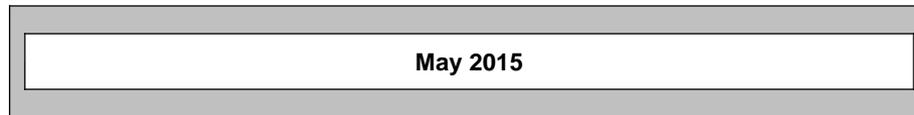


# Charter School Workshop

February 26, 2015

# Data Acquisition Calendar

- 2014-2015 Calendar is available online at: [www.sde.idaho.gov/finance/index.html](http://www.sde.idaho.gov/finance/index.html)
- List of reports due that month
  - Who to contact with questions
  - Why the report is required
- Posted in July / August
- Review the Data Acquisition Calendar for items due prior to the school year you open



DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
May 31	2015-2016 School Calendar	District/Charter	Public School Finance	Julie Oberle 332-6840	State Law IC 33-512(1)	Days in session and hours of instruction for school year 2015-2016. (Forms will be available at <a href="http://www.sde.idaho.gov/site/finance_tech/forms.htm">www.sde.idaho.gov/site/finance_tech/forms.htm</a> )

# Things to do...

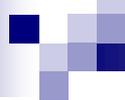
- *Hire* an experienced/qualified business manager or bookkeeper
- Network with other charter school administrators and business officials
  - Accounting software/system
  - Certified Public Accountant (CPA)
- Consider joining IASBO (Idaho Association of School Business Officials)

# IASBO

- New School Finance Workshop
  - School Finance 101 workshop (presented by Public School Finance staff)
  - Typically held in March
- Annual Conference (late June)
- Regional Meetings
- Website: [www.idahoasbo.org](http://www.idahoasbo.org)

# IFARMS

- Idaho Financial Accounting Reporting Management System
- Provides uniformity between schools for budgeting, accounting, and reporting
- Specific Balance Sheet, Revenue and Expenditures Codes
- IFARMS manual and forms are available at:  
[www.sde.idaho.gov/finance/index.html](http://www.sde.idaho.gov/finance/index.html)



# School Facility Maintenance and Repairs

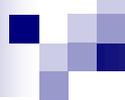
- Idaho Code 33-1019
- Must comply if you own your school building(s) or are purchasing a building(s) via a lease-purchase agreement
- Please call me for more detailed information (Julie Oberle, 332-6840)

# Calendars

- Idaho Code 33-512
- Specific number of instructional hours per grade grouping
- Calendar Manual & the calendar forms will be available on the SDE website at [www.sde.idaho.gov/finance/index.html](http://www.sde.idaho.gov/finance/index.html)
- Review calendars of surrounding schools
- 2015-2016 school year calendars are due May 31, 2015
- Notify School Finance of any calendars changes

# Tuition Rates

- Idaho Code 33-1405
  - Tuition must be charged if the student lives outside of Idaho
  - Tuition rates are set annually by the SDE
- If a student is enrolled in more than one Idaho public school:
  - Schools must review actual attendance to ensure no more than 1 ADA is being claimed in total
  - If one school is claiming the full ADA, the other school may charge a tuition amount for the class(es) being taken



# Tim Hill - Public School Finance Presentation

## ■ House Education Committee

- <http://lso.legislature.idaho.gov/MediaArchive/ShowMediaByCommittee.do>
- February 5, 2015
- Presentation begins at the 57.43 minute mark

*Prepared by Anser  
Charter School a  
few years after  
they opened...*

## **Top Ten Things We'd Do Different**

(If we had it to do over again)

1. Hire expertise in accounting/budgeting/fiscal management right away.
2. Set aside money to buy/build our own building.
3. Understand the cost of stuff-homework pays off!
4. Learn the intricacies of state funding and reporting- what you don't know can bite you!
5. Don't plan to rely on volunteers indefinitely. Paid staff = Sustainability
6. Lottery, lottery, lottery - Fruitful fields for lawsuits.
7. Accept that an educator's skill set is different from an operations manager skill set.
8. Got policy? Yes you need it. No you don't always have to write it.
9. Consistency is the key to corporate records. Keep important records close at hand.
10. Find a better balance between mission and operations.

Resources (free online and the BEST!)

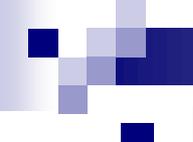
State Board Rules

Charter Commission Handbook

Open Meetings Manual (Attorney General)

Public Records Manual (Attorney General)

Ethics in Government Manual (Attorney General)



- Public School Finance, 332-6840

- Timothy Hill, Deputy Superintendent

- Julie Oberle, Finance Coordinator

- [JAOberle@sde.idaho.gov](mailto:JAOberle@sde.idaho.gov), 332-6846

- IFARMS, Annual Financial Report, Tuition Rates, School Facility Maintenance, State Exceptional Funding, Calendars

- Kathryn Vincen, Finance Coordinator

- [KLVincen@sde.idaho.gov](mailto:KLVincen@sde.idaho.gov), 332-6841

- Staffing Data

- Brandon Phillips, Finance Specialist

- [BCPhillips@sde.idaho.gov](mailto:BCPhillips@sde.idaho.gov), 332-6875

- Budgets

- Shannon Wendling, Finance Specialist

- [Swending@sde.idaho.gov](mailto:Swending@sde.idaho.gov), 332-6844

- Attendance/Enrollment, Support Units

- Pam Brewer, Finance Specialist

- [Pbrewer@sde.idaho.gov](mailto:Pbrewer@sde.idaho.gov), 332-6983

- Attendance/Enrollment, Support Units