



# 2019/20 NDE Financial Data Reporting System

## Frequently Asked Questions

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## Annual Financial Report Frequently Asked Questions (FAQ's)

Based on conversations with bookkeepers and business managers that have started the process, the following suggestions may provide some guidance:

- Closely review the following documents posted on [the 2019/20 School District Financial Coding Information](#) page:
  - FAQ
  - 2019/20 Account Codes
  - District Function & Object Code Descriptions
- Call or email us for guidance as needed.

### Rationale of Account Coding and Submission Changes

#### What will the upload file look like?

- A district's financial information will be uploaded into the System in flat text .csv Comma Delimited file using the following layout:

	DATA YEARS	AGENCY ID	ACCOUNT	AMOUNT
1				
2	20182019,	28-0001-001,	-01-2-01000-000,	999999999.99
3	20182019,	28-0001-001,	-01-2-01000-100,	999999999.99
4	20182019,	28-0001-001,	-01-2-01000-101,	999999999.99
5	20182019,	28-0001-001,	-01-2-01000-102,	999999999.99
6	20182019,	28-0001-001,	-01-2-01000-103,	999999999.99
7	20182019,	28-0001-001,	-01-2-01000-110,	999999999.99

- ***Please note: the coding string used in day-to-day financial transactions at a district will not look like this.*** This is the format of the flat file that will result when the financial software exports a district's transactions in preparation to upload into the NDE Financial Data System.
- The comma indicates a row separator or a divider as to where the next coding structure starts. This is similar to rows on an excel sheet
- The account structure (disbursements and revenue) includes a leading hyphen (which is REQUIRED) and components are separated by hyphens as current practice.
- File upload legend:
  - DATAYEARS – the school fiscal year being reported on the annual financial report
  - AGENCYID – school building code which identifies the county number, district number, and school number
    - A school ID is identified by the numbers in the last section of coding.
    - A district ID is identified with three zeros in the last section of coding
    - The table above identifies expenditures for School 001 in District 28-0001
  - ACCOUNT – account code (base or expanded) which identifies the fund, expenditure/revenue, function code, and object code
  - AMOUNT – the dollar amount of the revenue/expenditure

**What is the web address for NDE's testing site for the 2019-20 upload file?**

- [http://afr.education.ne.gov/uploadafrfile\\_Test](http://afr.education.ne.gov/uploadafrfile_Test)

**Our school accounting software doesn't show the account coding formatted in the same manner as what NDE requires to be uploaded?**

- Discuss the format requirements with your vendor to ensure your software will pull the information from your record and format the upload file acceptable to NDE Financial Data Reporting System.

## School Grade Configurations Within a district

**What school codes will we use to report for school level costs?**

- Districts will use the school codes to identify school costs as reported on the [ESU/District/System/School Information Report](#).

**Our district is all contained in one building. Do we have to break out expenses?**

- Yes. Your district will have to break out the disbursements since expenses will be reported by *school* level. At a minimum, your district configuration is an elementary school level and a secondary level. This means your district would be reporting disbursements for two levels. Confirm your district's configuration by checking the [ESU/District/System/School Information Report](#).

**The early childhood center located in our elementary building has a different NDE school number than the elementary. Will we need to separate expenditures between the early childhood center and the elementary that are in the same building? (Add EC Account codes 1190 & 1195)?**

- Yes, disbursements have to be separated by the two different numbers that identify the elementary and the early childhood center. If you want to change the number to identify the school as early childhood and elementary, contact the NDE Help Desk for more information if a change is possible.

**Two of our elementary schools have different grade configurations than the rest of the elementary schools in the district. How will that impact reporting?**

- Grade configuration differences between buildings will not have an impact on how financial data will be reported to NDE. Per pupil costs will be calculated by NDE following the NDE's process of verifying district financial information.

**Our district would like to change our grade configuration. How do we proceed?**

- Changes would be made by entering into the Consolidated Data Collection (CDC) in the NDE Portal and selecting the "ESU/District/System/School Information Report." This collection opens May 1.
- If you have questions, contact the NDE Help Desk at 888-285-0556.

