

MEMORANDUM

DATE: May 31, 2018
TO: Business Manager/Treasurer/Clerk/Administrator
FROM: Julie Oberle, Public School Finance
SUBJECT: Electronic Reporting of IFARMS Annual Report Data

The State Department of Education encourages schools to electronically submit their 2017-2018 Annual Report. The most common method used for electronic submission is an email attachment. Reports can be emailed as attachments to JAOberle@sde.idaho.gov. Please note that annual reports will be submitted via ISEE uploads beginning with the FY 2019 annual report submission. FY 2018's annual report submission should be submitted as it has in prior years, as an email attachment.

You can electronically submit revenue, expenditures, balance sheet (including General Fixed Assets and General Long Term Debt), and fund balance data for all funds. Our computer system will generate the **Combining and Combined Statements of Revenues & Expenditures With Changes in Fund Balances as well as the Combining and Combined Balance Sheets**. However, you will still need to submit (whether as an email attachment or on paper) the following pages from the Annual Report:

Page 1	Signature & Certification Page	Page 101	Detail of Bond Issue...
Page 98*	Combining Stmt of Rev. & Expd.	Page 102*	Combining Balance Sheet
Page 99*	Combined Stmt of Rev. & Expd.	Pages 103-104*	Combined Balance Sheet
Page 100	Detail of General Fixed Assets		

* Required if the information has not been included in your electronic submission.

A REMINDER: If your district is using a fund number that is different from that prescribed by IFARMS for 2017-2018, you will need to change your coding to agree with IFARMS guidelines before submitting your report.

If your district has more than one Special Local Fund, you should report them separately using the fund numbers from 230 to 239. The same is true for Special State Funds. You should report them separately using fund numbers 240 to 249 including 240 School Building Maintenance, 241 Driver Education, 243 Professional Technical-State, and 245 Technology-State.

Following are [guidelines for constructing the Annual Report data file](#). A district may submit the data electronically using the annual report forms available on our website at <http://www.sde.idaho.gov/finance/index.html> by sending the report as an email attachment or in an ASCII format.

If submitting using the annual report forms available on our website:

Using Excel, download the annual report forms from the School Finance website. Once you've saved the pages in Excel, enter your financial data into the necessary forms, save, and send as an email attachment. We will then import your data into a usable format.

If submitting using an ASCII format:

Each record is to consist of 24 characters. Do not include any records related to totals. The coding structure must follow IFARMS. If other than designated IFARMS coding is used, the data will be ignored by our computer program.

In accordance with accounting convention, revenues, liabilities, and equity are a credit (-) posting; expenditures and assets are a debit (+) posting. Amounts with no sign are assumed to be debits. The length of the field for the amount is 10 spaces. Amounts must be right-justified and rounded to whole dollars.

The file submitted to the Department must be provided in the specified record format as follows:

EXPENDITURES

- Characters 1 - 3 are digits representing the schools district number
- Characters 4 - 6 are digits representing fund number
- Characters 7 - 9 are digits representing the function/program
- Characters 10 - 12 are digits representing the object
- Characters 13 - 14 are digits representing the business year
- Characters 15 - 24 are digits representing the dollar amount

Expenditure Example: 00110051210018 5636
Record interpretation: 001 = District 001, Fund 100 = General M & O Fund, Function/Program
512 = Elementary School Program, Object 100 = Salaries, year 18 = 2017-2018
and amount 5636 = \$5,636.

Note: In the example, there are 6 blank spaces between the last digit of the year and the first digit of the amount.

REVENUES, BALANCE SHEET, and BEGINNING FUND BALANCE

- Characters 1 - 3 are digits representing the school district's number
- Characters 4 - 6 are digits representing fund number
- Characters 7 - 12 are digits representing the account code
- Characters 13 - 14 are digits representing the business year
- Characters 15 - 24 are digits representing the dollar amount

Revenue Example: 15125344510018 -128455
Record interpretation: 151 = District 151, Fund 253 = Title I - Migrant Fund, Account 445100
= Title I - ESEA, Year 18 = 2017-2018 and amount -128455 = (\$128,455).

Note: In the example, there are 3 blank spaces between the last digit of the year and the negative symbol (-).

Balance Sheet Example: 41725111100018 165000
Record interpretation: 417 = District 417, Fund 251 = Title I - Disadvantaged Fund, Account
111000 = Cash, Year 18 = 2017-2018 and amount 165,000 = \$165,000.

Note: In the example, there are 4 blank spaces between the last digit of the year and the first digit of the amount.

Beginning Fund Balance Example: 09110032000118 -5000
Record interpretation: 091 = District 091, Fund 100 = General M & O Fund, Account
320001 = Fund Balance July 1, Year 18 = 2017-2018 and amount -5000
= (\$5,000).

The School Finance website (<http://www.sde.idaho.gov/finance/index.html>) has a listing of approved balance sheet codes, revenue codes, and fund, function/program, and subobject codes. Once at the School Finance website, go to Forms. The top middle section contains the 2017-2018 Annual Report Forms and supporting documents. Pay close attention to your own codes compared to those on the list. The codes submitted must match the Annual Report codes. Also, notice the Fund Equity Codes and the Beginning Fund Balance codes. If your diskette or emailed submission does not include these codes for each fund, you will have to submit the data on the appropriate Annual Report pages for the Balance Sheet (pages 102 - 104) and for the Statement of Revenues and Expenditures (pages 98 & 99).

If you have any questions regarding the accounting or reporting for any given amount or the record format, please call Julie Oberle at 332-6840.