IDEA Part B Proportionate Share

#45 INCREASED RETIREMENT CONTRIBUTION RATE IN ARRA/ED JOBS  
DISBURSEMENTS [warning]

Increased Retirement Contribution Rate (Object code 221) has not been reported in the ARRA / Ed Jobs DISBURSEMENTS **Warnings can be approved “as is” or a correction can be made on the spreadsheet. The spreadsheet would need to be uploaded again if a change is made.**

Account	Description
221	Increased Retirement Contribution Rate

#47 EARLY RETIREMENT OR TERMINATIONS NOT REPORTED [warning]

Early Retirement or Terminations (Object code 284) have not been reported in the General Fund. **Warnings can be approved “as is” or a correction can be made on the spreadsheet. The spreadsheet would need to be uploaded again if a change is made.**

Account	Description
284	Early Retirement or Terminations

#48 VOLUNTARY TERMINATIONS NOT REPORTED [warning]

Voluntary Terminations (Object code 285) have not been reported in the General Fund. **Warnings can be approved “as is” or a correction can be made on the spreadsheet. The spreadsheet would need to be uploaded again if a change is made.**

Account	Description
285	Voluntary Terminations