**What would the coding structure look like for a district with several elementary schools?**

- The following chart provides an example of how a district would identify financial transactions by school.

District Name	School Number	Name	School or District Level Expenses
Valley Center	95-0001-000	Valley Center Public School	District Level
Valley Center	95-0001-001	Valley Center High School (Grade 9-12)	School Level
Valley Center	95-0001-002	Valley Center Middle School (Grade 6-8)	School Level
Valley Center	95-0001-003	James Elementary School (Grades pK-5)	School Level
Valley Center	95-0001-004	Watson Elementary School (Grades K-4)	School Level
Valley Center	95-0001-005	Ridge Elementary School (Grades K-5)	School Level

- For purposes of the NDE Financial Data Reporting System, the last three digits of the school number identifies disbursements for the district or the individual school.
  - Disbursements identified with the school number *ending with -000 are district level expenses.* (Green highlighting)
  - Disbursements identified with a school number *ending with a number other than -000 are school level expenses.* (Blue highlighting)

**Allocating District Costs Between Schools**

**Is there a standard allocation process for items utilized in multiple schools within a district?**

- There are two ways building level allocations will occur in NDE’s Financial Report data collection system.
  - Districts can allocate building level costs directly to the corresponding school level account code as they determine appropriate. For example, 95-0001-002 reports disbursements as school-level.
  - For expenses coded to the district level account codes, NDE will automatically allocate these expenses to the building level. For example, 95-0001-000 reports disbursements as district-level.
- If NDE calculates the allocations, the expenditures will be distributed based on school building average daily membership. This allocation methodology is consistent with other states allocating school district level expenditures to school level expenditures.
- Disbursement records received at the district level will be automatically allocated by this method to each of the school building levels with remainders being assigned to the school-level building with the highest average daily membership for each fund requiring school level reporting.
- Districts are encouraged to code all expenses to the school level that can reasonably be identified at a specific building.**

For example, District A has three schools -- one high school, one middle school, one elementary. The elementary school was built two years ago but the other schools are over forty years old. Since maintenance costs may be significantly less in the new elementary school, it would likely be more appropriate for District A to enter the allocations rather than having NDE automatically allocate those costs by ADM. District A’s allocations for maintenance costs might look like if the total cost was \$10,000:

DATA YEAR	AGENCY ID	ACCOUNT	AMOUNT
20182019	94-0001-000 (District)	-01-2-02620-621	-
20182019	94-0001-001 (High School)	-01-2-02620-621	4200.00
20182019	94-0001-002 (Middle School)	-01-2-02620-621	3500.00
20182019	94-0001-003 (Elementary School)	-01-2-02620-621	2300.00

**How would districts code expenditures for the portion of IDEA that districts spend for the benefit of students at nonpublic schools?**

- Costs for serving non-public school students should be included in the disbursements for the school that actually provided the services.

**How do we allocate SPED-related services provided for children categorized as Birth to Age 2 or Age 3 to 5?**

- There are several options to consider but this should be a district decision. Those costs could be allocated to a specific school based on:
  - The building to which the teacher/therapist providing the service is assigned.
  - The child's residence.
- For districts with multiple elementary levels, these costs could be allocated equally between each elementary.

## Function and Object Code Changes

**Can we include additional district specific function and object codes?**

- The NDE Financial System will only recognize the function and object codes that are included on the 2019-20 Financial Coding Structure.
- Work with your software vendor to include sub-accounts to provide more detail identification for your district.
- If other codes are included in the upload of the AFR data, the NDE Financial System will reject the upload. The unrecognized codes must be re-coded within the 2019-20 School District Account Coding Structure.

**How can districts identify additions, changes, or deletions to coding that occur each year?**

As accounts are added, removed, or revised due to new federal and state guidance or Legislative changes, NDE will identify some of these at the beginning of the Accounting Codes & User's Manual document.

**Do I need to track School Nutrition Fund revenues into the separate revenue codes throughout the year?**

- No, we recommend that districts do a journal entry at the end of the year after the final breakout has been established.

