**ECBO Notes: September 2018**

1. **Fiscal 2018 Comprehensive Annual Report Submission**
   1. Deadline December 5, 2018 for upload of documents
   2. Portal will be open Monday, October 15, 2018 for transfer of documents
   3. [Guidance for CAFR Upload and Associated Documents](https://www.nj.gov/education/finance/fp/audit/1718/cafr.shtml)
   4. Repository cannot accept files that are password protected, named incorrectly or not in acceptable format
   5. The CAFR application will automatically append the district code and date stamp to each file
   6. Any documents submitted that are subsequently modified must be saved and resubmitted with the *original file name!* The date will distinguish the revised files from previous versions
   7. *Reference Summer Notes number #4 for additional CAFR guidance*
2. **Department of Agriculture – Corrective Action Plans**
   1. Districts must submit to the NJDA FY18 Corrective Action Plans (CAPs)
   2. Send to: [CAP@ag.nj.gov](mailto:CAP@ag.nj.gov)
   3. The AMR must include:
      1. Comments if the program expended more than $100,000 in state or federal assistance
      2. Comments if the program did/did not exceed three months average expenditures
      3. Net Cash Resource Schedule
3. **ESSA School Level Reporting for FY ending June 30, 2018**
   1. Required reporting - “A State that receives assistance under ESSA Sec 1111(h)(1) c(x) shall prepare and disseminate widely to the public an annual State report card which meets the following requirements “*the per pupil expenditures of Federal, State and Local funds, including actual* *personnel expenditures and nonpersonnel expenditures of Federal, State and Local funds, disaggregated by source of funds for each LEA and each school in the State for the preceding fiscal year”*
   2. School level data collected through audsum
   3. Districts will have a new tab in audsum table which will opens screens for data entry per school
   4. Due date for audsum of December 5th, will not be extended
   5. Guidance document for 17-18 school level reporting was updated June 2018
   6. [Guidance Document and Cost Center Table](https://www.state.nj.us/education/finance/fp/af/essa.shtml)
   7. Districts will have ability to further allocate costs through the data entry table in Audsum
   8. Reminder: school level expenditure data provided to the NJDOE through Audsum will not be included in the audited financial statements; however, the sum of the direct and indirect expenditures reported through Audsum will be compared to the audited district expenditures on the budgetary basis (actual expenditures from the C-1) prior to audsum submission the NJDOE.
4. **2018-19 School Register Summary Changes**
   1. Changed:
      1. “excused absence” to “state excused absence”
      2. “Limited English Proficient” to “English Language Learners”
      3. **“**private schools for the handicapped” to “approved private schools for students with disabilities (APSSD)”
   2. Inserted statement- APSSD must report attendance data to home district so the accountable school can report the student’s attendance in NJSmart
   3. Inserted statement- to reflect proper coding of students who are registered with a school but never actually attend school from the beginning of the year, “Such a student can be considered as having 0 days in membership and 0 days present
   4. Revised definition of T6 & T7 codes
   5. Inserted definition of PPE code that was in NJSmart but not in the School Register
   6. Removed use of D2 code
   7. Reordered Section 3.2 to include point 5 concerning the proper use of local/district excused absences
   8. Section 3.4 revised list of state excused absences. Merged college visits into option 3
   9. [School Register Summary Manual](https://www.state.nj.us/education/finance/register/TechManual.pdf)
5. **ESEA FY 2018 Final Expenditure Reports**
   1. Due date for submission of all FY 2018 ESEA FERs is October 5, 2018!
   2. All funds encumbered by June 30, 2018 must be paid by September 30, 2018!
   3. FER indicates the funds previously requested and paid to LEA. Any difference between fund previously paid and the FER actual expenditures will be calculated and generated upon approval of the FER.