**How will district be able to identify disbursement between schools?**

- Schools will be identified by their building number that has been assigned by NDE. The CSV format used in the System will identify the school in the AGENCYID section of code. The school code is separate from the account code structure of Fund, Revenue/Expenditure, Function, Object Code.

1	DATA YEARS, AGENCYID, ACCOUNT, AMOUNT
2	20182019, 28-0001-001, -01-2-01000-000, 999999999.99
3	20182019, 28-0001-001, -01-2-01000-100, 999999999.99
4	20182019, 28-0001-001, -01-2-01000-101, 999999999.99
5	20182019, 28-0001-001, -01-2-01000-102, 999999999.99
6	20182019, 28-0001-001, -01-2-01000-103, 999999999.99
7	20182019, 28-0001-001, -01-2-01000-110, 999999999.99

- This is an example of what the **flat file** will look like once it has been exported from a district’s financial software and has been included for the software vendors to see the components. *Coding done by the individual districts on a day-to-day basis will not look like this.*

**How can additional identification be included in revenue and disbursement account codes?**

- The expanded account code addresses the need for additional identification of transactions beyond the Base Account Code Structure of five-digit function and three-digit object codes. NDE’s financial data collection system accepts an expanded account code structure for each component of the account string for fund, disbursements/receipt, functions and object codes illustrated below (*Expanded Account Code Structure (Optional)*).
- If a district chooses to use the expanded account codes structure, NDE will remove the additional identifiers upon submission and roll up the expanded coding data into the standardized base two-digit fund code, one-digit expenditure/revenue code, five-digit function code and three-digit object code structure. The NDE financial data collection system will display the Annual Financial Report at the rolled up aggregated base account coding structure.
- The expanded coding information can be added by districts into the area indicated by highlighted information shown below. The additional **alpha/numeric** coding is determined by the district in order to suit their specific needs. There is a limit of 255 total characters (numeric, alpha, and the four hyphens) into each account string. expanded district-specific coding **cannot** contain a hyphen **within** any part of the Fund, Revenue/Expenditure, Function, and Object Codes

**Base Account Code Structure** (Coding is led by a hyphen and separated by hyphens):

Fund	Revenue/Expenditure	Function Code	Object Code
- XX	- 1 / 2	- XXXXX	- XXX

**Expanded Account Code Structure** (Optional)

Fund	Revenue / Expenditure	Function Code	Object Code
- XX1567656	- 16546 / 277	- XXXXX6464654	- XXX654658551

**How do object codes identifying salaries and benefits work?**

- Categories of salaries and benefits will be collected by category of district personnel as detailed in the chart below. Object codes identifying salaries and all benefits associated with a particular category of district personnel will end with the same number. (See the following charts)
  - For example, salary and benefits for teacher/professional staff personnel are identified by a three-digit object code ending with a “1”.

Object Code	Categories of District Personnel and Descriptions
XX0	<b>Non-Instructional Staff:</b> Full-time, part-time, and pro-rated portions of the costs for work performed by non-certificated, support staff of the districts. Includes clerical staff, transportation staff, custodial staff, kitchen staff, and other staff not expended in other objet codes.
XX1	<b>Teachers/Professional Staff: Full-</b> Full-time, part-time, and pro-rated portions of the costs for work performed by certificated employees of the district who are considered to be in positions of a permanent nature. These include teachers, principals, associate/deputy superintendents and those of a professional nature in positions of support. Include SPED Director, Guidance Counselors, School Psychologists, Certificated Coaches and Activity Sponsors, full-time substitutes employed as a regular employee by the district
XX2	<b>Instructional Aides or Assistants:</b> Full-time, part-time, and pro-rated portions of the costs for work performed by non-certificated classroom assistants. Includes Para-professionals, Non-Certificated Coaches and Activity Sponsors.
XX3	<b>Substitute Teachers:</b> Full-time, part-time, and pro-rated portions of the costs for work performed by employees who are hired to serve as a substitute teacher.
XX4	<b>Technical Staff:</b> Full-time, part-time, and pro-rated portions of the costs for work performed by non-certificated staff who are hired to provide technical support for all educational programs and district operations. Includes programmers and analysts. Include certificated individuals if working in technical department
XX5	<b>Superintendent:</b> Full-time, part-time, and pro-rated portions of the costs for work performed by the superintendent of the district.
XX6	<b>Professional Non-Certificated Staff:</b> Full-time, part-time, and pro-rated portions of the costs for work performed by non-certificated employees of the district who are considered to be in professional positions of a permanent nature. These individuals would hold a professional degree, license or certificate. Includes chief financial officer, legal counsel, business manager, human resource manager, technology director, network administrator, school nurse, school dietician, and those that direct other district departments in positions of support for operations of the district. An individual holding a teaching certificate would be classified in this category if his or her job responsibilities include the areas listed above and do not include classroom instruction.

Object Code	Employee Benefit Descriptions
21X	Employer’s share of all Group Insurances. Health, Dental, Long Term Disability, etc.
22X	Employer’s share of Social Security paid by the district.
23X	Employer’s Share of Retirement Contributions. Includes amount paid for employees working in Federal Programs.
25X	Tuition reimbursement to employees based on district policies.
26X	Unemployment compensation
27X	Worker’s compensation
28X	Health benefits paid by the district. Employee’s annual deductible, HAS, EAP, cash in-lieu-of insurance.
29X	Employee benefits not classified in above categories. Car allowances, cell phone allowance, housing, moving expenses, paid parking.

### **How do I code compensation for coaches, class sponsors or activity sponsors?**

- Compensation for coaches, sponsors and other responsibilities related to additional/extra duty would fall under:
  - Function codes 1100 would be appropriate for coaches and class/activity sponsors. SPED Unified Sports Function 1280 would include compensation for coaches.
  - Object Code range of 150-156 depending on the category of district personnel.
- As an example, a custodian is serving as the junior high basketball coach – compensation for this part of his/her job would be 1100-150 (Non-Instructional Staff). If the 3<sup>rd</sup> grade teacher coaching the junior high basketball team – the compensation would be coded as 1100-151 (Teachers/Professional Staff). A teacher that also serves as the bowling coach for the Unified Sports Program would be coded as 1280-151.

### **How should I code the payment to a high school teacher who covers a class for another high school teacher?**

- The compensation would be coded as follows:
  - 01-2-01100-151 – Additional Compensation (Teachers/Professional Staff)
  - 01.2-01100-221 – Social Security and FICA

### **How should I code the FICA and Retirement Contributions for an elementary SPED teacher who is also a high school coach for the district?**

- The teacher compensation would be coded as follows:
  - 01-2-01200-111 - Teacher salary
  - 01-2-01100-151 - Additional compensation for coaching (Teachers/Professional Staff)
  - 01-2-01100-221 - Social Security and FICA (include amount for salary and additional compensation for coaching)
  - 01-2-01100-231 – District’s Share of Retirement Contribution (include amount for salary and additional compensation)
  - 01-2-01100-211 – District’s Share of Group Insurance (include amount for salary and additional compensation)
- Based on a recent ruling, “coaching” is considered instructional and should be coded to function 1100 Regular Instruction.

### **How do I code *Cash-In-Lieu* if employees do not sign up for health insurance?**

- Cash-In-Lieu would be coded in the object code range of 28X for “Health Benefits Paid for...”

### **How would I code compensation to a person living in our community who is not certificated and has signed a *contract* with the district to coach our basketball team?**

- The coding to compensate this person would be as follows:
  - 01-2-01100-120 – Temporary Employees paid to Non-Instructional
- Since this is a contract between the district and the individual, there would be no FICA paid for this person.

### **What function code should be used to record salary/benefits for Activity Directors and Athletic Directors?**

- Function code 2490 is the appropriate code to use for Activity and Athletic Directors.
- If this individual splits their time between an Activity/Athletic Director and as a teacher, you will have to determine the percentage of the salary that should be coded between Function Code 2490 and Function Code 1100.

### **Where do we code expenditures for the District’s student information system?**

- All costs related to the Student Information Systems (such as PowerSchool, Go Edustar, Infinite Campus, JMC, etc.) should be coded in Function 2110 Attendance and Social Work Services.