   4. Amendments are not permitted to FER, so reports must be completed accurately!
   5. [Instructions & Guidance for ESEA FERs](https://www.state.nj.us/education/grants/entitlement/nclb/)
   6. Carryover is identified in Fer as Net Carryover and/or Overpayment:
      1. Net carryover-funds that were budgeted but not expended or paid during the FY 18 project period. These funds may be budgeted, expended and paid in FY 19
      2. Overpayment-funds that were budgeted and paid, but not expended during FY18 project period. These funds may be budgeted and expended in FY19, but will be ducted from the FY19 payments until they completely offset
   7. *If a LEA chooses not to carry over funds, it must indicate this in the FY18 FER by entering an amount on the release line. If a FER is approved with carry over, funds cannot be released and must be added to the FY 19 budget!*
   8. New: Title I, Part A Carryover Waiver request is included in Title I, Part A FER, no separate application is required
6. **Health & Safety Evaluation of School Buildings**
   1. Checklist and Instructions are available on the NJDOE QSAC page [Facilities Checklist and Instructions](file:///\\doe.state.nj.us\Data\Office\Morris\Business%20Office\BA%20Roundtables\MCASBO%20Agendas\SY2018_2019\Facilities%20Checklist%20and%20Instructions)
   2. Districts undergoing a full QSAC review in FY19 must submit the completed document to the County Office no later than December 15, 2018
   3. Districts must use the checklist as posted on the QSAC site, dated:8/15/18! These are the most current! Others will not be accepted!
   4. Districts not undergoing a full QSAC review, must complete the checklist, and submit a Statement of Assurance to the county office that they have completed a checklist for every school building. (The SOA must also be completed by Charter Schools and APSSD’s)
   5. Note: checklists are “real” not from a desk and done when school is in session, remember to walk the outside!
   6. Considered legal documents
7. **DRTRS**
   1. District Report of Transported Resident Students was made available on Tuesday, September 11, 2018
   2. Instruction manual, FAQ, highlights merged district file and webinar training videos are als9o currently available
   3. System will close Friday, November 16, 2018!
   4. Questions contact: [student.trans@doe.nj.gov](mailto:student.trans@doe.nj.gov)
8. **QSAC** 
   1. Manual is available: [QSAC Manual](https://www.state.nj.us/education/genfo/qsac/manual.pdf)
   2. District Performance Review (DPR) is due December 15, 2018
   3. Manual has a section for each DPR item:
      1. Actual Indicator
      2. Indicator Purpose
      3. Documentation for Verification
      4. Department review process
      5. Verification of Indicator Compliance
      6. Glossary of terms
   4. Estimated start time of visits January 2019
   5. Facility visits may occur earlier late September, early October
9. **Debt Service Data Collection**
   1. Annual update of district debt service to DOE to assist in calculation debt service aid
   2. Open September 10th - system closes October 9th
   3. [Debt Service Data Collection (DSDC)](https://homeroom4.doe.state.nj.us/dsdc/dsdc.htm)
10. **Nonpublic Project Completion Report**
    1. Available via doe homeroom
    2. *Any district that received any FY18 Nonpublic Aid must file the FY2018 NPCR no later than October 15, 2018*!
    3. All refunds due will be withheld through state aid deduction starting on November 8, 2018
    4. If a district fails to meet the October 15th deadline, the full amount of the FY 18 Nonpublic allocation will be deducted from state aid
    5. Any adjustments to state aid reductions, will be reflected in the April 8, 2019 state aid payment and only after the Office of School Finance receives FY18 audit submission
11. **Lead Testing SOA Date Extension**
    1. The 2017-2018 statement of assurance for Lead Testing has been extended to Friday, September 21st
    2. [SOA](https://www.state.nj.us/education/lead/SOA.pdf.2018)
    3. Submit to: [leadtesting@doe.nj.gov](mailto:leadtesting@doe.nj.gov)
12. **Reporting of Paraprofessional Staff**
    1. *Reference Summer Notes #18*
13. **SEMI Reminders**
    1. Check with Special Education Director to make sure all eligible current staff are included in the Staff Pool List for upcoming quarter in the PCG claiming system
    2. October – December Staff Pool List and School Calendar were due September 7, 2018
    3. FY18 Annual Cost Report deadline – October 26, 2018
14. **Nonpublic Auxiliary and Handicapped Services for 2018-19 Funding**
    1. Information in this report is the basis for 2019-2020 C192/193 funding
    2. Open on or about September 11th
    3. Submission closes November 2, 2018
15. **SUMMER NOTES!!!!!!!!!!!!!!!!!**
    1. Sent with this agenda is another copy of Summer Notes for reference and reminders