**Our grade configurations are different in each elementary school. Is that going to cause problems?**

- No, per pupil costs can be calculated in any grade configuration.

**There are so many more disbursement codes! Do we have to use all of these codes?**

- Districts only need to use the function and object codes that apply to revenue received or expenditures incurred by the district.
- Function or object codes that do not have data entered will not appear on the financial data file.

**What is the difference between Regular Employees and Temporary Employees?**

- Regular Employees --full-time, part-time, and prorated portions of the cost for work performed by permanent employees of the school district. Employee who is hired as a full-time substitute would be coded as a regular employee.
- Temporary Employees -- full-time, part-time and prorated portions of the costs for work performed by employees who are hired on a temporary or substitute basis.

**Do districts have to report each category of benefit for each category of district personnel?**

- Districts are required to identify employee benefits by *each* category of district personnel.
- There are *two* options how benefits can be reported:
  - Total amount of employee benefits paid by category of employee
    - District would use object code range 201-207 to report a total for each category
  - Benefits broken down by specific type of benefit
    - Coding ranges between 2X1 - 2X7 for the following types of benefits:
      - Overtime    ▪Social Security    ▪Additional Compensation    ▪Group Insurance
      - Retirement    ▪Health Benefits    ▪Tuition Reimbursement    ▪Sabbatical Leave
      - Other    ▪Unemployment    ▪Workman’s Compensation

**What is the difference between 21X Group Insurance and 28X Health Benefits?**

- Expenditures related to the district’s share of any group insurance would be coded in the 21X series of object codes.
- Health benefits would include district-paid expenditures as employee annual deductibles, EAP costs, Employer HSA contributions, in-lieu-of insurance payments, and other health programs provided to employees.

**Are all district funds impacted by this change in how the financial transactions are reported?**

- District funds have been categorized by school level and district level

District Funds	School Funds
Employee Benefit Fund	General Fund
Contingency Fund	Depreciation Fund
Bond Fund	School Nutrition Fund
Cooperative Fund	Activities Fund
	Special Building Fund
	Qualified Capital Purpose Undertaking Fund
	Student Fee Fund

- The coding structure must be used to record financial transactions in all school funds. Districts must be entering their financial transactions for all funds into their financial software in order for district financial data is uploaded through

**Do we need to add separate account codes for receipts and disbursements for each type of activity in our Activities Fund?**

- In order to track those transactions, it would be helpful to add an identifier to the string of coding. Discuss this with your software vendor to see if you could add extra digits to the end of the function codes or if you have to add a sub-account to identify individual accounts within the Activities Fund.
- When this information is reported to NDE, the expenditures and receipts will be rolled up into the school level and not broken down into separate accounts since the Activities fund is one of the funds reported on a school level.

**What is the object code for transfers to the Depreciation Fund from the General Fund?**

- You would actually expense it out of the appropriate expense function to identify the intended purpose of the money from the General Fund to the Depreciation Fund. In the Depreciation Fund, it will be coded as a transfer in from the General Fund
- For example, moving \$100K from General Fund to Depreciation Fund for the purpose of purchasing a regular education school bus the following year, the coding in the General Fund would be 01-2-02710-732 and coded into the Depreciation Fund as 03-1-05200-911.
- If the funds will eventually be used to buy computers for Regular Ed, the disbursement code in the General Fund would be 01-2-01100-643 and coded into the Depreciation Fund as 03-1-05200-911

**What are Unrestricted Grants-in-Aid?**

- A federal term describing revenue received as grants by the district that can be used by the district for any legal purpose without restriction, similar to non-categorical grants.

**What are Restricted Grants-in-Aid?**

- A federal term describing revenue received as grants by the district that must be used for a categorical or specific purpose.
- Funding identified as Restricted Grants-in-Aid direct from the Government must be completely used by the district or the remaining funds must be returned to the governmental unit granting the funds.

## Submission of Financial Data and Reports Available for Verification

### How does the NDE Financial Data System work?

- Districts upload their financial data directly out of their Finance Reporting Software into the NDE Financial Data System.
- Once a district's financial data is uploaded into the NDE Financial Data System, the financial data will be go through the Verification and Validation process as in the past.
  - If items are identified through this process, districts will make the corrections in their financial software and re-upload the financial data file.
- The system includes functionality to generate reports for districts to review their information by function and object code level. The following reports are available after the financial data is uploaded into the NDE Financial Data Reporting System:
  - Fund Beginning and Ending Balances– District Level and School Level
  - Fund Revenue Reported – District Level
  - Fund Disbursements Reported – District Level and School Level
  - Average Daily Membership – District Level and School Level
  - General Fund Disbursement Calculations– District Level and School Level
    - Total Current Expense
    - Adjustments to Current Expense
    - Total Adjusted Current Expense
    - Total General Fund Expenditures
    - Total Disbursements
  - Per Pupil Costs – District Level and School Level
  - General Fund Allocation Calculations
- Before final district approval of the financial data, utilize the reports listed above to ensure the information accurately reflects the district audit.
  - If variances are identified through NDE's Audit review process, districts will be required to correct the information in their financial software and re-upload their file into the NDE Financial Data Reporting system.
- After the narratives have been uploaded or entered, the district can approve their financial data. Once this is complete, the district's audit and related materials can be uploaded.

### Can the financial data be viewed with function and fund totals after uploading?

- Once the financial data is completely uploaded, districts can view all the function totals and fund totals. Only functions and objects codes with an amount entered will display.
- District financial software should be capable of producing a comprehensive report that includes totals. Be sure to closely review this information prior to uploading the financial data into the NDE Financial Data System.

### **Can corrections be made after the District Financial Data has been uploaded?**

- Yes - Corrections will be made directly by re-uploading the original file with corrections into the NDE Financial Data Reporting system, which will then recalculate function and fund totals. Corrections will have to be confirmed before being saved into the System.
- The *second* year of the NDE Financial Data System will include an additional function to help schools report their financial data. Financial data from the 2018/19 will be displayed along with 2019/20 information as a way to help identify inconsistencies and errors.

### **How will schools amend their financial data later in the year?**

- Districts will be able to amend their Financial Report throughout the year. However, amendments must be submitted by July 31 in order to be included in recalculation of State Aid.
- To amend this information, districts will submit corrections by emailing NDE staff who will provide information to be completed in order for the amendment to be completed.
- Confirmation from the district auditor stating they agree with the changes will be required before the corrections are saved into the NDE Financial Data Reporting system.

## District Audits

### **Will my district auditor be required to report financial transactions on a school level and the district level?**

- Auditors will continue to report all transactions on a district level.
- Funds that are reported on a school level will be consolidated and reported as a district total.
- Auditors will be asked to include a schedule that reflects a template displaying functions, beginning and ending balances in a specific order.
  - Districts and Auditors are strongly encouraged to verify that their financial information accurately reflects the district audit before the district's financial data file is approved in NDE Financial Data Reporting system.
  - If variances in the financial data are identified through NDE's Audit Review process, districts will be required to correct the information in their financial software and re-upload their financial data file into the NDE Financial Data Reporting system.

## Per Pupil Costs

### **Will per pupil costs be calculated by school or by district?**

- Per pupil costs will be calculated on school and district level. Individual school Average Daily Attendance (ADA) and Average Daily Membership (ADM) information will be pre-populated based on information submitted in ADVISER.

### **Part of the calculation of per pupil cost includes 3% of the insurable value of building and contents. How will that information be collected on the NDE Financial Data Reporting system?**

- After uploading district's financial data, a screen similar to the per pupil page will be displayed to enter in this information. This information will be collected on the district level and school level.
- Insurable value of building and contents can be verified through the district's insurance agency as far as coverages.

**We have educational programs that have been assigned a school number. The school may report staff but does not report student membership. How are expenditures reported?**

- If there are no membership figures associated with these schools/programs., no expenditures should be reported on the financial data upload for those schools/programs since per pupil costs could not be calculated for this school.
- The NDE Financial Data Reporting System will display an error if expenditures are reported to a school/program with a student membership of zero. Expenditures for those schools/programs must be allocated to the individual student's originating school.